



DATA MANAGEMENT STEERING COMMITTEE

THURSDAY, JANUARY 21, 2010

9:30 A.M. – 12:00 P.M.

AOC SEATAC OFFICE, SEATAC OFFICE CENTER

18000 INTERNATIONAL BLVD., SUITE 1106, SEATAC

AGENDA

1) Call to order

- a) Introductions
- b) Approval of November 19, 2009 minutes
- c) Review action items

2) Enterprise Data Warehouse Update

- a) EDW Monthly status report

3) Data Exchange Update

- a) VRV DX status update
- b) Superior Court DX status update
 - Go Forward Schedule and Timeline <High Level Draft>
 - General approach to requirements development
 - Recommendations for selecting work groups and pilot courts

4) Next Steps/Action Items/Decisions

5) Future Meetings

- February 18, 2010 9:30 a.m. – 12:00 p.m., Conference Call
- March 18, 2010 9:30 a.m. – 12:00 p.m., Conference Call
- April 15, 2010 9:30 a.m. – 12:00 p.m., Conference Call

Attachments and Handouts

November 19, 2009 Draft Minutes
Enterprise Data Warehouse Monthly Report
VRV Marketing Overview Draft
Superior Court DX – Go Forward Plan Briefing
Updated 2010 Meeting Schedule



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DATA MANAGEMENT STEERING COMMITTEE (DMSC)

THURSDAY, NOVEMBER 19, 2009

9:30 A.M. TO 12:00 P.M.

CONFERENCE CALL #: (360) 407-3780 pin # for participants: 354377#
pin # for AOC: 362668#

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MEETING MINUTES

Members Present: Rich Johnson, Chair, Larry Barker, Jeri Cusimano, William Holmes, Frank Maiocco, Barb Miner, Chuck Ramey, and Jenni Christopher (for Carl McCurley).

AOC Staff: Gregg Richmond, Manny Najarro, Jennifer Creighton, and Kathie Smalley.

Call to Order

Rich Johnson requested a change to Page 2, *Superior Court Data Exchange Project*, 1st paragraph, 1st sentence, to read: "From this point forward, the 'SCOMIS Data Exchange' will be renamed the 'Superior Court Data Exchange' to reflect a broader and more inclusive scope. The minutes will reflect the SeaTac location, and were deemed approved as amended.

Mr. Johnson communicated the loss of Randy McKown, praising the number of significant accomplishments he had made to the committee; members joined him in how much he will be missed. He added that Manny Najarro will be taking over as project manager for the Superior Court Data Exchange, and welcomed him to the team.

Previous Action Items Review

Re Bullets 3-5 – Barb Miner reported email communications between herself, Randy McKown, Siri Woods, and Frank Maiocco – wherein Randy had reported he felt he had everything he needed from previous communications with the clerks related to imaging requirements, and was planning to review it again and look for any holes in information. Barb Miner and Frank Maiocco both gave Superior Court Data Exchange (SC DX) updates to their constituents at their recent conferences.

Open Action Items

- o Jeri Cusimano will get with the Courts of Limited Jurisdiction constituents and gather the information as to why they need the accounting information in the data warehouse, and relay that information to Jennifer Creighton. *Due by February 18, 2010.*
- o Rich Johnson, Manny Najarro, Jeri Cusimano (and someone of her choosing), will meet to work on developing the marketing document to announce the success of the VRV project, the intention to expand it and identifying the effort required, and who would be interested. The document would include 5 or so main bullets that identify the main areas required, such as vendor cooperation, programming, internal ISD, etc. *Due by January 21, 2010.*
- o Provided there are no delays on the contract with Cayzen, the AOC will work to provide to the DMSC (in advance of the January 21 meeting) the work plan and timeline for consideration and adoption at that meeting. *Due by January 11, 2010.*

Enterprise Data Warehouse Update – Jennifer Creighton

EDW Monthly Project Status Report

Jennifer Creighton reported the project being in maintenance mode, with the majority of effort on caseload reporting to get it into the warehouse, thus allowing courts to be able to run their caseloads at any time. Also providing more drill down functionality, and flexibility in how courts process those to get more detail at each of the levels. Other ongoing activities are supporting

retrieval of historical information out of the warehouse, doing data dissemination requests, and the usual maintenance type of activities.

