



Judicial Information System Committee (JISC)

Friday, April 25, 2014 (10:00 a.m. – 2:00 p.m.)

CALL IN NUMBER: 800-591-2259 PC: 288483

SeaTac Facility: 18000 INTERNATIONAL BLVD, SUITE 1106, SEATAC, WA 98188

AGENDA

1.	Call to Order a. Introductions b. Approval of Minutes	Judge Thomas Wynne	10:00 – 10:10	Tab 1
2.	JIS Budget Update a. 13-15 Budget Update b. 2014 Supplemental Budget Update c. Revenue Forecast d. 15-17 Preliminary JIS Decision Packages	Mr. Ramsey Radwan, MSD Director	10:10 – 10:40	Tab 2
3.	CIO Report a. Budget Proviso Impacts to the SC-CMS Project b. Proposed Amendments to the Tyler Contract	Ms. Vonnie Diseth, ISD Director	10:40 – 11:10	Tab 3
4.	JIS Priority Project #2 (ITG 2): Superior Court Case Management Update a. Project Update b. Decision Points 1. Approve Revised Steering Committee Charter 2. Appoint Steering Committee Members 3. Approve the Recommended Resolution for Document Management c. Independent QA Report	Ms. Maribeth Sapinoso, PMP Ms. Vonnie Diseth, ISD Director Mr. Allen Mills, Bluecrane	11:10 – 12:00	Tab 4
LUNCH			12:00 – 12:20	
5.	JIS Priority Project #4 (ITG 102/174): CLJ CMS a. Project Initiation b. Decision Point – 1. Approve i. Project Charter ii. Steering Committee Charter iii. CUWG Charter 2. Appoint Steering Committee Members	Mr. Mike Walsh, PMP Ms. Vonnie Diseth, ISD Director	12:20 – 1:00	Tab 5
6.	CLJ Records Retention Case Flagging Criteria a. Decision Point – Approve Criteria b. Background Documents	Judge Steve Rosen	1:00 – 1:10	Tab 6
7.	Board for Judicial Administration (BJA) Request a. March 3, 2014 Letter	Ms. Callie Dietz, State Court Administrator	1:10 – 1:30	Tab 7

	<ul style="list-style-type: none"> b. JIS Committees Listing c. Proposed Questionnaire for Committee Chairs 			
8.	Committee Reports <ul style="list-style-type: none"> a. Data Dissemination Committee b. Data Management Steering Committee 	Judge Thomas Wynne Mr. Rich Johnson	1:30 – 1:45	
9.	Meeting Wrap-Up	Judge Thomas Wynne	1:45 – 2:00	
10.	JIS Priority Project Updates <ul style="list-style-type: none"> a. #3 (ITG #45) – Appellate Court ECMS b. Information Networking Hub (INH) 	<i>Written Reports Only</i>		Tab 8
11.	Information Materials <ul style="list-style-type: none"> a. ISD Monthly Report b. ITG Status Report c. End of Session Legislative Report 			Tab 9

Persons with a disability, who require accommodation, should notify Pam Payne at 360-705-5277 Pam.Payne@courts.wa.gov to request or discuss accommodations. While notice 5 days prior to the event is preferred, every effort will be made to provide accommodations, when requested.

Future Meetings:

2014 – Schedule

June 27, 2014

September 5, 2014

October 24, 2014

December 5, 2014

JUDICIAL INFORMATION SYSTEM COMMITTEE

Feb 28, 2014
10:00 a.m. to 2:00 p.m.
AOC Office, SeaTac, WA

DRAFT - Minutes

Members Present:

Mr. Larry Barker
Chief Robert Berg
Judge Jeanette Dalton (phone)
Ms. Callie Dietz
Justice Mary Fairhurst, Chair
Ms. Delilah George
Judge James Heller
Mr. William Holmes
Mr. Rich Johnson
Ms. Joan Kleinberg
Judge J. Robert Leach
Ms. Barb Miner
Judge Steven Rosen
Ms. Aimee Vance
Ms. Yolande Williams
Judge Thomas J. Wynne

Members Absent:

Mr. Jon Tunheim

AOC/Temple Staff Present:

Mr. Kevin Ammons
Mr. Dan Belles (phone)
Ms. Kathy Bradley
Mr. Bill Cogswell (phone)
Ms. Marie Constantineau
Ms. Vicky Cullinane
Ms. Vonnie Diseth
Mr. Martin Kravik
Ms. Kate Kruller
Mr. Dirk Marler
Ms. Mellani McAleenan (phone)
Mr. Terry Overton
Ms. Pam Payne
Mr. Ramsey Radwan
Ms. Maribeth Sapinosa
Mr. Morris Volkov
Ms. Heather Williams

Guests Present:

Judge Veronica Alicea-Galvan
Mr. Gary Blosser
Judge Corinna Harn
Mr. Don Horowitz (phone)
Mr. Bill Kehoe
Mr. Enrique Kuttemplon
Judge Dave Larson
Mr. Allen Mills
Mr. Eric Olson
Mr. Othniel Palomino
Judge David Svaren

Call to Order

Justice Mary Fairhurst called the meeting to order at 10:00 a.m. and introductions were made.

October 25, 2013 Meeting Minutes

Justice Fairhurst asked if there were any additions or corrections to the October 25 meeting minutes, hearing none, Justice Fairhurst deemed them approved.

JIS Budget Update (13-15 Biennium)

Mr. Ramsey Radwan provided the budget update for the 2013-2015 biennium. The green sheet, representing the amount allocated for projects listed, shows the expenditures and current allocations for the current biennium for the INH, SC-CMS, AC-ECMS, and the equipment replacement projects. Statistics on the green sheet are running normal, currently expending about 25% of the money allocated for the biennium. Most of the positions are filled for the SC-CMS project. The INH and COTS-Prep projects are underspending, but are anticipated to spend higher with additional staffing being brought on. The AC-ECMS is awaiting for additional funding

from the supplemental budget before the Legislature. No expenditure or revenue concerns are anticipated at this time.

Mr. Radwan presented the 2014 Supplemental Budget and Revenue projections to the members of the JISC. The overall funding from the Legislature allows for most of the requests to proceed. The table included the requested funding, as well as the proposed budgets from the Senate and the House of Representatives. Full funding was included for the SC-CMS project, the AC-ECMS project, the IT security enhancement, as well as other projects. The proposed proviso language from the Legislature for the new supplemental budget and the 2013-15 omnibus budget was discussed. This included language relating to the SC-CMS steering committee, the development of data exchange standards, and the funding for courts wishing to utilize the data exchanges. The JISC discussed the language in the provisos and the potential impacts.

Mr. Radwan discussed the revenue forecast, noting that revenue is flat on the state general fund and the economic front. The JIS Account is flattening out, drops in infractions issued and infractions paid decreasing at a rate that is leveling out compared to past years.

ITG #2 - SC-CMS Update

Ms. Maribeth Sapinoso provided an update on the SC-CMS project to the JISC. Ms. Sapinoso introduced Ms. Marie Constantineau as the new deputy project manager. An overview of recent activities in preparation for the pilot courts was provided, including information regarding data extraction, scheduling, and the business/technical gap analysis. The project steering committee has not met since the decision by King County to withdraw from the SC-CMS project. A decision was made to utilize Tyler Technologies' statewide implementation approach, which will use a regional rollout based on contiguous counties. Ms. Sapinoso provided a map which detailed the pilot sites, the early adopter courts, and the regional rollout. Regular town hall meetings have been initiated by the SC-CMS project, in order to provide technical and business information on project activities to interested parties from across the state. Ms. Sapinoso recognized the work being completed by the CUWG in making key decisions about business practices and impacts. An updated schedule was provided that noted project milestones and clarified the date for the pilot court implementation.

Ms. Vonnie Diseth discussed the decision by King County to withdraw from the SC-CMS project, and the potential impacts of this decision. Talks have been conducted with Tyler Technologies to modify the rollout schedule. A contract amendment is still pending, awaiting the result of supplemental funding from the Legislature.

ITG #3 – Appellate Court ECMS Update

Mr. Martin Kravik presented a status update on the AC-ECMS project. He reported that the vendor led process business analysis is ongoing; the as-is analysis of JIS Link, web portal access to appellate court information, and eFiling is complete and the design of the new systems has begun; the technical training for AOC/Court staff has started; and the vendor functional specification development has started.

Mr. Kravik also reported a project issue that came up since the last JISC meeting. It was learned during analysis that the amount of custom coding in the solution was higher than expected. It was mutually decided that the use of another Hyland OnBase module called WorkView could

replace the custom coded solution and would be highly reliant on configuration instead of customization.

On February 18, 2014, the Project Executive Steering Committee met and approved the results of the negotiation between AOC and the vendor. The change would result in an increase of \$61,000 for licenses and \$11,000 for professional services.

Motion: Judge J. Robert Leach

I move to adopt the Appellate Court ECMS Project Executive Steering Committee recommendation to authorize a contract amendment to purchase Hyland's OnBase WorkView module to replace custom coded HTML applications in the AC-ECMS solution. The cost increase for licenses, sales tax, and professional services is \$72,000.

Second: Judge Thomas Wynne

Voting in Favor: Mr. Larry Barker, Chief Robert Berg, Judge Jeanette Dalton, Ms. Callie Dietz, Justice Mary Fairhurst, Ms. Delilah George, Judge James Heller, Mr. William Holmes, Mr. Rich Johnson, Ms. Joan Kleinberg, Judge J. Robert Leach, Ms. Barb Miner, Judge Steven Rosen, Ms. Aimee Vance, Ms. Yolande Williams, and Judge Thomas J. Wynne

Opposed: None

Abstain: None

Absent: Mr. Jon Tunheim

During discussion, Ms. Yolande Williams asked about the likelihood of the vendor coming back and asking for more money for something else. Mr. Kravik replied that part of the agreement is a statement to the effect that the vendor believes that no additional software licensing cost increases will be required to complete the project.

Significant next steps include development of the vendor's Functional Specification Document and the training of the AOC and appellate court staff who will be involved in system configuration.

CIO Report

Ms. Vonnie Diseth presented the JISC with the report from the CIO. Ms. Diseth provided information on the activities related to a potential move to the state data center, including designating a project manager, touring the proposed facilities, and providing information for CTS review. There was some discussion on the political and legal ramifications of consolidating judicial branch information in the executive branch data center.

The CLJ-CMS Summit was held in late January, and Ms. Diseth provided a summary of the summit. The initial plan and schedule was to initiate work on a CLJ-CMS after the SC-CMS project had completed. According to the current JISC priorities, the expanded Seattle Municipal Data Exchange was identified as a higher priority than a new CMS to replace JIS. Discussions over the past year lead to a re-evaluation of the timeline and available funding to address the needs of the CLJs, and AOC agreed to move up the schedule to look at the business requirements in 2014, subject to availability of staff and resources. The DMCMA and DMCJA presidents provided letters in support of a COTS package as an option. The process for evaluation of the business requirements has since been moved up to the second quarter of 2014. A governance process and plan will need to be established. Evaluation of the current and future states of the

systems, and development of an RFP are also needed. Following the CLJ-CMS Summit, letters were received from Yakima County, Seattle Municipal, and from the DMCJA regarding their plans for a statewide CMS. The summit discussed AOC staffing, financial impacts, the need to focus on a statewide solution and the integration work involved. The next step will be for the CLJs to ask the JISC for re-prioritization for a statewide CMS, allowing AOC to begin to compile the business and technical requirements and prepare a decision package prior to the 2015-17 biennium.

Mr. Rich Johnson inquired about current staffing and funding to begin a review of the requirements, and Ms. Diseth responded that AOC is looking into resource availability and identifying what staff would need to be involved. Mr. Johnson noted concerns about moving forward on a statewide CMS when a system for the superior courts has yet to prove capable and King County just pulled out. A review of strategy may be needed to avoid repeating mistakes. Justice Fairhurst replied that the CLJs have repeatedly stood aside while other projects have proceeded and it is time for these courts to have a new system move forward.

Ms. Yolande Williams spoke about the decision from Seattle Municipal Courts regarding a statewide CMS. A decision was made to continue to develop an individual CMS, taking into account the current functionality at this point in time. A data exchange would be helpful so information can be transmitted to AOC, but a clear definition of what information courts are required to provide is needed as well as data exchange standards. Judge J. Robert Leach expressed concerns that reprioritizing the CLJ-CMS would push down the development of a system for Seattle Municipal, leading to a delay before the tools could be developed for the Seattle Municipal information to be transferred into a statewide system. Judge Steven Rosen responded it would be important to learn more about what is happening in King County, but would like to ensure King County's data is available in the state database.

Judge Veronica Alicea-Galvan noted resources may be better utilized developing a new system independently and then evaluate based on how other courts have proceeded with a statewide CMS. Ms. Aimee Vance inquired if Seattle had the resources to proceed with an independent project. Judge Thomas Wynne discussed resource availability and scheduling for AOC projects, and noted the timing for a CLJ-CMS looks reasonable. Further delay could lead to increased fragmentation in data processing across CLJ courts across the state.

Judge Dave Larson proposed to have the RFP for a new CMS include language about interfacing with different systems across the state. Judge Corrina Harn noted issues accessing data in the current structure, and expressed frustration in dealing with multiple systems. An e-filing system would be beneficial, and would greatly enhance productivity. Judge Harn stated a desire for the JISC to look at a data exchange, and clear rules are required. Judge David Svaren reiterated that the decision before the JISC regards reprioritization, not planning a system. The age of the system in place shows the need for a CLJ-CMS to be reprioritized. The CLJs are the workhorse courts for the state. The decision seems fairly clear. Judge Rosen stated there is a clear need for a CLJ-CMS, and the information that would be accessible throughout the CLJs would improve court business significantly. There is a need to stop situations where courts in one jurisdiction do not know what is being issued in another. Judge Alicea-Galvan clarified the number of municipal courts, and the fragmentation of information is a problem. The decisions of all judges practicing in municipal courts throughout the state need to be accessible to all systems. The issues of data exchange need to be a discussion for another day, but all the courts need to be on the same statewide system. The issue is how to get to a statewide CMS, and who pays for it. Judge Wynne noted the difficulties encountered so far with the SC-CMS, but also stated the current

interoperability is poor and impacts the manner in which judges can operate in a courtroom. Ms. Barb Miner stated a key for a CMS project to be successful will be the INH, and Ms. Diseth responded the difficulties with a data exchange will be creating services that work in both directions.

IT Governance Update

Motion: Judge J. Robert Leach

I move that the JISC reprioritize or return IT Governance Request 27, the Expanded Seattle Municipal Court Data Transfer, to the CLJ Court Level User Group, and make ITG 102, the CLJ Case Management System, the top priority for courts of limited jurisdiction.

Second: Judge James Heller

Voting in Favor: Mr. Larry Barker, Chief Robert Berg, Judge Jeanette Dalton, Ms. Callie Dietz, Justice Fairhurst, Ms. Delilah George, Judge James Heller, Mr. William Holmes, Mr. Rich Johnson, Ms. Joan Kleinberg, Judge J. Robert Leach, Ms. Barb Miner, Judge Steven Rosen, Ms. Aimee Vance, Judge Thomas J. Wynne, and Ms. Yolande Williams

Opposed: None

Abstain: None

Absent: Mr. Jon Tunheim

Ms. Diseth introduced Mr. Morris Volkov as the new ISD Service Delivery Coordinator at AOC. Mr. Volkov provided the JISC with the IT Governance Report. There have been six new ITG requests and two requests completed since the December report. Ms. Vicky Cullinane noted the Misdemeanant Corrections Association put in a request for probation case management system, and the CLUG agreed to include this request as part of a larger CLJ-CMS project.

Security Update

Ms. Diseth introduced Mr. Terry Overton as the new Information Security Officer for AOC and provided some background information and experience. Ms. Diseth discussed the importance of IT security for the Washington Court system, including an estimate on the number of attempts to infiltrate systems on a daily basis. A high-level overview of the security actions implemented was provided, and an independent review was performed by Intrinium, Inc. A list of security items was provided, sorted in order of criticality and priority, totaling 248 items. Ms. Diseth noted that a significant amount of recommended updates have been completed, with work is ongoing to finish the remaining items. Ongoing challenges include: continuing education of the importance of security; balancing the needs for stronger IT against the business needs; and minimizing the inconvenience to the users. Work is continuing to identify and fix security issues as they are discovered.

Mr. Gary Blosser provided a review of the final security report from Intrinium. The project entailed five months of review. The review compared AOC's security protocols with other state agencies in Washington. An IT Security Plan was provided, which included the scope of work and what level of completion had been achieved when the report was prepared and a section on continued improvement.

Legislative Update

Ms. Mellani McAleenan provided an update on the current session of the Washington State Legislature. All committee work is nearing completion, with the few remaining days in session devoted to floor action. Ms. McAleenan noted the legislation on DUI Look Back Bill, which died in committee in the House and on the floor in the Senate. Senate Bill 6403 would have undone the Data Dissemination Committee's work on publication of juvenile records on the public website and bulk distribution. The bill did not receive a hearing and died in committee. Senate Bill 6469, which would have required sealing of juvenile records at disposition and made records confidential at the completion of the SC-CMS project, did not receive a hearing and died. House Bill 1651, sponsored by Representative Ruth Kagi, has gone through a number of iterations, and it has passed out of the Senate Committee. It is unclear on the referral of the bill from this point. The current version of the bill, as passed today, would involve sealing records upon 30 days after sentencing or probation is completed. This does not have any of the changes to confidentiality or SCOMIS that resulted in the large fiscal notes previously. The bill as currently drafted would involve some additional court time, and a significant amount of additional time for the clerks. There would be some implications to JIS systems, with a couple thousand hours of work required. Ms. McAleenan reviewed a list of bills that are being tracked by the Legislative Team and the current status of those bills.

Information Networking Hub

Mr. Dan Belles, Project Manager, provided a status update on the Information Networking Hub (INH) Project. Mr. Belles began by giving an overview of the future state of the AOC data exchange landscape. Mr. Belles stated that the long term goal for INH is to become the central hub for all data exchanges from local court systems to Odyssey. Mr. Belles then stated that the INH project had been working with the SC-CMS Project and Tyler to develop an integration strategy in support of the Odyssey Pilot Court rollout. Mr. Belles stated that Tyler recommended, and AOC agreed, that Tyler be assigned case data replication and that AOC be assigned person data replication. Mr. Belles stated that as a result of those decisions, the INH project had begun to focus on a solution for person data replication.

Mr. Belles then gave an update on current project activities that included work on design, development and test preparation of the person data replication solution. Mr. Belles then provided an update on the project schedule that showed the upcoming phases of the project. Mr. Belles stated that a new timeline was developed to show the integration work required to support the integration with Odyssey and the Pilot Court Go Live early in 2015. Mr. Belles stated that the goal was to have the party data replication solution ready for UAT and integration testing by November 1st.

Mr. Belles then reviewed current project risks and mitigation strategies. Mr. Belles stated that there were three main areas of risk that were being mitigated: interdependent projects, integration with Odyssey and testing and deployment of web services. Mr. Belles stated that another challenge involved getting the requirements and design nailed down, so a solution for person data replication could be completed. Mr. Belles concluded his presentation by covering the next steps in the project. Mr. Belles stated that the INH project would focus on the party data replication in support the SC-CMS Pilot Court rollout early next year.

ITG #41 Remove CLJ Archiving and Purge Certain Records

Ms. Kate Kruller updated the JISC on project activity for ITG 41. Development work was completed at the end of January. The code is now in the hands of the Quality Assurance/Test Team. The Project Team determined how to conduct the work of applying this set of rules. The ITG 41 Project Steering Committee was briefed on the implementation plan and schedule February 3, 2014. During implementation, when AOC applies the preliminary rules against the active database, just over 8-million cases will be processed across some 200 courts. This is a very important step of the project, because no destruction rules have been applied since last May, when AOC restored millions of case records to the active database and eliminated the archiving process. AOC will run the process through a small number of pilot courts. The project will then continue on to apply the rules to cases in all remaining courts – in a sequence that is the most technically efficient. To ensure the court community is aware of the implementation a Communications Plan for this project is being developed and will be utilized. AOC will work with each court's staff to identify and address any cases not processed (due to data quality issues), as necessary. AOC will provide specific information on the implementation via the normal technical communications, notifications, eService Information and Customer Service line support.

Committee Reports

Data Dissemination Committee:

Judge Wynne provided the JISC with an update on the activities of the Data Dissemination Committee. A request from the Washington State Liquor Control Board – Licensing Division was made to obtain level 22 access, equal to a law enforcement agency. After considering the request and discussion, the decision was made to not grant that access. Case flagging criteria and guidelines were discussed in relation to ITG 41, allowing judges to flag a case to be retained. Judge Heller, Judge Rosen, and Ms. Aimee Vance put together a list of criteria that was submitted to the DMCJA Board, and the criteria were approved.

Data Management Steering Committee:

No Report.

Adjournment

The meeting was adjourned by Justice Fairhurst at 2:00 p.m.

Next Meeting

The next meeting will be April 25, 2014, at the AOC SeaTac Facility; from 10:00 a.m. to 2:00 p.m.

Recap of Motions from February 28, 2014

Motion Summary	Status
Authorize contract amendment for AC-ECMS to increase budget allocation in order to purchase WorkView module.	Passed
Reprioritize ITG 27 back to CLJ-CLUG and make ITG 102 top priority for CLJs.	Passed

Action Items

	Action Item – From October 7th 2011 Meeting	Owner	Status
1	Confer with the BJA on JISC bylaw amendment regarding JISC communication with the legislature.	Justice Fairhurst	

Judicial Information System Committee

April 25, 2014

**JIS Revenue and Budget
Update**

**Administrative Office of the Courts
Information Services Division Project Allocation & Expenditure Update
2013-2015 Allocation**

Expenditures and Encumbrances as of March 31, 2014

Initiatives--JIS Transition	ALLOTTED	EXPENDED	VARIANCE
Information Networking Hub (INH)			
Information Networking Hub (INH)	\$1,500,000	\$178,349	\$1,321,651
Information Networking Hub (INH) - Subtotal	\$1,500,000	\$178,349	\$1,321,651
Superior Court CMS			
13-15 Allocation *	\$13,706,000	\$6,974,583	\$6,731,417
COTS Prep	\$2,900,000	\$0	\$2,900,000
Superior Court CMS Subtotal	\$16,606,000	\$6,974,583	\$9,631,417
Enterprise Content Management System			
ECMS *	\$1,426,000	\$370,888	\$1,055,112
ECMS Subtotal	\$1,426,000	\$370,888	\$1,055,112
Equipment Replacement			
Equipment Replacement - External	\$1,199,000	\$653,184	\$545,816
Equipment Replacement - Internal	\$2,138,000	\$595,322	\$1,542,678
Equipment Replacement Subtotal	\$3,337,000	\$1,248,506	\$2,088,494
TOTAL 2013-15	\$22,869,000	\$8,772,326	\$14,096,674

* Includes 2014 supplemental budget request for the SC-CMS (\$5,306,000) and the ECMS (\$1,093,000).

2014 Supplemental Budget as Passed by the Legislature

Budget Request Description	Requested	Final 3-13-2014
Administrative Office of the Courts		
Hardware and Software Maintenance- hardware and software maintained by AOC	\$1,159,000	\$0
Superior Court Case Management System-funding for contracted vendor services	\$5,306,000	\$5,306,000
Enterprise Content Management System- funding for contracted vendor services	\$1,093,000	\$1,093,000
Information Technology Security Enhancement	\$750,000	\$750,000
Information Technology Savings The legislature implemented an information technology reduction.	\$0	-\$278,000
Total Request AOC	\$8,308,000	\$6,871,000

Revenue Update April 25, 2014

Revenue - Judicial Information Systems Account

- Actual total JIS revenue, through March 2014 is on target. Fiscal year to date infraction collection revenue is down 2.5%, however JIS Link revenue is higher than projected.
- Fiscal year 2013 infraction measures:
 - Infraction revenue collected is down 3.4% when compared to FY 2012 collections. Collections are anticipated to be down another 2.4% for FY 2014, based on collections to date plus the forecast April through June 2014. See Chart 1.
 - Infractions filed are down about 4% compared to FY 2012. See Chart 2.
 - Infractions paid are down 1.7% compared to FY 2012. See Chart 3.
 - Infraction charges are down 4.1% in FY 2013. See Chart 4.
 - Infraction charges dismissed are down 9%, compared to a 9.3% decrease in infractions dismissed between 2011 and 2012. See Chart 5.
- 3 out of the 5 measures peaked around fiscal year 2009. From 2009 until 2011 changes in the measures were relatively small. However most of the measures registered a 100% change (doubled) between fiscal year 2011 and fiscal year 2012. Something adversely impacted collections, filings, payments and charges between those fiscal years.
- While most measures were decreasing, our population was increasing by about one-percent a year. See Chart 6.

Revenue – State General Fund

- The February 2014 general fund forecast predicts very minor increases to revenue in the current and ensuing biennium. The forecast indicates that revenue will increase by \$30 million for the current biennium and \$82 million for next biennium.
- Current economic indicators are okay, with very modest growth expected.
- The current budget outlook for the current and ensuing biennium balance in terms of forecasted revenue and approved expenditures. The outlook does not, however, include costs for the McCleary case, reinstatement of salary increases for teachers or a number of other known costs. The addition of these costs will substantially change the ending balance.

