



DATA MANAGEMENT STEERING COMMITTEE
THURSDAY, MARCH 18, 2010
9:30 A.M. – 12:00 P.M.

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

AGENDA

1) Call to order

- a) Introductions
- b) Approval of February 18, 2010 minutes
- c) Review action items

2) Enterprise Data Warehouse Update

- a) EDW Monthly status report
- b) Superior Court and CLJ Accounting requirements in EDW

3) Data Exchange Update

- a) VRV DX status update
- b) Superior Court DX status update

4) Next Steps/Action Items/Decisions

5) Future Meetings

- April 15, 2010 9:30 a.m. – 12:00 p.m., Conference Call
- May 20, 2010 9:30 a.m. – 12:00 p.m., Conference Call
- June 17, 2010 9:30 a.m. – 12:00 p.m., Conference Call

Attachments

February 18, 2010 Draft Minutes

Enterprise Data Warehouse Monthly Report

Accounting Requirements Overview

Definition Overview – EDW and DX

VRV Prospect Pilot Court List – Update for March 18, 2010



DATA MANAGEMENT STEERING COMMITTEE (DMSC)

THURSDAY, FEBRUARY 18, 2010

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

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

pin # for AOC: 362668#

DRAFT

MEETING MINUTES

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

AOC Staff: Gregg Richmond, Manny Najarro, Vicky Marin, and Kathie Smalley.

Call to Order

Introductions were made and the January 21, 2010 meeting minutes were approved, as submitted.

Previous Action Items Review

- Jeri Cusimano asked the CLJ administrators why they need the accounting information in the data warehouse, and the AOC is now assembling the responses received to present to the committee for the March meeting.
- Both Jeri Cusimano and Frank Maiocco solicited for members for Vehicle Related Violations (VRV) Data Exchange and the Superior Court Data Exchange work groups.

Open Action Items

- o AOC will draft a report regarding the requirements received from Limited Jurisdiction and Superior Courts as relates to accounting data from the warehouse. *Due by March 18, 2010.*
- o Rich Johnson will contact Sonya Kraski and Frank Maiocco will check with Gloria Hintze for interest on the Superior Court DX work group and AOC will put together a revised list. *Due by March 18, 2010.*

Enterprise Data Warehouse (EDW) Update – Gregg Richmond

EDW Monthly Project Status Report

The caseload processing for Courts of Limited Jurisdiction (CLJ) is nearly complete and will be available from BOXI for court use in early March. An email will go out to advise them it is coming and when, and will be followed up with more detailed instructions on how to access the enhanced features. The caseload processing for Superior and Appellate court levels will follow at a later date.

The Enterprise Data Warehouse team continues to transfer quarterly indexes from DB2 to the warehouse, as they continue to support BOXI. Ongoing Milestones are supporting the courts with queries and reports, responding to system errors and downtime, as well as performing legislative sizing.

Barb Miner asked if AOC was moving towards making the data in the warehouse more real time, and a lengthy discussion ensued about the 24-hour latency and the courts' desire to have more real-time data for report writing, etc. Siri Woods brought up a request she had

made asking for access to accounting data tables in the warehouse. There was confusion regarding the difference between hitting the data warehouse for real-time and accounting data, as opposed to using a data exchange and hitting the database. Manny Najarro suggested focusing on “What” they want done versus “How” it gets done. (See “Open Action Items” above.)

Data Exchange Update – Manny Najarro

Vehicle Related Violations Data Exchange (VRV DX) Status Update

The project is currently in planning mode, and finalizing resource plans (similar to what was done in ramping up for the Superior Court Data Exchange). The next phase is Operational Readiness (doing an extended pilot, finish tuning and preparing VRV for a statewide implementation at a future date to be determined). Mr. Najarro presented a list of eight prospective courts to consider for an extended pilot, noting those courts will be vetted for readiness for possible participation prior to the next DMSC meeting. For courts to be ready, they should be familiar with the process from where it starts to how the data gets to the place that it can ultimately be transferred to JIS. They need to look at their business process, communication, be prepared to consider adjustments to handle moving from an older manual process to an automated situation, and be able to guide the Law Enforcement Agencies on a new way of interfacing with the courts. In order to be a viable candidate for a pilot, the prospective courts will need to have the resources or ability to develop those interfaces at the local level. It may be beneficial for vendors already working with the state to offer their services to do the interface work to make it a turnkey process.