Jenni Christopher confirmed that the caseload reporting effort was prioritized in order to be able to use BOXI to produce the annual reports. The project is on track, but has to be cut over at year-end in order to publish the public document. Superior Court is approximately 90% complete; Courts of Limited Jurisdiction are close except for pulling in revenue information, and work continues on time in process reports for the COA's.

Accounting and Juvenile Risk Assessment Discussion

Rich Johnson noted that these projects were identified as targets for expanding the data in the warehouse, and added that the committee was still waiting for the respective stakeholders to make their cases in writing and in person to the DMSC as to why these projects needed to be done. (See Open Action Items.)

Data Exchange Update – Manny Najarro

VRV Data Exchange Status Update

Manny Najarro reported the project is in its initial release, fully operational, and in live production in Everett. Kudos to Everett and the AOC team. Another release is scheduled for the end of the year as part of a set of back office updates on AOC's end. The plan is to help Everett with any closeout activities, and insure the VRV solution itself is robust enough and staged to handle increased usage by other jurisdictions.

Any discussion around expanding to other courts and going into pilot means that by 12/31/09, an operational plan that says who will support and maintain VRV needs to be in place. The AOC will need to know how it gets structured with the technical back end and support, gleaned from Everett (through documentation) the effort required, and then put that out on the portal to make all that information available to other interested parties in early 2010.

VRV Marketing Piece Update

Rich Johnson stated the next task for DMSC is to decide how to go about identifying the next top 5 list for the committee to prioritize and get going after the first of the year. Jeri Cusimano brought up the Marketing document that she, William Holmes, and Delilah George had worked up and offered to send something out when the time is right.

Rich suggested presenting the JISC with a report/update, reporting that VRV went into production and what the committee's (through its representation) next course of action will be, which is to develop a short list for prioritization for the expanded rollout of this project. In the meantime, the DMSC will work with Manny Najarro and the AOC/ISD team to identify what would be the most pertinent data to collect from those who might be interested in the VRV. (See Open Action Items.)

Superior Court Data Exchange Status Update - Review/discuss and finalize project charter updates

Rich Johnson emphasized the focus from the last DMSC meeting was: 1) uploading data from courts using different case management systems, supporting imaging applications, and exchanging data with ancillary systems for Superior Courts.

In Re the Superior Court DX Project Charter Amendment Overview handout, Manny Najarro presented the suggested changes to be made to the Superior Court Data Exchange Project Charter, significantly to Section D on pages 5-6 to provide a clearer description of what this

project needs to deliver. This revised plan sets out to replace the first generation model of data exchange for Superior Courts (23 separate exchanges) with focusing efforts on these three high level areas: docketing, imaging, and calendaring.

Motion: to adopt the amended charter and direction as described and provided to this committee. Larry Barker moved and Frank Maiocco seconded. Motion carried.

Next Steps/Action Items/Decisions

Number one on the next steps deliverables will be developing the project timeline for the next 18 months. Also critical to the committee and its representatives are the requirements components for the imaging and calendaring sections (assuming the docketing requirements are already there). Also, a work plan depicting actual effort to get everything completed (including the requirements piece), and having Cayzen update the schedule when milestones are hit. Once that is done, it will be shared with the committee.

The timeline begins with the revising of the current Statement of Work in support of the SC DX charter, scheduled for the first week of December. The balance of December will likely be spent working on updating the schedule and the work plan. Something should be drafted and available to the committee by January.

Rich Johnson decided to cancel the December DMSC meeting and members concurred. Rich, Manny, Gregg, and Jennifer will still have a meeting on December 17 or other workable day, and there will be a committee update distributed electronically by January 1, 2010.

Meeting adjourned 10:55 a.m.