Chart 1

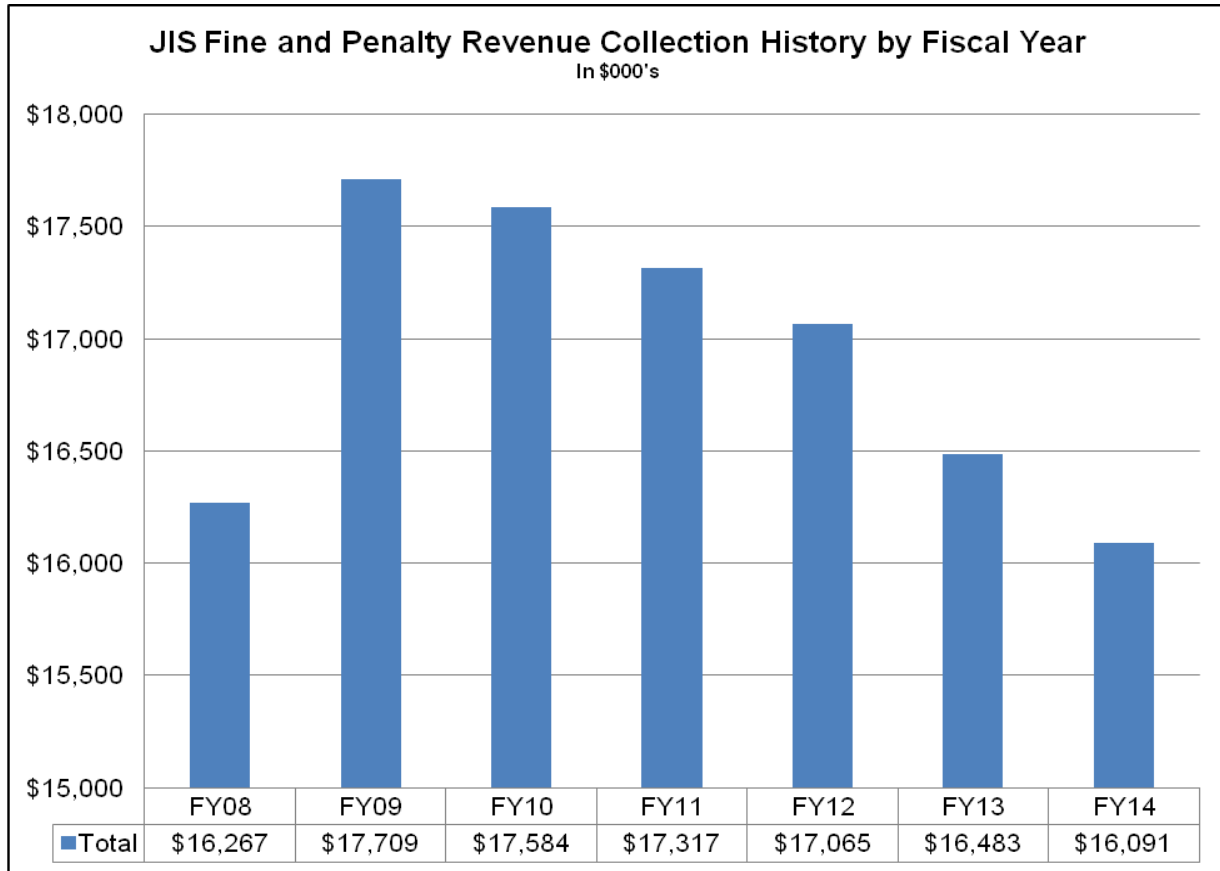


Chart 2

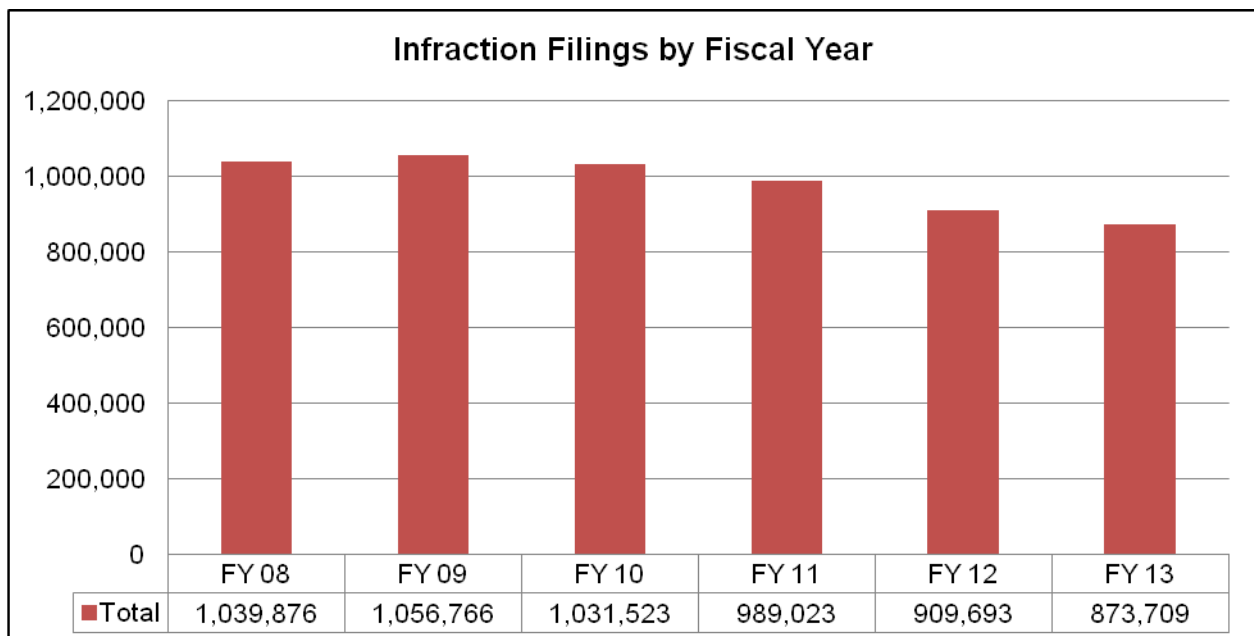


Chart 3

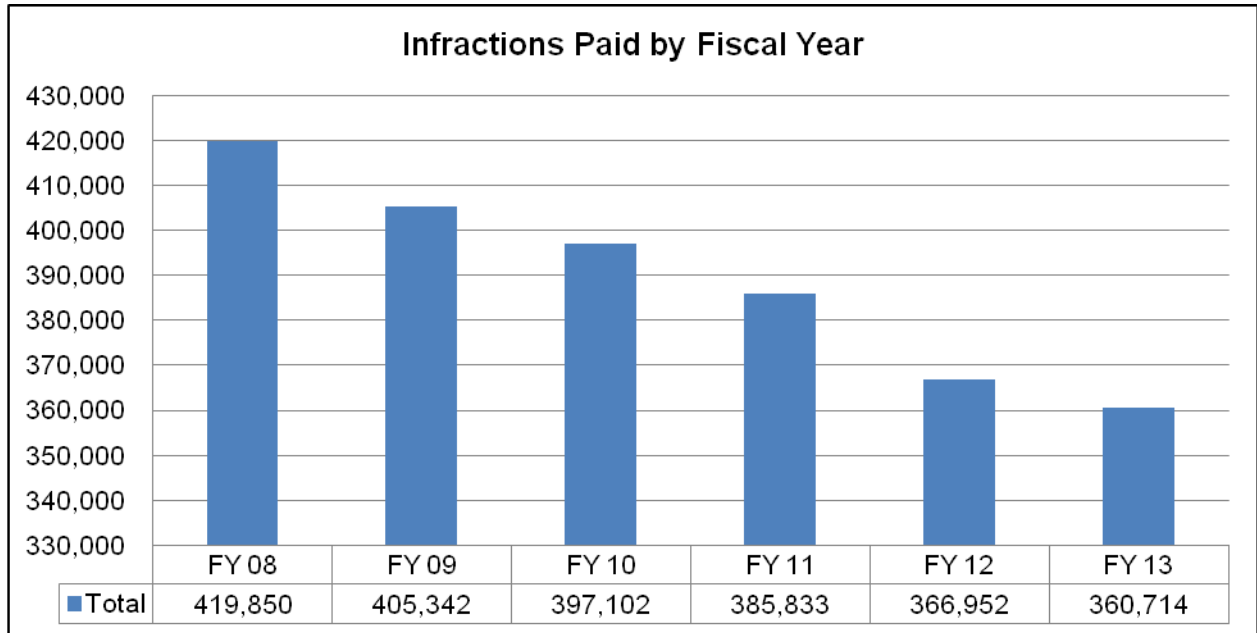


Chart 4

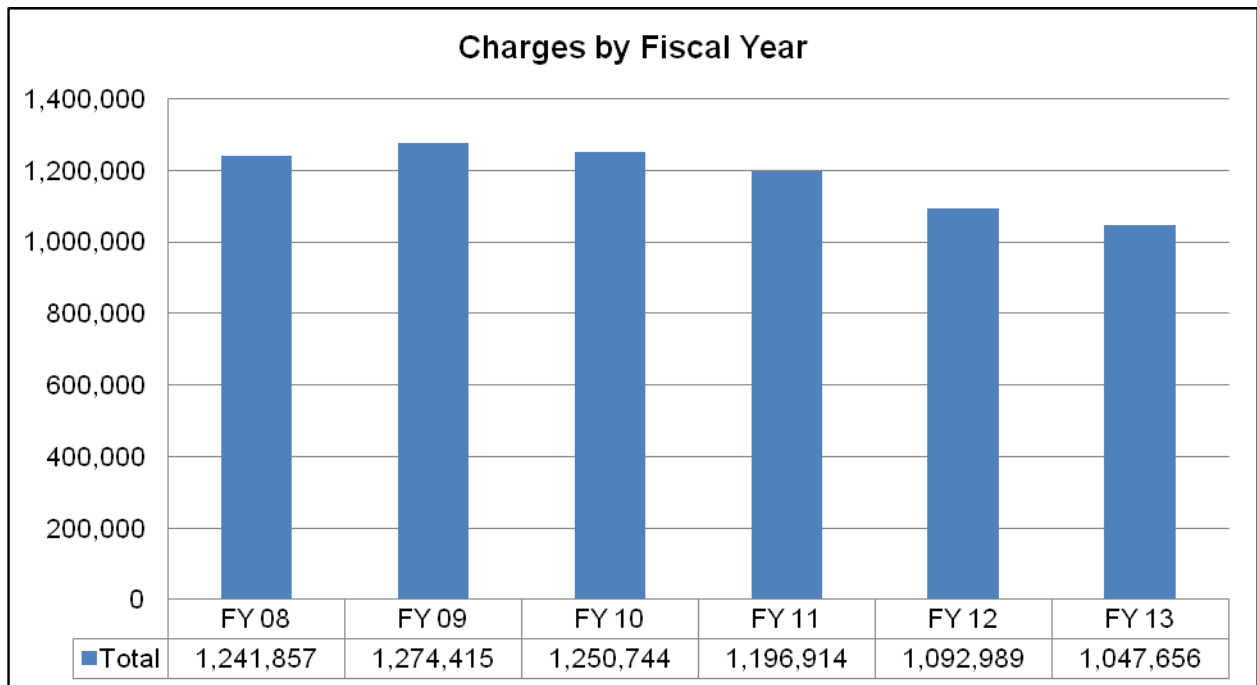


Chart 5

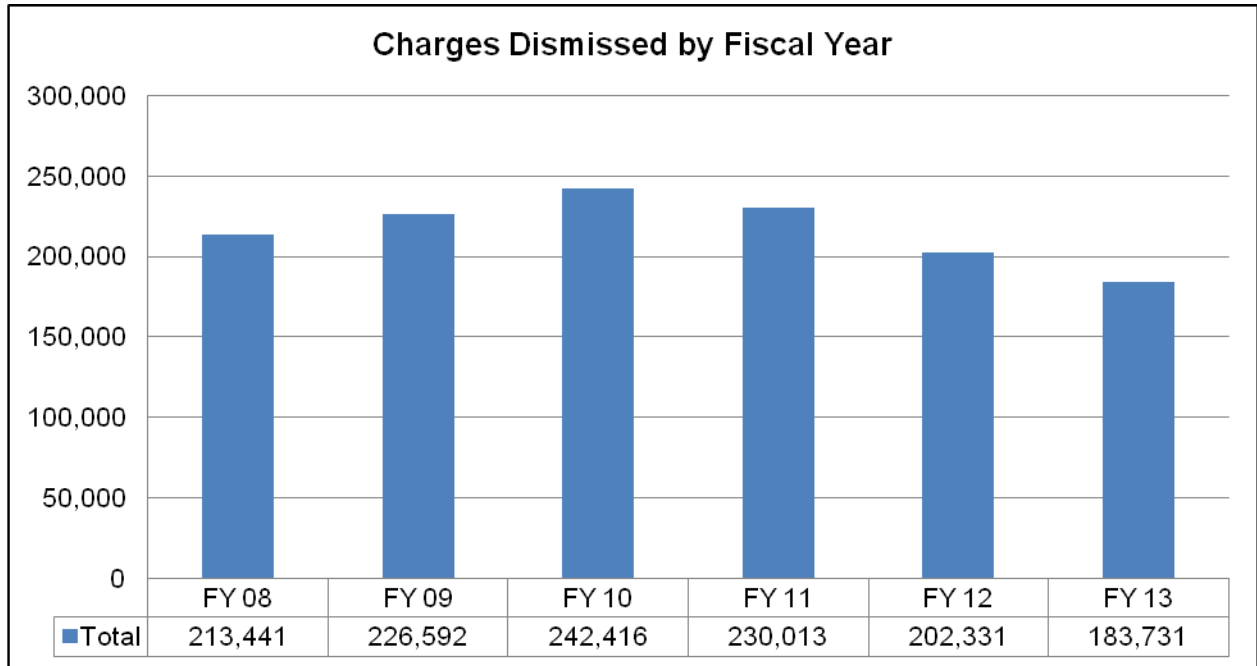
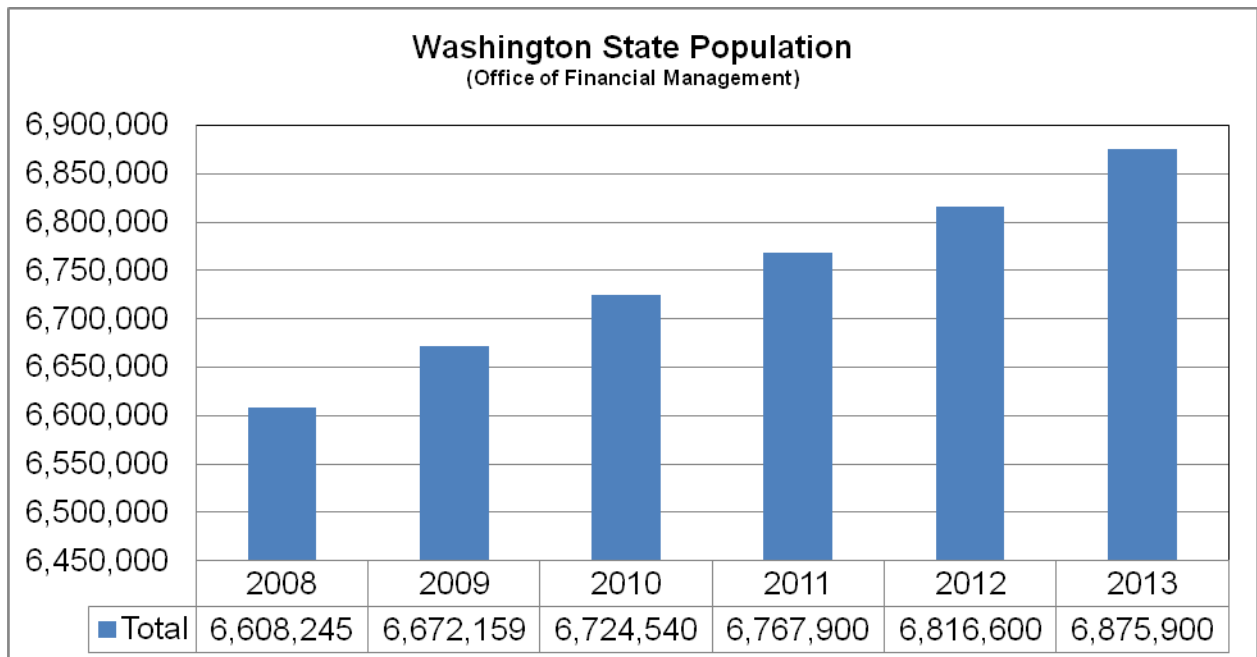


Chart 6



Administrative Office of the Courts-JIS Requests	
JIS SC-CMS <i>Funding is requested to continue with implementation of the new Case Management System for the superior courts (completion of Phases 2, 3, 4, and 5). The final amount is currently being developed.</i>	\$16,264,000
JIS CLJ-CMS <i>Funding is requested for the beginning phases of a new case management system for courts of limited jurisdiction.</i>	\$4,429,000
JIS CLJ COTS Prep <i>Funding is requested to prepare systems for the launch of the case management system for courts of limited jurisdiction.</i>	\$1,297,000
JIS Information Networking Hub (INH) for Courts of Limited Jurisdiction <i>Funding is requested for the development and implementation of the information networking hub to meet the data-sharing needs of the courts of limited jurisdiction.</i>	\$1,440,000
JIS External Equipment Replacement <i>Funding is requested for the replacement of aged computer equipment at the courts.</i>	\$1,849,000
JIS Internal Equipment Replacement <i>Funding is requested to replace end-of-life equipment that will improve system performance.</i>	\$516,000
JIS Software and Hardware Maintenance <i>Funding is requested for maintenance of software used to support the Judicial Information System.</i>	\$1,159,000
JIS BOXI Upgrade <i>Funding is requested for support of Business Objects, a business intelligence tool used by all courts and by numerous AOC staff.</i>	\$773,000
Total Request JIS	\$27,727,000

SC-CMS Project

2014 Supplemental Budget

Section 113 - Proviso Impacts

(7) AOC in consultation with the JISC and the Office of the Chief Information Officer (OCIO) shall:

- Develop a revised SC-CMS Project Steering Committee Charter.
- Project Steering Committee Members shall be appointed by the JISC.
- Project Steering Committee Members shall consist of two members representing each of the following groups: Judges, Court Administrators, County Clerks, and AOC.
- Voting members of the Project Steering Committee are AOC and those courts who have implemented or have committed to implement, the statewide superior court vendor solution as selected by the JISC.
- Issues of significant scope, schedule or budget changes, and risk mitigation strategies must be escalated to the JISC.
- Steering Committee decisions are based on a majority vote. If a majority of members cannot reach a decision, the issue must be escalated to the JISC.
- The revised Project Steering Committee Charter must be approved by the JISC.

(12) AOC and the JISC shall:

- Develop statewide superior court data collection and exchange standards.
- Upon implementation, these standards must be met by each superior court in order to continue to receive JIS account funding or equipment and services funded by the account.
- For those courts that do not use the statewide superior court vendor solution as chosen by the JISC, JIS account funds may not be allocated for:
 - a) The costs to meet the data collection and exchange standards, and
 - b) The costs to develop and implement local court case management systems.

**Washington State SC-CMS Project
Proposed Contract Amendments
With Tyler Technologies
April 4, 2014**

Background

Three major events occurred in the first quarter of 2014 that impact the contractual agreement that AOC has with Tyler Technologies.

1. On January 27, 2014, Justice Mary Fairhurst, Chair of the Judicial Information Systems Committee (JISC), received a letter from Judge Susan Craighead, Presiding Judge of King County notifying her that the King County Superior Court Executive Committee had voted and made the decision to withdraw from the SC-CMS project.
2. On March 13, 2014, the Washington State Legislature approved the 2014 Supplemental Budget Request for the SC-CMS project and attached a budget proviso to the funding (see Appendix A).
3. A potential solution has been reached with the County Clerks, Judges, and Court Administrators regarding document management.

Objective

To amend the AOC contract with Tyler Technologies to accurately reflect the current project scope, schedule, and budget based on the recent developments regarding King County, the legislative proviso, the proposed solution for document management, and other necessary technical amendments. AOC will negotiate with Tyler Technologies to amend the contract.

Discussion

The following four contract amendments are being proposed:

1. Remove the King Implementation and Reduce the Overall Contract Cost

Phase 5 in the contract was focused solely on the King County implementation. Since King County has withdrawn from the SC-CMS project and is no longer a part of the Odyssey implementation, all references and associated costs to King County's implementation need to be removed from the contract.

This should reduce the overall contract cost by approximately \$2.3 million.

Washington State - SC-CMS Project
Proposed Contract Amendments with Tyler Technologies
April 4, 2014

2. Change the Statewide Rollout Approach/Strategy

In November 2013, during discussions with the Project Steering Committee regarding the selection of the Early Adopter courts, Tyler Technologies proposed a different statewide rollout approach/strategy than was outlined in the contract. The current contract calls for a two-track rollout strategy (Track A and Track B). The proposed approach incorporates multiple counties into regions containing approximately 150 users. Tyler believes this approach will accelerate the implementation process and timeline. The Project Steering Committee agreed with their recommendation. Accordingly, the contract should be amended to reflect this change in the statewide rollout approach/strategy.

3. Shorten the Statewide Rollout Schedule

Approximately 15 months was planned in the contract for the implementation of King County. With King County's decision to withdraw from the project, the overall project timeline should be amended.

4. Change the Pilot(s) Go-Live Implementation Date

The contract date for Pilot(s) Go-Live is May 6, 2015. Because it has taken several months to resolve how document management will be implemented, the pilot go-live date must be changed to June 30, 2014 (a 2 month delay). The agreed upon approach introduces an option not previously contemplated. The additional approach will allow each county clerk to either use their current document management system or select the integrated document management system provided in Odyssey. The delay will provide additional time required to develop and test two new document management interfaces for the two pilot courts. Implementation of the additional document management option is not expected to affect the implementation schedule for the Early Adopter courts.

Superior Court Case Management System (SC-CMS) Project Update

Maribeth Sapinoso, AOC Project Manager
Marie Constantineau, AOC Deputy Project Manager

April 25, 2014

Recent Activities

- ✓ Completed March 2014 Business and Technical Track Town Hall Meetings
- ✓ Completed Demonstration of Odyssey for Pilot Sites
- ✓ Finalized and Published Pilot Site Implementation Toolkit
- ✓ Confirmed Location of Pilot Site Training for Power Users – July 2014
- ✓ Confirmed Location of Pilot Site Training for End Users – March 2015

Recent Activities, *cont'd*

- ✓ Odyssey Pre-Configuration Workshops Completed by Tyler and AOC to prepare for Statewide configuration:

Workshop	Dates
✓ Case Manager Workshop	2/3/14 – 2/7/14
✓ Financials Workshop	2/18/14 – 2/21/14
✓ Supervision Workshop	2/24/14 – 2/28/14
✓ Forms Workshop	3/3/14 – 3/7/14
✓ Code Mapping Workshop	3/17/14 – 3/21/14
✓ Security Workshop	3/24/14 – 3/28/14

Recent Activities, *cont'd*

- Finalized Technical Environments of Odyssey at AOC:

Odyssey Environments

✓ Conversion

✓ Test

✓ Staging

✓ Training

✓ Production

- Finalize Statewide Configuration of Odyssey

Work In Progress

- Continue Weekly Design Discussions with Tyler, AOC and CUWG Subject Matter Experts
- Review and Approve Conceptual Process Design (CPD) Documents by the CUWG
- Plan for Coordinating Pilot Site Technical and Operational Readiness Discussion
- Initial Contact with Early Adopters Site Clerks and Court Administrators

Next Steps

- Amend Tyler Contract with AOC
- Review Business Processes with Pilot Sites to understand current workflows – May 2014
- Continue Development, Review, and Acceptance of CPDs – apx. 58 for Pilot
- Load Converted JIS Data to Odyssey – June 2014
- Begin Initial Acceptance Testing of Odyssey

Active Project Risks

Total Project Risks			
Low Exposure	Medium Exposure	High Exposure	Closed
2	1	0	0

Significant Risks Status

Risk	Probability/Impact	Mitigation
Discussions are underway to determine the level of AOC support for local preparation and implementation costs. Cost could exceed the \$1.9 million currently allocated for local implementation.	Medium/Medium	Determine alternatives for the resolving the issue. The recommendation along with alternatives for resolving this issue should be documented with an analysis of advantages and disadvantages, impacts, and costs from both a local and statewide perspective.

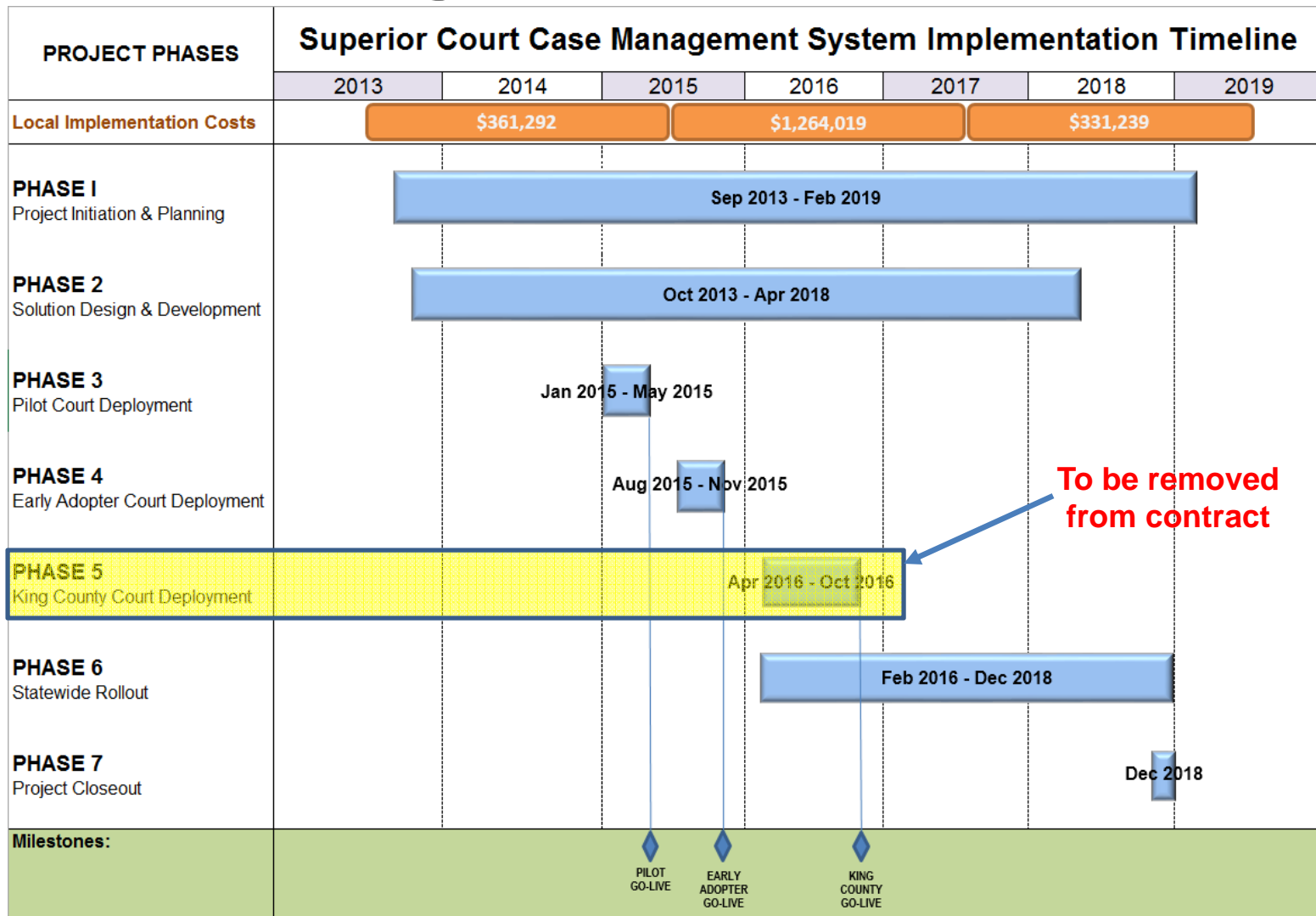
Significant Risks Status

Risk	Probability/Impact	Mitigation
<p>Clerks position on the Odyssey document management functionality is that it doesn't meet their needs for local document storage and control.</p>	<p>Low/Low</p>	<p>Tyler and the AOC met on March 17, 2014 with representatives from the WSACC, including their technical representatives, to discuss viable options for document management.</p> <p>Another meeting is scheduled for April 17, 2014 for Tyler and the AOC to meet with representatives from the SCJA and the AWSCA.</p>

Significant Risks Status

Risk	Probability/Impact	Mitigation
<p>If counties or courts continue to develop or purchase systems with overlapping functionality to Odyssey the cost, scope and complexity of SC-CMS will increase.</p>	<p>Low/Low</p>	<p>Adopt a policy regarding the implementation of ancillary systems by counties that provide duplicative functionality of systems being implemented by AOC.</p> <p>Work with counties to compare and contrast functionality, integration, and cost advantages of using Odyssey components.</p>

SC-CMS High Level Implementation



Phase 1 – Project Initiation and Planning

MILESTONES or PROJECT DELIVERABLES	CURRENT PLAN DATE
✓ Project Kickoff	September 2013
✓ Review and Certify Equipment Specification	October 2013
✓ Complete Fit Analysis Documentation	October 2013
✓ Complete Pre-Design Training	October 2013
✓ Complete Fit Analysis Workshops	November 2013
✓ Results of Requirements Fit Analysis	December 2013
✓ SC-CMS Core Training Plan	February 2014
✓ Project Management Plan	February 2014
SC-CMS Design and Construction Plan	April 2014
Complete Pilot and Early Adopter Deployment Plan	May 2014
Complete Long Term Deployment Plan	May 2014

Phase 2 – Solution Design & Development

MILESTONES or PROJECT DELIVERABLES	CURRENT PLAN DATE
✓ Certify Infrastructure Build	January 2014
✓ Complete Data Mapping	January 2014
✓ SC-CMS User & Administrator Training	January 2014
✓ Case Manager Workshop	February 2014
✓ Financial Workshop	February 2014
✓ Forms Workshop	March 2014
✓ Security Workshop	March 2014
First Data Conversion Push	June 2014
Pilot Integration Conceptual Process Design Documents	July 2014
Pilot Application Conceptual Process Design Documents	September 2014

DECISION POINTS

1. Approve Project Steering Committee Charter
2. Appoint Steering Committee Members
3. Approve the Recommended Resolution for Document Management

Judicial Information System Committee Meeting, April 25, 2014

DECISION POINT – Superior Court Case Management System (SC-CMS) – Revised Project Steering Committee Charter

MOTIONS:

- 1. I move that the JISC approve the revised SC-CMS Project Steering Committee Charter, v1.0, dated April 25, 2014.**
- 2. I move that the JISC approve the new SC-CMS Project Steering Committee membership.**

I. BACKGROUND

The Superior Court Case Management System (SC-CMS) Project is intended to provide the superior courts and county clerks with a software application that will meet the business needs of the 37 participating counties (Pierce and King opted not to participate) in the state for calendaring and case-flow management functions, along with participant/party information tracking, case records and relevant disposition services functions, in support of judicial decision making, scheduling and case management.

