EXPEDITED DATA EXCHANGE USER ADVISORY GROUP MEETING AGENDA
MAY 25, 2016 1:30 PM TO 3:30 PM
AOC CRYSTAL CONFERENCE ROOM
TELECONFERENCE NUMBER: 1-877-820-7831
PASSCODE: 523775

Invited: Kevin Ammons, Kim Bush, Kathy Bradley, Christine Cook, Vicky Cullinane, Eric Kruger, Sree Sundaram, EDE User Advisory Group Members, Cynthia Marr, Barbara Miner, Gary Myers, Kristal Rowland, and Keri Sullivan.

Purpose – Solicit Feedback for Various EDE Program Items

Agenda –

Welcome & Introductions • Re-Cap & Highlights from Meeting March 2, 2016	5 minutes	Kim
Review of JIS Screens • Screen Impacts & Mitigation Strategies • General Screen Scraping Overview • Business Process Questions	80 minutes	Kim
Introduction to Identity Management • High Level Actor (Person) Matching Concepts • High Level Address Cleansing & Validation Concepts • Business Process Questions	30 minutes	Eric/Kim
Closing Statement • JABS Training Class Information • Contact Information	5 minutes	Kristal

EXPEDITED DATA EXCHANGE (EDE) USER ADVISORY GROUP

March 2, 2016
1:30 to 3:30 PM
AOC Office, Olympia, WA

Meeting Notes

Members Present:
Honorable Glenn Phillips
Rick Bomar
Barbara J. Christensen
Alisa Hill
Debbie Hunt
Barb Simmons
Carol Vance

Members Absent:

AOC Staff Present:
Kathy Bradley
Kim Bush
Christine Cook
Jennifer Creighton (by phone)
Vicky Cullinane (by phone)
Michael Keeling
Eric Kruger
Gary Myers
Kristal Rowland
Keri Sullivan

Guests Present:
Cynthia Marr, Analytic Support Manager, Pierce County District Court
Barbara Miner, King County DJA & Superior Court Clerk
Beth Taylor, King County

Welcoming and Introductory Items

The meeting was called to order at 1:35 PM, introductions followed. Ms. Kim Bush provided an agenda overview and Mr. Eric Kruger presented EDE/EDR background information.

March 2, 2016 Teleconference Meeting Notes

Mr. Kruger provided a high level Expedited Data Exchange overview and planned JABS changes since King County District Court will no longer use JIS. It was clarified that JIS is not DISCIS. JIS means all applications included in Judicial Information Systems defined by the Legislature. Mr. Kruger confirmed King County's information would not flow back to DISCIS. It will flow to the EDR and from the EDR to a "viewer" such as JABS.

Mr. Kruger stressed the feedback AOC is soliciting is not based on technical questions, rather if King County sends information to the EDR, and the information is not in DISCIS, what business processes would be in jeopardy.

Ms. Keri Sullivan explained how KC data would not display in JIS emphasizing protection orders and warrants. AOC's current mitigation is to display information in JABS. The future plan is to replace the CLJ CMS, so no changes will be made to DISCIS at this time.

The Honorable Judge Glenn Phillips asked when King County will implement their new CMS. Mr. Kruger indicated the last published date is sometime in February 2017. Judge Phillips also questioned what process will be followed if JABS is not available or fails. His concern is that immediate judicial decision making would be impacted with emphasis on DUIs and/or detain & release conditions. Ms. Vicky Cullinane indicated there will be pilot prior to KC going off line.

A major question was whether King County's information would be available in the new statewide CMS. Currently, there is no plan for pushing KC data to the new system. EDR would be the source system for any new CMS system. Ms. Cynthia Marr asked that if a new CLJ CMS is being implemented, does that mean no guarantee of KC data being available to new CMS? Mr. Kruger stated currently there is no plan for pushing KC data to the new CLJ system. EDR will be the source system.

Ms. Carol Vance asked how information will be transferred to JCS. JCS is not in scope. The current JCS proposal is to obtain its data from the EDR as they currently do from JIS. JABS is not required because a local system would send out a web request and will be able to display in JCS. This includes other systems such as ASRA.

Judge Phillips asked if warrant information for KC will still be available in JABS. Ms. Sullivan clarified that only for WIPs, same as protection orders, the exception is parking type cases. Ms. Sullivan reiterated that if a person record is only associated with KC, it will not appear in JIS, but will appear in JABS. AOC is also working on person matching to merge cases from KC and other courts.

Ms. Debbie Hunt asked if JABS gets AKA information from JIS. Ms. Sullivan said yes, but AKA does not come from Odyssey. Ms. Hunt indicated this is a critical issue for the courts. Mr. Kruger stated this is on the next meeting agenda and a detailed solution has not been designed.

Judge Phillips stated he often looks at court dates from other jurisdictions to determine whether there is good cause for a Failure to Appear (FTA) due to simultaneous hearings. He questioned whether KC District Court would have separate access to view to their system. Ms. Sullivan confirmed that past and future court dates will be viewable in JABS.

Judge Phillips discussed address history would be needed prior to issuing warrants. Another focus is the JABS speed if there are more users. Mr. Kruger stated there is an estimate to simulate the performance and AOC will complete testing with an answer in the future.

Ms. Barbara Christensen asked if the same process was followed for Pierce LINX and SMC New Dawn. Mr. Kruger replied that KC will be the first and over time others will migrate to the same model. Ms. Sullivan advised the group that they currently do double data entry.

Ms. Vance stated a Juvenile Court creates a new person when information is filed. If a person is already in KC, it will not appear in JIS. This will create a duplicate record. Mr. Kruger reassured group mitigation will be planned and the goal for EDR person matching whether merging or an associating record would appear an AKA as in current JIS.

The User Group was questioned “What discipline is needed if ICH/DCH still appears in JIS with just a warning?” Should there be a screen warning, or should the ICH/DCH be removed completely? It was strongly suggested that AOC remove those screens as public safety may be at risk.

System performance was questioned on how quickly will KC information be available? EDR will accept the data and will be viewable near instantaneously.

A question was raised about what civil information is researched from other courts. It was explained that usually judges do not look at civil cases in other jurisdictions. Superior Court will look at other court’s cases regarding family matters, divorces, filing dates, etc.

Ms. Sullivan inquired how much financial information is needed in JABS. Probation uses it for compliance monitoring. Standard sentence amounts are used more on the court side. Others indicated it was not used frequently; sometimes it’s looked at to defer the beginning of payment plans.

Due to JABS & JIS changes, it will be necessary for clerks to have two screens to operate. Some expressed the probability of more errors due to using two systems. It may result in a decrease in public service by taking more time for the clerks to interpret information. Probation will be the biggest challenge. They may need three screens if using a probation program in addition to JABS and JIS.

At the meeting’s end, Ms. Christine Cook asked the user group of their communication preference. Group consensus is to send comments and inquires to Ms. Cook via email. She will disburse and follow up accordingly.

Action Log		
Open Date	**Description**	**Closed Date**
3/2/16	Email Statewide Data Element List to User Group	Completed - Included with 5/25 Materials
3/2/16	Critical Concern of unavailability of free form docket entries	Completed – Added to Version 1.6 SW Data Standards
3/2/16	JIS & JABS education for probation officers	Completed - Included with 5/25 Materials
3/2/16	Determine which JIS screens will be removed	5/25/16 Mtg Topic
3/2/16	Mitigation Strategy if JABS is unavailable & KC data is not viewable	Future Mitigation
3/2/16	Will King County provide a separate portal?	Future Mitigation
3/2/16	Determine if King County will have JUV system	Future Mitigation
3/2/16	DCH/ADR Batch Printing will no longer be available in JABS – Education & change management to be considered	Future Mitigation
3/2/16	Determine what accounting information must be provided in JABS	Future Mitigation

Meeting was adjourned at 3:25 PM.

Expedited Data Exchange (EDE)

User Advisory Group Meeting

Presented by:
Eric Kruger, Enterprise Architect
Kim Bush, Business Analyst, System Integrator

May 25, 2016

Agenda

- Welcome & Introductions
  - Review & Highlights from meeting 3-2-2016
- JIS Screen Impacts & Proposed Mitigations
- Introduction to Identity Management:
  - High Level Actor (Person) Matching Concepts
  - High Level Address Cleansing & Validation Concepts
- Next Steps

Impacts and Options for JIS Screens

King County case information will no longer be in JIS

What screens are impacted?

- History Screens
- Search Screens
- Person Screens
- Case Screens
- Overall Screen Scraping

What options/mitigations should be implemented?

- Leave screens
- Remove Screens

Business Process Questions

King County case information will no longer be in JIS

As we review the Impacts to JIS screens, please keep the following question in mind:

1. How would any of the options and proposed **mitigation strategies** impact your business processes?
   - Would the impact affect:
     - Judicial Decision Making
     - Public Safety
     - Court Operations, or
     - Statistical Analysis?

Impacts to JIS Screens

History screens

- ICH/DCH - Individual/Defendant Case History
- SNCI - Statewide Name Index
- IOH - Individual Order History
- DVI - Domestic Violence Inquiry
- FRH - Family Relationship History

Search Screens

- SND/SAD - Search Name/Address Duplicate
- NMD/NAD – Name/Address Duplicate
- DND/DAD - Defendant Name/Address Duplicate
- OFO/OOD - Official Organization/Official Organization Duplicate

Impacts to JIS Screens

Person Screens

- PER/PCMT - Person/Person Comment
- AKA - Alias/Doing Business As
- ADH/RAPC - Address History/Related Address Phone Change

Case Screens

- VIO - Violation Inquiry/Update
- PAR - Participant Inquiry
- NCC - Non-Civil Case Inquiry
- CIVI - Civil Case Inquiry
- CIVJ - Civil Judgment Inquiry
- CDK - Case Docket Update/Inquiry

Case History (ICH/DCH/SNCI)

Purpose of Screens:

- To navigate to other screens to view/input additional detail about each case
- To view all cases for a person with some case detail

Proposed Mitigation Options:

1. Leave access to ICH/DCH/SNCI screens in JIS
2. Remove access to ICH/DCH/SNCI screens for all users

Case History Proposed Mitigation

Option 1:

Leave ICH/DCH/SNCI screens in JIS due to navigation needs

- Educate users they must obtain complete case history from JABS
- Enhance JIS screens & reports so users understand information is **incomplete**

Case History Proposed Mitigation

Option 1 Cont.:

- Add informational warning messages in JIS
- Add fixed warning messages in JIS:
  - On the Main Menu (MAM) screen
  - Above list of cases on ICH/DCH/SNCI
  - On top of printed report(s)
  - On Batch Selection screens
- Courts may disable access if desired (ATHX)

Case History Proposed Mitigation

Informational Warning Messages

- Could display at top left of screen
- Disappear when a key is pressed
- May not affect screen scraping

```
D1884I JIS persons displayed                                          DG0060SX
This is where an informational message could display          05/11/16 11:05:40
DG1351MX Search Name Duplicate (SND)     ABERDEEN MUNI  DVOL  K_B     1 of   2
____  Case: ________ __ __   Csh:     Pty: __ ____ StID: _ ___________ __
      Name: ________________________________ NmCd: __ __ ____
       IN Individual       CONFIDENTIAL--NOT FOR RELEASE
Name..: TEST, TEST,_________________ DOB: __ __ ____
```

Case History Proposed Mitigation

Fixed Warning Messages

- Remain constant on JIS screens
- Could display above a list of cases, the middle of screen, or at the top of a report
- Could print on reports and/or screen shots
- Could affect screen scraping
  - Screen scraping applications could need updating or changed

Case History Proposed Mitigation

Fixed Messages remain on screen

- Main Menu (MAM) Sample

```
                                                                  05/11/16 11:37:03
DM1000MX JIS Main Menu (MAM)                STATEWIDE COURT DVOL
      Case: _________ ___ __    Csh:     Pty: ___ _____ StID: _ ____________ __
      Name: ____________________________________  NmCd: __ ___ _____
-------------------------------------Sign On-------------------------------------
Court: *SW   User ID: __ ___       Password:                Cashier ID:
                               New Password:            New Cashier ID:
---------------------------------------------------------------------------------

                                 *** Warning ***

Some information contained in this system is confidential and not for release.

   Release of information is governed by the JIS Data Dissemination Policy.

        Refer to the JIS Data Dissemination Administrator's Handbook.

     Accounting data for Odyssey and Non JIS courts is not available in JIS
```

Data for some courts is unavailable, see JIS Manual for court list

Case History Proposed Mitigation

Fixed Messages remain on screen

- Case History (DCH) Sample

```
D0091I Top of list                                                    DN2000SX
                                                        05/11/16 11:54:10
DN2001MI Defendant Case History (DCH)     CHENEY MUNI  DVOL     K_B 1   of   1
____  Case: _________ ___ __   Csh:     Pty: ___ _____ StId: _ ____________ __
      Name: KERI, TEST R_____________________  NmCd: IN 514 10694
                      CONFIDENTIAL--NOT FOR RELEASE                     More>
True Name: KERI, TEST R                     IN 514 10694            5 Cases
    AKA's:
    Print: N                 Violation                          --- Status ---
S N Case      LEA Tv Crt   Date   Short Title                   DV Jg CD W F O
                      A FIXED MESSAGE COULD DISPLAY HERE
_           2 CEP IT MLM 04/06/16 SPEEDING 10 MPH OVER LIMIT (O  N
_           4 CEP IN CYM 04/05/16 VIOLENT VIDEO/COMPUTER GAME    N
_           3 CEP IT CYM 04/03/16 SPEEDING 10 MPH OVER LIMIT (O  N
_           2 CEP CN CYM 04/02/16 ASSAULT 4TH DEGREE             N
_           1 CEP CT CYM 04/01/16 DUI                            N
```

Case History Proposed Mitigation

Fixed Messages remain on screen

- Case History (ICH) Report Sample

```
                                INDIVIDUAL CASE HISTORY
                          A FIXED MESSAGE COULD DISPLAY HERE
Individual: ASTIN, ROY                    IN 76C 51984

True Name: ASTIN, ROY                     IN 76C 51984                      11 Cases
    Alias: ASOTIN, RAY                                                       1 Alias

N Pty Case       LEA Ty Crt  Loc   Hearing            Balance C        CD  W  F  O
- --- ------------ -- ---  ---  --------          ---------- -        --  -  -  -
          Vio Date Short Title                                   DV  Jg
------ ---------------------------------                        --  --
**Seal Bgn**
  DEF A11CRS     WSP CN EDC                                 250.00
            06/22/96 RENDERING CRIMINAL ASSISTANCE 3RD            N
**Seal End**
  DEF 98-1-00026-9   S1 S99
            02/25/98 9A.48.020                                    N   G
  DEF 98-1-54877-9   S1 S99                                 4000.00
            02/23/98 46.61.522                                    N
  RSP 97-3-01252-5   S3 S99                                          CL        A
            07/03/97 DISSOLUTION WITH CHILDREN                    Y
  DEF A05CL      KCP IT EDC                                  170.00            I   O
            12/14/97 OVER LICENSED CAPACITY                       N   C
  DEF A09CM      KCP CT EDC
            02/05/95 FAIL TO SURRENDER SUSP LIC                   N
  PET A1087783       CV EDC
            01/08/94 HARASSMENT                                   N
```