Future Meetings

- December 17, 2009, 9:30 a.m. – 12:00 p.m., **CANCELED**
- January 21, 2010, 9:30 a.m. – 12:00 p.m., SeaTac Office Center
- February 18, 2010, 9:30 a.m. – 12:00 p.m., Conference Call

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PROJECT NAME: Enterprise Data Warehouse Maintenance

PROJECT MANAGER: Jennifer Creighton

PROJECT STATUS: Green

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DESCRIPTION: The Enterprise Data Warehouse (EDW) team supports the ongoing maintenance of the EDW, including keeping the applications up to date and completing approved requests for changes which are less than 300 hours to complete.

SUCCESS CRITERIA:

- Maintain the Enterprise Data Warehouse so it continues to provide timely, accurate, and complete information for the courts.
- Implement change requests on a timely basis.

MILESTONES:

Deliverables	Status	Planned End Date	Revised End Date	Actual End Date
Update caseload processing to use new data warehouse.	Green	07/31/2009	03/31/2010	
Support courts with queries and reports.	Green	Ongoing		
Respond to system errors and down time.	Green	Ongoing		

THIS REPORTING PERIOD:

- Legislative requests for information
- Sizing of proposed legislative impacts
- Completion of ETL work for caseload reporting
- Continued work to support changes to public web site
- Completed work to support Infrastructure upgrade of servers
- Began work on transferring quarterly indexes from the transactional system to the warehouse

NEXT REPORTING PERIOD:

- Continue report side of caseload reporting
- Begin rewrite of security to move it out of the application and onto the server to improve performance
- Continued legislative support
- Continued work on quarterly indexes

ISSUES:

	Issue	Resolution
1	None at this time.	

PROGRAM TEAM COMPOSITION:

- 4 full-time AOC employees (2 Business Objects developers; 2 Data Warehouse developers)
- As needed AOC staff (testers, business analysts, data base administrators)
- As needed court users

PROJECT PLAN:

For more information on the Enterprise Data Warehouse, please contact Jennifer Creighton at 360-705-5310 or Jennifer.Creighton@courts.wa.gov.

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VRV Data Exchange

What It Is

VRV is a standards based data service (data exchange/web service) that enables real-time electronic submittal of vehicle related violations from LEA's to JIS.

What It's Not

A tool or application to integrate disparate systems. It is not simply an importer of data to JIS. And, it is not an alternate reporting tool, although the data exchanged could extend reporting capability for local court use.

Current Business Situation

In Washington State, Vehicle Related Violations (VRV) (parking and photo enforcement tickets, i.e. red lights, toll violations, speed zones, etc.) are issued against the vehicle license plate. The individual responsible for these VRV tickets is the current registered owner of that particular vehicle. At this time, the entry of information from most parking and photo-enforcement tickets is done by physically transferring paper tickets and/or lists to the court, which then requires hand-entry of the individual tickets into DISCIS.

The Business Challenge

Local court jurisdictions and Local Law Enforcement Agencies (LEA's) generally do not operate on the same technology platform and do not typically have formal electronic methods for sharing data. The lack of a common electronic method for submitting parking tickets creates increased workload for both LEA's and court staff as well as the possibility for increased human error in processing.

VRV Business Value

Starting in 2010, the VRV data service developed by the AOC will enter into an expanded pilot program to further refine and prepare it for eventual statewide rollout to courts of interest. VRV in its current release is already processing live VRV electronic data from local law enforcement in Everett, Washington. "It works!!!! What that means to all of us is . . . Drum roll please . . . No more manual entry of parking tickets," Everett Municipal Court Administrator, Jeri Cusimano, said after VRV went live in her court November 19, 2009. The potential benefits for local court jurisdictions include:

- The ability to automate and send parking tickets electronically from local LEA's to JIS without court staff involvement.
- Time savings from not having to manually enter the tickets; and, elimination of data entry errors on the part of the court.

- Increased capacity to process parking tickets without severely impacting court operations.
- Inclusion of VRV data in JIS to allow statewide workload analyses and inform budget negotiations.

Plan for the Future Now

Take the time to consider what your organization does now and what a VRV implementation in your jurisdiction could mean for increased efficiency, productivity, and capacity. Planning considerations should include the following:

Business Considerations

- Sufficient budget reserves to support potential investments in technology for local implementation?
- Available court staff levels to support a VRV implementation?
- Consider how existing processes will be impacted – new controls, audits, etc.