On July 19, 2013, the JISC approved the SC-CMS RFP Steering Committee's recommendation for the Administrative Office of the Courts (AOC) to proceed with executing the contract negotiated with Tyler Technologies, Inc. In January 2014, King County announced their withdrawal from the SC-CMS project. In response to this announcement, and as part of the 2014 Supplemental Budget, a proviso was enacted with requirements for a new SC-CMS Project Steering Committee Charter and around the structure of the Project Steering Committee.

II. DISCUSSION

The 2014 Supplemental Operating Budget (Engrossed Substitute Senate Bill 6002) appropriates \$16,606,000 from the Judicial Information System account for continued implementation of the SC-CMS project. The budget proviso states:

“...The Administrative Office of the Courts, in consultation with the Judicial Information Systems Committee and the Office of the Chief Information Officer shall develop a revised Superior Court Case Management Steering Committee charter to implement the next phases of the Superior Court Case Management System. The steering committee members shall be appointed by the Judicial Information Systems Committee and shall consist of two members representing each of the following groups: Court Administrators, Superior Court Judges, County Clerks, and the Administrative Office of the Courts. The revised charter shall insure that voting members of the steering committee represent the Administrative Office of the Courts and those courts that have implemented, or have committed to implement, the statewide superior court vendor solution as selected by the Judicial Information Systems

Committee. The revised charter shall also insure that the Superior Court Case Management System Project Steering Committee continues to provide contract oversight in collaboration with the Judicial Information System Committee through the implementation period. Oversight responsibilities of the steering committee throughout the various phases of the project must include, but are not limited to, vendor management, contract and deliverable management, assuring reasonable satisfaction of the business and technical needs at the local level, receipt of stakeholder feedback, and communication between the various stakeholder groups and the Judicial Information Systems Committee. Issues of significant scope, schedule or budget changes, and risk mitigation strategies must be escalated to the Judicial Information Systems Committee for consideration. In the event that a majority of the steering committee members cannot reach a decision, the issue must be escalated to the Judicial Information Systems Committee for consideration. The Superior Court Case Management System Project Steering Committee may solicit input from user groups as deemed appropriate. The revised charter shall be approved by the Judicial Information Systems Committee. “

III. OUTCOME IF NOT PASSED –

If the JISC does not approve the new SC-CMS Project Steering Committee charter, the AOC would also be out of compliance with a legislative mandate, which could threaten SC-CMS funding.

If the JISC does not approve the new SC-CMS Project Steering Committee membership, delays in Steering Committee decisions may be incurred, and potentially impact the overall project delivery schedule.



Superior Court Case Management System

Project Steering Committee Charter

Version 1.0
April 25, 2014

Prepared by
Maribeth Sapinosa
SC-CMS Project Manager

Version History

Version	Version Date	Author	Major Version Changes	Reviewers	Review Date
0.1	3-14-2014	Maribeth Sapinoso		Vonnie Diseth Dirk Marler	3/18/2014
				Marie Constantineau Heather Williams Shelli Lackey	3/26/2014
				Callie Dietz	3/31/2014
				Bluecrane	3/31/2014
1.0	4-01-2014	Maribeth Sapinoso		JISC	4/25/2014

DRAFT

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DRAFT

1 Authorizing Signatures

This SC-CMS Project Steering Committee Charter represents an agreement among Superior Court Judges' Association representatives, Association of Washington Superior Court Administrators' representatives, the Washington State Association of County Clerks' representatives, and the Administrative Office of the Courts (AOC) as authorized by the Judicial Information System Committee (JISC). My signature indicates that I have reviewed this SC-CMS Project Steering Committee Charter and concur with its contents.

_____ Date _____

Name
SCJA Representative

Name
SCJA Representative

_____ Date _____

Name
WSACC Representative

Name
WSACC Representative

_____ Date _____

Name
AWSCA Representative

Name
AWSCA Representative

_____ Date _____

Vonnie Diseth
Director/CIO
Information Services Division
Administrative Office of the Courts

Callie T. Dietz
State Court Administrator
Administrative Office of the Courts

Courtesy copies provided to:

Justice Mary Fairhurst – Washington State Supreme Court/JISC Chair

Mr. Michael Cockrill, Washington State Chief Information Officer

Judge Charles R. Snyder, President – Superior Court Judges' Association (SCJA)

Mr. Jeff Amram, President – Association of Washington Superior Court Administrators (AWSCA)

Ms. Sonya Kraski, President – Washington State Association of County Clerks (WSACC)

Liaison – Courts of Limited Jurisdiction (CLJ)

Liaison – Washington Association of Juvenile Court Administrators (WAJCA)

2 Authority

This Committee is chartered by the [Judicial Information System Committee \(JISC\)](#) which operates under Judicial Information System Committee Rules ([JISCR](#)) and [RCW Chapter 2.68](#).

3 Introduction

A Superior Court Case Management System (SC-CMS) Steering Committee was formed by the JISC to provide project oversight and strategic direction for the SC-CMS Project specific to the project's RFP development and procurement phase. Tyler Technologies, Inc. (Tyler) was selected as the successful vendor and a contract for statewide implementation of the Tyler Odyssey product has been executed.

This revised charter effects the 2014 legislative mandate [in ESSB 6002](#), Sec. 113 which provides:

(7) "The administrative office of the courts, in consultation with the judicial information systems committee and the office of the chief information officer shall develop a revised superior court case management steering committee charter to implement the next phases of the superior court case management system. The steering committee members shall be appointed by the judicial information systems committee and shall consist of two members representing each of the following groups: Court administrators, superior court judges, county clerks, and the administrative office of the courts. The revised charter shall insure that voting members of the steering committee represent the administrative office of the courts and those courts that have implemented, or have committed to implement, the statewide superior court vendor solution as selected by the judicial information systems committee. The revised charter shall also insure that the superior court case management system project steering committee continues to provide contract oversight in collaboration with the judicial information system committee through the implementation period. Oversight responsibilities of the steering committee throughout the various phases of the project must include, but are not limited to, vendor management, contract and deliverable management, assuring reasonable satisfaction of the business and technical needs at the local level, receipt of stakeholder feedback, and communication between the various stakeholder groups and the judicial information systems committee. Issues of significant scope, schedule or budget changes, and risk mitigation strategies must be escalated to the judicial information systems committee for consideration. In the event that a majority of the steering committee members cannot reach a decision, the issue must be escalated to the judicial information systems committee for consideration. The superior court case management system project steering committee may solicit input from user groups as deemed appropriate. The revised charter shall be approved by the judicial information systems committee."

(12) “The administrative office of the courts and the judicial information systems committee shall develop statewide superior court data collection and exchange standards. Upon implementation, these standards must be met by each superior court in order to continue to receive judicial information systems account funding or equipment and services funded by the account. For those courts that do not use the statewide superior court vendor solution as chosen by the judicial information systems committee, judicial information systems account funds may not be allocated for (a) the costs to meet the data collection and exchange standards developed by administrative office of the courts and judicial information systems committee, and (b) the costs to develop and implement local court case management systems.”

The SC-CMS Project Steering Committee will guide the successful statewide implementation of Tyler's Odyssey that:

- Enables judicial officers to:
 - Direct and monitor court case progress.
 - Schedule case events.
 - Enforce court business rules.
 - View case plans/schedule, status, progress, and case party information.
 - Quickly and efficiently communicate court schedules and orders.
- Enables county clerks to:
 - Quickly and efficiently maintain court records.
 - Report and view case docket, schedule, status, progress, and case party information.
 - Enforce court business rules and address statutory requirements.
 - Effectively manage clerk resources.
 - Streamline business processes.
 - Enable public access per statute and court rule.
 - Migrate away from SCOMIS without losing functionality.
- Enables court administrators to:
 - Report and view case plans/schedule, status, progress, and case party information.
 - Quickly and efficiently schedule case events.
 - Enforce court business rules.
 - Streamline business processes.
 - Quickly and efficiently communicate court schedules and orders.

4 Vision

This SC-CMS Project Steering Committee serves as an effective decision-making team that speaks for the superior court and county clerk community in support of the following unified vision:

A collaborative effort to modernize case management for Washington's superior courts.

5 Scope

The SC-CMS Project Steering Committee will actively support and provide high-level oversight on the implementation of the Superior Court Case Management System to ensure that it meets the needs of the Superior Court Judges' Association, the Washington State Association of County Clerks, the Association of Washington Superior Court Administrators, and the Administrative Office of the Courts.

The SC-CMS Project Steering Committee will provide policy-level oversight on the following areas of the project:

- Vendor Management
- Contract Management
- Deliverable Management
- Business Needs at the local level
- Technical Needs at the local level

The SC-CMS Project Steering Committee may solicit input from user groups as deemed appropriate.

The SC-CMS Project Steering Committee will be in effect throughout the duration of the SC-CMS project.

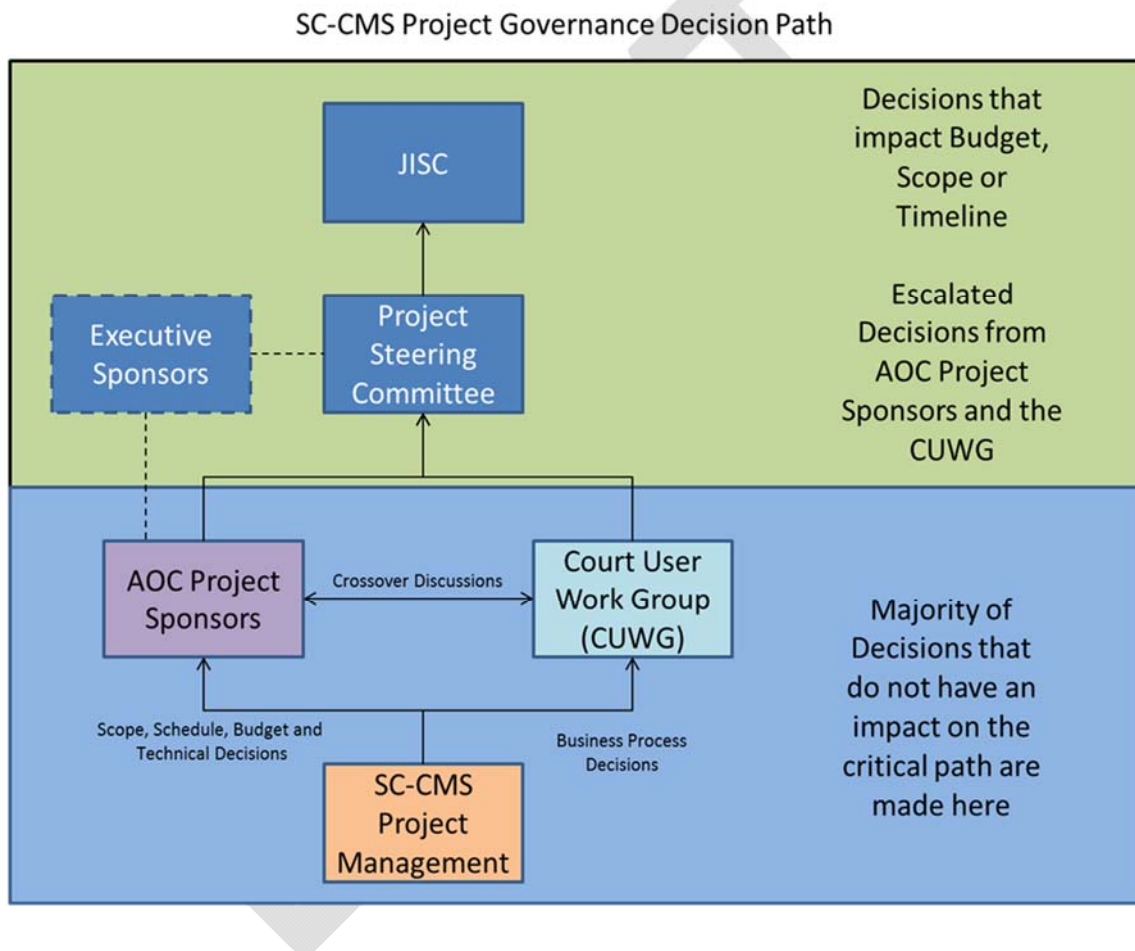
6 Governing Principles

The SC-CMS Project Steering Committee commits to support the following principles critical to the success of the SC-CMS project distinguishing its role from the Project Team:

Project Steering Committee	Project Team
Primarily part-time involvement.	Primarily full-time involvement.
Focused on making decisions: <ul style="list-style-type: none">• Setting project direction• Making policy/foundational decisions• Resolving issues escalated from the Project Team	<ul style="list-style-type: none">• Focused on delivering the solution (i.e. deliverables).• Routine decisions (typically the core team and Project Manager).• Resolving issues at the lowest level possible.

Project Steering Committee	Project Team
Provide project guidance.	Report to and are guided by the Project Sponsors.
Designed around organizations' existing decision-making mechanisms.	Designed for optimum solution delivery efficiency and effectiveness.
Driven by business representation.	Driven by a combination of business, IT, and system integrator participation.
Typically focused around middle to senior managers with strong decision-making authority.	Ideally composed of subject matter experts that are trusted by, and can generally act as proxies for, middle to senior managers.

The SC-CMS Project Governance Decision Path is depicted as follows:



7 Decision Process

The SC-CMS Project Steering Committee members should consistently attend meetings so that timely decisions can be made. E-mail voting or proxy voting is allowed. In the event that a SC-CMS Project Steering Committee member cannot attend a meeting and someone attends on their behalf as a proxy, it is the SC-CMS Project Steering Committee member's responsibility to provide project background information to their proxy. The person standing in as a proxy for the SC-CMS

Project Steering Committee member will have the authority to make decisions and give approval on behalf of the absent committee member when needed.

- Formal motions will be presented for all decisions put to the committee.
- Each member's vote will be recorded in the meeting minutes.
- There will be a majority vote of all voting members present.
- A majority vote is enough to carry/pass a motion, provided at least one representative from each designated stakeholder group (SCJA, AWSCA, WSACC, and AOC) with authority to vote is present.

8 Committee Membership

As per the 2014 Legislative Proviso, voting membership on the SC-CMS Project Steering Committee will consist of two (2) Judges, two (2) Court Administrators, two (2) County Clerks, and two (2) AOC representatives.

Committee members must have the authority to make decisions and be committed to the success of the project. Judicial, clerk, or administrator members must serve in a superior court or county clerk office that has implemented or has committed to implement the statewide superior court case management vendor solution, Odyssey. It is recommended that representatives from the Pilot sites and Early Adopter sites be appointed to the SC-CMS Project Steering Committee.

The JISC approved two **non-voting** liaison members of the committee, one from the Courts of Limited Jurisdiction (CLJ) and one from the Washington Association of Juvenile Court Administrators (WAJCA) to ensure that communications and potential impacts to these two secondary stakeholder groups are communicated.

- One representative from the *Courts of Limited Jurisdiction (CLJ)*
- One representative from the *Washington Association of Juvenile Court Administrators (WAJCA)*

9 Roles and Responsibilities

The SC-CMS Project Steering Committee responsibilities include the following:

- Willingness to serve as project champions and leaders promoting the project to their association colleagues and other stakeholders.
- Open, honest, and respectful communication between committee members, sponsors, and project leadership.
- Commitment to resolving issues in a timely manner so as to not adversely affect the project schedule and implementation timeline.
- Provide strategic direction and decision support when necessary.
- Communicate SC-CMS Project Steering Committee decisions to the groups they represent.
- Monitor and review the project health at monthly committee meetings.

- Control scope as emergent issues require changes to be considered and, if necessary, recommend significant schedule changes to the original plan to the JISC for final approval.
- Actively support the project team's recommendation for funding and other resource requirements with association colleagues and legislators.
- Escalate significant scope, schedule or budget changes, and risk mitigation strategies to the Judicial Information System Committee (JISC) through the AOC's ISD CIO.
- Address any issues and risks identified by the external quality assurance vendor (Bluecrane, Inc.) in their monthly report that pose major scope, schedule, or budget implications for the project.
- Ensure project deliverables reasonably satisfy the business and technical needs at the local level.
- Continued stakeholder buy in of the vision and technology direction.
- Approve and ensure the availability of appropriate resources.
- Reconcile differences in opinion and approach and resolve disputes in a timely and constructive manner.
- Project sponsors may escalate issues or concerns directly to the JISC on behalf of AOC.
- Review and ensure the meeting minutes accurately reflect the decisions and discussions of the meeting, and provide feedback within three (3) business days of receiving meeting minutes if discrepancies or omissions are discovered.

The Project Manager will:

- Schedule the SC-CMS Project Steering Committee meetings.
- Prepare and conduct meetings according to the agendas.
- Ensure that all members are encouraged to provide input throughout the meetings.
- Ensure all motions and votes by each member are recorded and are accurately reflected in the meeting minutes.
- Mediate conflict.
- Approve finalized meeting minutes to be sent to meeting participants within the same work week, when possible, following the meeting for review and comment.
- Make appropriate updates to the meeting minutes based on participant feedback.

10 Meetings

A quorum consists of four (4) voting members.

Meeting Frequency

- Meetings will be scheduled monthly for the duration of the project, or more frequently if necessary.
- Remote access to attend via phone bridge and online access to view documents will be provided at all meetings.
- The duration of each meeting will depend on the complexity of the agenda items, with a goal not to exceed one (1) hour for typical meetings and not to exceed two (2) hours.
- Any ad-hoc participants brought to the meeting by the members to provide expert information on a process or subject will be identified in advance to ensure they are included on the agenda and receive meeting materials.
- Optional attendees on meeting schedule notices will be considered observers.

SC-CMS Project Steering Committee meeting participants will receive the following items at least one (1) full business day before a scheduled meeting:

- Agenda
- Minutes from the last meeting
- Other documents (if any) to be considered at the meeting

The SC-CMS Project Steering Committee meeting agenda will typically include:

- Project Management Update
- Issues, Risks, Policy-level decisions, if any
- Discussion of other documents to be considered, if any
- Next Steps
- Confirmation of date, time and venue for the next meeting
- Other items as needed

Special Meetings:

- Special meetings may be called by any voting member or the SC-CMS Project Manager, with (1) full business day's advance notice.

Appoint SC-CMS Project Steering Committee Nominees Recommended by the Respective Associations

Superior Court Judges' Association (SCJA) Nominees & Alternate

Judge Jeanette Dalton (Kitsap County)

Judge Gary B. Bashor (Cowlitz County)

Alternate: Judge Christine Schaller (Thurston County)

Association for Washington Superior Court Administrators (AWSCA) Nominees

Mr. Frank Maiocco (Kitsap County)

Ms. Brooke Powell (Island County)

Washington State Association of County Clerks (WSACC) Nominees

Mr. Mike Killian (Franklin County)

Ms. Barbara Christensen (Clallam County)

Administrative Office of the Courts (AOC)

Ms. Callie Dietz (State Court Administrator)

Ms. Vonnie Diseth (AOC Chief Information Officer / ISD Director)



MANAGEMENT CONSULTING
FOR
STATE AND LOCAL
GOVERNMENTS

QUALITY ASSURANCE (QA)

PROJECT OVERSIGHT

*INDEPENDENT VERIFICATION
AND VALIDATION (IV&V)*

PROJECT MANAGEMENT

RISK REDUCTION

TECHNOLOGY ALIGNMENT

**Quality
Assurance
Assessment**

for the
**State of
Washington**

**Administrative
Office of the
Courts (AOC)**

**SC-CMS
Project**

March 31, 2014

Prepared by
Bluecrane, Inc.



bluecrane [®]



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Part 1: Executive Summary and Assessment Dashboard

Executive Summary

This report provides the March 2014 quality assurance (QA) assessment by Bluecrane, Inc. (“bluecrane”) for the State of Washington Administrative Office of the Courts (AOC) Superior Court – Case Management System (SC-CMS) Project.

Our report is organized by assessments in the project areas of:

- Project Management and Sponsorship
- People
- Application
- Data
- Infrastructure

The budget risk that we raised in February (and January) is all but gone. In light of King County’s withdrawal in January, we identified a risk that funding for the SC-CMS Project could be significantly reduced or even withdrawn completely. We also noted the likelihood of project success could increase with the removal of King County – as long as funding was not affected. As of the end of March, the legislative budget includes full funding for the SC-SMS project.

With the project budget no longer in jeopardy, we raise three risks this month that rise to a level of concern noteworthy of Executive Sponsorship consideration. The first is a schedule risk that we have noted before and believe now is an increasing concern. The second and third are risks that we have raised before whose resolution has been delayed (appropriately) since the first of this year and the necessary focus on the reconstitution of project governance in light of the King County withdrawal. The three risks are:

- **Schedule risk.** The SC-CMS Project has dependencies on integration components that are being developed as part of the Information Networking Hub (INH) as well as two projects under the umbrella effort known as Commercial-off-the-Shelf Preparation (COTS Prep). To meet the pilot go-live date of May 2015, the construction of integration components and system modifications must be completed by November 1, 2014. In order to help ensure the tracking of the dependencies between AOC SC-CMS efforts, Tyler SC-CMS work, INH, and COTS Prep, it is necessary to have (1) project schedules for each individual project that are at a level of detail adequate to determine resource requirements to achieve timing commitments and (2) an integrated view of the schedules that provides a level of confidence that dependencies between and among the individual projects are being tracked and coordinated so that the overall combined efforts are on-track for timely completion.

While each project currently has a schedule, we are concerned that the amount of detail in some cases is not adequate to provide the level of confidence of timely completion that the Executive Sponsors should have. Moreover, an integrated view with tracking of the interdependencies between the various projects is missing.



To be clear, we are *not* advocating that all of the project schedules (AOC SC-CMS tasks, Tyler work, INH, COTS Prep, and possibly other related efforts) be combined into a single, monolithic schedule. Creating and maintaining such a schedule is not likely to produce results worth the effort required. What we are suggesting is that a single integrated view of key milestones (from each of the efforts) needs to be created and maintained, and frequent, regular management reviews of the integrated view need to be conducted. Creating and maintaining the single integrated view and providing the staff work for the regular reviews will require a dedicated resource who will require input from multiple sources in AOC. Establishing the initial mechanisms and reviews is likely to be a fairly intense effort that will become less so over time.

- **Application architecture risk.** The alternatives to implementing document management for the SC-CMS project have been narrowed to three, in addition to the option identified in the Tyler contract. These options are being vetted in the respective stakeholder associations. The document management options will be presented to the JISC in April.
- **County ancillary systems that duplicate the functionality of Odyssey.** The purchase by counties of products that provide the same functionality as Odyssey components results in duplicated functionality and costs, and needs to be addressed by AOC, and potentially, the JISC. AOC is developing a policy with regards to ancillary systems.



bluecrane QA Assessment Dashboard

Area of Assessment	Urgency	Jan 2014	Feb 2014	Mar 2014	Summary Status/Recommendations
Project Management and Sponsorship					
Governance	Urgent Consideration	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed	<p>Currently, AOC does not have a policy regarding the support of county ancillary systems that duplicate the functionality of AOC systems that are in the process of being implemented. The purchase by counties of products that provide the same functionality as Odyssey components duplicate functionality and costs. This is a risk that should be addressed by AOC, and potentially, the JISC.</p> <p>If counties or courts continue to implement custom-developed or purchased systems that have overlapping functionality with SC-CMS, then the scope, complexity, and cost of SC-CMS will almost certainly increase, adding risk to the project. Counties would bear not only the one-time implementation costs of the one-off, stand-alone software, but would have on-going maintenance costs for the software as well. Likewise, AOC would incur on-going maintenance costs for custom interfaces if one-off, stand-alone systems are implemented. Failure to mitigate this risk now with a defined policy and approach fosters a continuing high degree of uncertainty.</p> <p>AOC is developing an ancillary system policy that will provide guidance to counties on the implementation of software that provides overlapping functionality.</p>



Area of Assessment	Urgency	Jan 2014	Feb 2014	Mar 2014	Summary Status/Recommendations
Scope	Urgent Consideration	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed	<p>The risk of duplicated functionality (and associated costs) discussed above under Governance, has ramifications related to Scope as well. Replacement of these ancillary systems with SC-CMS functionality is an important aspect of the SC-CMS implementation in order to realize cost savings and improved reliability inherent in an integrated system. If counties continue to implement custom-developed or purchased systems that have overlapping functionality with SC-CMS, then the scope, complexity, and cost of the SC-CMS project will almost certainly increase, adding risk to the project.</p>
Schedule	Urgent Consideration	No Risk Identified	Risk Being Addressed	Risk Being Addressed	<p>The SC-CMS Project has dependencies on integration components that are being developed as part of the Information Networking Hub (INH) as well as two projects under the umbrella effort known as Commercial-off-the-Shelf Preparation (COTS Prep). To meet the pilot go-live date of May 2015, the construction of integration components and system modifications must be completed by November 1, 2014. In order to help ensure the tracking of the dependencies between AOC SC-CMS efforts, Tyler SC-CMS work, INH, and COTS Prep, it is necessary to have (1) project schedules for each individual project that are at a level of detail adequate to determine resource requirements to achieve timing commitments and (2) an integrated view of the schedules that provides a level of confidence that dependencies between and among the individual projects are being tracked and coordinated so that the overall combined efforts are on-track for timely completion.</p> <p>While each project currently has a schedule, we are concerned that the amount of detail in some cases is not adequate to provide the level of confidence of timely completion that the Executive Sponsors should have. Moreover, an integrated view with tracking of the interdependencies between the various projects is missing.</p>



Area of Assessment	Urgency	Jan 2014	Feb 2014	Mar 2014	Summary Status/Recommendations
Budget	Serious Consideration	Extreme Risk	Risk Being Addressed	Risk Being Addressed	The budget risk that we raised in February (and January) is all but gone. In light of King County's withdrawal in January, we identified a risk that funding for the SC-CMS Project could be significantly reduced or even withdrawn completely. We also noted the likelihood of project success could increase with the removal of King County – as long as funding was not affected. As of the end of March, the legislative budget includes full funding for the SC-SMS project.
Communication	N/A	No Risk Identified	No Risk Identified	No Risk Identified	The project utilizes several approaches to communicate information to project stakeholders. Project status is communicated to AOC management, project team members, and other AOC stakeholders in multiple weekly meetings. Project Steering Committee Meetings are conducted weekly. Information is provided to representatives of the Judges, Clerks, and Administrators associations who pass information to the association members through their normal communication paths.
Staffing and Project Facilities	N/A	No Risk Identified	No Risk Identified	No Risk Identified	Details of the work required to construct, test, and deploy the Information Networking Hub components are being defined and resources to complete the work are being estimated. Based on the results of the estimates, additional resources may be required to complete the integration work to meet the scheduled start of end-to-end testing on November 1, 2014.
Change Management	N/A	No Risk Identified	No Risk Identified	No Risk Identified	The scope and budget have been baselined.
Risk Management	N/A	No Risk Identified	No Risk Identified	No Risk Identified	Consistent with the Risk Management Plan, the project is identifying and managing risks.
Issue Management	N/A	No Risk Identified	No Risk Identified	No Risk Identified	Consistent with the Issue Management Plan, the project team is identifying and tracking issues.