Case History Proposed Mitigation

Fixed Messages remain on screen

- Batch Selection Screen (PCS) Sample

```
D1875I JIS Person was not selected or added        DG1350SX  05/11/16 12:13:12
DL1060MX Prepare Calendar Select. (PCS)   CHENEY MUNI  DVOL     K_B   1 of   1
____   Case: _________ ___ __    Csh:     Pty: ___ _____ StID: _ ____________ __
       Name: TEST_______________________________  NmCd: __ ___ _____

                    A FIXED MESSAGE COULD DISPLAY HERE

Prepare the following reports:                N Run Overnight?

Start Date/Time: __ __ ____ at __ __ _  in Room: ___  with  Judge: ___
End   Date/Time: __ __ ____ at __ __ _ Sequence: _ (C/H/P/D/O) in Cus: N (Y/N)
DKTS: N (Y/N) ADRS: N (Y/N) CFH: N (Y/N) DCH: N (Y/N) Sort: _ (C=cal,D=def nm)
Judge Nm: ___________________________________ Prev DKT: N (Y/N) HRH Done: _ (Y/N)
```

Case History Proposed Mitigation

- Courts may remove user access if desired

```
                                                                  05/11/16 11:20:06
DT0110MU Authorization Overrides (ATHX)    EASTSIDE DISTRICT     PAGE 7__ of 16
____   Case: _________ ___ __   Csh:     Pty: ___ _____ StID: _ ____________ __
       Name: TRAINEE30_______________________  NmCd: AC T30 EDC__

Name: TRAINEE30                              Court: EASTSIDE DISTRICT
      Local Court Profile: Command Default                  Profile NU: 00001
      Authorization Type: S  Start with: _______
Ovr Prf  Values     Code                Description                  Auth Type
--- --- --------- -------- ---------------------------------------- -----------
     N  N,U       CVF      Civil Fee                                SCREEN
     D  N,D,U     CVJ      Civil Judgement Disposition              SCREEN
     N  N,U       CVJD     Civil Judgement Disposition Dl           SCREEN
 _   D  N,D       CVJI     JUDGMENT/DISPOSITION INQUIRY             SCREEN
 _   D  N,D       CVM      Civil Case Management Menu               SCREEN
     N  N,D,U     CVP      Civil Payment                            SCREEN
 _   D  N,D       DAD      Defendant Name Add Duplicate             SCREEN
 N   D  N,D       DCH      Defendant Case History                   SCREEN
 N   N  N,U       DCHB     Defendant Case History Batch             SCREEN
     N  N,U       DCXT     TABLE DEPARTMENT CODE                    SCREEN
```

Case History Proposed Mitigation

Option 2:

Remove the ICH/DCH/SNCI screens for all users

- Educate Users:
  - Must get complete case history from JABS
  - Must use alternative navigation methods
    - e.g. Find a case # in JABS and use JIS commands with that case number

Case History Proposed Mitigation

Option 2 - Cont.:

- Display a fatal error if ICH/DCH/SNCI command is entered

```
D0105F Invalid command                                                    DG0010PX
                                                                 04/08/16 11:27:06
DM1000MX JIS Main Menu (MAM)                STATEWIDE COURT DVOL
 DCH   Case: _________ ___ __    Csh:     Pty: ___ _____ StID: _ ____________ __
       Name: ___________________________________  NmCd: __ ___ _____
```

- Disable ability to print batch reports

```
D1875I JIS Person was not selected or added        DG1350SX  05/11/16 12:13:12
DL1060MX Prepare Calendar Select. (PCS)   CHENEY MUNI  DVOL     K_B   1 of   1
____   Case: _________ ___ __    Csh:     Pty: ___ _____ StID: _ ____________ __
       Name: TEST_______________________________  NmCd: __ ___ _____

Prepare the following reports:            N Run Overnight?

Start Date/Time: __ __ ____ at __ __ _  in Room: ___  with  Judge: ___
End   Date/Time: __ __ ____ at __ __ _ Sequence: _ (C/H/P/D/O) in Cus: N (Y/N)
DKTS: N (Y/N) ADRS: N (Y/N) CFH: N (Y/N) DCH: N (Y/N) Sort: _ (C=cal,D=def nm)
Judge Nm: ___________________________________ Prev DKT: N (Y/N) HRH Done: _ (Y/N)
```

King County case information will no longer be in JIS

Business Process Questions

1. Is there a need to display/print different views of the DCH compared to the ICH?

2. If fixed warning messages are displayed in JIS, is there a greater need to ensure the messages are visible, or minimize the impacts to screen scraping applications?

3. What other mitigations/ideas would you suggest?

Other History Screens (IOH/DVI/FRH)

Purpose of Screens:

- Used to navigate to other screens to view/input additional detail about each case
- IOH - Individual Order History displays all orders for an individual for all court levels
- DVI - Domestic Violence Inquiry displays domestic, dependency, parentage and sex-related cases
- FRH - Family Relationship History displays family relationships

Proposed Mitigation Options:

1. Leave access to IOH/DVI/FRH screens in JIS
2. Remove access to IOH/DVI/FRH for all users

IOH, DVI and FRH Proposed Mitigation

Option 1:

Leave IOH/DVI/FRH screens in JIS

- Educate users they must obtain complete case history from JABS
- Enhance JIS screens & reports so users understand information is **incomplete**

IOH, DVI and FRH Proposed Mitigation

Option 1 Cont.:

- Add informational warning messages in JIS
- Add fixed warning messages in JIS
  - On the Main Menu (MAM) screen
  - Above list of cases
  - On top of printed report
  - On Batch Selection screens
- Courts may disable access if desired (ATHX)

IOH, DVI and FRH Proposed Mitigation

Option 2:

Remove the IOH/DVI/FRH screens

- Educate Users:
  - Must get complete case history from JABS
  - Must use alternative navigation methods
    - e.g. Find a case # in JABS and use JIS commands with that case number

King County case information will no longer be in JIS

IOH, DVI and FRH Proposed Mitigation

What other mitigations/ideas would you suggest?

Search Screens

- SND/SAD - Search Name/Address Duplicate
- NMD/NAD - Name/Address Duplicate
- DND/DAD -Defendant Name/Address Duplicate
- OFO/OOD - Official Organization/Official Organization Duplicate

Purpose of screens:

- To search for persons or officials/organizations.
- To navigate to other screens to view/input additional detail about each case

Proposed Mitigation Strategy:

- Leave access to Search Screens in JIS

Search Screens Proposed Mitigation

- Educate Users:
  - That case filing in JIS will remain unchanged
  - Must perform statewide person searches in JABS

Business Process Questions

King County case information will no longer be in JIS

Should a warning message be displayed on Search Screens?

- Would this provide clarity for users or cause confusion?
- If a warning message is displayed, should it be a fixed message, or informational message that could disappear?

```
D1884I JIS persons displayed                                          DG0060SX
 A WARNING MESSAGE COULD DISPLAY HERE                          05/11/16 11:05:40
DG1351MX Search Name Duplicate (SND)     ABERDEEN MUNI  DVOL  K_B     1 of   2
____   Case: ________ ___ __   Csh:     Pty: ___ _____ StID: _ ____________ __
       Name: ____________________________ NmCd: __ ___ _____
        IN Individual       CONFIDENTIAL--NOT FOR RELEASE
Name..: TEST, TEST,_____________________ DOB: __ __ ____
```

```
D1875I JIS Person was not selected or added        DG0060SX  04/14/16 12:58:36
DG1050MI  Name Duplicate (NMD)          ABERDEEN MUNI  DVOL  K_B   1   of 1
____   Case: ________ ___ __   Csh:      Pty: ___ _____ StID: _ ____________ __
       Name: TEST, TEST_____________________ NmCd: IN ___ _____
                 CONFIDENTIAL--NOT FOR PUBLIC RELEASE
              A WARNING MESSAGE COULD DISPLAY HERE
  Add New Name: _ (Y/N)

_ Name: TEST, TEST                          Sex: M
  NmCd: IN 041 46883                       Race: U          DrLic: 123453436666
   DOB: 02/16/1990                                          JUV #: V29143

_ Name: TEST, TEST                          Sex: M  Ht: 5  5
  NmCd: IN 079 57250                       Race: W  Wt: 348  DrLic: TESTET
   DOB: 01/01/1950                                          JUV #: P57663
```

King County case information will no longer be in JIS

Search Screens Proposed Mitigation

What other mitigations/ideas would you suggest?

Person Screens

- PER/PCMT - Person/Person Comment
- AKA - Alias/Doing Business As
- ADH/RAPC - Address History/Related Address Phone Change

Purpose of screens:

- To view detailed person & address information

Proposed Mitigation Strategy:

- Leave access to Person Screens in JIS

Person Screen Proposed Mitigation

Educate Users:

- That JIS information is **incomplete**
- Must get complete person detail from JABS
- About Person Identity Matching in the EDR

In JIS, add fixed messages on each person screen

```
                                                                  05/11/16 12:36:08
DG1000MU Individual Information (PER)     CHENEY MUNI  DVOL      K_B    1 of   2
____  Case: _________ ___ __   Csh:      Pty: ___ _____ StID: D TEST*TA10AB1 WA
      Name: TEST, TEST A_____________________  NmCd: IN 041 46883
                        CONFIDENTIAL--NOT FOR RELEASE
                    A FIXED MESSAGE COULD DISPLAY HERE
NmCd: IN 041 46883          Name Updated on 05/11/2016 By K_B from Court CYM
Name: TEST, TEST A_____________________________________________________________
Addr: TEST_____________________________ ______________________________________
City: ANY CITY_____________________     St: WA Zip: 98000_____ Cy: US Co: __
Hm Ph: ___ ___ ____   Wk Ph: ___ ___ ____ ____   Cell Ph: ___ ___ ____   RW:
Race: U  Ethnicity: U ICWA:   Sex: M  DOB: 02 16 1990 Age:  26 DOD: __ __ ____
Dr Lic No: TEST*TA10AB1   St: WA  Expires: 02 16 2017
Address Last Updated on 05/11/2016 by K_B From Court CYM SC
              More addresses (PF4)
---- Identifying Information Updated on 05/11/2016 By K_B from Court CYM  ----
Wash St Id: ________    Height: _ __ Weight: ___                JUV #: ______
Eyes: ___          Hair: ___        True Name: __ ___ _____   DOC Number: ______
                FBI Nu: __________  Emp Name: ___________________________________
Interpretr: ___
Phy Desc  : ___________________________________ ___________________________________
            ___________________________________ ___________________________________
```

King County case information will no longer be in JIS

Person Screen Proposed Mitigation

What other mitigations/ideas would you suggest?

Other JIS Screens

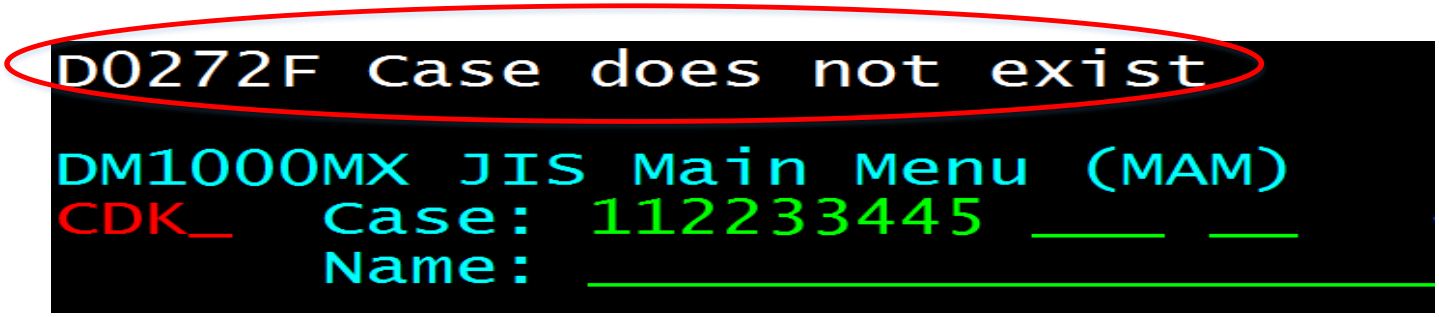
Case Inquiry Commands:

- Case number specific and King County cases will no longer be viewable in JIS
  - VIO - Violation Inquiry/Update
  - PAR - Participant Inquiry
  - NCC - Non-Civil Case Inquiry
  - CIVI - Civil Case Inquiry
  - CIVJ - Civil Judgment Inquiry
  - CDK - Case Docket Update/Inquiry

Mitigations for Other JIS Screens

Existing JIS fatal error messages such as “Case does not exist” could appear when attempting to access a King County case.

- Sample CDK Screen



Business Process Questions

King County case information will no longer be in JIS

Statewide information for King County cases will display in JABS **<u>except for</u>** cases **<u>without</u>** Well Identified Persons (WIP)

- e.g. Dissolution w/o children, Judgments, Small Claims, Parking cases

Is there a need to view cases for Non-Well Identified Persons in other courts?

- Would the impact affect:
  - Judicial Decision Making
  - Public Safety
  - Court Operations, or
  - Statistical Analysis?

King County case information will no longer be in JIS

JIS Screen Impacts & Mitigation

Are there any other concerns/mitigations/ideas?

Introduction to Identity Management

Actor (Person) Matching

Address Cleansing & Validation

What is Identity Management?

- Goal of the EDR - have information that is as good as, if not better than, the information in JIS.
- Requires two key components for identity management:
    1. Actor (Person) Matching
    2. Address Cleansing & Validation

Person Matching Proposal

EDR evaluates all Person Records it receives from JIS as well as other sources and could either:

1. Add to EDR as a new record
2. Could Associate (AKA) with an existing record
3. Stores a “Probable Match” with an existing record

Person Matching Proposal

1. Record Added

- If the Person is not associated and no "probable match" exists, then a new record is added to EDR

2. Record Associated (AKA)

- If the data is 100% identical the records could be Associated

Court A	Court B
✓ Samantha Beth Richardson	✓ Samantha Beth Richardson
✓ DOB: 1-1-1985	✓ DOB: 1-1-1985
✓ DOL: RICHASB15AB1	✓ DOL: RICHASB15AB1

- Identifying information from each source could be retained

Person Matching Proposal

3. Record Identified as "Probable Match"

- If not 100% identical, the EDR may identify as a "probable match"

Rebecca Dezanowski DOB: 1-1-1980 DOL: DEZERRA0CD1

1. Rebecca A. Dezanowski DOB: 1-1-1980 DOL: DEZERRA20CD1
2. Rebecca Ann Dezanowski DOB: 1-1-1980 DOL: DEZERRA20CD1

Business Process Questions

King County case information will no longer be in JIS

1. Given a set of business rules, would it ever be reasonable for the EDR to <u>automatically</u> Associate (AKA) Person Records?
   - If so, under what criteria?

Address Cleansing & Validation Proposal

- The EDR will have address history for all Person Records statewide

- Address cleansing & validation will be performed whenever Address information is accepted by the EDR

What is Address Cleansing & Validation?

- Address Pre-Validation
  - System pre-validates address to ensure it meets initial business rules
    - e.g. Address includes Street, City, State & Zip Code
- Address Cleansing & Validation
  - System applies US Postal Standards and if possible stores one or more addresses meeting those rules
  - A validation status may be assigned
- All results are stored in the EDR and made available to the source system

Address Cleansing & Validation Proposal

Address meets initial pre-validation rules:

1. Cleansed address is identical to original address

   123 Main St, Olympia, WA 98503-1234 ✓

   123 Main St, Olympia, WA 98503-1234 ✓

2. One cleansed address is returned, different from the original

   123 Main Street, Olympia, WA 98503-1234

   1. 123 Main St, Olympia, WA 98503-1234

Address Cleansing & Validation Proposal

3. Multiple cleansed addresses are returned

   456 Front Street, Olympia, WA 98503

   1. 456 Front St, Olympia, WA 98503-1234
   2. 456 Front St E, Olympia, WA 98503-1234

4. Original address deemed "not valid" per US Postal Standards

   e.g. 231 South Olympia, CA 98503

Address Cleansing & Validation Proposal

Address <u>does not</u> meet the pre-validation rules:

- A Notification could be provided to the source system

  e.g. Address that only contains City & State with no Street number or name

Address Cleansing & Validation Proposal

All results are stored in the EDR and made available to the source system

- Assumption is that address results will be needed for:
  1. Data correction
     - User updates source system address with “cleansed” address
  2. Decision making
     - User needs to view all possible results for other business processes

Address Cleansing & Validation Proposal

Data Correction & Decision Making

Proposed Mitigation Options:

1. Portal Access
   - Courts access “canned”/custom queries related to address/person
   - Ability to schedule and define where to send query results
2. “Send” Notifications
   - Individual notifications could be sent
   - Reports could be sent to Print domain (JDPM) in JIS
   - ODYSSEY users could set up reports to be emailed

Business Process Questions

King County case information will no longer be in JIS

1. What business processes could be impacted if all address information is in an application such as JABS but <u>not</u> in JIS?
   - Would the impact affect:
     - Judicial Decision Making
     - Public Safety
     - Court Operations, or
     - Statistical Analysis?