Technical Considerations

- Is your technology infrastructure ready?
- Impact on existing infrastructure.
- Available technical staff or vendor partners.
- Staff resources must be available to develop, enhance and/or support any technology required to enable VRV locally.

Key Contacts

Take the time to consider what your organization does now and what a VRV implementation in your jurisdiction could mean for increased efficiency, productivity, and capacity.

Please reach out to the following JISC designated representatives with any general questions or interest:

Data Management Steering Committee (DMSC)

- Rich Johnson – DMSC Chair, Court of Appeals, Division I
 - Phone: (206) 464-5871
 - Email: richard.johnson@courts.wa.gov
- Jeri Cusimano – DMSC Representative for Courts of Limited Jurisdiction
 - Phone: (425) 257-7050
 - Email: jcusimano@ci.everett.wa.us

Please reach out to the following AOC designated representative with any specific project or technical questions or interest:

VRV Project Oversight

- Manny Najarro – AOC, Information Services Division
 - Phone: (360) 704-4028
 - Email: manuel.najarro@courts.wa.gov

ISD Data Exchange Program



Superior Court DX Go Forward Plan Briefing

January 21, 2010



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Today's Agenda

- **Introductions**
- **Briefing Objectives**
- **General Status Update**
- **What's Next**
- **General Q&A**
- **Adjourn**



Meeting Objectives

- **Understand key project activities and work priorities**
- **Alignment of plans to effort required**
- **Clear view on how teams and stakeholders work together**



General Status Update

Key Activity	Status
Update and realign project charter	Done!
Update Contract and Supporting SOW for next phase of work	In Process
Develop baseline work plan and schedule	In Process
Secure and finalize resource requirements <ul style="list-style-type: none">• AOC resources required• Vendor resources required• Court Community resources needed	In Process