Area of Assessment	Urgency	Jan 2014	Feb 2014	Mar 2014	Summary Status/Recommendations
Quality Management	N/A	No Risk Identified	No Risk Identified	No Risk Identified	The project team has developed a Quality Management Plan.
People					
Stakeholder Engagement	N/A	No Risk Identified	No Risk Identified	No Risk Identified	Stakeholder engagement and organizational change management activities are underway. Thurston and Lewis counties have been selected to participate in the project as “pilot sites”. Yakima, Klickitat, Benton, Franklin, and Walla Walla were selected as “early adopter” counties
Business Processes/ System Functionality	N/A	No Risk Identified	No Risk Identified	No Risk Identified	Process flows that represent the current state of court business processes have been developed and reviewed by the CUWG. The business processes will be utilized configuration activities to identify how Washington courts processes will be supported by Odyssey.
Vendor Procurement	N/A	No Risk Identified	No Risk Identified	No Risk Identified	A vendor procurement is being considered for additional SC-CMS technical resources to develop modifications to the AOC <i>case data</i> integration components. Similarly, a separate procurement is being underway for additional Information Networking Hub (INH) technical resources to develop modifications to the AOC <i>party data</i> integration components.
Contract Management / Deliverables Management	N/A	No Risk Identified	No Risk Identified	No Risk Identified	The list and schedule of vendor deliverables are identified in the Tyler contract and are being managed by the project team.



Area of Assessment	Urgency	Jan 2014	Feb 2014	Mar 2014	Summary Status/Recommendations
Application					
Application Architecture	Urgent Consideration	Risk	Risk	Risk Being Addressed	Four alternatives for the implementation of document management in SC-CMS that will meet the clerk's requirements were developed in February and presented to representatives of the county clerks in March. One option is to use the Odyssey document management functionality and another is to require existing, third-party document management solutions to be accessible within Odyssey via a "link." The first option can be implemented with existing Odyssey functionality. The integration with third-party document management solutions will cost an additional \$150,000. The project will present the options to judges and administrators on April 17. The options will be presented to the JISC in April.
Requirements Management	N/A	No Risk Identified	No Risk Identified	No Risk Identified	The CBO and CUWG will document Use Cases for the To-Be processes as needed.
Application Interfaces	N/A	No Risk Identified	No Risk Identified	No Risk Identified	The Information Networking Hub (INH) and COTS-Prep Application projects have been defining and preparing AOC interfaces using SC-CMS information that was available prior to the selection of Tyler as the SC-CMS vendor. Further definition of the interfaces started in November, 2013 with a series of integration sessions that resulted in design details for the integration at of Odyssey with AOC and local county systems. AOC and Tyler will collaborate on a collection of translation components that will be constructed to facilitate the transfer of data between the SC-CMS Odyssey system and the AOC legacy systems.



Area of Assessment	Urgency	Jan 2014	Feb 2014	Mar 2014	Summary Status/Recommendations
Data					
Data Preparation	N/A	No Risk Identified	No Risk Identified	No Risk Identified	The AOC Data Quality Coordinator will coordinate preparation of data in AOC and local court applications. One of the activities is the development of a data profiling report which will identify anomalies in data stored in JIS.
Data Conversion	N/A	No Risk Identified	No Risk Identified	No Risk Identified	Conversion extracts for Thurston and Lewis counties were executed to allow Tyler to begin data analysis. The first data load is planned for June when conversion and application testing begins.
Infrastructure					
Statewide Infrastructure	N/A	No Risk Identified	No Risk Identified	No Risk Identified	The statewide sever infrastructure was installed in the AOC data center in November ahead of schedule.
Local Infrastructure	N/A	Not Started	Not Started	Not Started	This activity has not yet started.



Part 2: Review of *bluecrane* Approach

We began our Quality Assurance engagement for the AOC SC-CMS Project by developing an understanding of the project at a macro level. We started by analyzing the following five “Project Areas”:

- ***Project Management and Sponsorship***
- ***People***
- ***Application***
- ***Data***
- ***Infrastructure***

It is not our practice to duplicate Project Management activities by following and analyzing each task and each deliverable that our clients are tracking in their project management software (such as Microsoft Project). Rather, we identify those groups of tasks and deliverables that are key “signposts” in the project. While there are numerous tasks that may slip a few days or even weeks, get rescheduled, and not have a major impact on the project, there are always a number of significant “task groups” and deliverables which should be tracked over time because any risk to those items – in terms of schedule, scope, or cost – have a potentially significant impact on project success.

We de-compose the five Project Areas listed above into the next lower level of our assessment taxonomy. We refer to this next lower level as the “area of assessment” level. The list of areas of assessment grows over the life of the project. The following list is provided as an example of typical areas of assessment:

- ***Project Management and Sponsorship***
 - Governance
 - Scope
 - Schedule
 - Budget
 - Communication
 - Staffing and Project Facilities
 - Change Management
 - Risk Management
 - Issue Management
 - Quality Management
- ***People***
 - Stakeholder Engagement
 - Business Processes/System Functionality



- Vendor Procurement
- Contract Management/Deliverables Management
- Training and Training Facilities
- Local Court Preparation
- User Support
- **Application**
 - Application Architecture
 - Requirements Management
 - Implementation
 - Application Interfaces
 - Application Infrastructure
 - Reporting
 - Testing
 - Tools
- **Data**
 - Data Preparation
 - Data Conversion
 - Data Security
- **Infrastructure**
 - Statewide Infrastructure
 - Local Infrastructure
 - Technical Help Desk

For each area of assessment within a Project Area, we document in our QA Dashboard our observations, any issues and/or risks that we have assessed, and our recommendations. For each area we assess activities in the following three stages of delivery:

- **Planning** – is the project doing an acceptable level of planning?
- **Executing** – assuming adequate planning has been done, is the project performing tasks in alignment with the plans the project has established?
- **Results** – are the expected results being realized? (A project that does a good job of planning and executing those plans, but does not realize the results expected by stakeholders, is a less than successful project. Ultimately, *results are what the project is all about!*)



Assessed status is rated at a macro-level using the scale shown in the table below.

Assessed Status	Meaning
Extreme Risk	Extreme Risk: a risk that project management must address or the entire project is at risk of failure; these risks are “show-stoppers”
Risk	Risk: a risk that is significant enough to merit management attention but not one that is deemed a “show-stopper”
Risk Being Addressed	Risk Being Addressed: a risk item in this category is one that was formerly red or yellow, but in our opinion, is now being addressed adequately and should be reviewed at the next assessment with an expectation that this item becomes green at that time
No Identified Risk	No Risk: “All Systems Go” for this item
Not Started	Not Started: this particular item has not started yet or is not yet assessed
Completed or Not Applicable	Completed/Not Applicable: this particular item has been completed or has been deemed “not applicable” but remains a part of the assessment for traceability purposes.

We recognize that simultaneously addressing all risk areas identified at any given time is a daunting task – and not advisable. Therefore, we prioritize risk items in our monthly reports as:

1. Very Urgent Consideration
2. Urgent Consideration
3. Serious Consideration

Given the current phase of the SC-CMS Project, these priorities translate to:

1. Very Urgent Consideration – Potential Impact to Configuration of the System
2. Urgent Consideration – Potential Impact to Project’s Readiness for Implementation
3. Serious Consideration – Potential Impact to the Successful Management of the Project



Rating risks at the macro-level using the assessed status and urgency scales described above provides a method for creating a snapshot that project personnel and executive management can review quickly, getting an immediate sense of project risks. The macro-level ratings are further refined by describing in detail what the risk/issue is and what remedial actions are being taken/should be taken to address the risk/issue. The result is a framework for AOC SC-CMS management to evaluate project risks – in terms of business objectives and traditional project management tasks.

We summarize the *bluecrane* QA Dashboard in Part 1 of our monthly report for review with client executives and project management. Part 3 of our monthly report provides the detailed QA Dashboard with all of the elements described above.



Part 3: *bluecrane* Detailed Assessment Report for March 2014

<i>bluecrane</i> Quality Assurance Dashboard for the Washington AOC SC-CMS Project	
Project Area Summary	
Project Area	Highest Level of Assessed Risk
Project Management and Sponsorship	Risk Being Addressed
People	No Risk Identified
Application	Risk Being Addressed
Data	No Risk Identified
Infrastructure	No Risk Identified



Category:	Project Management and Sponsorship	Jan 2014	Feb 2014	Mar 2014
Area of Assessment:	Governance	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed
Urgency:	Urgent Consideration			

Observation/Risk: Currently, AOC does not have a policy regarding the support of county ancillary systems that duplicate the functionality of AOC systems that are in the process of being implemented. The purchase by counties of products that provide the same functionality as Odyssey components duplicates functionality and costs. This is a risk that should be addressed by AOC, and potentially, the JISC.

Risk/Impact: If counties or courts continue to implement custom-developed or purchased systems that have overlapping functionality with SC-CMS, then the scope, complexity, and cost of SC-CMS will almost certainly increase, adding risk to the project. Counties would bear not only the one-time implementation costs of the one-off, stand-alone software, but would have on-going maintenance costs for the software as well. Likewise, AOC would incur on-going maintenance costs for custom interfaces if one-off, stand-alone systems are implemented. Failure to mitigate this risk now with a defined policy and approach fosters a continuing high degree of uncertainty.

Recommendation: AOC and/or the JISC should adopt a policy regarding the implementation of ancillary systems by counties that provide duplicative functionality of systems being implemented by AOC. Existing policies should be reviewed to see if modification of a current policy would provide the necessary guidance for counties. If an existing policy cannot be modified, then a new policy should be adopted to outline the AOC support guidelines for county systems.

Status: AOC is developing an ancillary system policy that will provide guidance to counties on the implementation of software that provides overlapping functionality. This work was postponed in March to address other project issues.



Category:	Project Management and Sponsorship	Jan 2014	Feb 2014	Mar 2014
Area of Assessment:	Scope	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed
Urgency:	Urgent Consideration			

Observation/Risk 1: The scope of the SC-CMS project is established in the SC-CMS RFP requirements and deliverables as established by the SC-CMS contract with Tyler Technologies. The risk of duplicated functionality (and associated costs) discussed above under Governance has ramifications related to project scope as well.

Risk/Impact: Over time, several Washington counties have implemented ancillary systems to supplement the lack of functionality in the legacy systems that SC-CMS will replace. Replacement of these ancillary systems with SC-CMS functionality is an important aspect of the SC-CMS implementation in order to realize cost savings and improved reliability inherent in an integrated system. If counties continue to implement custom-developed or purchased systems that have overlapping functionality with SC-CMS, then the scope, complexity, and cost of the SC-CMS project will almost certainly increase, adding risk to the project. Duration of the project may also have to be extended. Counties will bear not only the one-time implementation costs of the one-off, stand-alone software, but will have on-going maintenance costs for the software. Likewise, AOC will incur on-going maintenance costs for custom interfaces if one-off, stand-alone systems are implemented.

Recommendation: AOC should work with counties to help them understand the capabilities of Odyssey components, including SessionWorks Judges Edition and the functionality, integration, and cost advantages of using Odyssey components.

Status: AOC is developing an ancillary system policy that would provide guidance to counties on the implementation of software that provides overlapping functionality.

Observation 2: Project scope was increased during contract negotiations with the inclusion of Odyssey document management, financial management, and e-filing modules in the SC-CMS implementation. AOC had planned for resources to implement and support the SC-CMS project based on the scope currently defined in the SC-CMS RFP. These additional modules will increase the resources required to complete the project successfully. The planning for resources to support the additional scope is underway. (See Staffing and Project Facilities below.)



Category:	Project Management and Sponsorship	Jan 2014	Feb 2014	Mar 2014
Area of Assessment:	Schedule	No Risk Identified	Risk Being Addressed	Risk Being Addressed
Urgency:	Urgent Consideration			

Observation/Risk: The SC-CMS Project has dependencies on integration components that are being developed as part of the Information Networking Hub (INH) as well as two projects under the umbrella effort known as Commercial-off-the-Shelf Preparation (COTS Prep). To meet the pilot go-live date of May 2015, the construction of integration components and system modifications must be completed by November 1, 2014. In order to help ensure the tracking of the dependencies between AOC SC-CMS efforts, Tyler SC-CMS work, INH, and COTS Prep, it is necessary to have (1) project schedules for each individual project that are at a level of detail adequate to determine resource requirements to achieve timing commitments and (2) an integrated view of the schedules that provides a level of confidence that dependencies between and among the individual projects are being tracked and coordinated so that the overall combined efforts are on-track for timely completion.

Impact: Because the SC-CMS has significant dependencies on the successful completion of the integration components noted above, a delay in the completion of those components could result in a delay of the SC-CMS pilot go-live date.

Recommendation: The SC-CMS, INH, and COTS-Prep projects should complete detailed estimates of the development and implementation effort and use the estimates to produce detailed project schedules. A detailed list of the tasks to complete the project work will allow AOC to determine the resource requirements necessary to complete the work on schedule and provide a detailed tracking capability to closely monitor progress of project activities. One method of providing focused monitoring of the schedules is to assign a dedicated schedule management resource to maintain the respective schedules and interdependencies between the schedules. The schedule manager would have intimate knowledge of the status of near term project activities and overall knowledge of the detailed tasks needed to meet the pilot county schedule.

To be clear, we are *not* advocating that all of the project schedules (AOC SC-CMS tasks, Tyler work, INH, COTS Prep, and possibly other related efforts) be combined into a single, monolithic schedule. Creating and maintaining such a schedule is not likely to produce results worth the effort required. What we are suggesting is that (in addition to developing detailed schedules for each project) a single integrated view of key milestones (from each of the efforts) needs to be created and maintained, and frequent, regular management reviews of the integrated view need to be conducted.

Status: While each project currently has a schedule, we are concerned that the amount of detail in some cases is not adequate to provide the level of confidence of timely completion that the Executive Sponsors should have. Moreover, an integrated view with tracking of the interdependencies between the various projects is missing.



Category:	Project Management and Sponsorship	Jan 2014	Feb 2014	Mar 2014
Area of Assessment:	Budget	Extreme Risk	Risk Being Addressed	Risk Being Addressed
Urgency:	Serious Consideration			

Observation/Risk 1 – Withdrawal of King County: In late January, King County announced their withdrawal from the SC-CMS project. At that time, we identified a risk that funding for the SC-CMS Project could be significantly reduced or even withdrawn completely. We also noted the likelihood of project success could increase with the removal of King County – as long as funding was not affected. As of the end of March, the legislative budget includes full funding for the SC-SMS project.

Status: The budget risk that we raised in February (and January) is all but gone.

Observation/Risk 2 Local Costs: Discussions are underway to determine the level of AOC support for local preparation and implementation costs. A list of potential categories of costs has been developed. The SC-CMS Feasibility Study estimated the costs for local preparation and implementation costs to be approximately \$1.9 million dollars, and this amount of funding has been allocated to the project budget over the implementation timeframe. Estimating local implementation costs is difficult because of varying county needs. Although it is reasonable for counties to receive some assistance in implementation costs, it is also reasonable that counties would incur some of the preparation and implementation costs based on the benefit that they will derive from the implementation since the software license fees and overall implementation costs for the statewide system are being waived for all counties.

Impact: If a decision is made to fund the local costs that exceed the \$1.9 million currently allocated for local implementation, then additional funding will have to be transferred from elsewhere such as reduction of SC-CMS scope, additional appropriation from the legislature, or reduction of funding for other AOC projects.

Recommendation: The alternatives for resolving this issue should be documented with an analysis of advantages and disadvantages, impacts, and costs from both a local and statewide perspective. This analysis should include the likelihood of each alternative being implemented. For example, although reduction of SC-CMS scope may be an alternative, the likelihood of being able to reduce scope may be low. The project team should develop a recommendation and vet the decision through the SC-CMS governance structure. It is important to adopt an approach soon in order to reduce the uncertainty of future costs (and likely ripple effects to SC-CMS scope and timeline) that not addressing this risk perpetuates.



Status: The SC-CMS Steering Committee reached agreement on cost categories in December, and there was further discussion of estimated costs associated with each category in the January Steering Committee meetings. Further analysis was scheduled to be performed in February to estimate county costs associated with the cost categories, including estimating the number of county systems that require conversion and the cost for typical conversions. However, efforts to resolve the local costs issue was postponed to focus on the King County withdrawal issue. The soon-to-be reformed SC-CMS Steering Committee will continue work on this issue following the approval of the Steering Committee restructuring by the JISC.



Category:	Project Management and Sponsorship	Jan 2014	Feb 2014	Mar 2014
Area of Assessment:	Project Communications	No Risk Identified	No Risk Identified	No Risk Identified
Urgency:	N/A			

Observation: The project utilizes several approaches to communicate information to project stakeholders. Project status is communicated to AOC management, project team members, and other AOC stakeholders in multiple weekly meetings. Project Steering Committee Meetings are conducted weekly. Information is provided to representatives of the Judges, Clerks, and Administrators associations who pass information to the association members through their normal communication paths.

Status: The SC-CMS project publishes a monthly internal status report, and Tyler provides a monthly status report as well.

Recommendation: Although there are multiple approaches to communicating project status and organizational change management information, it would be advisable for the project to conduct periodic surveys to determine the effectiveness of the various forms of communication being utilized. Effectiveness could be measured by gauging the project-related knowledge of internal and external stakeholders at all levels. Based on the results of surveys, approaches to project communications can be revised. Some approaches may be eliminated if they are found to be ineffective, or supplemental communications may be necessary to augment the current forms of communications.



Category:	Project Management and Sponsorship	Jan 2014	Feb 2014	Mar 2014
Area of Assessment:	Staffing and Project Facilities	No Risk Identified	No Risk Identified	No Risk Identified
Urgency:	N/A	No Risk Identified	No Risk Identified	No Risk Identified

Observation 1 Integration Staffing: As identified in the Application Interfaces area, a set of integration components is being developed as part of the Information Networking Hub. Details of the work required to construct, test, and deploy the components are being defined and resources to complete the work are being estimated. Based on the results of the estimates, additional resources may be required to complete the integration work to meet the scheduled start of end-to-end testing on November 1, 2014. The INH Project has started a procurement to hire an additional developer resource for the project.

Observation 2 Project and SME Staffing:

The Project Staff Log is used to track current and planned staffing assignments. All staff needed for this timeframe are in place. The remainder of the technical team positions in support of the SC-CMS integrations are currently being planned to be filled starting in March.

The Configuration Plan identifies roles for AOC Subject Matter Experts (SMEs) and Local SMEs. The AOC SMEs have been identified. Pilot SMEs have been identified.

Category:	Project Management and Sponsorship	Jan 2014	Feb 2014	Mar 2014
Area of Assessment:	Change Management	No Risk Identified	No Risk Identified	No Risk Identified
Urgency:	N/A	No Risk Identified	No Risk Identified	No Risk Identified

Observation: The scope and budget have been baselined. All requests for changes to scope or budget will go through the SC-CMS change management process.



Category:	Project Management and Sponsorship	Jan 2014	Feb 2014	Mar 2014
Area of Assessment:	Risk Management	No Risk Identified	No Risk Identified	No Risk Identified
Urgency:	N/A			

Observation: Consistent with the Risk Management Plan, the project is identifying and managing risks.

Category:	Project Management and Sponsorship	Jan 2014	Feb 2014	Mar 2014
Area of Assessment:	Issue Management	No Risk Identified	No Risk Identified	No Risk Identified
Urgency:	N/A			

Observation: Consistent with the Issue Management Plan, the project team is identifying and tracking issues.

Category:	Project Management and Sponsorship	Jan 2014	Feb 2014	Mar 2014
Area of Assessment:	Quality Management	No Risk Identified	No Risk Identified	No Risk Identified
Urgency:	N/A			

Observation: The project team has developed a Quality Management Plan.



Category:	People	Jan 2014	Feb 2014	Mar 2014
Area of Assessment:	Stakeholder Engagement	No Risk Identified	No Risk Identified	No Risk Identified
Urgency:	N/A	No Risk Identified	No Risk Identified	No Risk Identified

Observation: Stakeholder engagement and organizational change management activities are underway. Thurston and Lewis counties have been selected to participate in the project as “pilot sites”. Yakima, Klickitat, Benton, Franklin, and Walla Walla were selected as “early adopter” counties in December. Counties selected as an “early adopter” will implement the solution after the pilot counties have been implemented.

Category:	People	Jan 2014	Feb 2014	Mar 2014
Area of Assessment:	Business Processes / System Functionality	No Risk Identified	No Risk Identified	No Risk Identified
Urgency:	N/A	No Risk Identified	No Risk Identified	No Risk Identified

Observation: Process flows that represent the current state of court business processes have been developed and reviewed by the CUWG. The business processes will be utilized configuration activities to identify how Washington courts processes will be supported by Odyssey.



Category:	People	Jan 2014	Feb 2014	Mar 2014
Area of Assessment:	Vendor Procurement	No Risk Identified	No Risk Identified	No Risk Identified
Urgency:	N/A	No Risk Identified	No Risk Identified	No Risk Identified

Observation: Additional SC-CMS technical resources are being considered to develop modifications to the AOC *case data* integration components. Similarly, a vendor procurement is underway for additional Information Networking Hub (INH) technical resources to develop modifications to the AOC *party data* integration components.

Category:	People	Jan 2014	Feb 2014	Mar 2014
Area of Assessment:	Contract Management / Deliverables Management	No Risk Identified	No Risk Identified	No Risk Identified
Urgency:	N/A	No Risk Identified	No Risk Identified	No Risk Identified

Observation/Risk: The list and schedule of vendor deliverables are identified in the Tyler contract and are being managed by the project team.



Category:	Application	Jan 2014	Feb 2014	Mar 2014
Area of Assessment:	Application Architecture	Risk	Risk	Risk Being Addressed
Urgency:	Urgent Consideration			

Observation/Risk: In the past several months, county clerks have expressed concerns with using the integrated Odyssey document management solution that the State is offering through the SC-CMS Project.

Impact: If the clerks do not use Odyssey to store copies of documents, then there will be additional costs to integrate third-party document management solutions. The integration of third-party solutions introduces additional risks (technical, schedule, and scope) to the SC-CMS Project.

Status: Four alternatives for the implementation of document management in SC-CMS that will meet the clerk’s requirements were developed in February and presented to representatives of the county clerks in March. One option is to use the Odyssey document management functionality and another is to require existing, third-party document management solutions to be accessible within Odyssey via a “link.” The first option can be implemented with existing Odyssey functionality. The integration with third-party document management solutions will cost an additional \$150,000. The project will present the options to judges and administrators on April 17. The options will be presented to the JISC in April.



Category:	Application	Jan 2014	Feb 2014	Mar 2014
Area of Assessment:	Requirements Management	No Risk Identified	No Risk Identified	No Risk Identified
Urgency:	N/A			

Observation: The project’s business analysts have loaded the SC-CMS requirements into the Rational Requirements Composer (RRC) requirements management tool that is being used to document requirements and for traceability. The CBO and CUWG will document Use Cases for the To-Be processes as needed.

Category:	Application	Jan 2014	Feb 2014	Mar 2014
Area of Assessment:	Application Interfaces	No Risk Identified	No Risk Identified	No Risk Identified
Urgency:	N/A			

Observation: The Information Networking Hub (INH) and COTS-Prep Application projects have been defining and preparing AOC interfaces using SC-CMS information that was available prior to the selection of Tyler as the SC-CMS vendor. Further definition of the interfaces started in November, 2013 with a series of integration sessions that resulted in design details for the integration of Odyssey with AOC and local county systems. AOC and Tyler will collaborate on a collection of translation components that will be constructed to facilitate the transfer of data between the SC-CMS Odyssey system and the AOC legacy systems.



Category:	Data	Jan 2014	Feb 2014	Mar 2014
Area of Assessment:	Data Preparation	No Risk Identified	No Risk Identified	No Risk Identified
Urgency:	N/A	No Risk Identified	No Risk Identified	No Risk Identified

Observation: The AOC Data Quality Coordinator will coordinate preparation of data in AOC and local court applications. One of the activities is the development of a data profiling report which will identify anomalies in data stored in JIS. The AOC System Support Technician will prepare and extract SCOMIS data for each superior court and county clerk office in the format that Tyler can import into Odyssey.

Category:	Data	Jan 2014	Feb 2014	Mar 2014
Area of Assessment:	Data Conversion	No Risk Identified	No Risk Identified	No Risk Identified
Urgency:	N/A	No Risk Identified	No Risk Identified	No Risk Identified

Observation: Conversion extracts for Thurston and Lewis counties were executed to allow Tyler to begin data analysis. The first data load is planned for June when conversion testing begins.



Category:	Infrastructure	Jan 2014	Feb 2014	Mar 2014
Area of Assessment:	Statewide Infrastructure	No Risk Identified	No Risk Identified	No Risk Identified
Urgency:	N/A			

Observation: The server infrastructure for the test and conversion environments was installed in the AOC data center in November ahead of schedule.

Category:	Infrastructure	Jan 2014	Feb 2014	Mar 2014
Area of Assessment:	Local Infrastructure	Not Started	Not Started	Not Started
Urgency:	N/A			

Observation: This activity has not yet started.

