ITG Request 007 – SCOMIS Field for CPG Number

Presented to the JISC for
Authorization decision

IT GOVERNANCE REQUEST DECISION

Recommend Decision (4th step)
From Superior Court Level User Group (SCLUG)

Court Level User Group	**Superior Court Level User Group**
Chair of Group	Judge Jeanette Dalton (Kitsap Co.)

IT Request - **#007 – Add CPG # to SCOMIS**								
Endorser - AOC								
Date of Decision – January 12th, 2011								
Decision to Recommend for Approval	X **Approve** *(unanimously)* ☐ **Decline** *(unanimously)* ☐ **Split Vote:** *moves forward to JISC with pros & cons*							
Prioritization of Request	**# 1 HIGH**							
Scoring of Request	**Business Value** (1-10)	**Relative Priority** (1-10)	**Cost** (1-5)	**Complexity/ Level of Effort** (1-10)	**Risk** (1-5)	**Benefit /Impact** (1-5)	**Impact of Doing Nothing** (1-5)	**Request Total Score** (0-50)
	10	**10**	**5**	**8**	**5**	**5**	**5**	**48**
Pros & Cons *(if vote is not unanimous)*								
Additional Statements *(attachments from other groups in support or additional information that should go to the JISC for consideration)*	X **No =** additional statements/attachments ☐ **Yes =** additional statements/attachments							
Additional Notes	***The group wishes the JISC to know that this request has priority over all others at this time since other requests have been approved under delegation matrix.**							

Analysis of IT Governance Request #007
SCOMIS Field for CPG Number

Summary of Proposed Solution:
The Administrative Office of the Courts (AOC) proposes to create a new person type for Certified Professional Guardians (CPG). A CPG would be added as a case participant by entering the CPG number into the system in the same way that attorneys are added by Bar number. A BOXI report would also be created to simplify gathering the data requested.

Sizing:
The following estimate is based upon the best available information and does not include cost or effort estimates for on-going maintenance of the enhancement. This analysis was approved by AOC's Operations Control Board on November 12th, 2010.

This enhancement would be accomplished by AOC's internal resources. The systems affected by the change would be: SCOMIS, JIS, JCS, Web, and Data Warehouse.

AOC estimates that this project would take 4 – 6 months to complete. This is an estimate of the duration of the project from the date work would begin on the project until final implementation.

Group	Hours	Tasks
Court Education	80	Update training and documentation.
Business Analysis	40	Gathering and documenting requirements.
Architecture	10	
Maintenance (Web)	100	Create data exchange between database and JIS.
Maintenance (Legacy)	990	Coding and documentation.
Data Architect	15	Data dictionary changes.
Data Warehouse	8	Create new report.
Quality Assurance	150	Testing and validation.
Project Management	278	Planning and coordination.
Total	**1671 hours**	

AOC staff costs average $76 per hour. Contractor staff generally costs $120 - $150 per hour.

Request:
This request was generated by AOC staff in response to a business need of the CPG Board. The customer requests that AOC add a field to SCOMIS for the CPG number. This will eliminate the current practice of doing state-wide searches in SCOMIS based on a CPG's name, which is often misspelled.

Business Impacts:
This enhancement would allow:

1. With a BOXI query, a court or AOC could quickly identify all cases in which a particular CPG or CPG Agency had been appointed. If the court had concerns about a particular CPG's practice, the court would know all cases to monitor.

2. AOC could notify all counties in which a CPG had cases of the CPG's change in status and ensure that the CPG was no longer practicing as a professional if he/she had been decertified, voluntarily surrendered, or become inactive.

3. Data from AOC's guardian maintenance site could feed into SCOMIS and provide the court community and the public with current address, phone number, and email information.

Proposed Solution:
AOC's proposed solution would create a data exchange to load CPG information from the current SQL database into the mainframe. An extract program would update or maintain the person table for a new person type, Certified Public Guardian. The new person type would function in the same manner as Bar numbers are used to identify attorneys. When adding a CPG to a case, court staff would enter the CPG Connection Code and the name would populate on the SCOMIS Names Screen. This enhancement would only affect Superior Court Case Type 4 with cause type GDN.

Assumptions:

1. Superior Courts must use the CPG code to make this enhancement function correctly. If the court staff does not use the CPG number to add the participant, the same issues that exist now will continue to exist.
2. This estimate assumes that the enhancement would only be used going forward. No level of effort is included for adding CPG number to participants attached to existing cases.

Risks:

None.