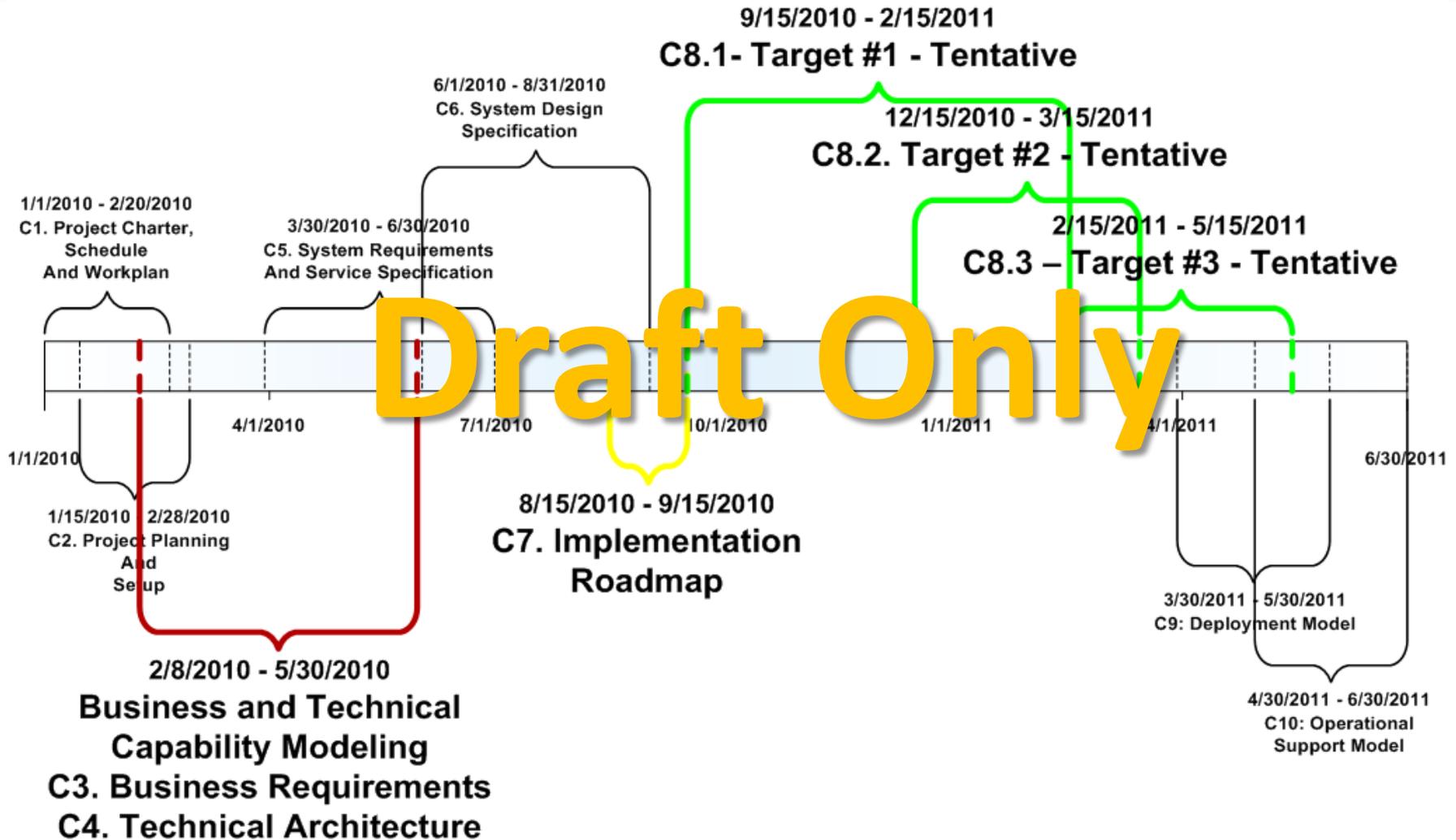
What's Next

- **Key Activities**

- Brief stakeholders on go forward plan
- Finalize and execute revised Contract and SOW
- Finalize initial baseline work plan and schedule
- Secure resources for work groups/pilot courts
- **GET TO WORK!**



What's Next Schedule/Timeline

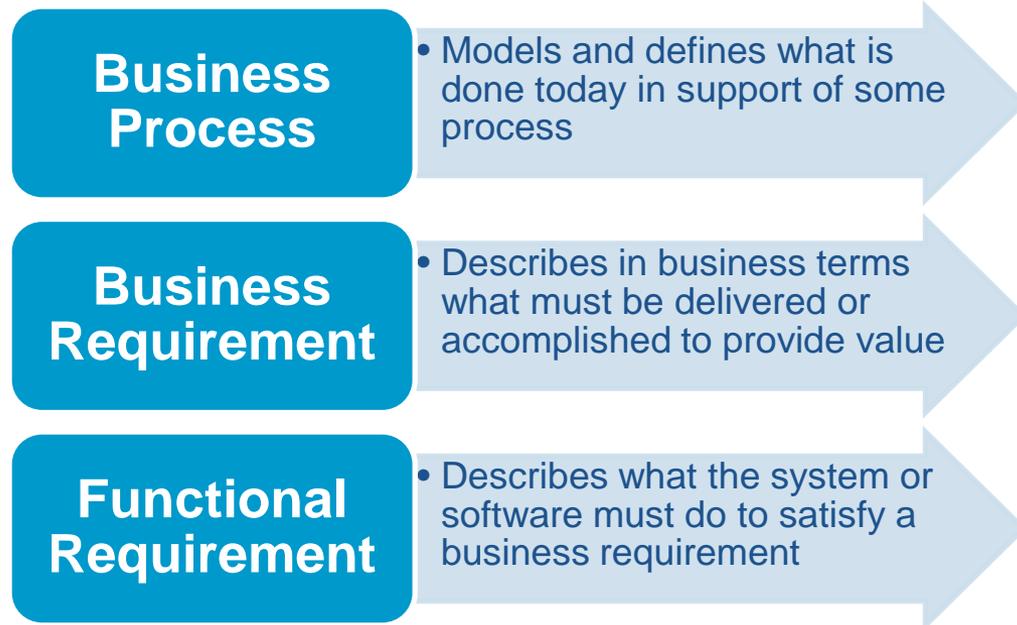




What's Next

General Approach

- **Step 1 - AOC and Vendor collaborate on review and assessment of current state**
- **Step 2 – AOC and Vendor host a set of workshops with target courts/users to define requirements for future state**