Court of Limited Jurisdiction Case Management System (CLJ-CMS)

Project Update

Mike Walsh - Project Manager

April 25, 2014

Recent Activities

Creation of Project Charter

- Appointment of project manager
- Establishes project goals and objectives
- Commitment of AOC Core Project Team
- Provides a high level project plan

Creation of Project Steering Committee Charter

- Establishes project oversight expectations
- Describes committee roles and responsibilities
- Identifies committee membership

Recent Activities continued

Creation of CLJ Court User Work Group (CUWG) Charter

- Describes purpose
- Establish guiding principles
- Establish membership, commitment, expectations, roles and responsibilities

Project Overview

- Planning the project
- Gathering business requirements
- Determining a procurement strategy

Planning the project

- Project management planning such as:
 - Requirements Management Plan
 - Staffing Plan
 - Governance Plan
 - Communication Plan
 - Change, Risk, and Issues Management Plans
 - Schedule
- Project team formation
- Logistics and team preparation for requirements gathering sessions
- Target July 2014 for start of monthly CUWG meetings
 - dependent on AOC's project team readiness

Requirements Phase

- It's important to have good requirements because they:
 - Are the primary method for communicating the needs of the business
 - Ensure that solutions are designed to meet the business needs
 - Articulate the problems we're trying to solve
 - Get input from stakeholders about their processes
 - Develop criteria for evaluating different COTS products in the market space
- Requirements gathering starts with the previously collected CLJ requirements inventory
 - Functionally not much has changed so re-validating is the first step

Requirements – Baseline Current State

- Acknowledge how things are done today
- Establish a common set of processes from the statewide perspective
- Identify process variability between courts
- Consider efficiencies and deficiencies of the business processes of the current system
- Identify integration touch points and their purpose
- Identify opportunities to change, improve, and standardize processes
- Examine currently produced reports for relevancy
- Collaborate, validate, and document

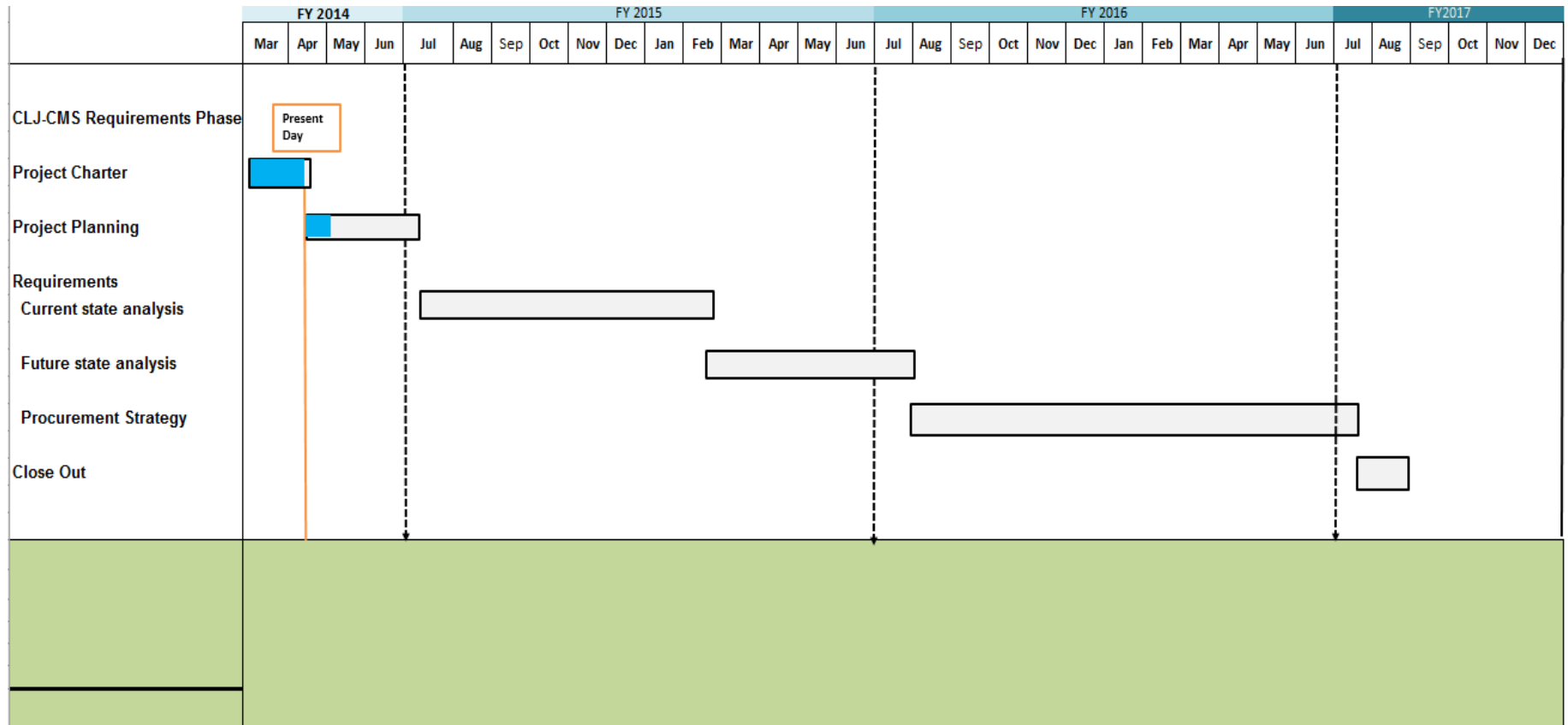
Requirements – Set future state expectations

- Determine the target or desired outcomes
- Rate the performance of current processes
- Decide the course of action as redesign, standardize, or streamline
- Standardize the processes when and where possible
- Transform functionality from “how it is” to “how it should be”
- Prepare the court community for change

Procurement Strategy

- Determine sole source versus competitive procurement
- Develop a schedule based on the procurement decision
- Deliver a procurement plan to include:
 - Governance
 - Evaluation team
 - Contract negotiation team

Schedule



Active Project Risks

Low Urgency	Medium Urgency	High Urgency	Closed
0	0	1	0

High Urgency Risk Status

Issue	Urgency/Impact	Action
The CLJs of the state do not share a single vision of what services AOC should provide on a state-wide basis	High/Med	<ul style="list-style-type: none"> The project will identify the standard data elements required for data exchanges

Next Steps

Milestone	Date
Complete new staff hires and project team formation	June 2014
Finalize project planning	July 2014
Complete team training for requirements gathering and meeting facilitation	July 2014
Start monthly CUWG meetings	July 2014
Submit decision package request to the Supreme Court Budget Committee	July 2014

Decision Point

Judicial Information System Committee Meeting, April 25, 2014

DECISION POINT – Courts of Limited Jurisdiction Case Management System (CLJ-CMS) - Project Charters and Appointment of Steering Committee Members

MOTIONS:

1. I move that the JISC approve the Project Charter, the Project Steering Committee Charter, and the Court User Workgroup Charter for the Courts of Limited Jurisdiction Case Management System Project.
2. I move that the JISC approve the CLJ-CMS Project Steering Committee members nominated by the DMCJA, DMCMA, and MCA.

I. BACKGROUND

On July 8, 2011, the District and Municipal Court Management Association (DMCMA) submitted a request for a new CLJ case management system (CMS), ITG Request 102. The DMCMA President also sent a letter to the JISC Chair requesting that the JISC allocate resources for a new case management system.

On November 16, 2011, the District and Municipal Court Judges' Association (DMCJA) President sent a letter to the JISC Chair and Vice-Chair supporting the DMCMA request for a CLJ case management system.

On February 8, 2013, AOC leadership met with the DMCJA Board of Governors, which expressed concerns about the timeline and available funding to work on a CLJ case management system. AOC agreed that business requirements gathering could start in 2014, subject to funding and staff availability.

On March 14, 2013, the DMCMA President wrote a letter to the State Court Administrator expressing DMCMA's commitment to support a commercial off-the-shelf (COTS) CLJ case management system, with the understanding that courts of limited jurisdiction could begin developing business and technical requirements in late 2013 or early 2014, subject to funding and staff availability.

In April, 2013, the Misdemeanant Corrections Association (MCA) made IT Governance Request 174 for a CLJ Probation Case Management System. On September 9, 2013, the CLJ Court Level User Group unanimously recommended including the request in the scope of the CLJ CMS project.

On April 24, 2013, the DMCJA President wrote a letter to the State Court Administrator indicating that the DMCJA Board of Governors had prioritized support of a new CLJ case management system, and authorized support of a COTS system, allowing AOC to bypass the traditional feasibility study and speeding up its ability to provide a new case management system.

In November, 2013, AOC and the presidents of the DMCJA and DMCMA became aware that a number of limited jurisdiction courts were considering acquiring their own case management systems. The presidents sent a joint letter to their members indicating their joint support for making a statewide case management system a priority, and asking courts considering or planning to acquire their own systems to attend a meeting to discuss a strategy for working together toward a statewide CLJ case management system. That meeting was held January 24, 2014.

On February 28, 2014, the JISC made IT Governance Request 102, the CLJ Case Management System, JISC Priority 4, the top priority request for courts of limited jurisdiction on the JISC priority list.

II. DISCUSSION

Replacing a major legacy system is a multi-year effort and a multi-million dollar investment, which begins with the gathering of the business requirements for the courts. The initial phase of the project includes the development of the project's governance structure, including the development of charters and the creation of the governance groups.

The Project Charter is necessary to establish project objectives, scope, organization, and roles and responsibilities. The Steering Committee Charter establishes project oversight expectations, committee membership, roles and responsibilities, and decision process. The Court User Workgroup Charter establishes the purpose, membership, expectations, and decision making and escalation process.

These charters are necessary to establish delegation from the project stakeholders to the appointed project manager.

III. OUTCOME IF NOT PASSED –

If the JISC does not approve the CLJ-CMS charters, the project will be unable to proceed to the business requirements gathering phase. It is critical to the success of any project that the charter concepts be agreed to and resources committed before work gets underway.



WASHINGTON
COURTS

Administrative Office of the Courts

Project Charter for Courts of Limited Jurisdiction Case Management Project

ITG-102

Authored By: Michael Walsh
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Email: Michael.walsh@courts.wa.gov
Address
Date: April 8, 2014

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Document History

Author	Version	Date	Comments
M.Walsh	.1	1/13/2014	
	.2	2/7/2014	Updated roles and responsibilities
	.3	3/6/2014	Rewrite project overview section, prep for internal team review.
M. Walsh	.4	3/25/2014	Added Justice Fairhurst as signatory Added responsibility bullet item for Project Sponsor roles and responsibilities
M. Walsh	1.0	3/25/2014	For Associations review
	2.0	4/9/2014	Ready for JISC review and approval

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A. General Information

Project Name:	Courts of Limited Jurisdiction (CLJ) Case Management System Project (CLJ CMS)	Creation Date:	1/2/2014
Controlling Agency:	AOC	Revision Date:	
Prepared by:	Michael Walsh	Authorized by:	Callie Dietz Vonnie Diseth
Project Manager:	Michael Walsh		Dirk Marler

Key Stakeholders:

- AOC Senior Management
- AOC Management and Staff
- District and Municipal Court Judges' Association (DMCJA)
- District and Municipal Court Management Association (DMCMA)
- Judicial Information Steering Committee (JISC)
- Misdemeanant Corrections Association (MCA)

B. Project Overview

Under the leadership of the Judicial Information System (JIS) Committee, the Administrative Office of the Courts operates the statewide information network that supports the daily operations of the courts. It also serves as the statewide database for criminal history information, which provides critical public safety information to courts and partner criminal justice agencies. JIS clients include judicial officers, clerks, court managers, local law enforcement, prosecutors, defense attorneys, the Washington State Patrol, Department of Corrections, Department of Licensing, Sentencing Guidelines Commission, and the Secretary of State.

The 258 courts of limited jurisdiction in Washington are the workhorses of the judicial system, processing more than 18 million transactions a month, approximately 87% of the state's caseload.

The existing case management and accounting system used by district and municipal courts is aging 1980's technology that no longer meets the business needs of the courts and their criminal justice partners. With ever increasing workloads and shrinking budgets, courts of limited jurisdiction are in dire need of a modern case management system that can keep pace with the needs of today's courts to fairly and efficiently administer justice for the public.

Some cities and counties that have the resources are considering implementing their own systems. The loss of comprehensive criminal history information statewide can have a

significant impact on public safety around the state. As more courts move off of the statewide court case management system, less and less information about defendants is easily accessible to judicial decision makers and criminal justice partners.

Replacing a major legacy system is a multi-year effort and a multi-million dollar investment, which begins with the gathering of the business requirements for the courts.

Purpose

AOC will work with court customers to gather the business and technical requirements and develop an procurement plan for a commercial off-the-shelf (COTS) case management system.

C. Project Objectives

This project will meet the following objectives:

- Objective 1. Assemble cross-functional representation from the Courts of Limited Jurisdiction (CLJ) to support the governance groups (i.e., Steering Committee, Court User Work Group) that are needed for the project.
- Objective 2. Organize the work through the use of project management best practices to include all phases of the project (Initiation, Planning, Execution, Monitoring and Controlling, and Project Closure).
- Objective 3. Analyze and document the CLJ's current processes.
- Objective 4. Transform current state processes to future state processes to be used for evaluating COTS solutions and as specifications for implementing and deploying a statewide case management system.
- Objective 5. Create a complete, accurate and high quality procurement and evaluation process that represents the AOC and CLJ's business needs and technical requirements.
- Objective 6. Communicate effectively with the stakeholder community to prepare for their roles.

D. Project Scope

The scope of this project includes and excludes the following items:

In Scope

- Organization of a Court User Work Group (CUWG) that will make decisions regarding the court processes for implementing and deploying a case management system statewide.
- Develop a project governance structure and process that will assist the project team with timely decision making, obtaining court business process information, and overall guidance.
- Develop the District and Municipal Courts' future state business and technical requirement declaration.
- Develop a procurement plan that describes the process to select the best fitting and available Case Management Solution.

Deliverables Produced

- Deliverable 1. CLJ-CMS Project Charter
- Deliverable 2. CLJ-CMS Project CUWG Charter
- Deliverable 3. Comprehensive Project Management Plan
- Deliverable 4. CLJ current state assessment including the requirements and process model documents
- Deliverable 5. CLJ future state analysis, including:
 - Gap analysis between current and future state
 - Transform documentation produced from current state to support the future state findings
 - Interface requirements and data exchange definitions
 - Test verification of future state requirements analysis
- Deliverable 6. A procurement plan that considers the project requirements against the current AOC Case Management solutions and other products competing in the same market space
- Deliverable 7. Project Closeout including the execution of closeout tasks and a signoff of the project closeout report

Critical Success Factors

- Leading stakeholders must work together to provide unified vision and leadership.
- Individual judicial officers and court administrators must be willing to adopt processes, roles, and standardized practices that may be different from their current practices.
- Critical resources are provided to the project in a timely manner.
- All integrations points are identified as requirements.

Organizations Affected or Impacted

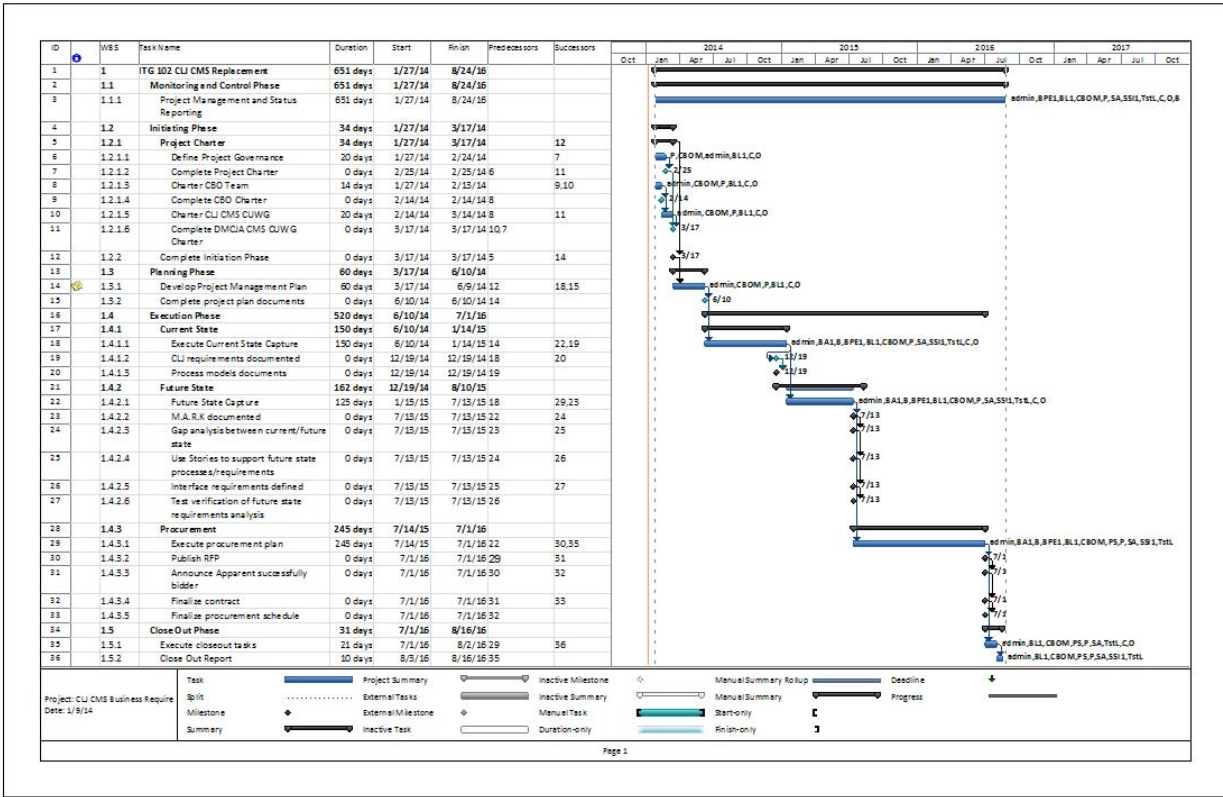
The impact of this project on other organizations needs to be determined to ensure the right people and functional areas are involved and communication is directed appropriately.

Organization	How Are They Affected, or How are They Participating?
Local Courts	Court subject matter experts (SMEs) participate in business process mapping and definition, requirements identification and prioritization, and product demonstrations. Court SMEs include judicial officers, court managers, and members of their staff.

<p>DMCJA DMCMA MCA</p>	<ul style="list-style-type: none"> • These associations provide representatives to the JISC, CLJ-CMS Steering Committee, support CLJ CMS Steering Committee decisions, and provide court subject matter experts (SMEs) to the project as needed. • This project has not received dedicated funding from the legislature or additional AOC staff resources. Its success is possible only by reprioritizing existing financial and staffing resources, including those that would otherwise be dedicated to supporting other CLJ business and technical needs such as codes, ITG requests, and training.
<p>AOC</p>	<p>The requirements gathering process and procurement development will require AOC's participation and services in several areas such as procurement, potential agreements between different court entities, budget reporting and management of contract payments. AOC staff will also be required to participate in requirements identification, requirements analysis, stakeholder communication, and solution evaluations.</p>

E. Project Estimated Effort/Duration

Estimated Duration: 33 Months



F. Project Assumptions

Certain assumptions and premises need to be made to identify and estimate the required tasks and timing for the project. Based on the current knowledge, the project assumptions are listed below. If an assumption is invalidated at a later date, the activities and estimates in the project plan should be adjusted accordingly.

- While the initial efforts related to this project are being accomplished using existing staff and resources, in order to proceed the project will need funding to be authorized by the legislature in future sessions.
- Court staff will be actively engaged during all key activities of this project.

G. Project Risks

Project risks are characteristics, circumstances, or features of the project environment that may have an adverse effect of the project or the quality of its deliverables. Known risks identified with this project have been included below. A plan will be put into place to minimize or eliminate the impact of each risk to the project.

Risk Area	Level (H/M/L)	Risk Plan
1. The CLJs of the state do not share a single vision of what	H	The project will identify the standard data elements required for data exchanges.

services AOC should provide on a state-wide basis.		

H. Project Constraints

- No funding for this project has been authorized. As such, all resources for this effort must be provisioned from the AOC’s current budget.
- The project will require reprioritizing existing AOC financial and staffing resources, including those who would otherwise be dedicated to supporting other CLJ business and technical needs such as codes, ITG requests, and training.

I. Project Dependencies

Project	Date Due	Deliverable Dependency
None at this time		

J. Project Authority

Funding Authority

The project currently has no dedicated fund source. AOC leadership is committed to identifying sufficient funding for the project, including the sums necessary to reimburse necessary meeting and travel expenses for Project Steering Committee and Court User Work Group members.

Project Oversight Authority

The project will operate under the general authority of the Judicial Information System Committee (JISC).

A Project Steering Committee consisting of representatives from DMCJA, DMCMA, MCA, and AOC will 1) provide general project oversight; 2) ensure that the project reasonably satisfies the statewide business and technical needs of the courts of limited jurisdiction; 3) facilitate stakeholder communication and feedback; and 4) escalate any significant changes to scope, schedule or budget to the JISC through the AOC Chief Information Officer.

A Court User Work Group (CUWG) will be chartered with the agreement of DMCJA, DMCMA, MCA, and AOC to ensure broad statewide participation of system users and other stakeholders in defining the detailed statewide requirements.

K. Project Organization / Project Management Structure

An appropriate project organization structure is essential to achieve success. The following list depicts the proposed organization:

Project Executive Sponsors:

- Justice Mary Fairhurst, JISC Chair
- Callie Dietz, Washington State Court Administrator

Project Sponsor:

- Dirk Marler, Director of Judicial Services Division
- Vonnie Diseth, Director of Information Services Division

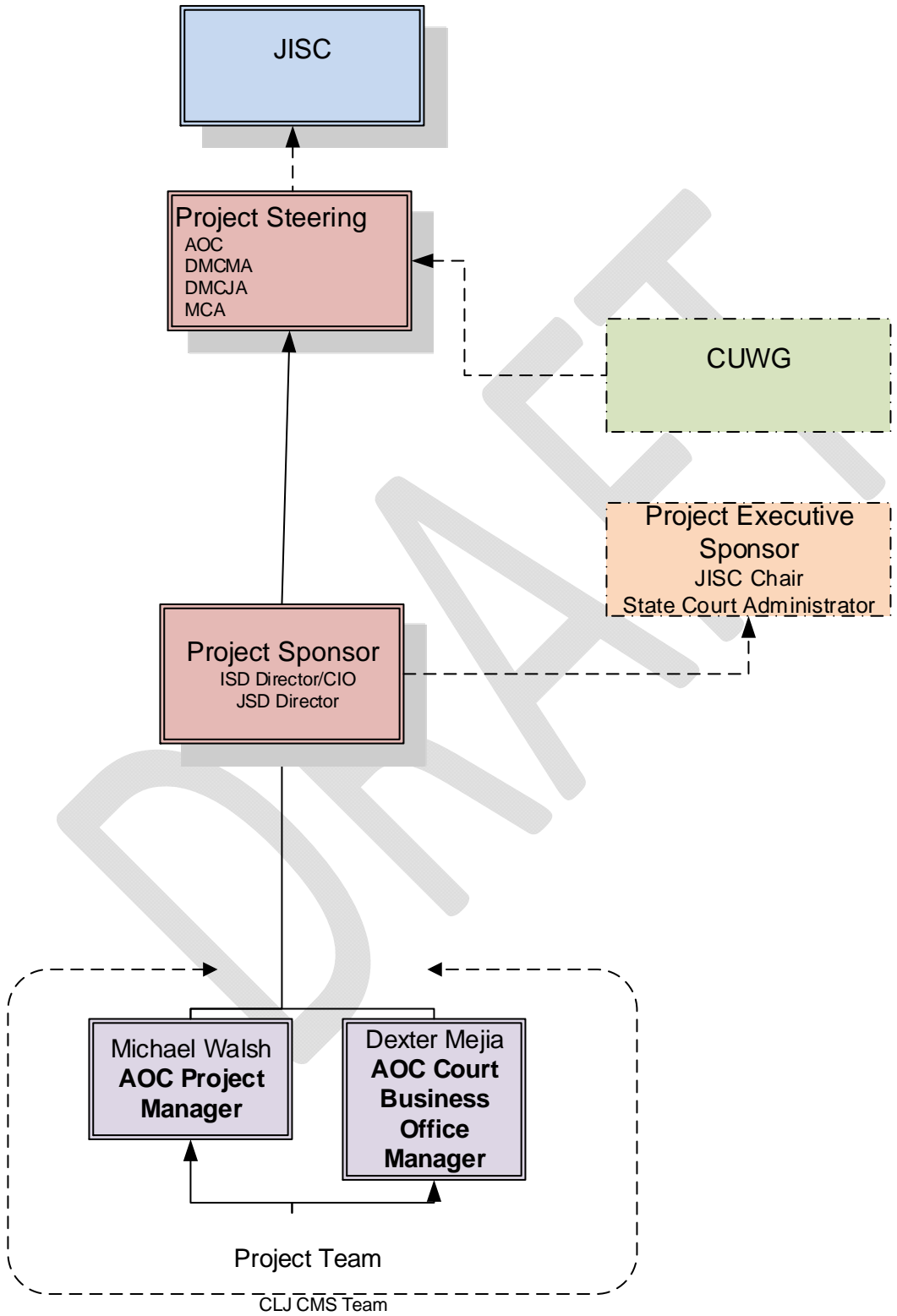
Steering Committee Members:

- District and Municipal Court Judges' Association:
 - Judge Kim Walden, Tukwila Municipal Court
 - Judge Glenn Phillips, Kent Municipal Court
- District and Municipal Court Management Association:
 - Cynthia Marr, Pierce County District Court
 - Lynne Campeau, Issaquah Municipal Court
 - Aimee Vance, Kirkland Municipal Court
- Misdemeanant Corrections Association:
 - Larry Barker, Klickitat County Adult Probation Services
 - Melanie Vanek, Issaquah Municipal Court Probation Services
- Administrative Office of the Courts:
 - Callie Dietz, State Court Administrator, AOC
 - Vonnie Diseth, Information Services Division Director/CIO
 - Dirk Marler, Judicial Services Division Director

Project Manager: Michael Walsh, Administrative Office of the Courts

Court Business Office Manager: Dexter Mejia, Administrative Office of the Courts

Organization Chart



Note: Functional roles required and duration needed is finalized with approved project plan.

Roles and Responsibilities

Role	Time Commitment	Responsible for
All	<ul style="list-style-type: none"> Varies 	<ul style="list-style-type: none"> Following all project standards Participating in all checkpoints Completing assigned tasks on time
Executive Sponsors <ul style="list-style-type: none"> JISC Chair State Court Administrator 	<ul style="list-style-type: none"> Varies 	<ul style="list-style-type: none"> Serves as spokesperson and single point of contact for policy-level concerns of the project's customer community Acts as the CLJ-CMS project's advocate with state agencies, industry trade associations, and other stakeholders Approves and communicates the project vision and overall project direction Ensures funding and other resources are available for the project's duration Oversees the work and provides direction of the independent Quality Assurance Professional team Ensures political and organizational obstacles to project success are addressed in a timely manner
Project Sponsor <ul style="list-style-type: none"> JSD Director ISD Director 	<ul style="list-style-type: none"> Varies Attends key check point and status meetings 	<ul style="list-style-type: none"> Secures program/project funding Acts as a liaison to legislature Representing project to stakeholders, as appropriate Promote and champions project to external agencies Identifies multi-jurisdictional issues for discussion and resolution Provides program/project ongoing support for resolution of impediments or blocking issues May escalate issues or concerns directly to the JISC on behalf of AOC
Steering Committee	<ul style="list-style-type: none"> Varies Attends key checkpoints and status meetings 	<ul style="list-style-type: none"> Aligning engagement goals with organizational vision Making cross-organizational decisions Approving completion of out-of-scope activities and budgets

Role	Time Commitment	Responsible for
<p>Project Advisory</p>	<ul style="list-style-type: none"> • Varies • Attends key checkpoints and status meetings 	<ul style="list-style-type: none"> • Provides day-to-day project guidance • Securing program/project funding • Acting as a liaison to legislature • Representing programs/projects to stakeholders, as appropriate • Promoting and championing programs/projects to external agencies • Identifying multi-jurisdictional issues for discussion and resolution by the steering committee • Providing program/project ongoing support for resolution of impediments or blocking issues • Contract Management • Budget and Finance • Resource Management • SharePoint/EPM portal administration • Quality Assurance/Compliance • IT Portfolio Management
<p>AOC Project Management Office</p>	<ul style="list-style-type: none"> • Varies • Attends key sessions, all checkpoints, and all status meetings 	<ul style="list-style-type: none"> • Change Management • Issue Management • Monitoring Risk Management • Contract Management • Budget and Finance • Resource Management • SharePoint/EPM portal administration • Quality Assurance/Compliance • IT Portfolio Management

Role	Time Commitment	Responsible for
<p>Project Manager</p>	<ul style="list-style-type: none"> • Full Time • Attends key sessions, all checkpoints, and all status meetings 	<ul style="list-style-type: none"> • Providing overall leadership oversight to project • Managing personnel and related issues • Defining scope and approving work plans • Reviewing and approving milestone deliverables • Ensuring that schedules and activities are coordinated within the project and that dependencies are identified, communicated to involved parties, and efficiently managed • Managing budgets • Communicating with stakeholders • Organizes requirements gathering structure. • Oversees requirements definition and capture • Documenting changes to scope, risks, assumptions • Documenting and managing impediments and blocking issues to closure and resolution • Daily coordination of AOC project team staffing and resources across court organizations • Directing and managing workload • Making decisions to keep the project on budget and on time • Working with AOC to define and enforce project standards and scope management • Daily coordination of issue management and resolution process with AOC and parties of interest • Change Management • Issue Management • Monitoring Risk Management

Role	Time Commitment	Responsible for
CBO Manager	<ul style="list-style-type: none"> • Full Time • Attends key sessions, all checkpoints, and all status meetings • 	<ul style="list-style-type: none"> • Managing personnel and related issues • Reviewing and approving milestone deliverables • Managing budgets • Communicating with stakeholders • Organizes requirements gathering structure • Oversees requirements definition and capture
Functional Domain (Experts) Team Members	<ul style="list-style-type: none"> • Full Time • Attend key sessions, all checkpoints, and all status meetings 	<ul style="list-style-type: none"> • Clarifying business and functional requirements • Performing assessments and reviews • Creating project level documentation as needed • Developing project deliverables • Facilitating interactions with internal or external parties of interest • Representing all ISD business viewpoints • Representing all user viewpoints • Participating in as-needed communication, work sessions, and reviews for input/feedback • Participating in Quality Assurance and Usability Testing
Technical Domain (Experts) Team Members	<ul style="list-style-type: none"> • Varies • Attend key sessions, all checkpoints, and as appropriate, status meetings 	<ul style="list-style-type: none"> • Creating system/technical level requirements • Clarifying system/technical requirements • Developing project deliverables • Performing assessments and reviews • Participating in as needed communication, work sessions, and reviews for input/feedback • Representing all AOC ISD technical viewpoints • Familiarity with existing tools/platform environment (PMO) • Participating in Quality Assurance and Usability Testing
Other	<ul style="list-style-type: none"> • TBD 	<ul style="list-style-type: none"> • TBD

L. Signatures

_____ Date _____	_____ Date _____
<p>Honorable Mary Fairhurst Chair Judicial Information System Committee (JISC) Justice Washington State Supreme Court</p>	<p>Honorable David Svaren President District and Municipal Court Judges Association (DMCJA) Judge Skagit County District Court</p>
_____ Date _____	_____ Date _____
<p>Callie Dietz Washington State Court Administrator Administrative Office of the Courts</p>	<p>Ms. Aimee Vance President District and Municipal Court Management Association (DMCMA) Administrator Kirkland Municipal Court</p>
_____ Date _____	_____ Date _____
<p>Vonnie Diseth Director and CIO Information Services Division Administrative Office of the Courts</p>	<p>Dirk Marler Director Judicial Services Division Administrative Office of the Courts</p>
_____ Date _____	_____ Date _____
<p>Ms. Deena Kaelin President Misdemeanant Corrections Association (MCA) Probation Officer Puyallup and Milton Municipal Probation Services</p>	<p>Michael Walsh Project Manager Information Services Division Project Management Office Administrative Office of the Courts</p>



Administrative Office of the Courts

Project Steering Committee Charter For the Courts of Limited Jurisdiction Case Management System (CLJ-CMS) Project

Authored By: Michael Walsh
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Document History

Author	Version	Date	Comments
Mike Walsh	.01	3/10/2014	Initial draft
Mike Walsh	.02	3/25/2014	Added Justice Fairhurst as signatory
	3.0	3/25/2014	For board presidents review (DMCJA, DMCMA, MCA)
	4.0	4/9/2014	Ready for JISC review and approval

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Authorizing Signatures

This Court of Limited Jurisdiction Case Management System (CLJ-CMS) Project Steering Committee Charter represents an agreement among the District and Municipal court representatives and the Administrative Office of the Courts as authorized by the Judicial Information System Committee (JISC). Signatures indicate that this CLJ-CMS Project Steering Committee Charter has been reviewed and that the signer concurs with the content.