Business Process Questions

King County case information will no longer be in JIS

2. Are there any specific times/conditions when JIS needs to have the most current EDR address information?

3. When an address is updated, should other systems be notified of the change?
   - e.g. JIS, King County CMS, DJA, other CMS, etc.

King County case information will no longer be in JIS

Questions & Answers

Do you have any additional thoughts, questions or feedback on the information presented today?

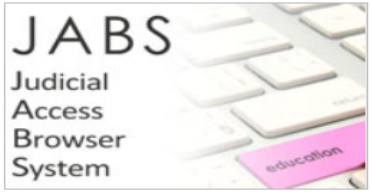
- Screen Impacts
- Actor (Person) Matching
- Address Cleansing & Validation

Next Steps

- AOC staff analyze feedback, draft proposed solutions, and present to Advisory Group.
- Follow-up meeting information will be provided.

Additional Follow-Up: JABS

The next Judicial Access Browser (JABS) class Is currently scheduled for Wednesday, October 12, 2016. You may sign up for the class on the inside courts website.



A101 - Judicial Access Browser (JABS) - Fall
Wednesday, October 12, 2016 8:30:00 AM PDT - 4:30:00 PM PDT

One-day course for Judicial officers and staff of all court levels, hands-on practice maneuvering in the JABS application.

: Classes

Register Details

Additional Follow-Up: JABS

A self paced JABS Tutorial is also available. Additional information is provided in your meeting materials.

- New Logon Procedure
- Window Navigation
- Person and Calendar Searching
- Case and Person Tabs

Take 20 minutes to learn about the new features in JABS

aoceccl.adobeconnect.com/jabs-tutorial/

See all the tutorials at inside.courts.wa.gov >> Education >> Education Events >> Tutorials

Contact Information

Thank you for your time and valuable feedback. The information you provide is very important.

Please send any business process impact questions or concerns to the EDE team at:

edeuseradvisorygroup@courts.wa.gov

Expedited Data Exchange (EDE)
User Advisory Group Meeting

Presented by:
Eric Kruger, Enterprise Architect
Kim Bush, Business Analyst, System Integrator

May 25, 2016

Agenda

- Welcome & Introductions
  - Review & Highlights from meeting 3-2-2016
- JIS Screen Impacts & Proposed Mitigations
- Introduction to Identity Management:
  - High Level Actor (Person) Matching Concepts
  - High Level Address Cleansing & Validation Concepts
- Next Steps

Impacts and Options for JIS Screens

King County case information will no longer be in JIS

What screens are impacted?

- History Screens
- Search Screens
- Person Screens
- Case Screens
- Overall Screen Scraping

What options/mitigations should be implemented?

- Leave screens
- Remove Screens

Business Process Questions

King County case information will no longer be in JIS

As we review the Impacts to JIS screens, please keep the following question in mind:

1. How would any of the options and proposed **mitigation strategies** impact your business processes?
   - Would the impact affect:
     - Judicial Decision Making
     - Public Safety
     - Court Operations, or
     - Statistical Analysis?

Impacts to JIS Screens

History screens

- ICH/DCH - Individual/Defendant Case History
- SNCI - Statewide Name Index
- IOH - Individual Order History
- DVI - Domestic Violence Inquiry
- FRH - Family Relationship History

Search Screens

- SND/SAD - Search Name/Address Duplicate
- NMD/NAD – Name/Address Duplicate
- DND/DAD - Defendant Name/Address Duplicate
- OFO/OOD - Official Organization/Official Organization Duplicate

Impacts to JIS Screens

Person Screens

- PER/PCMT - Person/Person Comment
- AKA - Alias/Doing Business As
- ADH/RAPC - Address History/Related Address Phone Change

Case Screens

- VIO - Violation Inquiry/Update
- PAR - Participant Inquiry
- NCC - Non-Civil Case Inquiry
- CIVI - Civil Case Inquiry
- CIVJ - Civil Judgment Inquiry
- CDK - Case Docket Update/Inquiry

Case History (ICH/DCH/SNCI)

Purpose of Screens:

- To navigate to other screens to view/input additional detail about each case
- To view all cases for a person with some case detail

Proposed Mitigation Options:

1. Leave access to ICH/DCH/SNCI screens in JIS
2. Remove access to ICH/DCH/SNCI screens for all users

Case History Proposed Mitigation

Option 1:

Leave ICH/DCH/SNCI screens in JIS due to navigation needs

- Educate users they must obtain complete case history from JABS
- Enhance JIS screens & reports so users understand information is **incomplete**

Case History Proposed Mitigation

Option 1 Cont.:

- Add informational warning messages in JIS
- Add fixed warning messages in JIS:
  - On the Main Menu (MAM) screen
  - Above list of cases on ICH/DCH/SNCI
  - On top of printed report(s)
  - On Batch Selection screens
- Courts may disable access if desired (ATHX)

Case History Proposed Mitigation

Informational Warning Messages

- Could display at top left of screen
- Disappear when a key is pressed
- May not affect screen scraping

```
DI884I JIS persons displayed                                          DG0060SX
This is where an informational message could display          05/11/16 11:05:40
DG1351MX Search Name Duplicate (SND)     ABERDEEN MUNI  DVOL  K_B     1 of   2
___  Case: _______ ___ __   Csh:     Pty: ___ ____ StID: _ __________ __
     Name: ____________________________________ NmCd: __ ___ ____
      IN Individual       CONFIDENTIAL--NOT FOR RELEASE
Name..: TEST, TEST,_____________ DOB: __ __ ____
```


Case History Proposed Mitigation

Fixed Warning Messages

- Remain constant on JIS screens
- Could display above a list of cases, the middle of screen, or at the top of a report
- Could print on reports and/or screen shots
- Could affect screen scraping
  - Screen scraping applications could need updating or changed

Case History Proposed Mitigation

Fixed Messages remain on screen

- Main Menu (MAM) Sample

```
                                                          05/11/16 11:37:03
DM1000MX JIS Main Menu (MAM)                STATEWIDE COURT DVOL
     Case: _______ ___ __   Csh:     Pty: _____ StID: _ __________ __
     Name: ____________________ NmCd: __ ___
--------------------------------Sign On--------------------------------
Court: *SW   User ID: __ ___          Password:            Cashier ID:
                                New Password:          New Cashier ID:
-----------------------------------------------------------------------

                          *** Warning ***

Some information contained in this system is confidential and not for release.

   Release of information is governed by the JIS Data Dissemination Policy.

       Refer to the JIS Data Dissemination Administrator's Handbook.

    Accounting data for Odyssey and Non JIS courts is not available in JIS
```

Data for some courts is unavailable, see JIS Manual for court list

Case History Proposed Mitigation

Fixed Messages remain on screen

- Case History (DCH) Sample

```
D0091I Top of list                                                    DN2000SX
                                                          05/11/16 11:54:10
DN2001MI Defendant Case History (DCH)     CHENEY MUNI  DVOL    K_B 1   of   1
____ Case: _____ __ __   Csh:     Pty: ___ ____  StId: _____________ __
     Name: KERI, TEST R_____________________  NmCd: IN 514 10694
                    CONFIDENTIAL--NOT FOR RELEASE                        More>
True Name: KERI, TEST R                    IN 514 10694             5 Cases
   AKA's:
   Print: N                 Violation                          --- Status ---
S N Case      LEA Tv Crt   Date   Short Title                   DV Jg CD W F O
                      A FIXED MESSAGE COULD DISPLAY HERE
_           2 CEP IT MLM 04/06/16 SPEEDING 10 MPH OVER LIMIT (O  N
_           4 CEP IN CYM 04/05/16 VIOLENT VIDEO/COMPUTER GAME    N
_           3 CEP IT CYM 04/03/16 SPEEDING 10 MPH OVER LIMIT (O  N
_           2 CEP CN CYM 04/02/16 ASSAULT 4TH DEGREE             N
_           1 CEP CT CYM 04/01/16 DUI                            N
```


Case History Proposed Mitigation

Fixed Messages remain on screen

- Case History (ICH) Report Sample

```
                    INDIVIDUAL CASE HISTORY
                A FIXED MESSAGE COULD DISPLAY HERE
Individual: ASTIN, ROY                  IN 76C 51984
True Name:: ASTIN, ROY                  IN 76C 51984                 11 Cases:
   Alias:: ASOTIN, RAY                                                1 Alias
N Pty Case        LEA Ty Crt  Loc   Hearing          Balance C        CD  W  F  O
- --- ---------- --- -- --- ---- --- --------        ---------- -      --  -  -  -
          Vio Date Short Title                                     DV  Jg
------ ---------- ----------------------------                      --  --
**Seal Begin**
  DEF A1SCKS          WSP CN EDC                              250.00
            06/12/90 RENDERING CRIMINAL ASSISTANCE 3RD                N
**Seal End**
  DEF 98-1-00026-0  SL SB9
            02/25/98 9A.48.020                                      N  G
  DEF 98-1-54877-9  SL SB9                                 4000.00
            02/23/98 46.61.522                                      N
  RSP 97-3-01252-5  SJ SB9                                        CL        A
            07/03/97 DISSOLUTION WITH CHILDREN                      Y        I  O
  DEF A05CL       KCP IT EDC                                 170.00
            12/14/97 OVER LICENSED CAPACITY                         N  C
  DEF A05CW       KCP CT EDC
            02/05/95 FAIL TO SURRENDER SUSP L2C                     N
* PET A1G87783        CV EDC
            01/08/94 HARASSMENT                                     N
```


Case History Proposed Mitigation

Fixed Messages remain on screen

- Batch Selection Screen (PCS) Sample

```
D1875I JIS Person was not selected or added        DG1350SX  05/11/16 12:13:12
DL1060MX Prepare Calendar Select. (PCS)   CHENEY MUNI  DVOL     K_B   1 of   1
____ Case: _____ __ __   Csh:     Pty: ___ ____  StID: _ _____________ __
     Name: TEST_____________________________  NmCd: __ ___ ____
                    A FIXED MESSAGE COULD DISPLAY HERE
Prepare the following reports:              Run Overnight?

Start Date/Time: __ __ ____ at __ __ _  in Room: ___  with  Judge: ___
End   Date/Time: __ __ ____ at __ __ _ Sequence: _ (C/H/P/D/O) in Cus: N (Y/N)
DKTS: N (Y/N) ADRS: N (Y/N) CFH: N (Y/N) DCH: N (Y/N) Sort: _ (C=cal,D=def nm)
Judge Nm: ____________________________ Prev DKT: N (Y/N) HRH Done: _ (Y/N)
```

Case History Proposed Mitigation

- Courts may remove user access if desired

```
                                                                  05/11/16 11:20:06
DT0110MU Authorization Overrides (ATHX)   EASTSIDE DISTRICT    PAGE 7__ of 16
____ Case: _____ ___ __   Csh:     Pty: _____ StID: _ ___________ __
     Name: TRAINEE30_____________________ NmCd: AC T30 EDC__

Name: TRAINEE30                          Court: EASTSIDE DISTRICT
      Local Court Profile: Command Default                Profile NU: 00001
      Authorization Type: S  Start with: _____
Ovr Prf  Values     Code     Description                          Auth Type
--- --- --------- -------- ------------------------------------- -----------
    N  N,U        CVF      Civil Fee                             SCREEN
    D  N,D,U      CVJ      Civil Judgement Disposition           SCREEN
    N  N,U        CVJD     Civil Judgement Disposition Dl        SCREEN
_   D  N,D        CVJI     JUDGMENT/DISPOSITION INQUIRY          SCREEN
_   D  N,D        CVM      Civil Case Management Menu            SCREEN
    N  N,D,U      CVP      Civil Payment                         SCREEN
_   D  N,D        DAD      Defendant Name Add Duplicate          SCREEN
N   D  N,D        DCH      Defendant Case History                SCREEN
N   N  N,U        DCHB     Defendant Case History Batch          SCREEN
    N  N,U        DCXT     TABLE DEPARTMENT CODE                 SCREEN
```


Case History Proposed Mitigation

Option 2:

Remove the ICH/DCH/SNCI screens for all users

- Educate Users:
  - Must get complete case history from JABS
  - Must use alternative navigation methods
    - e.g. Find a case # in JABS and use JIS commands with that case number

Case History Proposed Mitigation

Option 2 - Cont.:

- Display a fatal error if ICH/DCH/SNCI command is entered

```
D0105F Invalid command                                          DG0010PX
                                                      04/08/16 11:27:06
DM1000MX JIS Main Menu (MAM)              STATEWIDE COURT DVOL
 DCH  Case: _________ ___ __   Csh:     Pty: _____ StID: _ ___________ __
      Name: ____________________________ NmCd: __ ___ _____
```

- Disable ability to print batch reports

```
DI875I JIS Person was not selected or added        DG1350SX  05/11/16 12:13:12
DL1060MX Prepare Calendar Select. (PCS)   CHENEY MUNI  DVOL     K_8    1 of    1
____ Case: _____ ___ __   Csh:     Pty: _____ StID: _ ___________ __
     Name: TEST_____________________________ NmCd: __ ___ _____

Prepare the following reports:            [X] Run Overnight?

Start Date/Time: __ __ ____ at __ __ _  in Room: ____  with  Judge: ____
End   Date/Time: __ __ ____ at __ __ _  Sequence: _ (C/H/P/D/O) in Cus: N (Y/N)
DKTS: N (Y/N) ADRS: N (Y/N) CFH: N (Y/N) DGMX: N (Y/N) Sort: _ (C=cal,D=def nm)
Judge Nm: ____________________________  Prev DKT: N (Y/N) HRH Done: _ (Y/N)
```

Business Process Questions

King County case information will no longer be in JIS

1. Is there a need to display/print different views of the DCH compared to the ICH?
2. If fixed warning messages are displayed in JIS, is there a greater need to ensure the messages are visible, or minimize the impacts to screen scraping applications?
3. What other mitigations/ideas would you suggest?

Other History Screens (IOH/DVI/FRH)

Purpose of Screens:

- Used to navigate to other screens to view/input additional detail about each case
- IOH - Individual Order History displays all orders for an individual for all court levels
- DVI - Domestic Violence Inquiry displays domestic, dependency, parentage and sex-related cases
- FRH - Family Relationship History displays family relationships

Proposed Mitigation Options:

1. Leave access to IOH/DVI/FRH screens in JIS
2. Remove access to IOH/DVI/FRH for all users

IOH, DVI and FRH Proposed Mitigation

Option 1:

Leave IOH/DVI/FRH screens in JIS

- Educate users they must obtain complete case history from JABS
- Enhance JIS screens & reports so users understand information is **incomplete**

IOH, DVI and FRH Proposed Mitigation

Option 1 Cont.:

- Add informational warning messages in JIS
- Add fixed warning messages in JIS
  - On the Main Menu (MAM) screen
  - Above list of cases
  - On top of printed report
  - On Batch Selection screens
- Courts may disable access if desired (ATHX)

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Information Services Division

IOH, DVI and FRH Proposed Mitigation

Option 2:

Remove the IOH/DVI/FRH screens

- Educate Users:
  - Must get complete case history from JABS
  - Must use alternative navigation methods
    - e.g. Find a case # in JABS and use JIS commands with that case number

ADMINISTRATIVE OFFICE OF THE COURTS
Information Services Division

King County case information will no longer be in JIS

IOH, DVI and FRH Proposed Mitigation

What other mitigations/ideas would you suggest?