Superior Court Data Exchange (SC DX) Status Update

Contracts and amended Statements of Work with the existing vendor partner are complete, and the project is now in planning mode to baseline work plans and schedules. The team is getting ready for 1) doing the assessments on what’s known internally, and 2) looking at the set of prospective courts willing to partner with the AOC for requirements development for Docketing, Imaging, and Calendaring. An objective for the Imaging work group is to secure participation from the various Imaging vendors and have them talk about what they’re pushing and what they’re pulling to ensure that an exchange gets developed that pushes and pulls everything the courts need, no matter which system they’re using. The current list of six prospective Superior Court Data Exchange work group participants was presented to the committee. Siri Woods offered to be added to the Imaging Workgroup. Rich Johnson agreed to contact Sonya Kraski, Snohomish County Clerk regarding her willingness to participate as a pilot court. Siri Woods indicated that Barb Miner of King County would likely be interested. Frank Maiocco thought that Gloria Hintze from Yakima might be a viable candidate because of their court’s involvement with CAPS. (See “Open Action Items” above).

The AOC is currently in the position to begin dialogues with Pierce for the first Docketing exchange, and will press on with the Imaging once the list of names is available, and Calendaring will follow after that.

Next Steps/Action Items/Decisions

- Follow up on the warehouse status with ongoing projects Jennifer Creighton's team is working on and how they relate to the exchanges the committee discussed.
- Fine-tune the VRV extended pilot list for review next meeting.
- Update and finalize the work groups for the Superior Court Data Exchange targets:
 - Docketing is settled – Pierce County Superior Court
 - Document Imaging – Need a finalized list
 - Calendaring is settled – Submitted list will serve as the work group

Meeting adjourned 11:00 a.m.

Future Meetings

- 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
- May 20, 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	
Rewrite security to improve processing times.	Green	TBD		
Support courts with queries and reports.	Green	Ongoing		
Respond to system errors and down time.	Green	Ongoing		

THIS REPORTING PERIOD:

- Implemented CLJ Caseload reporting in the warehouse.
- Continued work on Superior Court caseload reporting.
- Legislative requests for information.
- Continued work on transferring quarterly indexes from the transactional system to the warehouse.
- Hired additional Business Objects developer (start date April 1) to assist with reporting and with expanding the capabilities of BOXI.

NEXT REPORTING PERIOD:

- Complete Superior Court caseload reporting.
- Begin rewrite of security to move it out of the application and onto the server to improve performance.
- Begin scoping of next warehouse project approved by DMSC.

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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Accounting Requirements Overview

3/11/2010

Attached please find the results of the survey sent to the CLJ administrators regarding accounting data. Also included in the spreadsheet are reporting requirements from the county clerks.

Based on the results, accounting information is needed for courts of limited jurisdictions to manage budgets and forecasts, and to respond/report to management. The data is also needed in order to manage the receivables on individual cases.

Superior courts require reporting capabilities that are not available from the transactional (SCOMIS or JRS) applications.

Overall, the most common request is the ability to track receivables and payments at the case, CFC, or RCW level. Check register and interest information was also a recurring request.

Based on the responses from the courts, there appears to be a significant business need for bringing accounting information into the enterprise data warehouse. There is also willingness on the part of the survey respondents to participate in a work group. This work group would assist in determining the exact data and reporting requirements and would participate in user acceptance testing of the accounting data mart.

COURT	RESPONDENT	USE BOXI?	WHAT TYPE OF ACCTG DATA	HOW IMPORTANT	HOW WOULD DATA BE USED	EXAMPLES OF REPORTS	WORK GROUP VOLUNTEER?
YDC ??? ???	Robyn Berndt	Yes	restitution fine amounts payments receipted ARs created bail/bond posted exon forf stats re fines/fees due aging	very important current reports have too much info that is not needed often asked for stats on how much paid/owed by case type	tracking stats QA	cases assessed, but no AR easy tracking of check payment on wrong account	Eva Heitzman Paula Davis
PD1	Cynthia Marr	yes	mimic CFHS AR balance AR balance by AR type AR and payment aging collection status/payments time pay status/cases/due dates/etc.	high importance	receivables analysis/forecasting/collections share high level information with funding sources management report	customize the time pay statements	absolutely
REM	Joe McGuire	yes			high fines v low fines at what point increasing fines becomes a diminishing return results of various collections efforts answering questions of the executive branch bonding company info (HUGE)	which cases assigned to which bond agencies which bonding companies have bonds in our court	maybe
LYM	Jill O'Cain			info could be useful		% infractions paid in full v whether or not hearing held average find imposed for different violations % fines imposed are paid in full prior to collections how often recoupment for public defender is assessed	no