Date _____
Honorable Mary Fairhurst
Chair
Judicial Information System Committee
(JISC)
Justice
Washington State Supreme Court

Date _____
Ms. Aimee Vance
President
District and Municipal Court Management
Association (DMCMA)
Administrator
Kirkland Municipal Court

Date _____
Honorable David Svaren
President
District and Municipal Court Judges'
Association (DMCJA)
Judge
Skagit County District Court

Date _____
Deena Kaelin
President
Misdemeanant Corrections Association
(MCA)
Probation Officer
Puyallup and Milton Municipal Probation
Services

Date _____
Callie Dietz
State Court Administrator
Administrative Office of the Courts

Date _____
Vonnie Diseth
Director and CIO
Information Services Division
Administrative Office of the Courts

Date _____
Dirk Marler
Director
Judicial Services Division
Administrative Office of the Courts

Courtesy copies of this Charter have been provided to:

CLJ-CMS Project Stakeholder Team Members
CLJ-CMS Project Team Members
Kevin Ammons – Manager, AOC Project Management Office
Kathy Wyer – Manager, Court Business/Technology Integration

Authority

The Judicial Information System Committee Rules ([JISCR](#)) and [RCW Chapter 2.68](#) provide that the Administrative Office of the Courts is responsible for designing and implementing the statewide Judicial Information System under the direction of the Judicial Information System Committee.

Introduction

The Judicial Information System Committee (JISC) approved the establishment of a governing body for the Courts of Limited Jurisdiction Case Management System (CLJ-CMS) Project in April 2014, called the CLJ-CMS Project Steering Committee.

This CLJ-CMS Project Steering Committee consists of representatives of the courts of limited jurisdiction who have expressed an intent to use the statewide case management solution provided by AOC for courts of limited jurisdiction. They provide project oversight and strategic direction for the CLJ-CMS project over the life of the project. The CLJ-CMS Project Steering Committee plays a key leadership role within the project governance structure and is responsible for business decisions regarding the project and for making project recommendations to the JISC.

Mission

This CLJ-CMS Project Steering Committee serves as the business and strategic decision-making team that speaks for the Washington State District and Municipal Courts with a unified voice and vision.

Scope

The CLJ-CMS Project Steering Committee has oversight for all phases of the CLJ-CMS project, which must meet the business and technical needs of the Washington State District and Municipal Courts. The anticipated primary phases are:

- Scope Definition,
- Requirements Gathering and Documentation,
- Procurement,
- Configuration and Validation,

- Deployment:
 - Pilot,
 - Early Adopter,
 - Statewide,
- Project Closeout.

In scope for the CLJ-CMS Project Steering Committee:

- Authorizing the completion of the CLJ-CMS Requirements Document,
- Authorizing the CLJ-CMS Procurement Plan,
- Any go/no go decisions,
- Project oversight and guidance,
- Make recommendations to JISC regarding significant scope, schedule or budget changes,
- Recommend court rule or statutory changes,
- Resolve issues and remove roadblocks for the project,
- Final acceptance of the completed system.

If the CLJ-CMS Project Steering Committee authorizes the release of an RFP, then the scope for the CLJ-CMS Project Steering Committee will also include:

- A recommendation to the JISC on the Apparent Successful Vendor (ASV).

Governing Principles

The CLJ-CMS Project Steering Committee has identified and adopts the following principles important to the success of the project:

- Be positive advocates for the project to other court users and stakeholders throughout the state
- Focus on workable solutions rather than perfection
- Maintain a high level of transparency
- Make timely decisions in as unified a manner as is feasible
- Collaborate with partners and stakeholders
- Leverage the Court User Work Group to facilitate communication
- Continued stakeholder buy-in of the vision and technology direction
- Open communication between committee members, sponsors, and project leadership
- Active participation of all committee members
- Adherence to a consistent method for conducting project reviews and resolving issues

Project Steering Committee Success Criteria

- All escalated scope questions, business requirements, issues, risks, and changes are resolved clearly and timely to facilitate implementation of a case management system for the Washington State District and Municipal Courts.
- The CLJ-CMS Project Steering Committee agrees that the delivered requirements and procurement plan meet their business needs.

Project Steering Committee Membership

Members must have the authority to make decisions on behalf of their constituent group and be committed to the success of the project. CLJ-CMS Project Steering Committee membership must be consistent to maintain continuity and minimize risk. Substitution must be kept to a minimum. The CLJ-CMS Project Steering Committee will not exceed ten members, appointed by the JISC. Members will elect a Chair of the Committee from their membership.

- Two judicial officers nominated by the District and Municipal Court Judges' Association:
 - Judge Kim Walden, Tukwila Municipal Court
 - Judge Glenn Phillips, Kent Municipal Court
- Three court managers nominated by the District and Municipal Court Management Association:
 - Cynthia Marr, Pierce County District Court
 - Lynne Campeau, Issaquah Municipal Court
 - Aimee Vance, Kirkland Municipal Court
- Two Misdemeanant Corrections Association representatives nominated by the Misdemeanant Corrections Association:
 - Larry Barker, Klickitat County Adult Probation Services
 - Melanie Vanek, Issaquah Municipal Court Probation Services
- Three Administrative Office of the Courts members:
 - Callie Dietz, State Court Administrator, AOC
 - Vonnie Diseth, Information Services Division Director/CIO
 - Dirk Marler, Judicial Services Division Director

Roles and Responsibilities

- The CLJ-CMS Project Steering Committee and its members will:
 - Provide decision support and strategic direction throughout the life of the project
 - Determine and recommend funding and other resource requirements
 - Oversee project budget, schedule, and scope and escalate significant scope, schedule, or budget changes and risk mitigation strategies, to the JISC through the AOC CIO
 - Oversight responsibilities throughout the various phases of the project must include, but are not limited to, vendor management, contract and deliverable management, and assuring satisfaction of the business and technical needs at the local level
 - Authorize or decline requested changes to the project
 - Ensure adherence, or recommend changes, to the project scope, schedule and budget
 - Monitor project progress and intervene as needed to provide direction and guidance
 - Provide and approve resources consistent within the authority approved by the JISC
 - Act as an advocate for the project, the project manager and the project team.
 - Foster positive communication outside of the committee regarding the project's progress and outcomes
 - Address issues and risks posing major impact to the project
 - Provide timely decisions and resolution of escalated issues

- Reconcile differences in opinion and approach within the project and resolve disputes
- Provide timely review and approval of key project deliverables
- Review meeting materials in advance of a Project Steering Committee meeting
- Review and ensure the meeting notes accurately reflect the decisions and discussions of the meeting, and provide timely feedback if discrepancies or omissions are discovered
- Notify the Chair and Project Manager when a Project Steering Committee member cannot attend a CLJ-CMS Project Steering Committee meeting
- Notify the Chair and the Project Manager in advance of a meeting when a proxy will be attending a CLJ-CMS Project Steering Committee meeting on a member's behalf
 - CLJ-CMS Project Steering Committee members are responsible for briefing their proxy in advance of the meeting
- Communicate CLJ-CMS Project Steering Committee decisions to the groups they represent
- Express opinions openly during the meetings
- The Chair of the Steering Committee will:
 - Review and approve draft agendas and minutes
 - Conduct meetings according to the agendas
 - Ensure that all members are encouraged to provide input throughout the meetings
 - Ensure decisions or recommendations are adequately resolved and confirmed by the members
- The Project Manager will:
 - Schedule monthly CLJ-CMS Project Steering Committee meetings
 - Prepare meeting agendas
 - Send meeting notes to meeting participants for review and comment in a timely manner
 - Make appropriate updates to the meeting notes based on participant feedback
 - Ensure that decisions and recommendations are appropriately documented
 - Post final CLJ-CMS Project Steering Committee meeting notes on the project website and distribute copies to CLJ-CMS Project Steering Committee members via e-mail

Decision Process

CLJ-CMS Project Steering Committee membership must be consistent to maintain continuity and minimize risk. Substitution of members and proxy voting must be kept to a minimum.

- Five (5) voting members constitute a quorum for decision-making, provided at least one voting member from each group (DMCJA, DMCMA, MCA and AOC) is present in person, electronically, or by e-mail or written proxy.
- Formal motions will be presented for all decisions put to the committee.
- Decisions will be by majority rule.

Meetings

Meeting information:

- The Project Manager will schedule at least one CLJ-CMS Project Steering Committee meeting each month.
- Remote access to attend via Phone Bridge and online access to see documents will be provided at all meetings.
- The duration of each meeting will depend on the complexity of the agenda items, with a goal not to exceed one hour.
- Any ad hoc participants brought to the meeting by agreement of the members – to provide expert information on a process or subject – should be identified in advance to ensure that they are included on the agenda and that they receive meeting materials.
- CLJ-CMS Project Steering Committee members are mandatory meeting attendees on meeting schedule notices and every effort will be made by the Project Manager to avoid scheduling conflicts by scheduling meetings in advance.
- E-mail voting or proxy voting is allowed.
- The person standing in as a proxy for the CLJ-CMS Project Steering Committee member must have the authority to make decisions and give approval when needed.
- If it becomes apparent prior to a CLJ-CMS Project Steering Committee meeting that a quorum will not be in attendance, the Chair can decide to cancel the meeting.
- Meetings canceled due to the lack of a quorum will be rescheduled.

CLJ-CMS Project Steering Committee meeting participants will receive the following items within timely advance of a scheduled meeting:

- Agenda
- Minutes from the last meeting
- Supporting documents for agenda items

The CLJ-CMS Project Steering Committee meeting agenda will typically include:

- Review and approval of meeting minutes
- Project update
- Issues, risks, decisions
- Discussion of pertinent topics
- Next steps
- Confirmation of date, time and venue for the next meeting
- Other items as needed

Special meetings:

- Special meetings may be called by the Chair.
- Quorum attendance requirements are applicable for special meetings.



WASHINGTON
COURTS

**Courts of Limited Jurisdiction
Case Management System Project
Court User Work Group
Charter**

Last Revised: April 8, 2014

ADMINISTRATIVE OFFICE OF THE COURTS
1206 Quince Street SE • P. O. Box 41170 • Olympia, WA 98504-1170
360-753-3365 • 360-586-8869 • www.courts.wa.gov

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DRAFT

1 Introduction

The Courts of Limited Jurisdiction wish to acquire and implement at a statewide level, a commercially available off-the-shelf court case management system to replace the aging District Court Information System (DISCIS) aka Judicial Information System (JIS). On April 25, 2014, the Judicial Information System Committee (JISC) authorized the project and the formation of the CLJ Project Steering Committee and the CLJ Court User Work Group (CLJ-CUWG) to establish an effective project governance structure ensure a successful project.

The CLJ-CUWG will serve as subject matter experts on court business processes, court operations, and the use of the DISCIS/Judicial Information System (JIS) for the purposes of defining and implementing the court's desired business processes and requirements through a case management system.

2 Purpose

The CLJ-CUWG is needed to support the project by providing guidance and essential information regarding the court's business processes and requirements. The CLJ-CUWG will work closely with AOC's Court Business Office (CBO) and the CLJ project's business analysts to capture and document the desired processes to be implemented via a new case management system.

The CLJ-CUWG will be a decision making body in regard to the court's business processes and requirements, ensuring that the process and requirements being captured are complete and accurate.

The CLJ-CUWG will strive to identify opportunities to establish common court business processes that could be packaged and configured as a model for deploying a new case management system across the state.

The CUWG will also need to provide insight on potential impacts, opportunities, and constraints associated with the transition to a new case management system.

The CLJ-CUWG will need to exist throughout the duration of the CLJ-CMS project to provide consistency.

3 Sponsor

The Judicial Information System Committee (JISC) is the sponsor for the formation of the CUWG.

4 Guiding Principles

The CLJ-CUWG will be guided by the following principles:

- Members will have a statewide and system-wide view of court operations, and shall pursue the best interests of the court system at large while honoring local decision making authority and local practice.

- Members will make timely decisions as needed to successfully implement a statewide solution.
- Members will be open to changing practices where it makes sense.
- Members will not avoid or ignore conflicting processes, requirements, and stakeholder views, and will proactively discuss and resolve issues.
- Members will strive to build a healthy and collaborative partnership among the court stakeholders, the AOC, and vendor representatives that is focused on providing a successful outcome.
- Members will ensure the CLJ-CMS Project Team complete and document validated court functions and processes to arrive at a complete understanding of the current and desired future state of court business processes.
- Members will work to understand the features and capabilities of the new case management system.
- Members will fulfill a leadership role in communicating with their peers about issues and decisions.
- Members will be guided by the [Access to Justice Technology Principles](#).

5 Decision Making and Escalation Process

The CLJ-CUWG should work towards unanimity, but make decisions based on majority vote. Decisions made by the CLJ-CUWG are binding. Issues that are not able to be resolved by the CLJ-CUWG will be referred to the CLJ-CMS Project Steering Committee for resolution. Any issue that cannot be resolved by the CLJ-CMS Project Steering Committee and will materially affect the project's scope, schedule or budget, will be referred to the Judicial Information System Committee (JISC) for a final decision.

6 Membership

The CUWG will include representatives from the District and Municipal Court Judges' Association (DMCJA), the District and Municipal Court Management Association (DMCMA), the Misdemeanant Corrections Association (MCA), the Administrative Office of the Courts (AOC), the Washington State Bar Association (WSBA), and the Access To Justice (ATJ) Board.

Membership from the court should include a cross section of different geographic locations and court characteristics (district court, municipal court, court size, rural, metropolitan, etc.).

The CLJ-CUWG will be comprised of 14 total members of which only 11 are voting members who are direct users of the system and 3 are non-voting members.

The voting members will be appointed by the following associations and organizations:

- 2 members from the District and Municipal Court Judges' Association (DMCJA)
- 5 members from the District and Municipal Court Management Association (DMCMA)
- 2 members from the Misdemeanant Corrections Association (MCA).
- 2 members from the Administrative Office of the Courts (AOC).

The 3 non-voting members will be appointed by the following associations and organizations:

- 1 representative from the DMCMA from a court that has not expressed an intent to use the statewide case management solution provided by AOC.
- 1 representative from Washington State Bar Association (WSBA).
- 1 representative from the Access to Justice Board (ATJ).

Non-voting members are encouraged to provide subject matter expertise and input into the decision making process. Other subject matter experts may be invited to provide additional detailed information to support and inform the decision making process.

All CLJ-CUWG members should have deep knowledge of court functions, business processes, and business rules in the following areas:

- Manage Case
 - Initiate case, case participant management, adjudication/disposition, search case, compliance deadline management, reports, case flow lifecycle
- Calendar/Scheduling
 - Schedule, administrative capabilities, calendar, case event management, hearing outcomes, notifications, reports and searches
- Entity Management
 - Party relationships, search party, party management, reports and searches, administer professional services
- Manage Case Records
 - Docketing/case notes, court proceeding record management, exhibit management, reports and searches
- Pre-/Post Disposition Services
 - Compliance, access to risk assessment tools, reports and searches
- Administration
 - Security, law data management

7 Membership Terms

CLJ-CUWG members must be consistent to maintain continuity and minimize risk.

Members are expected to attend all meetings for the duration of the project. If a member

is not able to attend a meeting, the member must delegate an alternate or proxy from their association in advance and notify the AOC CBO.

Organization	Member(s)	Alternate(s)
District and Municipal Court Judges' Association		
District and Municipal Court Management Association		
Misdemeanant Corrections Association		
Administrative Office of the Courts		
Washington State Bar Association		
Access to Justice Board		

8 Roles and Responsibilities

JISC – The JISC shall authorize the creation of the CUWG and is the final authority when issues are escalated by the CLJ-CMS Project Steering Committee that affect scope, budget and/or schedule.

CLJ-CMS Project Steering Committee – The project steering committee will establish the CLJ-CUWG charter and provide overall guidance and decision making authority on issues that are not resolvable at the CLJ-CUWG level.

Associations – The various associations will select members to represent them on the CLJ-CUWG.

CLJ-CUWG Members – The CLJ-CUWG members will actively participate in court business process discussions, make timely decisions, and complete assignments as needed to accomplish business process initiatives, improvements, and standardization.

- Identify common court business processes that could be packaged and configured as a model and used for deployments to courts with similar characteristics
- Identify opportunities to refine court business processes through review, analysis and continuous process improvement

- Must be open to new ideas and new ways of doing things
- Ensure that court business processes and requirements are complete, accurate and documented
- Provide insight on potential impacts, opportunities, and constraints associated with transforming court business processes and transitioning to new systems.
- Advocate for the agreed-upon process change, innovation, and standardization
- Advocate for and communicate decisions and changes to their staff, colleagues, associations, and coworkers

Court Business Office – The CBO staff will facilitate the CLJ-CUWG meetings and work collaboratively with the CUWG, vendor representatives, and others in AOC in identifying common court business processes that could be packaged and configured as a model for deploying a new case management system across the state. CBO staff will regularly report to the JISC on the activities of the CUWG.

CLJ-CMS Project Team – The project team is responsible for providing the project plan, executing the project activities, and making decisions at the project level that do not have a significant impact on the overall schedule, scope, and budget. Additionally, the project team will provide analysis and documentation to support the CUWG, the project steering committee and/or sponsors for business decision processing when the decision cannot or should not be made at the project level.

AOC CLJ-CMS Project Sponsors (State Court Administrator, Information Services Division Director and Judicial Services Division Director) – The project sponsors make non-policy decisions that have an impact on the scope, schedule or budget for the CLJ-CMS project and provides analysis to the AOC and the CLJ-CUWG to support the decision making process when escalated to the CLJ-CMS Project Steering Committee.

9 Meetings

- The CLJ- CUWG shall hold meetings as necessary by the project schedule and associated deliverables.
- Travel expenses shall be covered under the project budget.
- There must be a quorum of 6 voting members present to hold a vote; 1 from the DMCJA, 3 from the DMCMA, 1 from the MCA, and 1 from the AOC.
- If a voting member is not available, proxy voting is allowed.

Meeting Frequency:

- Meetings will be scheduled as needed, but are expected to be monthly.
- The meeting will be held in-person at AOC's SeaTac facility or a designated alternate facility.
- Meetings will begin promptly at 8 a.m.
- It is expected that each meeting will last up to 6 hours.

- Voting members will be mandatory attendees on meeting schedule notices and every effort will be made to avoid scheduling conflicts.
- Subject matter experts brought to the meeting by the members – to provide expert information on a specific topic – will be identified in advance to ensure that they are included on the agenda and receive meeting materials.
- AOC's CBO will facilitate the meetings and will be responsible for providing the members pertinent meeting information and artifacts at least 3 days before the scheduled meeting.

Decisions:

- The CLJ-CUWG will use the majority voting model.
- Voting members who disagree or have concerns with a decision must articulate the reasons for the conflict and concern. The concerns will be documented by the CBO and the work group will strive to answer and address the conflict until all members are comfortable with the direction to move forward.
- If all options have been explored by the group and a clear impasse exists, the issue will be directed to the CLJ-CMS Project Steering Committee for direction and decision.
- Decisions must be made in a timely manner to ensure the successful progression of the project activities dependent on the completeness and accuracy of the business processes and requirements.
- All decisions that materially impact scope, schedule or budget of the project will be automatically escalated to the CLJ-CMS Project Manager to follow the established governance process.

10 Budget

There is no designated funding for the CLJ project in the current biennium. All project resources for the initial phase of this project will be provided using internal AOC staff. Staffing is dependent on current workloads and staff availability. Future phases of the project are dependent on funding from the legislature.

11 Signatures

Title	Name	Signature	Date
District and Municipal Court Judges' Association, President	Judge David A. Svaren		
District and Municipal Court Management Association, President	Ms. Aimee Vance		
Misdemeanant Corrections Association, President	Ms. Deena Kaelin		
Administrative Office of the Courts, State Court Administrator	Ms. Callie Dietz		



Misdemeanant Corrections Association

March 27, 2014

President
Deena Kaelin
Probation Officer
Puyallup Municipal
253-770-3347

To: The Honorable Justice Mary E. Fairhurst
Washington State Supreme Court
JISC Chair
PO Box 40929
Olympia, WA 98504

Re: MCA Project Steering Committee Representatives.

Vice President
Skip Stover
Probation Officer
Chelan District Court
509-667-6239

Dear Justice Fairhurst:

MCA has selected two members for the CLJ CMS Steering Committee. They are Larry Barker of Klickitat County Adult Probation Services and Melanie Vanek of Issaquah Municipal Court Probation Services.

Larry may be reached at larryb@co.klickitat.wa.us or 509-773-3776. Melanie Vanek may be reached at malanieV@issaquahwa.gov or 425-837-3168.

Thank you for MCA having this opportunity to participate in the CLJ CMS Steering Committee. Both Larry and Melanie are looking forward to working on this project.

Treasurer
Chris Hornung
Probation Officer
Marysville Municipal
360-363-8064

Sincerely,

Deena Kaelin
MCA President

Secretary
Debbie Noland
Probation Officer
Pasco Municipal
509-545-3848



DISTRICT AND MUNICIPAL COURT MANAGEMENT ASSOCIATION

PRESIDENT Aimee Vance
Kirkland Municipal Court
11515 NE 118th St
P.O. Box 678
Kirkland, WA 98083-0678
(425) 587-3163
Fax (425) 587-3161
avance@kirklandwa.gov

PRESIDENT-ELECT Suzanne Elsner
Marysville Municipal Court
1015 State Ave
Marysville, WA 98270-4240
360-363-8050
Fax: 360-657-2960
selsner@marysvillewa.gov

VICE PRESIDENT Linda Baker
Poulsbo Municipal Court
200 NE Moe St
Poulsbo, WA 98370
360-779-9846
Fax: 360-779-1584
selsner@marysvillewa.gov

TREASURER Kelly Martin
Franklin County District Court
1016 N 4th Ave
Pasco, WA 99301-3706
(509) 545-3595
Fax (509) 545-3588
lbaker@cityofpoulsbo.com

SECRETARY Cathy Pashon
Sumner Municipal Court
1104 Maple St, Ste 100
Sumner, WA 98390-1407
(253)-299-5621
Fax: 253-299-5629
cathyp@ci.sumner.wa.us

PAST PRESIDENT LaTricia Kinlow
Tukwila Municipal Court
6200 Southcenter Blvd
Tukwila, WA 98188
(206) 433-7185
Fax (206) 433-7160
trish.kinlow@tukwila.wa.gov

April 7, 2014

Honorable Justice Mary E. Fairhurst
Washington State Supreme Court
JISC Chair
PO Box 40929
Olympia WA 98504-0929

RE: DMCMA CLJ-CMS Project Steering Committee Member Nominee's

Dear Justice Fairhurst,

It is with great pleasure that I nominate *Cynthia Marr*, Pierce County District Court, *Lynne Campeau*, Issaquah Municipal Court, and myself, *Aimee Vance*, Kirkland Municipal Court, as the District and Municipal Court Management Association members of the CLJ-CMS Project Steering Committee.

I believe you and the other members of the JISC will find that our combined history with previous case management solution efforts, as well as our current participation in the SC-CMS project, makes us suitable to meet the mission of this committee. You will also find that we represent the diversity of our constituent group, including both district and municipal courts of various sizes.

The three of us are committed to being available throughout the entire project and are able to make the tough decisions on behalf of the DMCMA. We know this is important to keep the project on budget, on schedule, and within scope.

Thank you for including the DMCMA on this project, and the JISC's continued support in implementing a new case management system for courts of limited jurisdiction.

Sincerely,

Aimee R. Vance
DMCMA President

Cc: Ms. Callie T. Dietz, State Court Administrator
Mr. Dirk Marler, Director, Judicial Services Division
Ms. Cynthia Marr, Pierce County District Court
Ms. Lynne Campeau, Issaquah Municipal Court



WASHINGTON
COURTS

District and Municipal Court Judges' Association

President

JUDGE DAVID A. SVAREN
Skagit County District Court
600 S 3rd Street
PO Box 340
Mount Vernon, WA 98273-0340
(360) 336-9319

April 9, 2014

President-Elect

JUDGE VERONICA ALICEA-GALVAN
Des Moines Municipal Court
21630 11th Ave S Ste C
Des Moines, WA 98198
(206) 878-4597

Honorable Mary E. Fairhurst, JISC Chair
Washington State Supreme Court
Temple of Justice
PO Box 40929
Olympia, WA 98504-0929

Vice-President

JUDGE DAVID STEINER
King County District Court
585 112th Ave. S.E.
Bellevue, WA 98004
(206) 477-2102

Dear Justice Fairhurst:

Secretary/Treasurer

JUDGE G. SCOTT MARINELLA
Columbia County District Court
535 Cameron St
Dayton, WA 99328-1279
(509) 382-4812

RE: DISTRICT AND MUNICIPAL COURT JUDGES' ASSOCIATION
(DMCJA) REPRESENTATIVE TO THE CLJ-CMS PROJECT
STEERING COMMITTEE

Past President

JUDGE SARA B. DERR
Spokane County District Court
Public Safety Building
1100 W Mallon Avenue
Spokane, WA 99260-0150
(509) 477-2959

It is my pleasure to nominate Judge Kim Walden and Judge Glenn Phillips to serve on the Courts of Limited Jurisdiction Case Management System (CLJ-CMS) Project Steering Committee.

Thank you for your consideration of these nominations and please do not hesitate to contact me with any questions.

Board of Governors

JUDGE SANDRA L. ALLEN
Ruston/Milton Municipal Courts
(253) 759-8545

Sincerely,

Judge David A. Svaren
President, DMCJA

JUDGE JOSEPH M. BURROWES
Benton County District Court
(509) 7535-8476

JUDGE JEFFREY J. JAHNS
Kitsap County District Court
(360) 337-7033

JUDGE MARY C. LOGAN
Spokane Municipal Court
(509) 622-4400

JUDGE SAMUEL MEYER
Thurston County District Court
(360) 786-5562

JUDGE KELLEY C. OLWELL
Yakima Municipal Court
(509) 575-3050

cc: Judge Kim Walden
Judge Glenn Phillips
Ms. Sharon Harvey
Ms. Vicky Cullinane

JUDGE REBECCA C. ROBERTSON
Federal Way Municipal Court
(253) 835-3000

COMMISSIONER PETE SMILEY
Bellingham Municipal Court
(360) 778-8150

JUDGE HEIDI SMITH
Okanogan County District Court
(509) 422-7170

\\DMCJA\Presidents Correspondence\13-14 Svaren\Appointments\CLJ-CMs Project Steering Committee - Walden and Phillips.docx

Judicial Information System Committee Meeting

April 25, 2014

DECISION POINT – Guidelines for Flagging Individual Cases for Permanent Retention as Allowed for in the Courts of Limited Jurisdiction JIS Retention Schedule

MOTION:

I move to adopt the proposed guidelines for flagging individual cases for permanent retention as allowed for in the Courts of Limited Jurisdiction JIS retention schedule and as approved by the District and Municipal Court Judges' Association and the Data Dissemination Committee.