Search Screens

- SND/SAD - Search Name/Address Duplicate
- NMD/NAD - Name/Address Duplicate
- DND/DAD -Defendant Name/Address Duplicate
- OFO/OOD - Official Organization/Official Organization Duplicate

Purpose of screens:

- To search for persons or officials/organizations.
- To navigate to other screens to view/input additional detail about each case

Proposed Mitigation Strategy:

- Leave access to Search Screens in JIS

Search Screens Proposed Mitigation

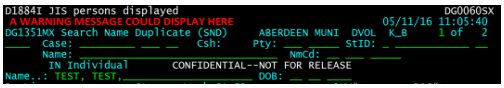
- Educate Users:
  - That case filing in JIS will remain unchanged
  - Must perform statewide person searches in JABS

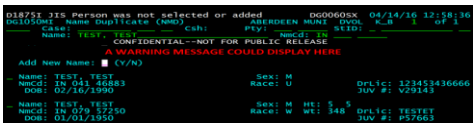
Business Process Questions

King County case information will no longer be in JIS

Should a warning message be displayed on Search Screens?

- Would this provide clarity for users or cause confusion?
- If a warning message is displayed, should it be a fixed message, or informational message that could disappear?





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Information Services Division

King County case information will no longer be in JIS

Search Screens Proposed Mitigation

What other mitigations/ideas would you suggest?

ADMINISTRATIVE OFFICE OF THE COURTS
Information Services Division

Person Screens

- PER/PCMT - Person/Person Comment
- AKA - Alias/Doing Business As
- ADH/RAPC - Address History/Related Address Phone Change

Purpose of screens:

- To view detailed person & address information

Proposed Mitigation Strategy:

- Leave access to Person Screens in JIS

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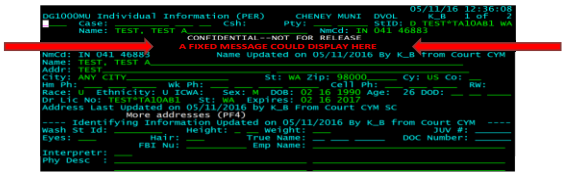
Information Services Division

Person Screen Proposed Mitigation

Educate Users:

- That JIS information is **incomplete**
- Must get complete person detail from JABS
- About Person Identity Matching in the EDR

In JIS, add fixed messages on each person screen



King County case information will no longer be in JIS

Person Screen Proposed Mitigation

What other mitigations/ideas would you suggest?

Other JIS Screens

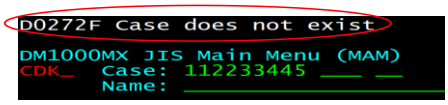
Case Inquiry Commands:

- Case number specific and King County cases will no longer be viewable in JIS
  - VIO - Violation Inquiry/Update
  - PAR - Participant Inquiry
  - NCC - Non-Civil Case Inquiry
  - CIVI - Civil Case Inquiry
  - CIVJ - Civil Judgment Inquiry
  - CDK - Case Docket Update/Inquiry

Mitigations for Other JIS Screens

Existing JIS fatal error messages such as “Case does not exist” could appear when attempting to access a King County case.

- Sample CDK Screen



Business Process Questions

King County case information will no longer be in JIS

Statewide information for King County cases will display in JABS **except for** cases **without** Well Identified Persons (WIP)

- e.g. Dissolution w/o children, Judgments, Small Claims, Parking cases

Is there a need to view cases for Non-Well Identified Persons in other courts?

- Would the impact affect:
  - Judicial Decision Making
  - Public Safety
  - Court Operations, or
  - Statistical Analysis?

King County case information will no longer be in JIS

JIS Screen Impacts & Mitigation

Are there any other concerns/mitigations/ideas?

Introduction to Identity Management

Actor (Person) Matching

Address Cleansing & Validation

What is Identity Management?

- Goal of the EDR - have information that is as good as, if not better than, the information in JIS.
- Requires two key components for identity management:
  1. Actor (Person) Matching
  2. Address Cleansing & Validation

Person Matching Proposal

EDR evaluates all Person Records it receives from JIS as well as other sources and could either:

1. Add to EDR as a new record
2. Could Associate (AKA) with an existing record
3. Stores a "Probable Match" with an existing record

Person Matching Proposal

1. **Record Added**

- If the Person is not associated and no "probable match" exists, then a new record is added to EDR

2. **Record Associated (AKA)**

- If the data is 100% identical the records could be Associated

Court A	Court B
✓ Samantha Beth Richardson	✓ Samantha Beth Richardson
✓ DOB: 1-1-1985	✓ DOB: 1-1-1985
✓ DOL: RICHASB15AB1	✓ DOL: RICHASB15AB1

- Identifying information from each source could be retained

Person Matching Proposal

3. **Record Identified as "Probable Match"**

- If not 100% identical, the EDR may identify as a "probable match"

Rebecca Dezanowski DOB: 1-1-1980 DOL: DEZERRAOCD1

1. Rebecca A. Dezanowski DOB: 1-1-1980 DOL: DEZERRA20CD1
2. Rebecca Ann Dezanowski DOB: 1-1-1980 DOL: DEZERRA20CD1

Business Process Questions

King County case information will no longer be in JIS

1. Given a set of business rules, would it ever be reasonable for the EDR to automatically Associate (AKA) Person Records?
   - If so, under what criteria?

Address Cleansing & Validation Proposal

- The EDR will have address history for all Person Records statewide
- Address cleansing & validation will be performed whenever Address information is accepted by the EDR

What is Address Cleansing & Validation?

- Address Pre-Validation
  - System pre-validates address to ensure it meets initial business rules
    - e.g. Address includes Street, City, State & Zip Code
- Address Cleansing & Validation
  - System applies US Postal Standards and if possible stores one or more addresses meeting those rules
  - A validation status may be assigned
- All results are stored in the EDR and made available to the source system

Address Cleansing & Validation Proposal

Address meets initial pre-validation rules:

1. Cleansed address is identical to original address
   123 Main St, Olympia, WA 98503-1234 ✓
   123 Main St, Olympia, WA 98503-1234 ✓
2. One cleansed address is returned, different from the original
   123 Main Street, Olympia, WA 98503-1234
   1. 123 Main St, Olympia, WA 98503-1234

Address Cleansing & Validation Proposal

3. Multiple cleansed addresses are returned
   456 Front Street, Olympia, WA 98503
   1. 456 Front St, Olympia, WA 98503-1234
   2. 456 Front St E, Olympia, WA 98503-1234
4. Original address deemed "not valid" per US Postal Standards
   e.g. 231 South Olympia, CA 98503

Address Cleansing & Validation Proposal

Address does not meet the pre-validation rules:

- A Notification could be provided to the source system

  e.g. Address that only contains City & State with no Street number or name

Address Cleansing & Validation Proposal

All results are stored in the EDR and made available to the source system

- Assumption is that address results will be needed for:
  1. Data correction
     - User updates source system address with "cleansed" address
  2. Decision making
     - User needs to view all possible results for other business processes

Address Cleansing & Validation Proposal

Data Correction & Decision Making

Proposed Mitigation Options:

1. Portal Access
   - Courts access "canned"/custom queries related to address/person
   - Ability to schedule and define where to send query results
2. "Send" Notifications
   - Individual notifications could be sent
   - Reports could be sent to Print domain (JDPM) in JIS
   - ODYSSEY users could set up reports to be emailed

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Information Services Division

Business Process Questions

King County case information will no longer be in JIS

1. What business processes could be impacted if all address information is in an application such as JABS but not in JIS?
   - Would the impact affect:
     - Judicial Decision Making
     - Public Safety
     - Court Operations, or
     - Statistical Analysis?

ADMINISTRATIVE OFFICE OF THE COURTS
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Business Process Questions

King County case information will no longer be in JIS

2. Are there any specific times/conditions when JIS needs to have the most current EDR address information?

3. When an address is updated, should other systems be notified of the change?
   - e.g. JIS, King County CMS, DJA, other CMS, etc.

ADMINISTRATIVE OFFICE OF THE COURTS
Information Services Division

Questions & Answers

King County case information will no longer be in JIS

Do you have any additional thoughts, questions or feedback on the information presented today?

- Screen Impacts
- Actor (Person) Matching
- Address Cleansing & Validation

Next Steps

- AOC staff analyze feedback, draft proposed solutions, and present to Advisory Group.
- Follow-up meeting information will be provided.

Additional Follow-Up: JABS

The next Judicial Access Browser (JABS) class Is currently scheduled for Wednesday, October 12, 2016. You may sign up for the class on the inside courts website.

Additional Follow-Up: JABS

A self paced JABS Tutorial is also available. Additional information is provided in your meeting materials.

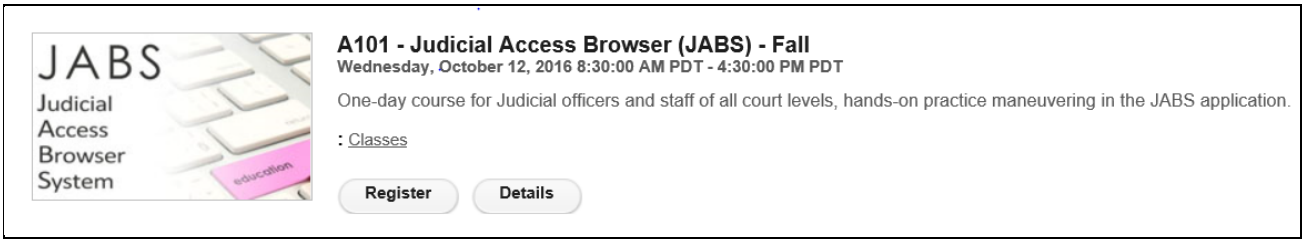
Contact Information

Thank you for your time and valuable feedback. The information you provide is very important.

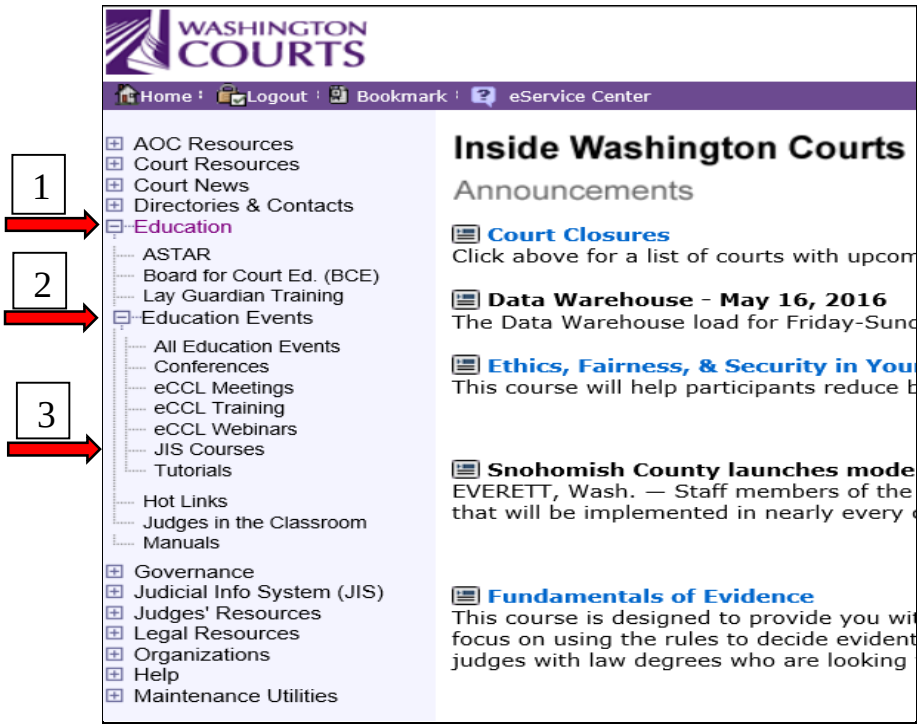
Please send any business process impact questions or concerns to the EDE team at:

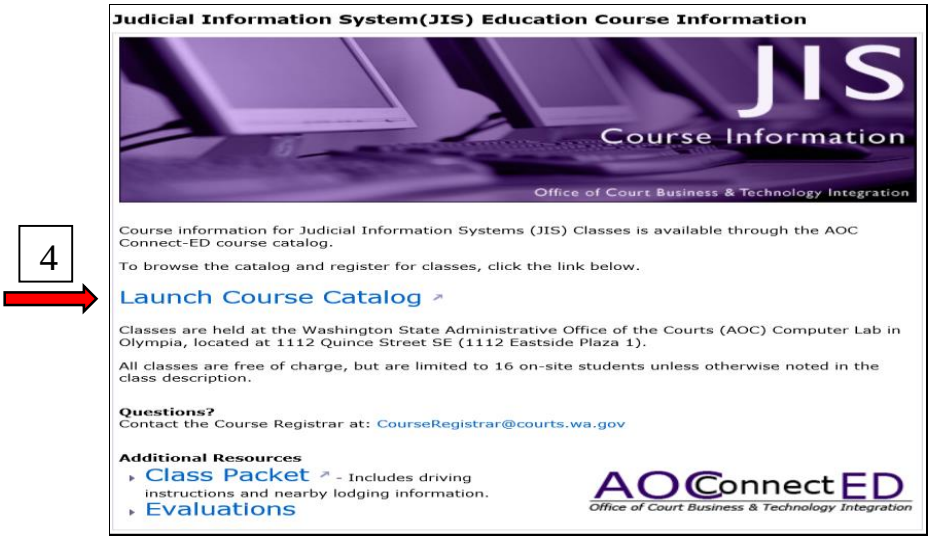
edeuseradvisorygroup@courts.wa.gov

The next Judicial Access Browser (JABS) class is currently scheduled for Wednesday, October 12, 2016. You may sign up for the class on the inside courts website.



You may access the Education links on inside courts as follows:





JUDICIAL
ACCESS BROWSER SYSTEM

Feeling a bit confused about the new JABS logon?

