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About RMAT

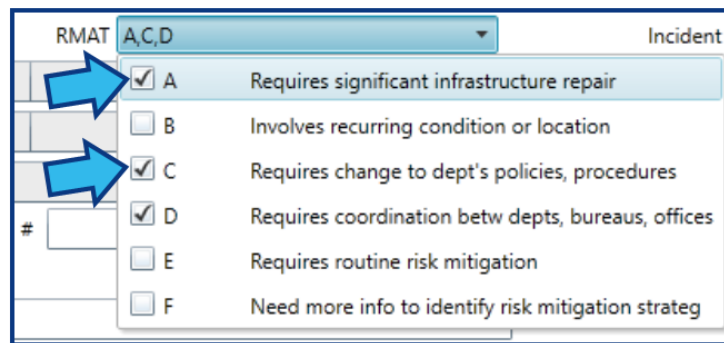
The **Risk Management Assessment Tool**, or **RMAT**, is a tool in **CLW** to manage an evaluation process to identify and report on lawsuits arising from dangerous conditions about which the City or County has become party to a lawsuit. The tool is used to address and report on steps to mitigate risk and utilize **Corrective Action Reports (CARs)**.

CLW must be configured to enable use of the **RMAT** feature. Once enabled, **RMAT** codes and settings can be configured through the **Litigation** section of the **System Management** module.

Add RMAT Code(s) to a Matter

There are two steps to complete this task:

1. Create or open a **Litigation** matter.
2. Enter **RMAT** code(s) in the **RMAT** field. The drop-down for **RMAT** allows for selection of multiple codes.



RMAT	Incident
☒ A	Requires significant infrastructure repair
☐ B	Involves recurring condition or location
☒ C	Requires change to dept's policies, procedures
☒ D	Requires coordination betw depts, bureaus, offices
☐ E	Requires routine risk mitigation
☐ F	Need more info to identify risk mitigation strateg

RMAT Color-Coded Display Options

When a color option is set for a combination of **RMAT** codes, and those codes are selected for a matter, a background color is applied to the matter. This can be seen in the following: **My Open Matters** in **Skyline** and **Main St.** views; global and module **Search Result** windows; and the **Title** and **RMAT** fields of the **Basic** tab.

Example from **Skyline** view of **My Open Matters**:

My Open Matters (10) - Showing 10.					
Module	File #	Title	Date	Dept	Attorney
LI	L19-0029	RMAT Example	3/15/2019	NOR	ATT
LI	L19-0028	JS Practice	3/14/2019	LB	PDS
LI	L19-0027	Test v.4298 1	3/14/2019	BIR	PM
LI	L19-0021	Test v.4290 -2	3/6/2019	JEFF	PM

Example from **Basic** tab of **Litigation** matter:

Litigation

Basic

Description

Evaluation

Notes

Equipment

Keywords

File Mgmt

Title

RMAT Example

File #

L19-0029

Type

O

Cause

Attorney

ATT

Cat

DAN

RMAT

A,C,D

Attorney

PDS

Status

Open

Team

LIT

Disposition

Trial

Open

3/15/2019

Incident

11/19/2018

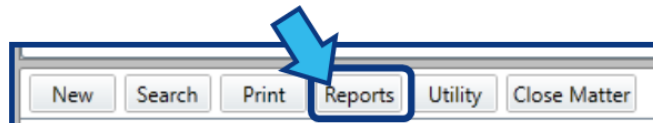
Filed

Board

RMAT Report Options

RMAT Category Report

When the **RMAT** feature is enabled, an **RMAT Category Report** option is available in the **Litigation Reports** window. To access, press the **Reports** button at the bottom-left of the **Litigation** module.





Press the box to the left of **RMAT Category Report** to open the **RMAT Category Report Criteria** window.

Litigation Reports

Choose Report Menu Option

☐ Active Case Assignment Summary	☐ Settlements by Department
☐ Case Assignment List	☐ Activity Summary
☐ Department Payment Summary	☐ Payment Summary by Matter
☐ Cause Code Summary	☐ Open Cases by Age
☐ Liability Payment Register	☐ Average Days to Completion
☐ 10 Year Incurred Loss Summary	☐ Completion Statistics
☐ Liability Payments Summary	☐ Litigation Management Reports
☐ Liability Register	☐ Audit Report
☐ Liability Register Summary	☐ Citywide Report
☐ Calendar Statistics	☐ Lawsuits by Category and Cause
☐ Activity by Staff and Category	☐ Department Statistics Report
☐ Case Docket Report	☐ Master Calendar Report
☐ Total Expenses vs. Indemnity Payout	☐ Trial Calendar Report
☐ RMAT Category Report	☐ Expert Witness Reserve and Expenses

Close

Specify the **Date Range** (date searches by the **Litigation Open Date**). A **Date Range** is required for the report. Optionally, additional filters for **Category**, **RMAT** code(s), **Staff**, and **Team** may be added. The **Report Title** defaults to "Quarterly RMAT Report" and **Status** defaults to "Both".