I. BACKGROUND

The Data Dissemination Committee (DDC) was established by Article 7 of the JISC Bylaws and acts on the behalf of the Judicial Information System Committee (JISC) in addressing issues regarding the access to the JIS and the dissemination of information from the database. The DDC also recommends to the JISC changes to the JIS policy and to statutes or court rules regarding access to court records. Per JISCR 8, the JISC may make recommendations to the Administrative Office of the Courts (AOC) for establishing a policy regarding the retention of JIS court records.

In 2008, a work group was organized at the direction of the DDC, and chaired by Pierce County District Court Judge James Heller, to review the retention schedules of courts of limited jurisdiction. Based on the work group's recommendations, the DDC and the JISC voted to enact a retention schedule. However, the schedule was never implemented. In 2011, AOC began work on IT Governance (ITG) Request 41 to implement the destruction rules decided by the JISC in 2008. In the course of the project, the DDC made a number of policy decisions further refining the original retention decisions. On May 31, 2013, the DDC voted unanimously on a retention schedule for CLJ JIS records and forwarded it to the JISC for approval. The DDC also provided a comment period for interested parties to submit their commentary about the proposed change. After considering the received comments, the JISC established another workgroup to review the proposed policy and make a recommendation to the JISC.

On October 25, 2013, the workgroup came back to the JISC as it was unable to unanimously agree on a policy that would satisfy all concerns. The workgroup presented the JISC with six options and requested direction from the JISC on which of the alternatives would be preferable. After reviewing the options, the JISC adopted a policy that allows for the destruction of records as originally proposed by the DDC, with the exception that domestic violence cases will be retained for 15 years. Furthermore, records set to be deleted after three years would be held for five years, until the data needs for the Judicial Needs Estimate are resolved, then records will be deleted after three years.

The policy also allowed for a judge to flag individual cases for permanent retention after considering certain criteria proposed by the District and Municipal Court Judges' Association (DMCJA) and approved by the DDC and the JISC. Once the Committees approve the criteria, the case flagging process and the CLJ JIS records retention schedule would then be

recommended to the AOC for establishing a policy. Judge Rosen and Judge Heller were directed by the JISC to provide guidance to the DMCJA on the individual case flagging criteria.

On November 7, 2013, Judge Heller, Judge Rosen and the third CLJ workgroup member, Aimee Vance, issued a letter to the DMCJA, providing recommendations for individual case flagging criteria. The letter was presented to the DMCJA on November 15, 2013, and Judge Svaren requested members of the Association to provide him any further comments or suggestions regarding the guidelines.

At the December 13, 2013, DMCJA meeting, the Association voted to approve the recommended guidelines as provided by the CLJ workgroup. The proposed guidelines were then brought before the DDC on February 28, 2014, who also approved them. Once approved by the JISC, the AOC will incorporate the guidelines into its policy for the retention of CLJ JIS records.

II. DISCUSSION

The proposed guidelines suggest judges consider the following non-exclusive factors when flagging individual cases for permanent retention:

- Defendant criminal history;
- Nature of the current crime;
- If the case involves any mental health issues;
- If the case involves any substance abuse issues;
- If the Defendant has a high risk of repetitive contact with the court system;
- If the alleged crime was sexual in nature;
- If the Defendant has a history of repetitive contact, or has the potential of repetitive contact, with the alleged victim; and
- If domestic violence was involved.

The workgroup also recommended that judges should consider these factors with the knowledge that the dismissed record is not a record of conviction and therefore, if retained, it may have negative consequences for the Defendant in acquiring employment or housing. Furthermore, flagging of individual cases, especially those that are dismissed, should be considered the exception and not the norm in judicial proceedings. If a judge decides that a case should be flagged, findings supporting the flag must be put on the record and docket entries must show the criteria used in making that decision. A flag may be removed from a case upon good cause shown. Last, the record and docket entries must reflect the reasons as to why the case was un-flagged.

- ## III. DATA DISSEMINATION COMMITTEE RECOMMENDATION
- The Data Dissemination Committee recommends to the Judicial Information System Committee to approve the individual case flagging guidelines and recommend them to the AOC for publishing in its policy regarding retention of JIS court records by Courts of Limited Jurisdiction.

IV. OUTCOME IF NOT PASSED

Provide direction to the Data Dissemination Committee for amending the case flagging guidelines.

November 7, 2013

Honorable David A. Svaren
District and Municipal Court Judges' Association
Skagit County District Court
600 S 3rd Street
PO Box 340
Mount Vernon, WA 98273-0340

Dear Judge Svaren:

Since July, the JISC CLJ workgroup has met regularly to analyze the remaining issues and to provide recommendations to the JISC on the retention of JIS court records for CLJs. At the October 25 JISC meeting, the CLJ workgroup informed the JISC that the workgroup members were unable to unanimously agree on a policy that would satisfy all concerns. The workgroup presented six options and asked the JISC to provide direction so the workgroup could bring back a proposed policy for the December 6 JISC meeting. Instead, the JISC discussed the options and voted on the policy at the October 25 meeting. The JISC decided that the records would be destroyed as originally proposed by the Data Dissemination Committee, with the following exceptions:

- Criminal cases with a Domestic Violence (DV) flag are retained for 15 years; and
- Case data is retained for five years until the Judicial Needs Estimate work is resolved and then the retention for the applicable cases will be three years; and
- Judges are allowed to flag individual cases for permanent retention subject to a set of criteria to be established by the DMCJA and then approved by the DDC and the JISC. The guidelines would be published by the AOC in its Data Destruction Policy.

During the JISC meeting, Judge Rosen and Judge Heller were directed to provide guidance to the DMCJA on the individual case flagging criteria. Therefore, with Court Administrator Aimee Vance, we now provide the following recommendations:

- In flagging individual cases for permanent retention, judges should consider these non-exclusive factors:
 - Defendant criminal history;
 - Nature of the current crime;
 - If the case involves any mental health issues;
 - If the case involves any substance abuse issues;
 - If the Defendant has a high risk of repetitive contact with the court system;
 - If the alleged crime was sexual in nature;
 - If the Defendant has a history of repetitive contact, or has the potential of repetitive contact, with the alleged victim; and
 - If domestic violence was involved.

Judge Svaren
November 7, 2013
Page 2

- Judges should consider these factors with the knowledge that the dismissed record is not a record of conviction and therefore, if retained, it may have negative consequences for the Defendant in acquiring employment or housing.
- Flagging of individual cases, especially those that are dismissed, should be considered the exception and not the norm in judicial proceedings.
- If a judge decides that a case should be flagged, findings supporting the flag must be put on the record and docket entries must show the criteria used in making that decision.
- A flag may be removed from a case upon good cause shown. The record and docket entries must reflect the reasons as to why the case was un-flagged.

The CLJ Workgroup hopes it has provided a good starting point for the DMCJA in establishing the guidelines for judges to use when flagging individual cases. In order to meet all the schedule deadlines and properly vet the proposed criteria per JISC direction, it is requested that the DMCJA provide the individual case flagging guidelines to the Data Dissemination Committee by February 15, 2014. If you have any questions, Judge Heller and Judge Rosen are available to discuss the policy and the proposed criteria presented in this letter.

Sincerely,

Judge James R. Heller
Pierce County District Court

Judge Steven Rosen
Seattle Municipal Court

Aimee Vance, Administrator
Kirkland Municipal Court



DMCJA Board of Governors Meeting
Friday, December 13, 2013, 12:30 p.m. – 3:30 p.m.
AOC SeaTac Office

MEETING MINUTES

Members:

Chair, Judge Svaren
Judge Alicea-Galvan
Judge Allen
Judge Burrowes
Judge Derr
Judge Garrow (non-voting)
Judge Jahns
Judge Jasprica (non-voting)
Judge Lambo (non-voting)
Judge Logan
Judge Marinella
Judge Meyer
Judge Olwell
Judge Ringus (non-voting)
Judge Robertson
Commissioner Smiley
Judge Smith
Judge Steiner

Guests:

Judge Kim Walden
Judge Donna Tucker
Judge James Heller
Judge Jeffrey Ramsdell, SCJA
Candice Bock, AWC
Doug Levy
Ms. Aimee Vance, DMCMA
Brian Kelly, WSBA
Deena Kaeling, MCA

AOC Staff:

Ms. J Krebs
Ms. Vicky Cullinane
Ms. Michelle Pardee
Mr. Dirk Marler
Ms. Callie Dietz
Ms. Vonnie Diseth

President Svaren called the meeting to order at 12:30 p.m. and noted there was a quorum present.

ASSOCIATION BUSINESS

Minutes

Judge Jahns proposed amended language under the Legislative Committee Report, 1. Removal of Municipal Court Judges. M/S/P to approve November, 2013 minutes with that amendment.

Treasurer's Report

Judge Marinella included a written account statement in the materials. An audit will take place at the close of the 2014 books. *M/S/P to approve the Treasurer's Report.*

Special Fund Report

M/S/P to approve the Special Fund Report.

CLJ Case Management System Update

Ms. Dietz, Mr. Marler and Ms. Diseth gave a presentation on the history, timeline, events, and discussions regarding a CLJ Case Management System (CMS). They presented a history of the

current Information Technology Governance projects and how these are/were prioritized, and also discussed why a statewide approach/CMS is critical. They then presented AOC's high-level timeline for gathering the CLJ business requirements and recent events and discussions with CLJ courts who are anxious to get moving on this project or are planning on moving forward with their own CMS. The current plan is to start the Business Requirements process by second quarter 2014 and put out an RFP by second quarter 2016. A meeting is scheduled for January 24, 2014 to specifically discuss in detail how AOC and courts can move forward with a CLJ CMS.

ACTION

Policy for payment of dues when a vacant position is filled (full or pro-rata)

No action taken

Judge Marinella submitted a policy with language that clarified the expectations for payment when a judge pays the dues versus when a jurisdiction pays the dues. The Board discussed whether, if a judge pays the dues and then leaves office, would that judge receive a refund on pro-rated dues. The refund question was also raised at the November 2013 Board meeting. Judge Marinella and Judge Steiner will continue work adding language covering refund of dues and bring back to the Board.

Legislative Committee

1. Imposing Misdemeanor Jury Fees

No action taken.

In November, the Board sent this back to the Legislative Committee for further review. The Legislative Committee decided not to change the original proposal.

2. Therapeutic Courts (SB 5797) Workgroup

M/S/P to support but not sponsor bill.

3. Other Business

Judge Meyer reported that the DMCJA proposal regarding municipal court termination had been submitted to the BJA; the Legislative Executive Committee had been formed to address legislation throughout the legislative session; and the Impaired Driving Workgroup Report is available for review.

DISCUSSION

A. JISC CLJ Workgroup Request for Guidelines for Flagging Cases for Permanent Retention

Judge Svaren did not receive any further comments or suggestions for guidelines.

M/S/P to make this an Action item.

M/S/P to approve the recommended guidelines for judges to follow when flagging a case for permanent retention, which diverts from the standard retention schedule set out in the November 7, 2013, letter to DMCJA from the JISC CLJ Workgroup.

B. Office of the Trial Courts

There was a meeting on December 6, 2013, and the following was decided: The purpose is to be an advocacy group for issues of the courts of limited jurisdiction; the group does

not yet have a title – two names were proposed to be chosen at the next meeting; the group intends to meet quarterly; the chair will be a one year term and will be filled by one of the past presidents of the associations (to rotate between the associations); court administrators may send liaisons to the meetings but not vote; court security issues will be a focus, as well as creating a protocol for referring projects to the WA State Center for Court Research. SCJA currently has a legislative contact list that they will share/blend with DMCJA to increase contact with legislators to advocate on CLJ issues; and each association will ask their boards to provide funding so members may attend meetings.

Judge Steiner said that Judge Svaren's document regarding how the group should be formed set the ground work and helped progress the formation of this group.

C. Long Range Planning Recommendations to the Board

Judge Steiner reported that the Long Range Planning Committee met on October 18, 2013, and reviewed the items listed in the report submitted to the Board.

D. System Improvement Committee

Judge Steiner reported that the Committee met by telephone on December 4 and discussed the five items on the charge document. The Committee divided up into separate subcommittees to further review the items on the charge document and will meet in person on January 24, 2014, to go over the work the subcommittees have done.

E. Court Security Workgroup Status Update

Judge Svaren spoke with Judge Charles Snyder, SCJA, and both associations are interested in working together with DMCMA to form a joint committee to address trial court security issues. More information will be given at future meetings.

LIAISON REPORTS

DMCMA- Next week DOL should be returning tickets with errors through email and no longer mailing the returns.

MCA – They are planning their spring conference. Due to a resignation, Ms. Kaelin will be attending DMCJA Board meetings until a successor is chosen.

SCJA – Met with DMCJA for Office of Trial Courts and will be picking a new name and working on the protocol of AOC staff use. SC-CMS is still working through County Clerks' concerns over retaining local custody and control over court documents. Discussion on family law issues such as having separate courts for only family law cases and attorneys for all kids in termination and dependency hearings.

WSBA – Mr. Kelly reported that 2015 bar dues will remain the same and is the third year in a row that they have remained the same. WSBA is reviewing the impact this may have on WSBA programs and if any will have to cut any programs. There has been work on LLLT- Limited License Legal Technician requirements, which include educational and experience components.

WSAJ – No liaison present.

AOC – Ms. Dietz reported on the AOC reorganization and is working on filling vacancies. Positions have been filled for Supreme Court Commissions Coordinator, Language Interpreter Commission, and there is a new Security IT officer. Applications were received for the DMCJA staff position and interviews will be taking place.

BJA - Judge Lambo gave a re-cap of the December 13th BJA meeting. AOC reported on updates to its security system since the security breach and that they are working with another state agency, Military Department, to test AOC's security by trying to breach AOC security and work to fix weak parts of the system. Court Security resources were discussed and having education programs at conferences. Mellani McAleenan stressed the importance of contacting local legislators about the importance of the JISC account as when money is removed from that account it hurts the judicial branch and courts. Interpreter bill position remains at opposed because it is an unfunded mandate. There may be a workgroup that will keep the bill alive for the future possible funding.

STANDING COMMITTEE REPORTS

- A. Rules Committee – Judge Garrow included the committee's minutes in the materials.
- B. Long Range Planning Committee – Judge Steiner included the committee's minutes in the materials.

INFORMATION

The 2013 DMCJA Annual Report to the Chief Justice was included in the materials by Judge Svaren.

Leadership meeting DOL/DMCJA/DMCMA/AOC letter from Judge Svaren to Pat Kohler, Director of DOL, was included in the materials by Judge Svaren.

Judge Meyer reported that the Impaired Driving Work Group Report was published and to contact him for copies. It is a large document.

OTHER BUSINESS

Legislative Efforts to Increase Criminal Conviction Filing Fees

Ms. Candice Bock, Association of Washington Cities, and Mr. Doug Levy presented to the Board proposed legislation to increase the criminal conviction filing fees in an effort to help cover some of the costs for the January 2015 implementation of public defense standards and caseload limits. In 2004, a Court Funding Alternatives work group had recommended the fee be set at \$55, rather than the current \$43. However that did not occur. The increase of the fee would benefit both local and state governments as more money would be collected. Mr. Levy and Ms. Bock would like the Board's support for the legislation and any other feedback. The Board asked what percentage of the fees were actually collected. Mr. Levy responded about 60% of the imposed criminal conviction filing fees were collected. Judge Lambo understood the crunch that municipalities are under but also is concerned that fees pile up on people and increase their financial burden. Also, often the fees are converted to community service and so the increase in revenue would not be what is expected. Ms. Vance asked if the request was to increase the fee regardless of whether the person was represented by a private attorney or public defender. Mr. Levy said fee increase is without distinction between private or

public attorney. Judge Jahns discussed proposing a change so that all fees collected stay local, instead of increasing the fee amount. Judge Tucker suggested creating a new fee for the sole purpose of funding public defense mandates. Ms. Bock has seen historically that the legislature would rather increase an existing fee rather than create a new fee. Judge Alicea-Galvan suggested that the cities also work with their prosecutors to determine what violations would be part of the caseloads and what violations they wanted to move forward on prosecuting. Judge Meyer noted that historically DMCJA has opposed user fees to fund programs, including increase of fees. Ms. Bock and Mr. Levy thanked the Board for their time, they hope the Board would recognize the need to fund the January 2015 implementation of public defense standards and caseload limits, and appreciate the Board's feedback.

Meeting Adjourned at 3:43 p.m.



JISC DATA DISSEMINATION COMMITTEE
February 28, 2014
8:30 - 10:00 a.m.
Administrative Office of the Courts
SeaTac Office Building
18000 International Blvd. Suite 1106
SeaTac, WA 98188

DRAFT - MEETING MINUTES

Members Present

Judge Thomas J. Wynne, Chair
Judge James R. Heller
Mr. William Holmes
Judge J. Robert Leach
Ms. Barbara Miner
Judge Steven Rosen
Ms. Aimee Vance

Guests Present

Seren Kopetski, Washington State
Liquor Control Board
Frank O'Dell, Washington State
Liquor Control Board

Members Present Telephonically

Judge Jeannette Dalton

AOC Staff Present

Stephanie Happold, Data Dissemination Administrator

Judge Wynne called the meeting to order and the following items of business were discussed:

1. Meeting Minutes for December 6, 2013

Committee approved the meeting minutes.

2. DMCJA Feedback on CLJ Individual Case Flagging Criteria Guidelines

The Committee reviewed the DMCJA-approved guidelines for flagging individual cases for permanent retention as provided for in the Courts of Limited Jurisdiction JIS retention schedule. Judge Leach moved to approve the guidelines from the DMCJA and send them to the JISC. Judge Heller seconded the motion and the decision was passed unanimously.

The Committee discussed how the retention schedule with the case flagging criteria would be disseminated to the courts. Staff stated that the charts and criteria would be incorporated into an AOC policy per JISCR 8 and posted on the AOC website, as well as on all the listservs. The Committee recommended education about the Iteration 2 retention schedules and case flagging ability be done at the next spring conferences in order to train the court staff before implementation. Committee also directed staff to contact WAPA and WADCL to notify them of the policy prior to its effective date.

3. Washington State Liquor Control Board Licensing Division Request

Frank O'Dell of the Washington State Liquor Control Board (LCB) presented the LCB Licensing Division request for Level 22 JIS-Link access and referred to his letter that was

The following policy/rules are scheduled for iteration 1. If possible, changes will be made to retain all cases 5 years instead of 3

Retention of Records Summary

Casetype = CV, SC, or PR The system will determine retention based on overall casetype & cause code	Casetype	Cause Code	Retention	Notes: > All retention periods begin after case is closed > Case is retained based on the longest retention period for any violation on the case > Retention not based on a finding of Amended (AM) It is based solely on issues with findings other than AM > See Plea / Sentencing codes at Inside Courts website for code descriptions
	CV-Civil	DVP, HAR, SXP, STK	Never Purge	
	CV-Civil	Any other	10 years & 4 months	
	SC-Small Claims PR - Parking (Will inc. electronic Parking - VRV)	Any	5 years	

Casetype = IT, IN, CT, CN, PC, CF The system will determine retention based on casetype and disposition of each charge as well as looking for DV flag and Retain Case flag	Finding / Judgment Types	Casetype of Charge (will include all eTickets)			Finding / Judgment Codes Included
		CT, CN	PC, CF	IT, IN	
	Guilty / Committed	Never purged	Never purged	5 yrs	AS, BF, C, P, G, GO, GS, GV, GR, PI, RP, GY, GZ
	Not Guilty / Not Committed	Phase 1 - Not purged Future - TBD	Phase 1 - Not purged Future - TBD	5 yrs	NG, NC
	46.63.070 Deferred Finding (IT only)	NA	NA	7 yrs	CD, DD
	Dismissed - Incompetency, or Not Guilty - Insanity	Never purged	Never purged	5 yrs	D, DO, DW with reason code of IC; or NS
	10.05 Deferred Prosecution	Never purged	Never purged	5 yrs	GO, GD; or D, DO, DW with dismissal reason code of DP
	Dismissed for all other reasons	Phase 1 - Not purged Future - TBD	Phase 1 - Not purged Future - TBD	5 yrs	D, DO, DW, DS, or OD, with a dismissal reason code of blank or anything other than IC, DP, or FD
	Vacated	Never purged	Never purged	N/A	V
	Domestic Violence Flag	Phase 1 - Not purged Future - TBD	Phase 1 - Not purged Future - TBD	5 -7 yrs	Applies to cases where a violation has a DV flag = yes, and the retention of the case without the DV flag was less than 15 years..
	Retain Case Flag	Not Available in this iteration	Not Available in this iteration	Not Available in this iteration	A new flag is planned, that will designate a case should be retained regardless of any other rule. Case will be retained as long as flag = Yes.
Case Transferred	Phase 1 - Not purged Future - TBD	Phase 1 - Not purged Future - TBD	5 yrs	BO, CV; or D with a reason of FD	

These were the original rules/policy with notes added regarding the "DV" & "Permanently retain" flags and retain all cases at least 5 years.

Retention of Records Summary

Casetype = CV, SC, or PR The system will determine retention based on overall casetype & cause code	Casetype	Cause Code	Retention	Notes: <ul style="list-style-type: none"> > All retention periods begin after case is closed > Case is retained based on the longest retention period for any violation on the case > Retention not based on a finding of Amended (AM) It is based solely on issues with findings other than AM > See Plea / Sentencing codes at Inside Courts website for code descriptions 	
	CV-Civil	DVP, HAR, SXP, STK	Never Purge		
	CV-Civil	Any other	10 years & 4 months		
	SC-Small Claims PR - Parking (VRV)	Any	5 years		
Casetype = IT, IN, CT, CN, PC, CF The system will determine retention based on casetype and disposition of each charge as well as looking for DV flag and Retain Case flag	Finding / Judgment Types	Casetype of Charge			Finding / Judgment Codes Included
		CT, CN	PC, CF	IT, IN	
	Guilty / Committed	Never purged	Never purged	5 yrs	AS, BF, C, P, G, GO, GS, GV, GR, PI, RP, GY, GZ
	Not Guilty / Not Committed	10 yrs	10 yrs	5 yrs	NG, NC
	46.63.070 Deferred Finding (IT only)	NA	NA	7 yrs	CD, DD
	Dismissed - Incompetency, or Not Guilty - Insanity	Never purged	Never purged	5 yrs	D, DD, DW with reason code of IC; or NS
	10.05 Deferred Prosecution	Never purged	Never purged	5 yrs	GO, GD; or D, DD, DW with dismissal reason code of DP
	Dismissed for all other reasons	10 yrs	5 yrs	5 yrs	D, DD, DS, DW, or OD, with a dismissal reason code of blank or anything other than IC, DP, or FD
	Vacated	Never purged	Never purged	N/A	V
	*Domestic Violence Flag	15 yrs	15 yrs	15 yrs	Applies to cases where a violation has a DV flag = yes, and the retention of the case without the DV flag was less than 15 years.
	*Retain Case Flag	Never purged	Never purged	Never Purged	A new flag will be available in JIS to designate that a case should be retained regardless of any other rule. Case will be retained as long as flag = Yes.
Case Transferred	5 yrs	5 yrs	5 yrs	BD, CV; or D with a reason of FD	



March 3, 2014

Honorable Mary Fairhurst, Chair
Judicial Information System Committee
Washington State Supreme Court
PO Box 40929
Olympia, WA 98504-0929

Dear Justice Fairhurst:

In 2012, the Board for Judicial Administration (BJA) held a retreat to discuss issues of governance and allocation of Administrative Office of the Courts (AOC) resources dedicated to supporting boards, commissions, committees, task forces, and workgroups. The BJA agreed to divide these issues between two workgroups. The BJA recently adopted recommendations made from the workgroup charged with looking at all judicial branch committees and identifying opportunities to improve efficiency and effectiveness by merging or restructuring some groups. The workgroup reviewed 205 committees of associations, boards and commissions. Although the BJA realizes that examining the efficiency and relevance of any committee is actually the responsibility of that organization and its own related committees, the BJA is undertaking the job of examining each of its own BJA committees and workgroups and is asking that every association, board or commission do the same.

This workgroup recommended, and the BJA adopted the following:

- Every BJA authorized entity shall review and assess their current committee structure and align their committees with the proposed standard for creating, managing, and reviewing committees.
- All committees will adopt a charter containing the following information: Committee title; authorization (court rule, court order, bylaw, statute or other); charge or purpose; AOC staff support required; policy area; other branch committees addressing the same topic; other branch committees to partner with; committee type: standing, subcommittee, workgroup; committee membership; term limit; duration/review date; budget; reporting requirements (i.e., quarterly to the BJA, the authorizing organization and/or other entities addressing same topic); and expected deliverables or recommendations.
- Create and adopt a standard for committees that would include an agreement on the following items: 1) committee types; 2) committee duration limit to two years unless specifically extended after review; 3) commitment to periodic review, including a reporting requirement on activities, decisions, and initiatives; 4) formal request for AOC staff support and resources.

The BJA is currently re-examining and chartering our standing committees pursuant to this recommendation. We anticipate that the body will examine other committees, workgroups and task forces which were previously created by the BJA and determine whether they should continue in their current form or be incorporated into a standing committee.

The workgroup also focused on how the AOC uses its staff and resources, recognizing the need to prioritize requests for resources so the core work of the judicial branch can be done effectively. The demand for staff support and proliferation of committees and workgroups often create a strain on resources and result in limited support.

Recognizing the limited AOC staff and resources, the BJA requests that all judicial branch entities which operate committees under their authority using AOC staff or resources discuss and consider implementing the proposed chartering and committee standards. We hope these discussions will help define the core mission of the committees and possibly result in the merging or elimination of duplicative committees which require judicial and AOC resources.

If your organization has recently done work like this we encourage you to share the results. The BJA is interested in creating a central repository for charter documents so they are centrally located and can be accessible to others. This repository could function as a resource for all the judicial branch entities and staff and would facilitate collaboration and information sharing. If your organization has not done work like this recently, we urge you to adopt the recommendations of the BJA workgroup as outlined earlier in this letter. Staff will follow-up in June to determine whether you have any finalized documents that you can share.

If you would like a template for the committee charter, please contact Beth Flynn at beth.flynn@courts.wa.gov or (360) 357-2121.

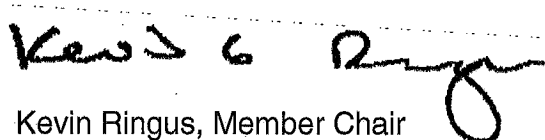
If you have any questions regarding this request, please contact Shannon Hinchcliffe at shannon.hinchcliffe@courts.wa.gov or (360) 705-5226.

Thank you for your consideration of this information.