Announcing
a new self-paced

JABS Tutorial

- New Logon Procedure
- Window Navigation
- Person and Calendar Searching
- Case and Person Tabs

Take 20 minutes to learn about the new features in JABS

aoceccl.adobeconnect.com/jabs-tutorial/

See all the tutorials at inside.courts.wa.gov >> Education >> Education Events >> Tutorials

WASHINGTON COURTS

AOConnectED

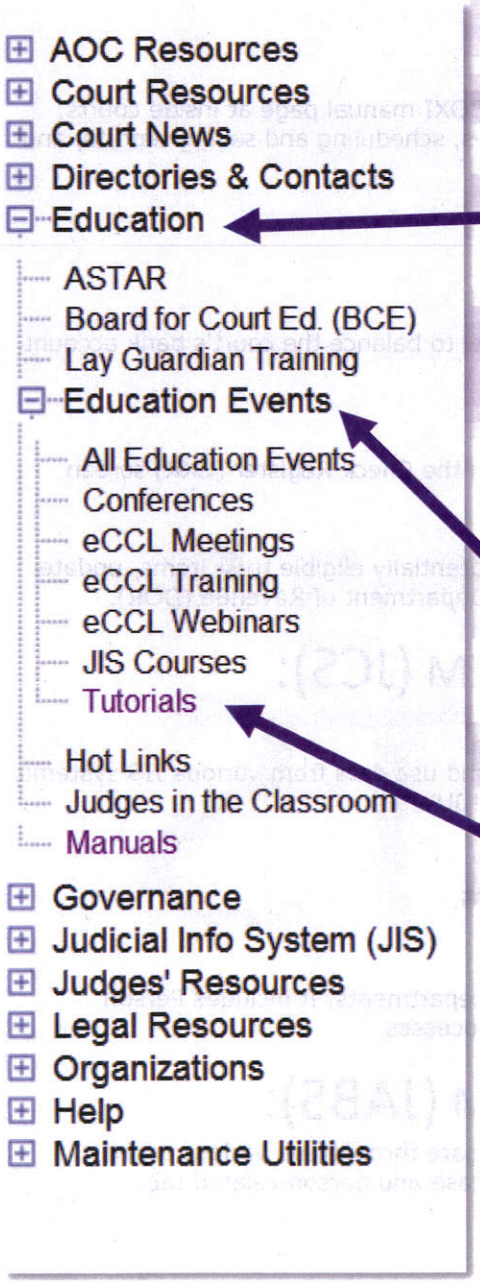
Office of Court Business & Technology Integration

AOC Connect ED

Office of Court Business & Technology Integration

ONLINE EDUCATION

To Access the Tutorials:



1. Logon to Inside Courts
2. Expand 'Education' Section (on the left navigation bar)
3. Expand 'Education Events'
4. Click on 'Tutorials'

ONLINE EDUCATION

CASE PROCESSING:

JIS Person Business Rules

Business rules for entering and maintaining information about persons in the JIS Person Database. Examples of how the rules are applied in JIS are included.

Create JIS Person Records

Basics of the JIS Person Database including Person Business Rules that apply to the person search and add processes. Searching for individuals (IN person types), adding individuals to the JIS Person Database, and using the Person Data Override screen to update person information.

Maintain JIS Person Records

Updating person records, maintaining addresses, and creating and maintaining alias relationships in the JIS Person Database.

COURT MANAGEMENT:

BOXI:

Multiple short modules can be found at the bottom of the BOXI manual page at inside courts. Topics include login, navigation, creating or copying queries, scheduling and saving reports, and searching for saved queries.

FINANCIAL PROCESSING:

Bank Reconciliation

How to enter bank adjustments on the CKR screen and how to balance the court's bank account to the bank statement using the BKR screen.

Check Register Functions

A demonstration of the entry and display functions used on the Check Register (CKR) screen

Escheat Unclaimed Property

How to establish unclaimed property, use JIS to identify potentially eligible trust items, update those items, and escheat eligible trust items to the State Department of Revenue (DOR).

JUVENILE AND CORRECTIONS SYSTEM (JCS):

JCS Overview

An introduction to JCS, an overview of how it will display and use data from various JIS systems, and a comparison between system functionality in JCS and JUVIS.

JCS Basics

Basic information about how to navigate within and use JCS.

JIS Person Records for Juvenile Departments

Adding and maintaining JIS Person Database for juvenile departments. It includes Person Business Rules that apply to the person search and add processes.

JUDICIAL ACCESS BROWSER SYSTEM (JABS):

This module will present the features of JABS, how to navigate through the various search options and views, and the information contained in each case and person-related tab.

JIS Data Standards for Alternative Electronic Court Record Systems

Effective Date: October 24, 2014

Revision History	Date	Description
Version 1.0	6/2/2014	Draft for Review and Comment
Version 1.1	6/24/2014	Accepted agreed upon items from King County and Access to Justice comments
Version 1.2	6/25/2014	Accepted additional King County revisions.
Version 1.3	7/1/2014	Final edits as approved by the JISC
Version 1.32	9/15/2014	Comments from court feedback for review.
Version 1.33	9/20/2014	Internal AOC review and corrections.
Version 1.34	10/1/2014	Changed name from “Standards for Local Automated Court Record Systems
Version 1.35	10/8/14	Added “Data” to standard title, at stakeholder request, and added effective date under title.
Version 1.36	10/10/2014	Revised the scope statement.
Version 1.4	10/31/2014	Version as approved by the JISC on 10/24/2014.
Version 1.5	12/07/2015	Multiple revisions
Version 1.6	03/11/2016	Provisionally approved by EDE Steering Committee. Revision containing multiple updates to finalize changes for Standards Freeze for EDR pilot implementation.

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PURPOSE

This standard contains the requirements for trial courts to interface independent, automated court record systems with the state Judicial Information System (JIS). These standards are necessary to ensure the integrity and availability of statewide data and information to enable open, just and timely resolution of all court matters.

AUTHORITY

RCW 2.68.010 established the Judicial Information System Committee (JISC).
"The judicial information system committee, as established by court rule, shall determine all matters pertaining to the delivery of services available from the judicial information system."

JISC Rule 1 describes the authority of the Administrative Office for the Courts (AOC) for the JIS.
"It is the intent of the Supreme Court that a statewide Judicial Information System be developed. The system is to be designed and operated by the Administrator for the Courts under the direction of the Judicial Information System Committee and with the approval of the Supreme Court pursuant to RCW 2.56. The system is to serve the courts of the state of Washington.

JISC Rule 13 gives the JISC specific responsibility and authority to review and approve county or city proposals to establish their own automated court record systems.
"Counties or cities wishing to establish automated court record systems shall provide advance notice of the proposed development to the Judicial Information System Committee and the Office of the Administrator for the Courts 90 days prior to the commencement of such projects for the purpose of review and approval."

RCW 2.68.050 directs the electronic access to judicial information.
"The supreme court, the court of appeals and all superior and district courts, through the judicial information system committee, shall:

> *(1) Continue to plan for and implement processes for making judicial information available electronically;*
>
> *(2) Promote and facilitate electronic access to the public of judicial information and services;*
>
> *(3) Establish technical standards for such services;*
>
> *(4) Consider electronic public access needs when planning new information systems or major upgrades of information systems;*
>
> *(5) Develop processes to determine which judicial information the public most wants and needs;*

(6) Increase capabilities to receive information electronically from the public and transmit forms, applications and other communications and transactions electronically;

(7) Use technologies that allow continuous access twenty-four hours a day, seven days per week, involve little or no cost to access, and are capable of being used by persons without extensive technology ability; and

(8) Consider and incorporate wherever possible ease of access to electronic technologies by persons with disabilities."

RCW 2.56.030 describes the powers and duties of the AOC. The following subsections apply to this standard:

(1) *Examine the administrative methods and systems employed in the offices of the judges, clerks, stenographers, and employees of the courts and make recommendations, through the chief justice, for the improvement of the same;*

(2) Examine the state of the dockets of the courts and determine the need for assistance by any court;

(4) Collect and compile statistical and other data and make reports of the business transacted by the courts, and transmit the same to the chief justice to the end that proper action may be taken in respect thereto;

(6) Collect statistical and other data and make reports relating to the expenditure of public moneys, state and local, for the maintenance and operation of the judicial system and the offices connected therewith;

(7) Obtain reports from clerks of courts in accordance with law or rules adopted by the supreme court of this state on cases and other judicial business in which action has been delayed beyond periods of time specified by law or rules of court and make report thereof to supreme court of this state;

(11) Examine the need for new superior court and district court judge positions under an objective workload analysis. The results of the objective workload analysis shall be reviewed by the board for judicial administration which shall make recommendations to the legislature. It is the intent of the legislature that an objective workload analysis become the basis for creating additional district and superior court positions, and recommendations should address that objective;"

The Supreme Court of Washington Order No. 25700-B-440 directs the establishment of the Washington State Center for Court Research within the AOC. The order authorizes the collection of data under RCW 2.56.030 for the purpose of: objective and informed research to reach major policy decisions; and to evaluate and respond to executive and legislative branch research affecting the operation of the judicial branch.

The Supreme Court of Washington Order No. 25700-B-449 adopting the Access to Justice Technology Principles. The order states the intent that the Principles guide the use of technology in the Washington State court system and by all other persons,

agencies, and bodies under the authority of this Court. The Order further states that these Principles should be considered with other governing law and court rules in deciding the appropriate use of technology in the administration of the courts and the cases that come before such courts, and should be so considered in deciding the appropriate use of technology by all other persons, agencies and bodies under the authority of this Court.

GUIDANCE

JIS Baselines Services: In its strategic planning efforts throughout recent years, the JISC recognized the need to identify baseline services to guide development initiatives. The JISC established the JIS Baseline Services Workgroup in June 2010. The Workgroup published a report that specified data to be shared and identified common processes needed for Washington State Courts. On October 7, 2011, the JISC approved a resolution that: "*the JIS Baseline Services be referenced in planning of all court information technology projects."* As such, the report is used as a guideline for section 'B' – Shared Data and section 'C' – Common Processes.

The Annie E. Casey Foundation's Juvenile Detention Alternatives Initiative Data Analysis: Recommendation of Standards: This report contains recommendations for a common set of standards for data collection, analysis, and reporting.

The Washington State Access to Justice Technology Principles should be used for technologies in the Washington State justice system. The Access to Justice Technology Principles apply to all courts of law, all clerks of court and court administrators and to all other persons or part of the Washington justice system under the rule-making authority of the Court.

SCOPE

The information in this standard applies to all Washington State Superior Courts and Courts of Limited Jurisdiction (CLJ) operating an Alternative Electronic Court Record System. Juvenile Departments are included in the scope as each is a division within a Superior Court. It does not include the Supreme Court and Court of Appeals courts as their systems are, by statute, fully supported by the AOC.

This standard does not apply to Superior and CLJ courts using the statewide case management system, as they are already subject to existing JIS policies, standards, guidelines, and business and data rules that encompass the data requirements identified in Appendix 'A.'

DEFINITIONS

"Statewide court data" refers to data needed for sharing between courts, judicial partners, public dissemination, or is required for statewide compilation in order to facilitate the missions of the Washington Courts, justice system partners, and the AOC.

"Alternative Electronic Court Record System" is any electronic court records technology system that is the source of judicial data identified in section B below.

"The Judicial Information System (JIS)" is the collection of systems, managed by the AOC, that serve the courts and includes the corresponding databases, data exchanges, and electronic public data access.

"Data Exchange" is a process that makes data available in an electronic form from one computer server to another so that an automated system can process it. Exchanges involve data moving from the AOC to other destinations and data coming into the AOC from external sources.

"The National Information Exchange Model (NIEM)" is an XML-based information exchange framework from the United States. NIEM represents a collaborative partnership of agencies and organizations across all levels of government (federal, state, tribal, and local) and with private industry. The purpose of this partnership is to effectively and efficiently share critical information at key decision points throughout the whole of the justice, public safety, emergency and disaster management, intelligence, and homeland security enterprise.

"Information Exchange Program Documentation (IEPD)" is the documentation (schemas, specifications, meta-data, and other artifacts) describing the data exchange. A developer builds an IEPD from business requirements in order for the IEPD to include both business and technical artifacts that define the information exchange taking place between multiple parties.

STANDARDS

The following subsections provide the standards for courts that implement and operate an Alternative Electronic Court Record System. There are six sections:

- Section 'A', General: provides references to RCW's, Court General Rules, and JISC rules that must be followed.
- Section 'B', Shared Data: contains the data that must be provided by the Alternative Electronic Court Record System to the statewide JIS.
- Section 'C', Common Process: provides guidance to provide consistency and quality in the content of the shared data identified in subsection 'B' - Shared Data.
- Section 'D', Security: identities the AOC security standards that apply for data sharing and access to the statewide JIS.
- Section 'E', Technical: provides the technical requirements that are required for the exchange of data between systems.

- Section 'F', Responsibilities: provides information on what is expected to be performed by the courts and by the AOC.

A. General

General Standards describe high-level shared data and business processes that are needed so that a court's implementation and operation of an Alternative Electronic Court Record System does not have a negative impact on the public, other courts, justice system partners, and the AOC. The following existing authoritative references provide the high level standards to be used. Inclusion of these rules provides an easy reference for the courts on what statues, rules, and other items apply so that they can effectively plan for and operate an alternative system.

1. A court that implements an Alternative Electronic Court Record System will continue to follow RCW's related to the JIS as applicable and prescribed by law. These include:

   a) RCW 2.68 regarding the JIS;

   b) RCW 26.50.160 regarding the JIS being the designated statewide repository for criminal and domestic violence case histories;

   c) RCW 26.50.070(5) and RCW 7.90.120 regarding mandatory information required by JIS within one judicial day after issuance of protection orders ;

   d) RCW 10.98.090 regarding reporting criminal dispositions to the Washington State Patrol (WSP) from the JIS;

   e) RCW 10.97.045 regarding disposition data to the initiating agency and state patrol and;

   f) RCW 10.98.100 regarding compliance audits of criminal history records.

2. A court that implements an Alternative Electronic Court Record System will continue to follow Washington State Court General Rules (GR), specifically:

   a) GR 15 for the destruction, sealing, and redaction of court records

   b) GR 22 for the access to family law and guardianship court records

   c) GR 31 for the access to court records and

   d) GR 31.1 for the access to administrative records

   e) GR 34 for the waiver of court and clerk's fees and charges in civil matters on the basis of indecency

3. A court that implements an Alternative Electronic Court Record System will continue to follow JIS rules, specifically:

   a) Rule 5 regarding standard data elements;

   b) Rule 6 regarding the AOC providing the courts standard reports

   c) Rule 7 regarding codes and case numbers

   d) Rule 8 regarding retention

   e) Rule 9 regarding the JIS serving as the communications link for courts with other courts and organizations and

   f) Rule 10 regarding attorney identification numbers

   g) Rule 11 regarding security

   h) Rule 15 regarding data dissemination, including the local rules consistent with the JIS Data Dissemination Policy and

   i) Rule 18 regarding removing juvenile data when only a truancy record exists

B. SHARED DATA

These standards identify the data required to ensure that the existing JIS, the statewide data repository, and any Alternative Electronic Court Record System database are able to complete necessary transactions and provide synchronized information to users.

A court that implements an Alternative Electronic Court Record System shall send the shared data identified in these standards to the JIS. The court shall comply with these standards through direct data entry into a JIS system or by electronic data exchange. All data elements which have been marked as “Baseline” with a ‘B’ in columns corresponding to the court level, in Appendix ‘A’ shall be effective as of the approval date of the standard. The implementation of the shared data (court applicability and timing) shall be governed by the Implementation Plan for the JIS Data Standards for Alternative Electronic Court Record Systems.

Detailed business and technical requirements for the shared data elements listed in Appendix ‘A’ will be provided in a separated Procedure and Guideline Document.

This subsection is divided into four parts:

- The Shared Data Element Standards identify the data elements that require sharing.
- The Codes Standards specify the valid values contained in the shared data elements.

- The Data Element Time Standards provide the requirements for when the data is to be provided.
- Data Quality Standards that ensure that data is complete and correct.

Assumptions: There must be a thorough understanding of data exchanged between systems. Data elements must be translatable between systems. Changes to data and business rules which may affect the data must be reviewed, understood, and accepted by both the AOC and the Alternative Electronic Court Record System providers.

1. Shared Data Standards:

JISC Rule 5 requires a standard court data element dictionary:
"A standard court data element dictionary for the Judicial Information System shall be prepared and maintained by the Administrator for the Courts with the approval of the Judicial Information System Committee. Any modifications, additions, or deletions from the standard court data element dictionary must be reviewed and approved by the Judicial Information System Committee."