RMAT Category Report Criteria

Date Range
From To

Category ++

RMAT ++

Staff ++

Team ++

Report Title

Status ☐ Open ☐ Closed ☒ Both

Print Close

When printed, the report suffixes the **Report Title** with the selected **Date Range**. Press **Print** to view the report.

City Attorney Quarterly RMAT Report 2/1/2019 through 3/15/2019							
Court #	Title	Attorney	Department	RMAT Codes	Open Date	RMAT Date	Interval Days
123	Test v.4290	ATT	Beaverton, OR		3/5/2019	3/5/2019	0
	RMAT Example	ATT	Norwalk CA, City Clerk	A,C,D	3/15/2019	3/15/2019	0

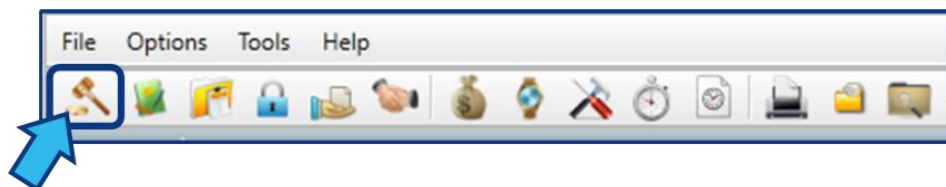
In this report:

- **Court #** = matter's court number
- **Title** = matter title
- **Attorney** = attorney code for first attorney on the case
- **Department** = matter's department name
- **RMAT Codes** = matter's RMAT codes
- **Open Date** = matter's open date
- **RMAT Date** = date the RMAT code was first added
- **Interval Days** = number of days between Open Date and RMAT Date

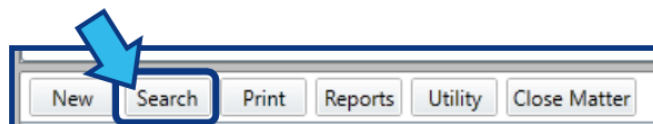
RMAT Custom List Report

Matters are searchable using the **RMAT** codes, and therefore can be used in conjunction with print options like the **Custom List**.

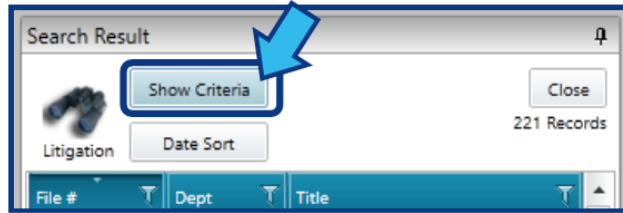
To create a **Custom List Report**, open the **Litigation** module.



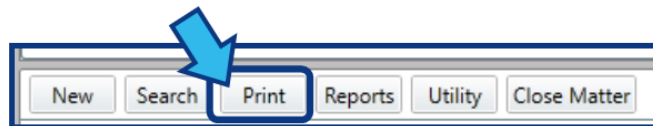
Press **Search**. A **Litigation Search Criteria** window appears.



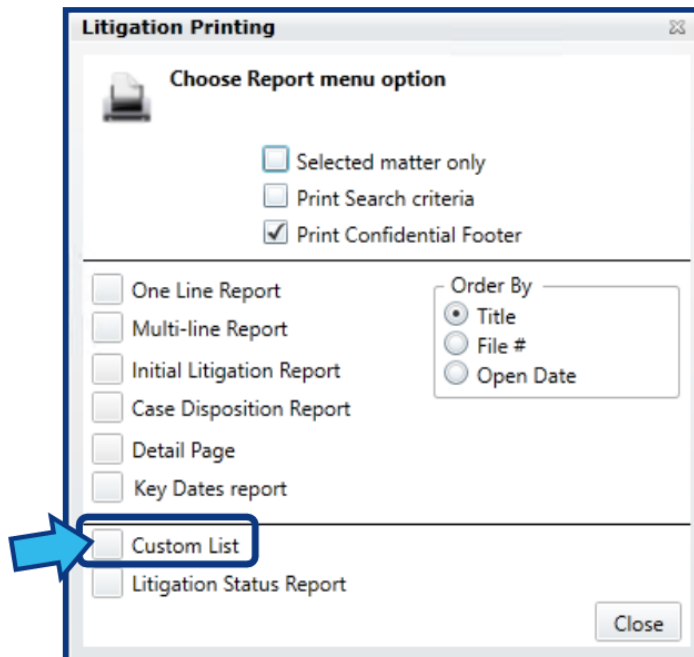
The **Custom List** is built from the matters identified in the **Search Result** list. Adjust the list by pressing **Show Criteria** to filter the **Search Result** list accordingly.