COURT	RESPONDENT	USE BOXI?	WHAT TYPE OF ACCTG DATA	HOW IMPORTANT	HOW WOULD DATA BE USED	EXAMPLES OF REPORTS	WORK GROUP VOLUNTEER?
CLD	Ela Selga	yes	AR receipts		reconciliation cases on specialty court request from jurisdictions and judges on collection on particular kind of AR	how much specialty court defendants paid on restitution how much specialty court defendants paid on probation how much can defendants work off how many payments and what is the balance	depends on location
KCD	Cathy Grindle	yes	collection information			cases by jurisdiction receipted on given day	
CHD	Patty King	yes		very	revenue collections	amounts collected for certain RCWs compare collections to balances shown on report	can't
NAP	Katie Lentz	no	new hire; would like to learn				
TKM	Trish Kinlow	yes	total amount collected based on charge or case type or defendant	very	show how often fees and assessments are reduced or waived for community service	reports based on CFC	yes
OKD ???	Sandy Ervin	yes	current balance time pay car indicator time pay amount due each period and period indicator past due amount last payment	very important to have the ability to include acctg info when running custom reports how important is hard to say because not been available before	management and audit reports	listing of open cases w/current balance age of account agency/jurisdiction breakdown reports to assist in reconciling end of period reports include current balance on many existing reports	yes
LID	Renee Honey	yes		very		collections reports (promised by AOC 1997 and not delivered)	

COURT	RESPONDENT	USE BOXI?	WHAT TYPE OF ACCTG DATA	HOW IMPORTANT	HOW WOULD DATA BE USED	EXAMPLES OF REPORTS	WORK GROUP VOLUNTEER?
SPD	John Witter	yes	financial reports using CFC and RCW assessed vs. collected basic acctg data: AR create date; AR ordered amount; AR waived amount; AR rec'd amount; AR balance time pay: yes/no; schedule collections: y/n "basically, most things on CFHS screen"	very helpful so financial information requests don't have to be approximated; would provide reports not available thru other means; internal auditing and mgmt purposes	court/budget related queries; auditing & operational reports select data requests	How much was assessed to PRO vs. how much was collected? How much in revenue was collected on RCW 46.61.440? How many civil cases have an AR during a given month? How much actual revenue is realized from new charges, programs, procedures, etc. List open cases with AR balance of 0.	no
EWM	Joan Sims	yes	remittance amounts		for budgeting purposes		
TMC	Yvonne Pettus		fine amounts payments receipted payment dates jail/wc/cs applied and date balance due			check register report with remittance checks reported separately NSF or stopped check report collections reports for parking cases	
WTD	Marlynn Markley	yes	reports by CFC	very	stats to incorporated cities filed by their LEA based on CFC		no
DOD	Marcella Presler	yes	not sure because it's not been available before				

DEFENDANT : DOE, JON

CASE #	FINE AMOUNT	SENTENCE DATE	PAYMENTS	PAYMENT DATE	JAIL/WC/CS APPLIED	APPLIED DATE	BALANCE DUE
IN0203619	548.00	2/8/2007					548.00
	FTA 52.00	4/19/2007			100.00	7/22/2008	500.00
			100.00	4/30/2009			400.00
CR077383	250.00	2/8/2007	50.00	4/30/2009			200.00
					200.00	1/25/2010	0.00
B00223550	DISMISSED						
B00225745	243.00	9/25/2008					243.00
TOTAL BALANCE DUE							<u><u>\$643.00</u></u>

COURT	RESPONDENT	WHAT TYPE OF ACCTG DATA	HOW WOULD DATA BE USED	EXAMPLES OF REPORTS
Clark	Teri Nielsen			Link LFO information to cases scheduled for proceedings Amount paid by case for date given date range
King	Barb Miner			Monthly interest accrual totals (currently not available) Monthly interest accruals associated with A/R type codes Remittance Summary by A/R type codes Detail/Summary of checks issued for a month or specified time period Detail/Summary of checks cleared for a month or specified time period Detail/Summary of checks reversed in a month or specified time period Detail/Summary of A/R type codes entered, paid, outstanding Detail/Summary of A/R's on hold by hold type Detail of trust funds held for a specified time period – trust fund aging (ie: money paid over 1 year ago, not disbursed) Summary of trust funds held by type Detail/Summary of aged accounts receivables Detail/Summary of accounts assigned to various stages of collections Detail/Summary of payments received on accounts assigned to various stages of collections