The standards listed below identify a standard number, title, business requirement, a rationale, shared data (business names), and applicable court levels. Appendix A is used to translate the 'Shared Data' name to a list of one or more data elements. Data exchange specifications for each element will be provided in the Information Exchange Package Documentation (IEPD) for Web Services or other specifications for bulk data exchanges.

(1)	**Title**	Party Information
	Requirement	Additions and updates to person data in accordance with the statewide person business rules.
	Rationale:	Needed for participation on a case; unique identification of litigants for statewide case history; location of parties for correspondence and contact; and serving of warrants.
	Shared Data	Person Organization Official Attorney Person Association Address Phone Electronic Contact
	Court Level	Superior, Juvenile, and CLJ

(2)	**Title**	Case Filing and Update
	Requirement:	The initial filing and updates of all matters initiated in a Superior Court or Court of Limited Jurisdiction court.

		Also, the creation and update of juvenile referrals and diversions.
	Rationale:	Needed for statewide case statistics, judicial needs assessment, person case history, public information, and research.
	Shared Data	Case Significant Document Index Information Citation Case Relationship Process Control Number
	Court Level	Superior, Juvenile, and CLJ

(3)	**Title**	Case Participation
	Requirement:	Creation and update of primary participants together with party type, party information, and relationships to other parties.
	Rationale:	Needed for judicial decision making, person case history, family courts, and public information.
	Shared Data	Participant Attorney Participant Association
	Court Level	Superior, Juvenile, and CLJ

(4)	**Title**	Case Charge
	Requirement:	Addition of original charges, amendments through final resolution.
	Rationale:	Needed for statewide case statistics, judicial decision making, person case history, sharing with judicial partners, and public information.
	Shared Data	Charge
	Court Level	Superior, Juvenile, and CLJ

(5)	**Title**	Significant Document Index Information
	Requirement:	Creation and update of index information on all significant documents (orders, judgments, stipulations, agreements, etc.) that are needed for statewide data sharing and caseload reporting.
	Rationale:	Needed for statewide case statistics, domestic violence processing, judicial decision making, firearms reporting, and voting rights.
	Shared Data	Significant Document Index Information Significant Document Parties
		Superior, Juvenile, and CLJ

(6)	**Title**	Warrant Information
	Requirement:	Order Issuing Warrant and status processing update though final disposition.
	Rationale:	Needed for cross jurisdictional warrant processing and judicial decision making.
	Shared Data	Warrant Information
	Court Level	Superior and CLJ

(7)	**Requirement:**	Failure To Appear (FTA)
	Requirement:	Order issuing FTA and status update process through final disposition.
	Rationale	Needed for judicial decision making and integration with Department of Licensing FTA and FTA adjudication.
	Shared Data	Failure to Appear
	Court level	CLJ

(8)	**Title**	Proceeding
	Requirement:	Creation and update of proceedings and associated outcomes.
	Rationale:	Needed for statewide statistics and judicial needs assessment.
	Shared Data	Proceeding
	Court Level	Superior and CLJ

(9)	**Title**	Case Status
	Requirement:	Case resolution, completion, and closure (with associated dates) together with a history of case-management statuses through which the case progresses, and the duration of each status.
	Rationale:	Needed for statewide statistics and judicial needs assessment.
	Shared Data	Case Status
	Court Level	Superior, Juvenile, and CLJ

(10)	**Title**	Case Conditions
	Requirement:	Creation and update of case outcome conditions that must be satisfied. These include, but are not limited to: items for a judgment and sentence, diversion agreement, probation violation, civil judgment, or other similar instruments.
	Rationale:	Needed for statewide statistics and compliance monitoring, research, and judicial decision making.

	Shared Data	Conditions
	Court Level	Superior, Juvenile, and CLJ

(11)	**Title**	Case Association
	Requirement:	Creation and update of related cases.
	Rationale:	Needed for consolidate cases, referral case association, appeals, and public information (judgment case to originating case).
	Shared Data	Case Association
	Court level	Superior, Juvenile, CLJ

(12)	**Title**	Accounting Case Detail
	Requirement:	Sharing of case accounting for sharing between courts and the AOC information on receivables, payables and distributions.
	Rationale:	Needed for judicial decision making (obligations on a case), Legal Financial Obligation (LFO) billing, Court Local revenue Report, statistical reporting, research, and legislative analysis and financial auditing.
	Shared Data	Accounting Case Detail
	Court Level	Superior and CLJ

(13)	**Title**	Accounting Summary
	Requirement:	Creation and update of monthly ledger balance by Budgeting, Accounting, and Reporting System (BARS) Account.
	Rationale:	Needed for statewide statistics and legislative analysis.
	Shared Data	Accounting Summary
	Court Level	Superior and CLJ

(14)	**Title**	Detention Episode
	Requirement:	Creation and update of detention episode summary information.
	Rationale:	Needed for statistical research aimed at the: reduction on the reliance of secure confinement; improvement of public safety; reduction of racial disparities and bias; cost savings; and support of juvenile justice reforms.
	Shared Data	Detention Episode Summary Detention Episode Population
	Court Level	Juvenile

(15)	**Title**	Flags and Notifications

	Requirement:	There are a variety of alerts, flags, and additional information on a person, organization, official, case, or case participant that need to be recorded and shared between organizations.
	Rationale:	Flags are needed to support public safety and judicial decision making. Instances of public safety are medical, social, and behavioral alters generated in juvenile detention. Some of these alerts persist beyond a single detention episode are needed by other organizations. Instance of case flag for judicial decision making would be the home detention violations one and two.
	Shared Data	Person Flag Case Flag Case Participant Flag
	Court Level	Superior, CLJ, Juvenile

2. **Code Standards**:

The Shared Data Standards above identify the data that must be provided. The code standards provide the requirements for the data element values with standard values (e.g. codes)." Therefore the codes standards apply to the data that is being shared.

Code standards control what data values are used to represent a business event. For example, the finding of 'Guilty' for a charge count is represented by the letter 'G'.

JISC Rule 7 Codes and Case Numbers specifies that: *"The Administrator for the Courts shall establish, with the approval of the Judicial Information System Committee, a uniform set of codes and case numbering systems for criminal charges, civil actions, juvenile referrals, attorney identification, and standard disposition identification codes."*

The Shared Data Standards above identify the data that must be provided. The code standards provide the requirements for the data element values with standard values (e.g. codes). Appendix 'A' lists the shared data elements. All elements that have a name suffixed with the word 'Code' will have a set of valid values. The valid values will be defined in the data exchange's IEPD. For courts that perform double data entry into JIS, the code values are those enforced by the JIS screens.

3. **Data Element Time Standards:**

Data Element Time Standards control the time in which a business event must be reported to the JIS. For example, a domestic violence protection order is required to be entered into the JIS within one judicial day after issuance. The domestic violence protection order time standards is based on statute.

The data element time standards are based on the following criteria:

a) Statute;
b) Court rules;
c) Public safety;
d) Judicial decision making; and
e) Reporting needs.

The following time categories are used:

a) **One Day** – data shall be provided no later than one business day after being entered into the alternative system. In instances where state statute or other mandates require data be entered into the JIS sooner, those mandates shall prevail (see general standards).
b) **Two Day** – data shall be provided within two business days after the event occurred and was entered into the alternative system. This category is used to get most all case information that is not required to be current except for the court of origination.
c) **Monthly** – data for the previous month shall be provided by the 10th day of the following month. This category is used generally for statistical data that is not used for operational decision making (caseload statistics).

Time Standards Table

Id	Event	Time category
1	Case initiation and updates for well-identified individuals. This is for both civil and non-civil cases in accordance with the person business rules (except for parking/vehicle related violations). Accounting Case Detail associated with these cases.	One Day
3	Case filings and updates for non-well-identified individuals. Accounting Case Detail associated with these cases.	Two Day
4	Parking/vehicle related violations cases with non-well-identified persons. Accounting Case Detail associated with these cases.	Monthly
5	Accounting Summary	Monthly
6	Detention Summary Detention Daily Population	Monthly

4. DATA QUALITY

Local Automated Court Record Systems shall work with the AOC in compliance with Data Quality Service Level Agreements (SLA) to ensure that court data meets the data quality standards for critical data elements when sending data to the JIS. This ensures quality information is transferred downstream and made available to the public. The

SLA will also specify roles, responsibilities, notification, development of data quality rules between systems, measuring and monitoring processes between systems, escalation strategies, and timeliness of resolution for identified issues impacting quality of information for statewide data and information the AOC is required, by statute, to provide to external partners (i.e. background check data to the WSP).

Standards:
The Shared Data Standards above identify the data that must be provided. The data quality standards apply to the data that is shared. Data that is shared must be consistent with the data from the alternative system.

Courts that operate an Alternative Electronic Court Record Systems shall work with AOC to ensure that data has:

a) Uniqueness: No entity exists more than once within the data set. What this means is that if a case at a court exists, that case will have a unique identification. For example, a case should not have two different identifications (case numbers), making it appear that there are two instead of one.
b) Accuracy: The degree with which data correctly represents the “real-life” objects they are intended to model. Accuracy measures the degree to which the computerized records reflect the authoritative court records. For example, the computerized record should show a guilty finding when the Order for Judgment and sentence is ‘Guilty.’
c) Timeliness: Adheres to case management court time standards and transfer of information within expected time for accessibility and availability of information.
d) Consistency: Data values in one data set are consistent with values in another data set.
e) Completeness: Certain attributes are expected to be assigned values in a data set.
f) Conformance: The degree to which instances of data are exchanged, stored or presented in a format consistent with other system similar attribute values.

C. Common Process

Common process standards are needed to provide consistency and quality in the content of the shared data identified in subsection ‘B’, Shared Data. These processes are not mandatory unless required by law.

Assumptions: Alternative Electronic Court Record Systems will operate independent of the JIS.

Standards:

1. A court should follow Person Business Rule 3.0 and all subsections when adding persons to the JIS database.
2. A court should record a date of death based only on official documentation received from Department of Health or from court orders.
3. A court should consult the JIS for statewide case history for a well identified individual unless the court has an established process for using fingerprint and photo for identifying a person.
4. A court should consult the JIS for determining protection orders for an individual.
5. A court shall consult the JIS prior to entry of a final parenting plan (RCW 26.09.182).

D. SECURITY

This section provides security standards that shall be followed.

Assumption(s): Alternative Electronic Court Record Systems shall ensure that data is properly secured, both locally and when exchanging data with central systems. The following standards are not intended to provide an exhaustive list of appropriate security controls. Rather, they provide minimums necessary to provide a reasonable level of protection for the exchange of court data. Courts assume responsibility for the protection of all data in their custody and shall adhere to all relevant RCW's, General Rules of Court, Federal Regulations and other regulatory requirements.

Standards:

1. The court using an Alternative Electronic Court Record System shall comply with the JIS IT Security Policy only as it applies to access and data exchange with the JIS. The JIS IT Security Policy directs that the AOC Information Technology Security Standards be followed. The standards that apply to the exchange of information are the AOC ISD Infrastructure Policies:

   a) 1.10 regarding password security;

   b) 1.11 regarding network access;

   c) 1.15 regarding user account deletion;

   d) 1.26 regarding firewall access;

   e) 7.10 regarding incident response; and

   f) 7. 12 regarding audit records and auditable events.

2. When there are no documented JIS IT Policy/Standards, then the current version of the National Institute of Standards and Technology (NIST) 800-53 'Security

and Privacy Controls for Federal Information Systems and Organizations' shall be used.

E. TECHNICAL

This set of standards will address the technical requirements that will impact the exchange of data between systems. These Technical Standards are for the integration between the statewide JIS and an Alternative Electronic Court Record Systems.

Assumption(s)

- None.

Standards:

1. Software interfaces shall conform to the following open industry standards:
   a) Web Services through HTTP(s) based on WS-* Standards;
   b) Content Access through HTTP/HTML based Web Sites;
   c) File Drop through Secured File Transmission Protocol; and
   d) IBM Message Queue Service.

2. Information Exchange Model shall conform to the National Information Exchange Model (NIEM) standards and as enhanced with the AOC JIS extensions.

RESPONSIBILITIES

As a court moves toward implementing an alternative system, the services provided by the AOC and those provided by a court will change. This section identifies services where there is an expectation for change in responsibility for providing services related to this standard. These are to be used to assist in planning for, transitioning to, and operating an Alternative Electronic Court Record System.

<u>Court Responsibilities:</u>

1. A court shall be responsible for the development, maintenance, and operation of integration components to provide required data to the AOC.
2. A court shall be responsible for monitoring legislative and rule changes that impact their system and making the changes needed by the date required.
3. A court shall be responsible for its own disaster recovery plan, including data backups and restoration procedures. Disaster recovery planning and testing is performed to ensure that a court can sustain business continuity in the event of a disaster that impairs its Alternative Electronic Court Record System and integration linkages with the statewide system.

4. A court shall ensure auditability of their system, including audit logs recording user activities, exceptions, and information security events necessary to detect and audit unauthorized information-processing activities. The AOC currently provides audit records for JIS systems to track the identity of a person changing or accessing JIS data and the date and time it was changed/access. The JIS audit trails are used periodically as evidence in court cases for unauthorized data access. The alternative systems are expected to have a similar capability for tracking changes and data access.
5. A court shall use the codes list provided by the AOC. The data sent to the AOC via data entry or data exchange shall conform to the standard codes values defined for those methods. Translation for the alternative system to the standard code is expected to be performed by the originating court.

AOC Responsibilities:

1. The AOC shall be responsible for the development, maintenance, and operation of integration components to consume data.
2. The AOC shall provide access to shared data through applications or data services.
3. The AOC shall publish a catalog of data exchange services.
4. The AOC should assist courts in a technical advisory role in service usage.
5. The AOC shall publish code lists for the courts based on the AOC and court Service level Agreement (SLA) prior to the codes becoming effective.
6. The AOC shall be responsible to notify in advance of making any changes to any data exchange service which would require courts to make any corresponding revisions to their systems, and to work with the affected courts to minimize any such potential impact.

Shared Responsibilities: -

1. The Information Technology Governance (ITG) process shall be used for governing changes in data elements (new, revised, codes changes, etc.), data exchange transport methods (message content, format, security, etc.), or other items that impact the client side (court) technology components.
2. The AOC and the court will work cooperatively on processes for identifying, correcting, and monitoring data quality as specified in subsection B.4 issues.
3. The AOC and the court will coordinate disaster recovery testing for the integration components between the two systems.
4. Changes that are required by legislative mandate, court rule, or other authority must be completed based on the effective date imposed by the originating authority. Changes that are originated from a source other than law/rule shall be made effective in a reasonable time frame as agreed to between the parties involved. If an agreement cannot be made, the JISC shall determine the effective date of the change.

REVIEW CYCLE

This standard is reviewed and updated as needed.

OWNERS

This JIS Standard supports JISC Rule 13 and is owned by the JISC.

APPENDIX A

Shared Data Elements

The table below provides the standards for the data to be shared. The following is a description of each column:

Shared Data – The Name of the Shared Data group. This name can be used to cross reference back to subsection B.1 In the "Shared Data" cell. This provides a business name for the group of data elements to be shared.

Element Number – A sequential Number assigned to each individual data element.

Element Name – the business related name for the shared data element.

Definition – The definition for either the Share Data group or the Data Element.