Press **Print**. A **Litigation Printing** window appears.

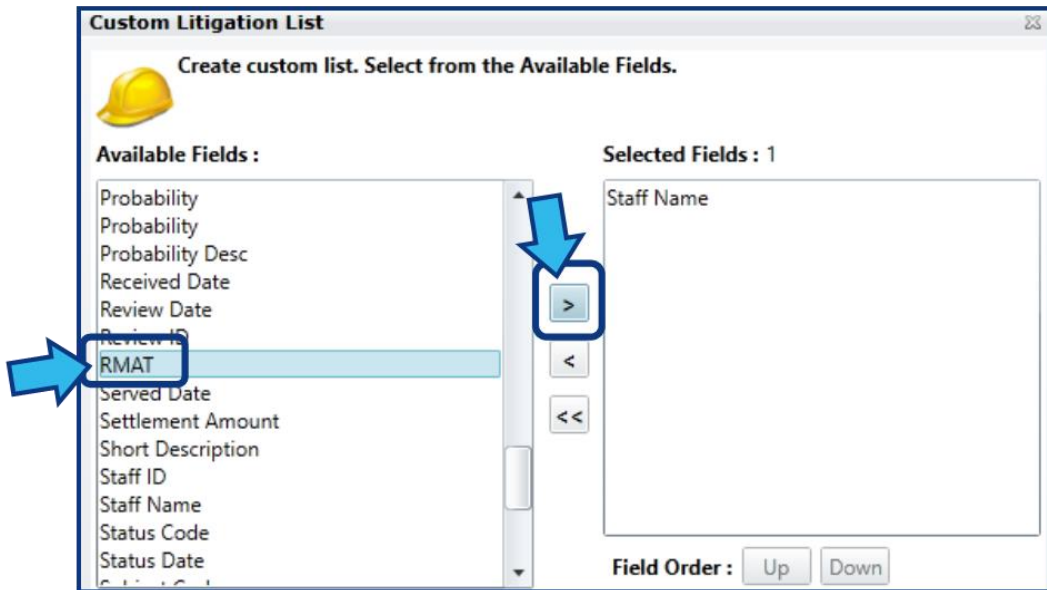


Select the box to the left of **Custom List**. A **Custom Litigation List** window appears.



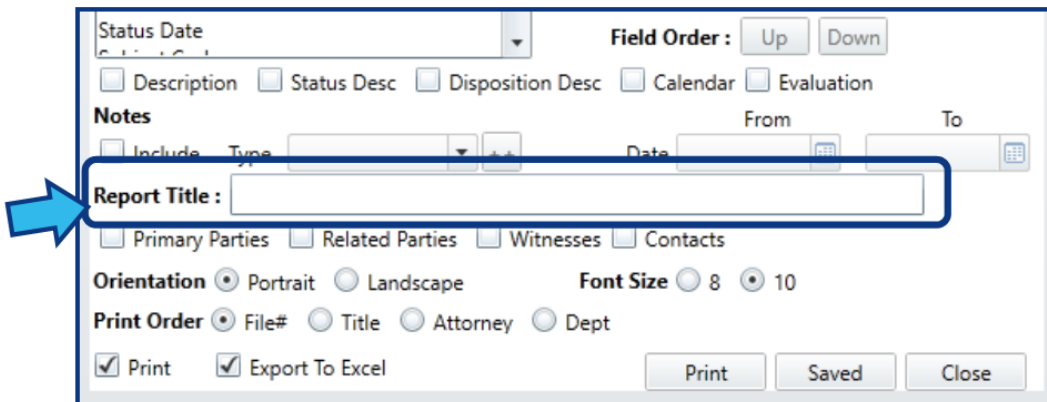


Build the **Custom List** by selecting fields from the left column under the heading "**Available Fields:**" and move them to the right column by pressing the right arrow ">" key.



To adjust the order of the **Selected Fields**, highlight one of the fields to move and press **Up** or **Down** to move the field.

Provide a **Report Title** to appear as the heading. (Note that a **Report Title** is also necessary if you wish to add this to the **Saved** file).



Once the list has been built in this fashion, and all other list options made, press **Print** to view, print, or export the **Custom List**.