Validated target for Design and overall Architecture





What's Next

Selecting Workgroups

- **Workgroup Purpose – To provide ground level business input, review, and validation support for target data exchanges**
- **Key Criteria**
 - Broad stakeholder representation across Superior Courts
 - Focused courts of interest in target data exchange (e.g. document imaging)
 - Potential as a pilot court candidate



What's Next

Selecting Workgroups, cont.

- **Planning considerations**

- Need three work groups
- Need four to six courts represented
- Must be able to commit time for meetings, workshops, and document review

- **Tentative Commitment**

- Automated Query/Update to SCOMIS: 4 to 6 Week Effort beginning in late February 2010
- Document Imaging: 4 to 6 Week Effort beginning in early April 2010
- Calendaring: 4 to 6 Week Effort beginning in late April 2010



What's Next

Selecting Pilot Courts

- **Workgroup Purpose – To identify Superior Courts for fit to pilot new data exchange solutions**
- **Key Criteria**
 - Committed senior court leadership
 - Available budget for infrastructure improvements and/or development
 - Available court staff to work with project team
 - Available technical staff for required local development, test, and deployment



What's Next

Selecting Pilot Courts, cont.

- **Selection Criteria Considerations**

- Need a primary and two backup courts per target data exchange
- Must be able to commit staff time for meetings, workshops, document reviews, and testing
- Pilot courts must designate single points of contact

- **Tentative Commitment**

- Automated Query/Update to SCOMIS: Must be operationally ready for pilot by September 2010
- Document Imaging: Must be operationally ready for pilot by December 2010
- Calendaring: Must be operationally ready for pilot by February 2011



Summary

- Communications
- General Discussion
- Next Steps



**DATA MANAGEMENT STEERING COMMITTEE (*DMSC*)
SCHEDULE OF MEETINGS FOR 2010**

<i>WEEKDAY / DATE</i>	<i>TIME</i>	<i>MEETING LOCATION</i>
Thursday, January 21, 2010	9:30 a.m. to 12:00 p.m.	SeaTac Office Center, Ste. 1106 18000 International Blvd., SeaTac
Thursday, February 18, 2010	9:30 a.m. to 12:00 p.m.	Conf. Call, (360) 407-3780 pin no. 354377#
Thursday, March 18, 2010	9:30 a.m. to 12:00 p.m.	Conf. Call, (360) 407-3780 pin no. 354377#
Thursday, April 15, 2010	9:30 a.m. to 12:00 p.m.	Conf. Call, (360) 407-3780 pin no. 354377#
Thursday, May 20, 2010	9:30 a.m. to 12:00 p.m.	Conf. Call, (360) 407-3780 pin no. 354377#
Thursday, June 17, 2010	9:30 a.m. to 12:00 p.m.	Conf. Call, (360) 407-3780 pin no. 354377#
Thursday, July 15, 2010	9:30 a.m. to 12:00 p.m.	Conf. Call, (360) 407-3780 pin no. 354377#
Thursday, August 19, 2010	9:30 a.m. to 12:00 p.m.	Conf. Call, (360) 407-3780 pin no. 354377#
Thursday, September 16, 2010	9:30 a.m. to 12:00 p.m.	Conf. Call, (360) 407-3780 pin no. 354377#
Thursday, October 21, 2010	9:30 a.m. to 12:00 p.m.	Conf. Call, (360) 407-3780 pin no. 354377#
Thursday, November 18, 2010	9:30 a.m. to 12:00 p.m.	Conf. Call, (360) 407-3780 pin no. 354377#
Thursday, December 16, 2010	9:30 a.m. to 12:00 p.m.	Conf. Call, (360) 407-3780 pin no. 354377#

(Dates/Times/Locations Subject to Change)

Updated 01-13-2010