Standards Requirement – By Court Level if the data element is required – 'B' –Baseline, ' F' – Future, NA – Not Applicable

Sup – Superior
CLJ – Court of Limited Jurisdiction
Juv – Juvenile Department

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
Accounting Summary		Accounting Summary provides the total debit and credit amounts for a given court, BARS Account Number, Case Classification Code, Jurisdiction Code, and Accounting Date. One record is needed for each court, BARS Account Number, Case Classification Code, Jurisdiction Code every accounting date (365 days a year).	B	B	NA
1	Court Code	Code that identifies the court.	B	B	NA
2	BARS Account Number	The standard Budgeting Accounting and Reporting System code for the account being reported.	B	B	NA

APPENDIX A

Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
3	Case Classification Code	Standard statewide code that identifies the case classification as defined as a combination of court level, category (criminal, civil, sexual assault protection, etc.), case type, and cause code.	B	B	NA
4	Jurisdiction Code	Code that identifies the jurisdiction for which the account applies.	B	B	NA
5	Accounting Date	Date data in which the accounting information was effective (posting, filing, etc.).	B	B	NA
6	Debit Amount	The total debit amount for the court, jurisdiction, account, and accounting date.	B	B	NA
7	Credit Amount	The total credit amount for the court, jurisdiction, account, and accounting date.	B	B	NA
Accounting Case Detail		Accounting Case Detail provides the most granular level of financial information for a case. It contains the information for accounts receivable, adjustments, receipts, distributions, and other transactions throughout the life of a case.	B	B	NA
8	Court Code	Code that identifies the court.	B	B	NA
9	Transaction Identifier	CMS system-generated unique identifier for the transaction. The transaction identifier is assigned by the originating court and is used to uniquely identify the transaction.	B	B	NA
10	Case Identifier	CMS system-generated unique case identifier.	B	B	NA

APPENDIX A

Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
11	Participant Identifier	The CMS system-generated unique identifier for the participant on the a case for which the transaction applies. If the transaction is not associated with a person, then this can be blank.	B	B	NA
12	Case Classification Code	Code that identifies the case classification as defined as a combination of court level, category (criminal, civil, sexual assault protection, etc.), case type, and cause code.	B	B	NA
13	Jurisdiction Code	Code that identifies the jurisdiction for which the account applies.	B	B	NA
14	Accounting Date	Date data in which the accounting transaction was effective (posting, filing, etc.).	B	B	NA
15	BARS Account Number	The standard Budgeting Accounting and Reporting System code for the account being reported.	B	B	NA
16	Accounting Amount	The dollar amount allocated to the BARS account for the transaction.	B	B	NA
17	Primary Law Number	The statewide standard law number, when available, for which the transaction applies.	B	B	NA
18	Cost Fee Code	The statewide standard cost fee code, when available, for which the transaction applies.	B	B	NA
19	Transaction Code	A standard code that specifies the transaction that was made.	B	B	NA
20	Adjustment Reason Code	A code which identifies the reason for an adjustment (clerical error, amended, waived, etc.).	B	B	NA

APPENDIX A

Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
Address		Address provides information on a person's location or contact.	B	B	B
21	Person Identifier	The CMS system-generated identifier for the person for which the address applies.	B	B	B
22	Address Type Code	A code which specifies the address type (residence, mailing, other correspondence, confidential, etc.).	B	B	B
23	Address Line 1 Text	The first line of the address per US postal standards.	B	B	B
24	Address Line 2 Text	The second line of the address per US postal standards.	B	B	B
25	Address Line 3 Text	The third line of the address per US postal standards.	B	B	B
26	Address City Name	The legal name of the city or location.	B	B	B
27	Address Postal Code	The US zip code, Canadian Postal Code or other similar routing number.	B	B	B
28	Address State Code	The state code for the location.	B	B	B
29	Address County Code	The Washington state county code for the location.	B	B	B
30	Address Country Code	The location country code.	B	B	B
31	Address Begin Date	The first date that the address is applicable for the person.	B	B	B
32	Address End Date	The last date that the address is applicable for the person.	B	B	B

APPENDIX A

Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
33	Address Status Code	A code which designates the status of the address (undeliverable, returned, confidential, etc.).	B	B	B
240 New	Address Source Code	A code which identifies the document or other source used to enter an address for a person. Example, notified by DOL, notified by prosecutor, etc.	B	B	B
Case Association		A case association is the relationship of one case linked to another related case. Examples are CLJ case and the associated superior court case when appealed, A probable cause hearing/case and the actual legal case, consolidated cases, a juvenile referral and the associated superior court case, superior court case and the Appellate court appeal, etc.	B	F	B
34	Case Association Identifier	A CMS system-generated unique identifier provided by the data originator for identifying all related cases. Each case in the association will have the same identifier value.	B	F	B
35	Case Identifier	CMS system-generated unique case identifier.	B	F	B
36	Case Association Type Code	A code that identifies the type of associations (linked, consolidated, etc.).	B	F	B
37	Case Association Role Type Code	A code that specifies the role of the case in the association (primary, secondary, referral, etc.).	B	F	B

APPENDIX A

Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
Case		A case is the primary business item that is used to manage and track status for issues filed in a court.	B	B	B
38	Case Identifier	CMS system-generated unique case identifier.	B	B	B
39	Court Code	A code that uniquely identifies a court. The code is unique statewide.	B	B	B
40	Case Number	A court-assigned number that is used for externally identifying a case. The case number is unique within a court code.	B	B	B
41	Case Classification Code	Code that identifies the case classification as defined as a combination of court level, category (criminal, civil, sexual assault protection, etc.), case type, and cause code.	B	B	B
42	Law Enforcement Agency Code	A code that identifies the law enforcement agency that originated the case (Olympia Police Department, Washington State Patrol).	B	B	B
43	Case Filing Date	The date in which the case was filed in the court.	B	B	B
44	Case Title Text	The court case tile.	B	B	B
241 New	Case Suit Amount	The amount of the suit on a civil case	F	B	NA
45	Case Security Status Code	A code which specifies the security level (confidential, sealed, public, etc.).	B	B	B
Case Status		Case status provides information on the different stages of a case thought its lifecycle (resolution, completion, closure, etc.).	B	B	B

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Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
46	Case Identifier	CMS system-generated unique case identifier.	B	B	B
47	Case Status Type Code	A code identifying the type of case status (resolution, completion, closure, etc.).	B	B	B
48	Case Status Code	A code identifying the specific status within the type. (For case status closure type: completed or transferred.)	B	B	B
49	Case Status Date	The start and end date associated with the case status.	B	B	B
Charge		An allegation as to a violation of law.	B	B	B
50	Participant Identifier	The CMS system-generated unique identifier for the case participant for which the charge applies.	B	B	B
51	Case Identifier	CMS system-generated unique case identifier.	B	B	B
52	Charge Identifier	A CMS system-generated identifier for the charge provided by the court.	B	Y	B
53	Significant Document Identifier	An identifier for the significant document from which the charges are listed.	B	NA	NA
55	Charge Count Number	A sequentially assigned number, starting at one for each charge count.	B	B	B
56	Charge Violation Date	The date in which the offense, citation, violation etc. occurred.	B	B	B
57	Charge Primary Local Law Number	The law number as recorded in the local system for the primary charge.	B	B	B
59	Charge Primary Result Code	A code which specifies the outcome as decided by the court, related to the primary charge (committed, guilty, etc.).	B	B	B

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Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
60	Charge Primary Result Reason Code	A code which specifies the reason for the primary charge result code (defendant deceased, court's motion, deferred prosecution completed, etc.).	F	B	F
61	Charge Primary Result Date	The date of the primary charge result finding.	B	B	B
62	Charge Special Allegation Law Number	The law number of any special allegation (deadly weapon, sexual motivation, DUI over 1.5, Refusal, etc.) for the charge.	B	F	B
63	Charge Special Allegation Result Code	A code which specifies the outcome as decided by the court, related to the special allegation.	B	F	B
64	Charge Special Allegation Result Date	The date of the special allegation.	F	F	F
65	Charge Modifier Law Number	The law number of any inchoate modifier (attempted, conspiracy, etc., etc.) for the charge.	B	F	B
66	Charge Definition Law Number	The law number for any definitional laws cited in the charging document for the charge count.	B	F	B
67	Charge Domestic Violence Code	A code which specifies domestic violence applicability for the charge count.	B	B	B
242 New	Amending Charge Identifier	The Charge identifier for any charges that are amended during the lifecycle of the case. If the charge is an original charge on the case, then this field is blank.	B	B	F
68	Charge Arraignment Date	The date on which the defendant was arraigned on the charge.	B	B	B
69	Charge Plea Type Code	A code that specifies the plea provided by the defendant for the charge (no contest, guilty, not committed, etc.).	B	B	B
70	Charge Plea Date	The date on which the plea was made.	B	B	B

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Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
71	Charge Sentence Date	The date on which sentencing, if any, was made on the charge.	B	B	B
72	Charge Sentence Judicial Official Identifier	The CMS system-generated identifier of the judicial officer who made the sentencing.	B	B	B
73	Charge Same Course of Conduct Code	A code used for juvenile cases to indicate if the charge was committed during the same course of conduct as related to other charges.	NA	NA	B
74	Charge Juvenile Disposition Offense Category Code	A code which specifies the offense severity for juvenile offender cases.	NA	NA	B
Citation		A document issued to a person that contains the alleged violation of law.	NA	B	NA
75	Case Identifier	CMS system-generated unique case identifier.	NA	B	NA
76	Citation Date	The date that the citation was issued.	NA	B	NA
77	Originating Agency Code	A code assigned to designate the "originating agency," developed by the National Crime Information Center (NCIC)*. This identifies the agency that originated the citation/criminal complaint. The ORI (Originating Agency) number for an LEA (Law Enforcement Agency) or court is listed on the Official/Organization (OFO) screen in the **ORG DOL CODE** field. The Washington State Patrol (WSP) maintains a current list of ORI numbers online at http://www.wsp.wa.gov/_secured/access/manuals.htm on the ACCESS - Manuals & Documents page.	NA	B	NA

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Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
78	Originating Agency Report Number	The originating agency report number (sometime referred to as police report number) assigned to the citation/criminal complaint as provided by the originating agency.	NA	F	F
79	Citation Amount	The fine dollar amount from the citation.	NA	B	NA
80	Citation Accident Code	A code that indicates if an accident was involved.	NA	B	NA
81	Citation Speed Zone Count	A number that specifies the speed limit at the location of the citation.	NA	B	NA
82	Citation Vehicle Speed Count	A number that specifies the vehicle speed as written on the citation.	NA	B	NA
83	Citation Blood Alcohol Content Type Code	A code that specifies the blood alcohol percentage testing method.	NA	B	NA
84	Citation Blood Alcohol Content Percent	The blood alcohol percent from the citation.	NA	B	NA
85	Citation THC Type Code	A code that specifies the THC testing method.	NA	B	NA
86	Citation THC Level Count	The THC level from the citation.	NA	B	NA
87	Vehicle License Number	The vehicle license plate number from the citation.	NA	B	NA
88	Vehicle License State Code	The vehicle license plate number state code from the citation.	NA	B	NA
Condition		An item that must be satisfied to resolve the issues on a case (charges, judgments, and other orders).	F	B	B
89	Condition Identifier	A CMS System-generated identifier for the condition provided by the court.	F	B	B
90	Document Identifier	The identifier or number from the source document that imposed the condition. This has the same value as a corresponding entry for a Significant Document Index entry.	F	F	F

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Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
91	Case Identifier	CMS system-generated unique case identifier.	F	B	B
92	Participant Identifier	The CMS system-generated unique identifier for the case participant for whom the condition applies.	F	B	B
93	Official Identifier	The CMS system-generated identifier for the official who imposed the condition.	F	B	B
94	Condition Date	The date that the condition was imposed.	F	B	B
95	Condition Type Code	The type of condition imposed (fine, jail, class, etc.).	F	B	B
96	Condition Amount	An amount, if applicable.	F	B	B
97	Condition Time Count	The amount of time for the condition, if applicable. The time is measured based on the time unit code.	F	B	B
98	Condition Time Unit Code	The time units (hour, day, month, etc.) that is for the condition time unit count.	F	B	B
99	Condition Review Date	The next date on which the condition is scheduled for review.	F	B	B
100	Condition Completion Date	The date on which the condition was completed.	F	B	B
101	Condition Completion Code	A code specifying the type of completion (completed, not completed, paid, etc.).	F	B	B
Detention Episode Population		Detention population tracks the status of a detainee for each day they are considered part of a facilities population. There is one record for each record per detainee per day.	NA	NA	B
102	Detention Facility Code	A code which identifies the detention facility.	NA	NA	B
103	Case Identifier	Court defined unique case identifier.	NA	NA	B
104	Person Identifier	The statewide identifier for the person for which the episode applies.	NA	NA	B

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Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
105	Detention Population Episode Reporting Date	The calendar date for which the detention population applies.	NA	NA	B
106	Detention Population Reporting Time	The time in which the detention population was measured.	NA	NA	B
107	Detention Population Code	A code identifying the population status for the person in the facility (in facility, temporary leave, furlough, etc.).	NA	NA	B
Detention Episode Summary		Detention Episode contains the information for a detention episode. There is one record for each episode as measured from initial intake to final release.	NA	NA	B
108	Detention Facility Code	A code which identifies the detention facility.	NA	NA	B
109	Case Identifier	CMS system-generated unique case identifier.	NA	NA	B
110	Person Identifier	The CMS system-generated identifier for the person for which the episode applies.	NA	NA	B
111	Detention Episode Intake Code	A code that identifies the intake decision (admit, screen/release, pending, etc.).	NA	NA	B
112	Detention Episode Intake Date	The date of the intake decision.	NA	NA	B
113	Detention Episode Intake Time	The time of the intake decision.	NA	NA	B
114	Detention Episode Admission Reason Code	A code that identifies the reason decision (threat to community safety, contract admission, district court warrant, etc.).	NA	NA	B
115	Detention Episode Admission Date	The date of the admission decision.	NA	NA	B
116	Detention Episode Admission Time	The time of the admission decision.	NA	NA	B
117	Detention Episode Primary Charge Code	A code that identifies the charge decision (residential burglary, Assault-1, malicious mischief-1, etc.)	NA	NA	B

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Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
118	Detention Episode Primary Charge Severity Code	A code that identifies the severity decision (A, B, C, etc.)	NA	NA	B
119	Detention Episode Release Reason Code	A code that identifies the reason decision (court order, case dismissed, released on bail, etc.)	NA	NA	B
120	Detention Episode Release Date	The date of the release decision.	NA	NA	B
121	Detention Episode Release Time	The time of the release decision.	NA	NA	B
122	Detention Episode Time Served Hours Count	The count of the hours served.	NA	NA	B
Electronic Contact		Electronic Contact provides a record of electronic contact methods and locations.	F	F	F
123	Electronic Contact Identifier	CMS system-generated Unique identifier for the Electronic Contact as provided by the court.	F	F	F
124	Person Identifier	The CMS system-generated identifier for the person for which the electronic contact applies.	F	F	F
125	Electronic Contact Type Code	A code that identifies the electronic contact type (email, webpage, etc.).	F	F	F
126	Electronic Contact Address Text	The electronic contact address.	F	F	F
127	Electronic Contact Begin Date	The start date for the electronic contact.	F	F	F
128	Electronic Contact End Date	The end date for the electronic contact.	F	F	F
Failure To Appear		Failure To Appear provides a record for each failure to appear.	NA	B	NA
129	FTA Identifier	CMS system-generated Unique identifier for the FTA as provided by the court.	NA	B	NA
130	Case Identifier	Court-defined unique case identifier.	NA	B	NA