Detailed Breakdown of Legacy Work:

Tasks	**Hours**
SCOMIS Names screen changes to build similar functionality to attorneys	500
OFO screen changes to display CPGs similar to attorneys	300
Identifying and making table changes to support code changes (includes data dictionary changes for new type)	40
Upload/validation between JIS and CPG application.	150
Total	**990 hours**

SCOMIS Field for CPG Number

Request Detail

Requestor Name:
Jameson, Deborah

Origination Date:
08/02/2010

Requestor Email:
deborah.jameson@courts.wa.gov

Requestor Phone:
360-705-5227

Recommended Endorser:
AOC (endorses for other communities)

Request Status: Awaiting CLUG Recommendation

Request Type: Change or Enhancement

Which Systems are affected? Judicial Information System (JIS)

Other affected Systems / Business Processes

Business Area: Civil Case Management

Communities Impacted:
Superior Court Judges
County Clerks
Superior Court Administrators

Impact if not Resolved: Medium

Impact Description:

What is the Business Problem or Opportunity

The Certified Professional Guardian (CPG) Board is charged with, among other things, protecting the public with respect to CPGs. In order to notify the superior courts about changes in a CPGs status (inactive, decertified, voluntary surrender), the CPG Board is submitting this request to create a SCOMIS field for a CPG's number. Similarly to attorneys, each CPG has a unique number identified with him/her/agency. If this number was entered into a SCOMIS field, then the CPG Board could easily generate queries to identify all cases in which a particular CPG had been appointed and notify the court regarding the CPG's change of status. The number could also be tied to AOC's guardian maintenance database and updated email, address, and phone information would be available in the same way that it is available on attorneys. Without this change, AOC has to rely on statewide SCOMIS searches based on the CPG's name--which is often misspelled, not entered, or wrongly identified. The risk is that a no-longer CPG could continue to practice without the court or the public's knowledge.

Expected Benefit:

1. With a BOXI query, a court or AOC could quickly identify all cases in which a particular CPG or CPG Agency had been appointed. If the court had concerns about a particular CPG's practice, the court would know all cases to monitor. 2. AOC could notify all counties in which a CPG had cases of the CPG's change in status and ensure that the CPG was no longer practicing as a professional if he/she had been decertified, voluntarily surrendered, or become inactive. 3. Data from AOC's guardian maintenance site could feed into SCOMIS and provide the court community and the public with current address, phone number, and email information.

Any Additional Information:

• SCOMIS Names Screen changes to build something for CPGs which is very similar to attorneys: enter the unique participant type-code/number, then enter the CPG # with a "keyword" to signal SCOMIS to look up the CPG # & echo back the name. Approximately 60 hours. • OFO Screen changes to display the CPGs similar to attorneys: display known info, protect from changes. Approximately 30 hours. • Identifying and making table changes as needed to support the code changes above. Also Data Dictionary & other documentation for new official type. Approximately 15 hours. • Some kind of upload/validation between JIS and the app (built by Info Delv) which currently manages CPGs. Assume 80 hours for minimal data transfer, up to 120 if address/phone/e-mail info must be validated & uploaded. Total hours - minimum 185 hours, to 225 hours.

Endorsement Detail

Endorsing Committee
AOC (endorses for other communities)

Endorser Name:
Morford, Heather on behalf of AOC Endorsing Group Members

Origination Date:
08/12/2010

Endorser Email:
heather.morford@courts.wa.gov

Endorser Phone:
360-704-4133

Endorsing Action: Endorsed

Endorser's Explanation and Comments

AOC Analysis Detail

Analysis Date: 11/12/2010

Request Rationale

Aligns with JIS Business Priorities, IT Strategies & Plans: Yes

Key Business Objectives:

The customer requests that AOC add a field to SCOMIS for the CPG number. This will eliminate the current practice of doing state-wide searches in SCOMIS based on a CPG's name, which is often misspelled.

Benefits and Business Value:

SCOMIS Field for CPG Number

Aligns with applicable policies and with ISD Standards:	Yes
Breadth of Solution Benefit:	Wide
Cost Estimates	
Cost Benefit Analysis Complete?	
Cost to Implement?	1671 person-hours
Positive Return on Investment?	
Projected Maintenance cost?	Minimal
Feasibility Study needed?	No
Court Level User Group	
Superior Courts	

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Additional Systems Affected

Addtional Court Communities Affected

AOC Analysis Attachments

ITG Request 007 - SCOMIS Field for CPG Number.docx

Confirmation of Endorsing Action Detail

Endorsing Committee
AOC (endorses for other communities)

Endorser Name:
Morford, Heather T on behalf of AOC Endorsing Group

Origination Date:
12/21/2010

Endorser Email:
heather.morford@courts.wa.gov

Endorser Phone:
3607044133

Endorsing Action: Endorsed

Endorser's Explanation and Comments

The AOC endorsing group feels that the decision is best considered by the Superior Court commissioners, clerks and judges as a deciding body and therefore has moved the request to teh CLUG level.