Discussion Overview

EDW and DX

What is EDW and DX

- EDW and DX are two methods AOC leverages for allowing access to JIS data.
- EDW – The AOC's Enterprise Data Warehouse is a consolidated and integrated collection of data entered into production applications (JIS, SCOMIS, JCS, etc.) and then reformatted to support the reporting needs of the courts and AOC. EDW supports point-in-time, statistical, and trend reporting.
- DX – An AOC targeted approach/method for allowing two-way communication between a local court application and JIS through the use of industry standards such as web services, NIEM (National Information Exchange Model) and XML. Court applications may feed data into the JIS database through an AOC web service or simply access targeted data. The data may then be used by the court applications for whatever purpose is desired. The data unless otherwise stated is typically shared in real time.

How each method delivers business capability of interest to the courts

- EDW – Allows courts to fulfill statistical reporting requirements and public dissemination requests; it supports auditing and workflow tasks of the courts, and provides a query able environment which houses statewide person and case information. Courts can create their own formatted reports.
- DX – The courts may use these exchanges to perform reads (queries) and or writes (insertions, updates and deletions) against JIS data. Depending on a court's needs, DX actions may be batched for delayed execution or executed in real time. The data received from or supplied to a court's applications may be used for many local only purposes. Each individual court may use the same data exchange to feed their own customized needs.

Court business considerations

- EDW – Data is intended to be used for static reporting purposes only. It can be used as a source of data, but does not perform exchanges in and of itself. Courts cannot update the data directly.
- DX – Data can be shared (Query/Write) in real time and by design can access data from many targeted sources across JIS for local use.

ISD DX Program <VRV Extended Pilot> Prospect List

ID #	Court Name / Level	Point of Contact	Title	Date of Submittal	Initial Disposition	Approved for Screening	Process Method	Screening Status
1	Fife Municipal Court	Sally Dowty	Administrator	12/2/2009	2/2/2009	2/18/2010	Partial Auto	In Process
2	Kirkland Municipal Court	Aimee Vance	Administrator	2/1/2010	2/2/2010	2/18/2010	Manual	In Process
3	Tacoma Municipal Court	Yvonne Pettus	Administrator	2/1/2010	2/2/2010	2/18/2010	Partial Auto	In Process
4	Lynnwood Municipal Court	Jill O'Cain	Administrator	2/1/2010	2/2/2010	2/18/2010	Partial Auto	In Process
5	Clark District Court	Alicia Hensley	Site Coordinator	2/1/2010	2/2/2010	2/18/2010	Manual	In Process
6	Issaquah Municipal Court	Lynne Jacobs	Administrator	2/2/2010	2/2/2010	2/18/2010	Partial Auto	In Process
7	Cheney Municipal Court	Terri Cooper	Administrator	2/4/2010	2/4/2010	2/18/2010	Manual	In Process
8	Lakewood Municipal Court	Susan Curtright Justin Dapping	Administrator IS Supervisor	2/9/2010	2/10/2010	2/18/2010	Partial Auto	In Process

ISD DX Program <Superior Court DX Work Groups>

ID #	Court Name / Level	Point of Contact	Title	Target DX Work Group	Date of Submittal	Referred By	AOC Contact/ Response
1	Pierce County Superior Court	Kevin Stock	County Clerk	Docketing	1/21/2010	Barb Miner	3/10/2010
2	Thurston County Superior Court	Marti Maxwell	Administrator	Imaging	1/21/2010	Frank Maiocco	
3	Chelan County Superior Court	Siri Woods	County Clerk	Imaging	2/18/2010		
4	Snohomish County Superior Court	Sonya Kraski	County Clerk	Imaging	2/18/2010	Rich Johnson	
5	Clallam County Superior Court	Lindy Clevenger	Administrator	Calendaring	1/21/2010	Frank Maiocco	
6	King County Superior Court	Lea Ennis	IT Director	Calendaring	2/1/2010	Frank Maiocco	2/2/2010
7	Kitsap County Superior Court	Frank Maiocco	Administrator	Calendaring	1/21/2010		
8	Spokane County Superior Court	Ron Miles	Administrator	Calendaring	1/21/2010	Frank Maiocco	
9	Yakima County Superior Court	Gloria Hintze	Operations Mgr	Calendaring	2/18/2010	Frank Maiocco	