APPENDIX A

Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
131	Person Identifier	The CMS system-generated identifier for the person for whom the FTA applies.	NA	B	NA
132	FTA Order Date	The date on which the FTA was ordered.	NA	B	NA
243 New	FTA Cancel Date	The date the FTA was canceled.	NA	B	NA
133	FTA Issuance Date	The date on which the FTA was issued.	NA	B	NA
134	FTA Adjudication Date	The date the FTA was adjudicated.	NA	B	NA
244 New	FTA Adjudication or Cancellation Reason Code	A code which specifies the reason the FTA was adjudicated or cancelled. Examples are Paid, court appearance scheduled, dismissed, issued in error, etc.	NA	B	NA
Official		Official provides a record for each official that is used in other records provided. See Significant Document Index Information.	B	B	B
135	Official Identifier	CMS system-generated identifier of an official.	B	B	B
136	Official Name	Official name.	B	B	B
245 New	Official Classification Code	A code that identifies the type of official (judge, attorney, law enforcement, etc.)	B	B	B
137	Organization Identifier	The CMS System-generated unique identifier for the organization to which the official belongs (court, LEA, etc.).	B	B	B
138	Official Title	The title for the official when applicable.	B	B	B
141	Official Status Code	The status of the official. (active, inactive, etc.).	B	B	B
142	Official Begin Date	The start date for the official.	B	B	B
143	Official End Date	The end date for the official.	B	B	B
Organization		Organization provides a record for each organization that is used in other records provided. See Office.	B	B	B
144	Organization Identifier	A CMS System-generated unique identifier for the organization.	B	B	B
145	Organization Name	The organization name.	B	B	B
246 New	Organization Classification Code	A codes that identifies the type of organization (court, law enforcement agency, jurisdiction, etc.)	B	B	B

APPENDIX A

Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
148	Organization Status Code	The status of the organization when applicable.	B	B	B
149	Organization Begin Date	The organization begin effective date.	B	B	B
150	Organization End Date	The organization end effective date.	B	B	B
Participant		Participant provides a record of each participant on a case.	B	B	B
151	Participant Identifier	A CMS System-generated unique identifier for the participant.	B	B	B
152	Case Identifier	CMS System-generated unique case identifier.	B	B	B
153	Person Identifier	The CMS System-generated identifier for the person to which the participant applies.	B	B	B
247 New	Participant Classification Code	A code for the role of the person on the case (defendant, petitioner, etc.).	B	B	B
156	Participant Begin Date	The participant begin effective date.	B	B	B
157	Participant End Date	The participant end effective date.	B	B	B
158	Participant Security Code	A code that identifies the security status for the participant (open, confidential, etc.).	F	F	F
Participant Association		Participant Association provides a record for the association between participants on a case, when applicable. (Defendant and attorney, case-based family relationships)	B	B	B
159	Participant Association Identifier	A CMS system-generated identifier in each record used to associate participants.	B	B	B
160	Participant Association Type Code	A code which specifies the type of association between one or more parties (spouse, dating, other, etc.).	B	B	B
161	Case Identifier	The CMS system-generated unique identifier for the case.	B	B	B

APPENDIX A

Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
162	Participant Identifier	The CMS system-generated unique identifier for the participant on a case.	B	B	B
163	Participant Association Role Code	A code that identifies the role of the participant in the participant association (restrained, protected, child, parent, etc.).	B	B	B
164	Participant Association Begin Date	The date the participant association begins.	B	B	B
165	Participant Association End Date	The date the participant association ends.	B	B	B
Person		Information for an individual for a person that is a participant on a case or person that is associated to a person on a case.	B	B	B
166	Person Identifier	The CMS system-generated identifier for the person.	B	B	B
248 New	Person Classification Code	A codes that identifies the type of person (well identified, civil litigant, parking person, plaintiff, defendant, victim. etc.)	B	B	B
167	Person First Name	The person's first name.	B	B	B
168	Person Last Name	The person's last name.	B	B	B
169	Person Middle Name	The person's middle name.	B	B	B
170	Person Birth Date	The person's date of birth.	B	B	B
171	Person Death Date	The person's date of death.	B	B	B
249 New	Date of Death Source Code	A code that identifies the document or other source used to enter a date of death for a person.	B	B	B
172	Person Gender Code	A code that identifies the person's gender.	B	B	B
173	Person Race Code	A code that identifies the person's race (Asian, Caucasian, Multiple, Refused, etc.).	B	B	B
174	Person Ethnicity Code	The code of that identifies the person's ethnicity (Hispanic, Not Hispanic, Refused, Unknown).	B	B	B
175	Person Criminal Identification Number	The identification provided by Washington State Patrol.	B	B	B

APPENDIX A

Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
176	Person Driver License Number	The driver's license number.	B	B	B
177	Person Driver License State Code	A code for the state code that issued the driver's license.	B	B	B
178	Person Driver License Expire Date	The driver's license expiration date.	B	B	B
179	Person Department Of Corrections Number	The identification number provided by the Department of Corrections.	B	B	B
180	Person Juvenile Number	The identification number used for juveniles in Washington State.	B	B	B
181	Person FBI Number	The identification number provided by the Federal Bureau of investigation.	B	B	B
182	Person Height Inch Count	The person's height in inches.	B	B	B
183	Person Weight Count	The person's weight in pounds.	B	B	B
184	Person Eye Color Code	A code which specifies the person's eye color.	B	B	B
185	Person Hair Color Code	A code which specifies the person's hair color.	B	B	B
186	Person Physical Description Text	A textual description of the person including identifying characters, scars, marks, and tattoos.	B	B	B
187	Person Language Code	The standard code that identifies the person's primary language when interpretation is needed.	B	B	B
Person Association		Person Association provide a linkage of one person record to another. These associations can be other records: True name, alias, also known as, doing business as, etc.	B	B	B
188	Person Association Identifier	A CMS system-generated identifier in each record used to associate persons.	B	B	B
189	Person Association Type	A code which specifies the type of association between one or more parties (alias, family relationship, etc.).	B	B	B
190	Person Identifier	The CMS system-generated identifier for the person for whom the person association applies.	B	B	B

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Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
191	Person Association Role Code	A code for the role of the person in the relationship (true name, alias, parent, child0, etc.).	B	B	B
192	Person Association Begin Date	The person association begin effective date.	B	B	B
193	Person Association End Date	The person association end effective date.	B	B	B
Phone		Phone provides a record of phone number contacts for a person.	B	B	B
194	Person Identifier	The CMS system-generated identifier for the person for whom the phone applies.	B	B	B
195	Phone Type Code	A code that identifies the phone number type (home, cell, etc.).	B	B	B
196	Phone Number	The phone number.	B	B	B
197	Phone Begin Date	The phone number begin effective date.	B	B	B
198	Phone End Date	The phone end effective date.	B	B	B
Proceeding		Proceeding provides a record hearings for a case.	B	B	NA
199	Proceeding Identifier	A CMS system-generated unique identifier provided by the court for the proceeding.	B	B	NA
200	Case Identifier	CMS system-generated unique case identifier.	B	B	NA
201	Proceeding Type Code	A code that identifies the type of proceeding.	B	B	NA
202	Proceeding Schedule Date	The scheduled proceeding date.	B	B	NA
203	Proceeding Schedule Time	The scheduled proceeding time.	F	B	NA
204	Proceeding Schedule Official Identifier	The CMS system-generated identifier of the official scheduled to hear the proceeding.	B	B	NA
205	Proceeding Actual Date	The actual date of the proceeding.	F	B	NA
206	Proceeding Actual Official Identifier	The CMS system-generated identifier for the official that heard the proceeding.	F	B	NA

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Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
207	Proceeding Status Code	A code that identifies the status (scheduled, held, etc.).	F	B	NA
208	Proceeding Status Date	The date associated with the proceeding status code.	F	B	NA
209	Proceeding Status Reason Code	A code that further qualifies the proceeding status when applicable (not held reason, etc.).	F	B	NA
Process Control Number		Process Control Number provides a record of each process control number assigned by Washington State Patrol (WSP).	B	B	NA
210	Case Identifier	CMS system-generated unique case identifier.	B	B	NA
211	Person Identifier	The CMS system-generated identifier for the person for whom the PCN applies.	B	B	NA
212	Process Control Number	The process control number (PCN) assigned by WSP.	B	B	NA
213	Process Control Number Date	The date the PCN number was assigned.	B	B	NA
Significant Document Index Information		Significant documents will include all documents in which information needs to be shared outside of a court. These, in general are document that provide original filings, decisions, etc. Examples would be criminal complaints, petitions, orders, stipulations or other agreements. This includes, but is not limited to: No-Contact Order (DV and non-DV), Protection Order (DV, Anti-Harassment, Stalking, Sexual Assault, Vulnerable Adult), Surrender of Weapons, Name Change orders, Civil and Small Claim judgments, Stipulated Agreement orders, Judgment and Sentencing (J&S) forms. This does not mean document images; it is the significant data contained in the documents.	B	B	B
214	Case Identifier	CMS system-generated unique case identifier.	B	B	B

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Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
215	Document Identifier	A CMS system-generated unique identifier assigned by the court.	B	B	B
216	Document Classification Code	The document type and sub type (judgment and sentence, order, hearing, civil complaint, review hearing etc.). This is also used to store a domestic violence order, anti-harassment subtype.	B	B	B
250 New	Document Classification Text	Docket text and other entries that contain data needed by courts statewide.	B	B	NA
217	Document File Date	The date the document is filed.	B	B	B
218	Document Decision Code	A code that identifies the type of decision when applicable. (i.e. committed, not guilty, guilty, dismissal, granted, denied, etc)	B	B	B
219	Document Decision Date	The document decision date.	B	B	B
251 New	Document Decision Time	The document decision time.	B	B	B
220	Document Expiration Date	The document expiration date.	B	B	B
221	Document Termination Date	The document decision termination date (used for domestic violence or other applicable orders).	B	B	B
222	Document Authorizing Official Identifier	The CMS system-generated identifier of the official that authorized the document.	B	B	B
252 New	Document Security Status Code	Security status (sealed, open, etc.) for documents such as Name Change Orders, Protection Orders, documents involving minors, etc.	F	F	F
253 New	Document Decision Reason Code	The reason for which the decision was made on the document. For example, a protection order is denied for failure to appear, or no cause.	F	B	F

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Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
Significant Document Party		Significant Document Party provides a record that provides additional information related to the parties for which a document applies. This is used for protection orders to identify the protected and restrained persons. It can also be used to record information for other documents when applicable.	B	B	B
223	Case Identifier	CMS system-generated unique case identifier.	B	B	B
224	Document Identifier	A CMS system-generated unique identifier assigned by the court.	B	B	B
225	Document Participant Identifier	The CMS system-generated identifier for the person for whom the document applies. (This is the same identifier as the Participant Identifier.)	B	B	B
226	Document Participant Decision Code	A code that specifies the role of the participant (protects, restrains, etc.)	B	B	B
Warrant Information		Warrant Information provides a record for each warrant.	B	B	NA
254 New	Warrant Identifier	CMS system-generated unique warrant identifier.	B	B	B
227	Case Identifier	CMS system-generated unique case identifier.	B	B	NA
255 New	Warrant Number	Number for the warrant assigned by the LEA before filing with the court.	F	B	B
256 New	Warrant Security Status Code	Security status of the warrant (sealed, open, etc.).	B	B	B
228	Person Identifier	The CMS system-generated identifier for the person for which the warrant applies.	B	B	NA
229	Warrant Order Date	The date the warrant was ordered.	B	B	NA
230	Warrant Issuance Date	The date the warrant was issued.	B	B	NA

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Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
231	Warrant Cancelled Date	The date the warrant was cancelled, when applicable.	F	B	NA
232	Warrant Recalled Date	The date the warrant was recalled, when applicable.	F	B	NA
233	Warrant Quashed Date	The date the warrant was quashed, when applicable.	F	B	NA
234	Return Adjudication Date	The date the adjudication was returned to the Department of Licensing (DOL), when applicable.	F	B	NA
235	Warrant Type Code	A code that specifies the warrant type (Bench, Administrative, etc.).	F	B	NA
236	Warrant Service Date	The date that the warrant was served, when applicable.	F	B	NA
237	Warrant Expire Date	The warrant expiration date.	F	B	NA
238	Warrant Bail Amount	The bail amount on the warrant.	F	B	NA
257 New	Warrant Bail Type	The type of bail on the warrant.	B	B	NA
239	Warrant Fee Amount	The fee amount on the warrant.	F	B	NA
258 New	Warrant Reason Code	A code that defines the reason that the warrant is to be issued (Failure to appear, failure to comply, etc.)	B	B	NA
Person Flag		A flag, notification, or other important data regarding the person, organization, or official that supports public safety or judicial decision. This includes items such as ADA (American w/Disability Act), AAL (Military); Protection Order, Legally Free Minor, PDC (Parent Deceased) ICWA No or ICWA Yes (Indian Child Welfare Act), NCK (Nickname); USN (Uses Siblings Name), etc.	F	F	B
259 New	Person Identifier	CMS system-generated unique person identifier.	F	F	B
260 New	Person Flag Type Code	A code that identifies the type of flag.	F	F	B

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Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
261 New	Person Flag Begin Date	The person flag begin effective date.	F	F	B
262 New	Person Flag End Date	The person flag end effective date	F	F	B
Case Flag		A flag, notification, or other important data regarding the case that supports public safety or judicial decision. This includes items such as: In collections, on appeal, etc.	F	F	B
263 New	Case Identifier	CMS system-generated unique case identifier.	F	F	B
264 New	Case Flag Type Code	A code that identifies the type of flag.	F	F	B
265 New	Case Flag Begin Date	The case flag begin effective date.	F	F	B
266 New	Case Flag End Date	The case flag end effective date	F	F	B
Case Participant Flag		A flag, notification, or other important data regarding the case participant that supports public safety or judicial decision. This includes items such as: HD1 (Electronic Home Monitoring/Detention Non-Tech Violation), HD2 (Electronic Home Monitoring/Detention Tech Violation	F	F	B
267 New	Case Participant Identifier	CMS system-generated unique participant identifier.	F	F	B
268 New	Case Participant Flag Type Code	A code that identifies the type of flag.	F	F	B
269 New	Case Participant Flag Begin Date	The case participant flag begin effective date.	F	F	B
270 New	Case Participant Flag End Date	The case participant flag end effective date	F	F	B

APPENDIX B

Deleted Data Elements

The table below details data elements that have been removed from previous versions of the standard for any reason. The following is a description of each column:

Shared Data – The Name of the Shared Data group for the deleted data element. This name can be used to cross reference back to subsection B.1 In the "Shared Data" cell. This provides a business name for the group of data elements to be shared.

Element Number – A sequential Number assigned to each individual data element.

Element Name – The business related name for the shared data element.

Definition – The definition for either the Share Data group or the Data Element.

Reason Removed – The rationale for removing the deleted data element from the standard.

Shared Data/ Element Number	Element Name	Definition	Reason Removed
Charge		An allegation as to a violation of law.	
54	Charge Information Date	The date from the charging document.	Captured as part of Significant Document data.
58	Charge Primary Standard Law Number	Statewide equivalent (if any) for the charge primary local law number.	This data will be collected as reference data.
Official		Official provides a record for each official that is used in other records provided. See Significant Document Index Information.	
139	Official Type Code	A code which specifies the type of official (judge, law enforcement officer, attorney, etc.).	Replaced by element 246.
140	Official Sub Type Code	A code which further qualifies the official type (Pro tem, Commissioner, etc.).	Replaced by element 246.
Organization		Organization provides a record for each organization that is used in other records provided. See Office.	
146	Organization Type Code	A code that identifies the type of organization (court, LEA, etc.).	Replaced by element 247.
147	Organization Sub Type Code	A code that identifies the sub type within the type (Superior, CLJ, etc.).	Replaced by element 247.

APPENDIX B

Deleted Data Elements

Shared Data/ Element Number	Element Name	Definition	Reason Removed
Participant		Participant provides a record of each participant on a case.	
154	Participant Type Code	A code for a person on the case (defendant, petitioner, etc.).	Replaced by element 248.
155	Participant Status Code	The status of the participant on the case.	Replaced by element 248.