Sincerely,



Barbara Madsen, Chair
Board for Judicial Administration



Kevin Ringus, Member Chair
Board for Judicial Administration

cc: Ms. Vonnie Diseth

JISC Committees

Committee Name	Authorizing Entity	Mission/ Purpose
Accounting Workgroup	JISC	Deliver accounting reports & queries to superior courts & CLJ
JIS Codes Committee	Judicial Information System Committee; created by the Supreme Court & operating under Judicial Information System Committee Rules. The codes committee is a subcommittee of JISC.	Adopt four criteria as necessary guidelines for approving new codes: (a) the code is necessary to collect data that is justified by a significant business need, (b) the code will be usable statewide, (c) the code does not duplicate the business intent of any existing code, & (d) the code does not conflict with state statute or rule authority. Review new code requests & if approved, prioritize them with any previous outstanding codes requests queued for development. Review existing code usage to determine where unused or unnecessary codes can be end-dated, as time allows, & apply the above guidelines to all new code requests.
JISC Executive Committee	JISC	Acts on behalf of the JISC between regular meetings.
Data Dissemination Committee	JISC	Act on behalf of the JISC to address issues with respect to access to information in the Judicial Information System (JIS) & dissemination of information from JIS.
Data Management Steering Committee	JISC	A sub-committee of the JISC that was created to provide governance & help manage data-centric issues & projects that relate to the JIS.
JIS Local CMS Policy Workgroup	JISC	Develop JIS policy for courts implementing local case management systems. Propose revision to JISCR 13.
JISC Baseline Service Level Workgroup	JISC	Develop recommendations to the JISC for baseline service levels to be provided by the Judicial Information System statewide.

IT Governance Groups

Committee Name	Authorizing Entity	Mission/ Purpose
Appellate Court Level User Group	JISC	Consider IT Governance requests for recommendation to the JISC
Superior Court Level User Group	JISC	Consider IT Governance requests for recommendation to the JISC
Courts of Limited Jurisdiction Level User Group	JISC	Consider IT Governance requests for recommendation to the JISC
Multiple Court Level User Group	JISC	Consider IT Governance requests for recommendation to the JISC
Supreme Court Endorsing Group	JISC	Consider IT Governance requests for Endorsement
Court of Appeals Executive Committee Endorsing Group	JISC	Consider IT Governance requests for Endorsement
Superior Court Judges' Association Endorsing Group	JISC	Consider IT Governance requests for Endorsement
Washington State Association of County Clerks Endorsing Group	JISC	Consider IT Governance requests for Endorsement
Association of Washington Superior Court Administrators Endorsing Group	JISC	Consider IT Governance requests for Endorsement
Superior Court Judges' Association – Family & Juvenile Law Committee	JISC	Consider IT Governance requests for Endorsement
Washington Association of Juvenile Court Administrators Endorsing Group	JISC	Consider IT Governance requests for Endorsement
District and Municipal Court Judges' Association Endorsing Group	JISC	Consider IT Governance requests for Endorsement
District and Municipal Court Management Association Endorsing	JISC	Consider IT Governance requests for Endorsement
Misdemeanant Corrections Association Endorsing Group	JISC	Consider IT Governance requests for Endorsement
Data Dissemination Committee Endorsing Group	JISC	Consider IT Governance requests for Endorsement
Data Management Steering Committee Endorsing Group	JISC	Consider IT Governance requests for Endorsement
Codes Committee Endorsing Group	JISC	Consider IT Governance requests for Endorsement
AOC Endorsing Group (endorses for non-court communities)	JISC	Consider IT Governance requests for Endorsement

Project Committees

Committee Name	Authorizing Entity	Mission/ Purpose
SC-CMS Project Steering Committee	JISC	The leadership body to manage & provide governance to the Superior Court Case Management System Project & make recommendations to the JISC on behalf of the project.
SC-CMS Court User Work Group	JISC SC-CMS project	Provide essential subject matter expertise to enable the successful deployment of the Superior Court Case Management System.
Appellate Court Electronic Content Management System (ECMS) Project Steering Committee	JISC	Provides executive sponsorship for the AC-ECMS project
ITG Request #41 Data Destruction Project Steering Committee	JISC	The ITG 41 Project - CLJ Revised Computer Records Retention & Destruction Process request removes the archiving requirement for all Courts of Limited Jurisdiction records and, by extension, eliminates archiving of these records from the JIS applications. In addition, the destruction of records report selection process will change, based upon input from the DDC, the Steering Committee, state laws & court rules.

ITG Request 45 – Appellate Courts Enterprise Content Management System (AC-ECMS)

Project Update

Martin Kravik, Project Manager

April 25, 2014

Recent Activities

- ✓ Per February 28, 2014 JISC decision, finalized the contract amendment to incorporate the Hyland OnBase WorkView module into the AC-ECMS solution
 - Raises the contract amount by \$72,000
 - Moves the Functional Specification Document delivery date from March 28, 2014 to May 16, 2014
- Technical training for the AOC/Court staff who are going to be involved in system configuration continues

Recent Activities (cont.)

- Functional specification development by vendor continues
- Design for changes to JIS Link, e-filing, and web access to Appellate Court information continues
- Development of an internal project schedule for AOC and appellate court activities based on the ImageSoft project schedule continues

Active Project Risks

Total Project Risks		
Low Exposure	Medium Exposure	High Exposure
1	0	0

Significant Risk Status

Risk	Probability/Impact	Mitigation
0	0	0

Active Project Issues

Total Project Issues			
Low Urgency	Medium Urgency	High Urgency	Closed
1	0	0	6

Significant Issues Status

Issue	Urgency/Impact	Action
None		

Project Milestones

Milestone	Date
Functional Specification Document delivered	May 2014
System development complete	November 2014
Document Mapping Chart delivered	December 2014
User training (train-the-trainer) provided	January 2015
Technical training provided	January 2015
System testing complete	February 2015
Document conversion complete	March 2015
Production (Go Live) complete	May 2015

Information Networking Hub (INH) Project Update

Dan Belles, PMP - Project Manager

April 25, 2013

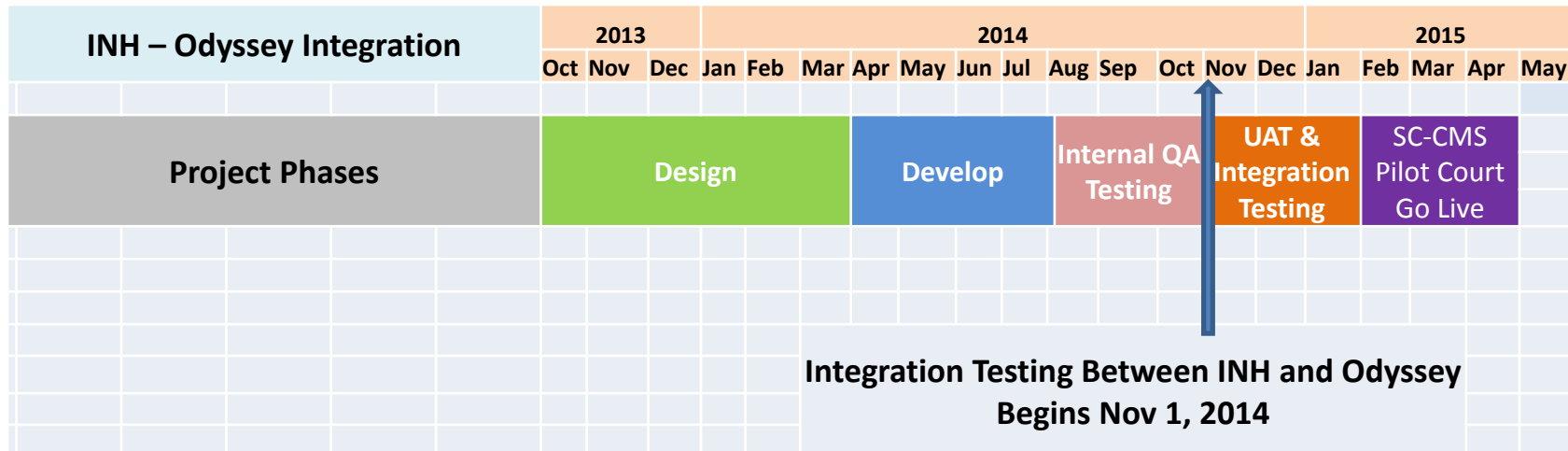
INH – Odyssey Integration

Recent Activities

SC-CMS Pilot Court Readiness

- Party (Person) Data Replication – Between JIS and Odyssey
 - Requirements Analysis
 - Solution Design
 - Development/Prototyping
 - Test Strategy Development
- DOL Person Lookup Service – Requirements Analysis
- JCS Financials Support – Requirements Analysis

Schedule



Active Project Risks

Total Project Risks		
Low Exposure	Medium Exposure	High Exposure
0	0	2

Significant Risks Status

Risk	Probability/Impact	Mitigation
Critical Project Inter-dependencies	High/High	<ul style="list-style-type: none"> • Inter-dependent Project Coordination Team (IPCT)
INH Integration with Odyssey	High/High	<ul style="list-style-type: none"> • Collaborate with SC-CMS technical team and Tyler to define requirements
Services Testing/Deployment for Pilot Courts	High/High	<ul style="list-style-type: none"> • Collaborate with Tyler to coordinate services deployment

Active Project Issues

Total Project Issues			
Active	Monitor	Deferred	Closed
0	0	0	0

Significant Issues Status

Issue	Urgency/Impact	Action

Next Steps

INH – Odyssey Integration	
Milestone	Date
Requirements Analysis - Complete	April 2014
Design - Complete	April 2014
Development - Complete	July 2014
Internal QA Testing - Complete	October 2014
UAT/Integration Testing With Odyssey - Complete	February 2015
Party Data Replication – Pilot Court Go Live	February 2015



Washington State Administrative Office of the Courts

ISD Monthly Status Report for the Judicial Information System Committee (JISC)

March 2014
(Report Period Ending March 31, 2014)

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Background

This report provides the status of information technology projects and operational work underway at the Administrative Office of the Courts (AOC).

The systems and services provided are used by judges, court administrators and staff, county clerks, numerous government agencies, and the public. In this way, AOC supports the effective and efficient operation of the Washington judicial system. We invest wisely in order to provide maximum value to the citizens of the state of Washington.

Under direction of the Judicial Information System Committee (JISC), priorities identified by Washington Courts are implemented through the governance process.

This report is a key to measuring and monitoring progress. It provides the JISC a complete view of work. The report serves to inform and communicate the value of AOC accomplishments.

Initiatives & Project Plan Overview

March 2014

Planned

Actual

SCHEDULE STATUS KEY ● = Active/on track ▲ = Changes w/ Moderate impact ◆ = Significant rework/risk ⊖ = Not active ✓ = Completed

Initiatives	Schedule Status		CY12	CY12	CY12	CY12	CY13	CY13	CY13	CY13	CY14	CY14	CY14	CY14
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
7.6 Information Networking Hub (INH) Middleware	●	Planned												
		Actual												
SC-CMS Odyssey Implementation	●	Planned												
		Actual												
COTS Preparation - Restore SCOMIS Cases	✓	Planned												
		Actual								✓				
ITG #045 Appellate Court Enterprise Content Management System (ECMS)	▲	Planned												
		Actual												
ITG #041 Revised CLJ Computer Records Retention and Destruction Project	▲	Planned												
		Actual												
ITG #087 Security Project – JABS RACF Authentication	●	Planned												
		Actual												

Summary of Activities

Major Changes Since Last Report

This section provides a quick summary of initiatives or projects that have had major changes during the reporting period and includes operational areas or staffing changes that impact the work, timeline, or budget.

Initiatives & Major Projects Underway

- Superior Court Case Management System Implementation (SC-CMS) (ITG #002)
- COTS Prep – JCS
- Revised CLJ Computer Records Retention and Destruction Project (ITG #041)
- Appellate Courts Enterprise Content Management System (ITG #045)
- Security Project - JABS RACF Authentication (ITG #087)

Initiatives or Projects Completed

- ITG 121 Superior Court Data Exchange

Initiative or Project Status Changes

- None

Staffing Changes in ISD

During the reporting period of March 1 - 30, 2014:

ISD welcomed the following new staff:

- Gabrielle Stilwater, ISD Administrative staff, (3/21/2014)

The following employees left ISD:

- Meghana Chatti, Quality Assurance Tester, (2/28/2014)

Employees transferring to the SC-CMS Project:

None.

ISD Staff Recognitions

Recognitions

March 2014 – **Pam Payne and Phil Zitzelman, ISD Administration** – were recognized by Bill Cogswell and Vicky Cullinane for pulling together the JISC Decision Binder. It is very well organized and cross-referenced. Pam's and Phil's work made it easy to look up JISC actions on ISD Decision Packages. Great work!

March 2014 – **Kathy Bradley, ISD Business Liaison to the Appellate Courts** – was recognized by Gary Pinnell, Network Administrator, Court of Appeals Division II, for keeping Court of Appeals customers informed about technical issues and what is being done to resolve them. Gary says "It's nice to have someone who is following up on issues, such as ACORDS and e-Filing in such a professional manner with good detailed explanations and status update reports." Kathy's efforts save Court of Appeals customers a lot of time in researching and troubleshooting problems. Great Work!

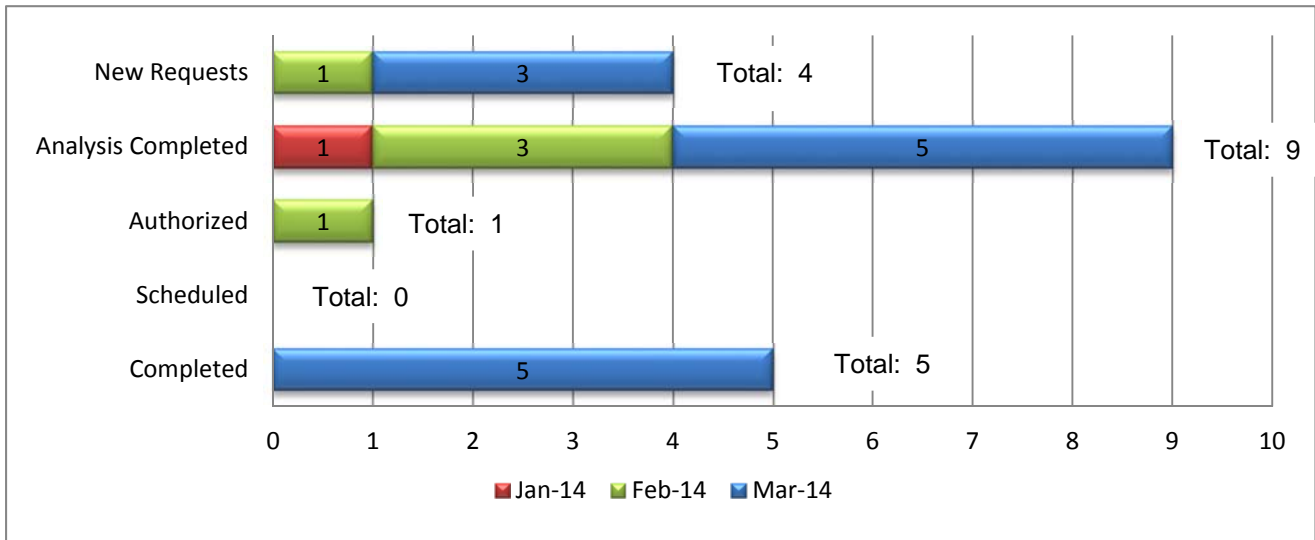
IT Governance Request Status

Completed JIS IT Requests in March 2014

- ITG 156 Court Notification when Critical Identifiers Change,
- ITG 163 WebSphere (non JIS),
- ITG 176 List of Court Date on Display Screen in e-tickets,
- ITG 191 Adding last DOL & JIS address update date on e-tickets.

Status Charts

Requests Completing Key Milestones



Current Active Requests by:

Endorsing Group			
Court of Appeals Executive Committee	1	District & Municipal Court Management Association	22
Superior Court Judges Association	5	Data Management Steering Committee	0
Washington State Association of County Clerks	7	Data Dissemination Committee	1
Washington State Association of Juvenile Court Administrators	4	Codes Committee	2
District & Municipal Court Judges Association	5	Administrative Office of the Courts	7
Misdemeanant Corrections Association	1		

Court Level User Group	
Appellate Court	1
Superior Court	9
Courts of Limited Jurisdiction	15
Multi Court Level	10

Initiative Summary

Summary of Activities March 2014

Information Networking Hub (INH) Middleware Project	
Activities	Impact/Value
✓ Completed high level design for the party data replication (PDR) components. Started work on detailed Technical design that will be used for code development.	Provides INH data exchanges to fit Odyssey's requirements.
✓ Continued to work with SC-CMS project team to identify requirements for party data replication solution and new INH services that may be needed. Also worked with the COTS-Prep JCS project team to identify their requirements.	Provides INH data exchanges to fit Odyssey's requirements.
✓ Hired additional developer for the party data replication effort. Published an RFP for Quality Control Tester. Scheduled interviews with five candidates.	Provides INH data exchanges to fit Odyssey's requirements.

Approved JIS Projects Summary




ITG #002 Superior Court - Case Management System Odyssey Implementation	
<i>Activities</i>	<i>Impact/Value</i>
Court Business Office	
✓ Odyssey Forms Workshop Completed (3/3-3/7).	The SC-CMS project team received training from Tyler regarding the creation and configuration of forms in Odyssey.
✓ Odyssey Code Mapping Workshop Completed (3/17-3/21).	The SC-CMS project team received training from Tyler regarding the mapping of codes into Odyssey. The purpose of code mapping is to take codes that exist in a Legacy system and map them to Odyssey so that they depict the same code name and description.
✓ Odyssey Security Workshop in progress (3/24-3/28).	The SC-CMS project team is receiving training from Tyler.
✓ Requirements Meeting with Judges and Court Administrators Held (3/5).	Additional meetings were organized and held to expedite the review of the remaining gap items.
✓ March CUWG Meeting Held (3/12-3/13).	The CUWG met to continue the review and validation of the fit assessment results. The CUWG prioritized 25 application development projects for the Pilot implementation.
✓ Conceptual Process Design (CPD) Document Review in Progress.	The BA and BPE team continue to review the CPDs with the CUWG. There are currently 4 CPDs (8220, 8221, 8278, and 8661) in progress and 1 CPD (8214) approved by the CUWG.
Organizational Change Management Team	
✓ Facilitated March Business and Technical Town Hall Meetings, each of which had 10 participants.	Increase awareness and buy-in by providing accurate, relevant project information to external stakeholders.
✓ Coordinated and facilitated two Odyssey Demonstrations for Lewis County Clerk's Office staff.	Mitigate stakeholder resistance to change by increasing awareness and understanding of Odyssey's capabilities and features.
✓ Utilized the SC-CMS_INFO listserv, in addition to existing court and county clerk listservs, to distribute information about the March Town Hall Meetings.	Maximize awareness and mitigate impacts of SC-CMS implementation by appropriately targeting our communications approach to the needs of internal and external agency stakeholders.
✓ Completed development of the Implementation Planning Checklist for use with the Pilot Sites.	Develop long-term champions of the changes brought about by implementing Odyssey by increasing the knowledge and skills of court and county clerk leadership.
✓ Coordinated and facilitated a meeting with internal JCS stakeholders to clarify the impact to the JCA community of Odyssey's implementation in superior courts.	Increase awareness and buy-in by providing accurate, relevant project information to internal AOC stakeholders.
✓ Initiated contact with Early Adopter Site county clerks and court administrators to obtain information relevant to the Early Adopter Training plan.	Maximize awareness and mitigate impacts of SC-CMS implementation by appropriately targeting our communications approach to the needs of internal and external agency stakeholders.
Business Analyst Team	
✓ Review existing Superior Courts ITG Requests asking for changes to SCOMIS/JIS submitted by court staff to ISD.	Determine if the Odyssey product has existing functionality that fulfills the request. Complete a written analysis to send to ISD staff who will communicate with the requestor.
✓ Attended training on the Odyssey system related to Configuration (4 days for Forms, 4 days for Code Mapping, and 4 days for Security).	Continuing learning the ins and outs of the Odyssey system and began performing configurations.
Help Desk Team	
✓ Attended monthly CUWG meeting.	Participated in discussing Fit Analysis Results/Deliverable, Gap, Decision needed.
✓ Participated in Design calls.	Participated in discussions with Tyler developers/and analysts with requirements/processes questions.
✓ Participated in the Subject Matter Expert Workshop.	Learned different Odyssey Forms, Code Mapping and Security functionalities.
Training Team	
✓ Participated in telephone presentation by Tyler LMS staff for overview of Tyler University LMS and registration processes.	Orientation as to Tyler University offerings in the LMS as well as procedures for registering pilot site users.
✓ Compiled and submitted spreadsheet of all pilot users with roles, locations and email contacts to Tyler LMS.	Organized pilot court users and registered users for Tyler University.
✓ Completed Odyssey configuration training for future security, forms and code mapping activities.	Provides training, talking points and preliminary discussion of configuration and configuration decisions.
Project Management Team	

✓ Worked with Tyler PM to evaluate and understand new statewide rollout approach in light of King County's announcement and develop a best strategy.	Project Control and Monitor.
✓ Participated in document management discussions with AOC Leadership Team and Tyler Technologies.	Project Planning.
✓ Finalized contract extension for BlueCrane and statement of work for the next year.	Project Planning, Control and Monitor.
ITG #045 Appellate Court Enterprise Content Management System (AC-ECMS)	
Activities	Impact/Value
✓ The AOC project team and the appellate courts continued to address additional requirements questions and requests for information from ImageSoft.	Improve the efficiency of document management for the Appellate Courts.
✓ The contract amendment to incorporate Hyland OnBase Work View into the solution was developed by AOC and sent to ImageSoft for review.	Improve the efficiency of document management for the Appellate Courts.
✓ ImageSoft continued developing the Functional Design Specification.	Improve the efficiency of document management for the Appellate Courts.
✓ Connie Williams, Clair Bruggeman, Richard Kimball, and Dave Pearson will attend Hyland's Introduction to Workflow class.	Improve the efficiency of document management for the Appellate Courts.
✓ Gary Guinotte, the Appellate Courts Operations Architect, continued designing the changes to JIS Link and web access to appellate court data.	Improve the efficiency of document management for the Appellate Courts.
✓ The development of a work breakdown structure for court/AOC tasks continued.	Improve the efficiency of document management for the Appellate Courts.
✓ Continued to pursue the procurement of the Hyland OnBase Premium Education Subscription. ImageSoft is having difficulty getting an answer back from Hyland.	Improve the efficiency of document management for the Appellate Courts.
ITG #041 Revised CLJ Computer Records Retention and Destruction Process	
Activities	Impact/Value
✓ The Project Team finalized programming the current retention and destruction rules to work in the active database, along with adding rules for VRV and eTicket case files to come into compliance with a legislative mandate (The Project Team calls this Iteration 1 – Preliminary rules are applied).	Provides faster viewing of the Courts of Limited Jurisdiction (CLJ) records.
✓ QA Test group produced estimated hours to complete work and high level schedule. Also evaluated test environment preparedness.	Provides faster viewing of the Courts of Limited Jurisdiction (CLJ) records.
✓ Project Steering Committee Meeting – Approved Next Project Steps: Pilot Court selection, Court Data Clean-up Plan, and Project Implementation Communications Plan.	Provides faster viewing of the Courts of Limited Jurisdiction (CLJ) records.
✓ Updated project status presentation at JISC meeting with Steering Committee approved direction, February 28, 2014.	Provides faster viewing of the Courts of Limited Jurisdiction (CLJ) records.
✓ Continued to develop Iteration 1 Communications Management Plan approach.	Provides faster viewing of the Courts of Limited Jurisdiction (CLJ) records.
ITG #087 / Security Project - JABS RACF Authentication	
Activities	Impact/Value
✓ Completed the development and unit testing the Legacy changes.	Strengthens the JABS sign-in process and increases security of JIS data and systems.
✓ Finalized the communication notices to the stakeholders.	Strengthens the JABS sign-in process and increases security of JIS data and systems.
✓ Finalized the schedule to send the notices. There are six notices all together. The notices are going to be sent at various phases/stages of the project.	Strengthens the JABS sign-in process and increases security of JIS data and systems.

<p>✓ Sent out first notice on March 10th to District and Municipal Court Administrators, Clerks, Judges, and Site Coordinators, Superior Court Administrators, Clerks, Judges, and Site Coordinators and Appellate Court Users. The notice provides a high-level overview of the changes to the JABS login process. It advises the courts to identify all of the JABS users and ensure they each have an active RACF ID and password before the JABS logon process takes effect.</p>	<p>Strengthens the JABS sign-in process and increases security of JIS data and systems.</p>
<p>✓ Sent out second notice on March 31st. It is reminder notice repeating the same message of the first notice.</p>	<p>Strengthens the JABS sign-in process and increases security of JIS data and systems.</p>
<p>✓ Completed review of integration test plan and scenarios.</p>	<p>Strengthens the JABS sign-in process and increases security of JIS data and systems.</p>

Detailed Status Reports

Status Update Key

	Green = Progressing as planned.
	Yellow = Changes with moderate impact.
	Red = Severe changes or significant re-work is necessary.

Initiative Status Reports

Information Networking Hub (INH) Middleware Services Odyssey Integration Project									
Reporting Period through March 31, 2014									
Executive Sponsor(s) Vonnie Diseth, CIO/ISD Director			IT Project Manager: Dan Belles						
Business Area Manager: Tamra Anderson, Data and Development Manager			Consultant/Contracting Firm: Soos Creek Consulting						
Description: The Information Networking Hub (INH) is being built to support the implementation of a Superior Court Case Management System (SC-CMS). It is also building a foundation for data exchanges with other COTS packages and local court systems. The INH is the required future state architecture needed to support information exchanges between the JIS central database (new and existing) and local systems. This project involves a core team of resources with the experience and knowledge of AOC systems, "as is" and the "to be" future state to support the building a robust enterprise architecture capable of exchanging messages from disparate systems with one common messaging standard.									
Business Benefit:									
<ul style="list-style-type: none"> Seamless integration of current and future as well as centralized and local applications that provides better customer experience. Near real-time information exchanges through "publish-subscribe" mechanisms that facilitates the sharing of data and dramatically reduces duplicate data entry. Modern architecture that aligns with latest technology trends to provide flexibility and the ability to deliver new customer requests in a timely manner. A centrally managed data repository governed by data standards and quality. A centralized security framework that can meet the needs for ensuring data is secure. Enhanced customer interfaces to improve productivity, advance decision-making capabilities and aid in access to justice. 									
Business Drivers	Improve Decision Making	<input type="checkbox"/>	Improve Information Access	<input checked="" type="checkbox"/>	Improve Service or efficiency	<input type="checkbox"/>	Manage Risks	<input type="checkbox"/>	
	Maintain the business	<input type="checkbox"/>	Manage the costs	<input type="checkbox"/>	Increase organizational capability	<input type="checkbox"/>	Regulatory compliance or mandate	<input type="checkbox"/>	
Current Status	Scope	<input checked="" type="checkbox"/>	Schedule	<input checked="" type="checkbox"/>	Budget	<input checked="" type="checkbox"/>			
Status Notes: The INH project is focused on developing a party (person) data replication solution between JIS and the new SC-CMS Odyssey application in support of the Pilot Court Go Live, scheduled for February 2015.									
Progress	<div style="text-align: center;">March – 60%</div> <div style="text-align: right;">100%</div>								
Phase	<input type="checkbox"/> Initiate	<input type="checkbox"/> Planning	<input checked="" type="checkbox"/> Execute	<input type="checkbox"/> Close					
Schedule	Planned Start Date: 1/2012			Planned Completion Date: 2/16/15					
	Actual Start Date: 1/2012			Actual Completion: TBD					
Activities Completed					Impact/Value				
<ul style="list-style-type: none"> Completed high level design for the party data replication (PDR) components. Started work on detailed Technical design that will be used for code development. 					Provides INH data exchanges to fit Odyssey's requirements.				
<ul style="list-style-type: none"> Continued to work with SC-CMS project team to identify requirements for party data replication solution and new INH services that may be needed. Also worked with the COTS-Prep JCS project team to identify their requirements. 					Provides INH data exchanges to fit Odyssey's requirements.				

✓	Hired additional developer for the party data replication effort. Published an RFP for Quality Control Tester. Scheduled interviews with five candidates.	Provides INH data exchanges to fit Odyssey's requirements.		
Activities Planned		Impact/Value		
°	Complete design work for statewide party data replication (PDR) solution.	Provides INH data exchanges to fit Odyssey's requirements.		
°	Complete the baseline set of requirements from SC-CMS and COTS-Prep JCS teams for the PDR solution.	Provides INH data exchanges to fit Odyssey's requirements.		
°	Hire contract Quality Control Tester to assist with testing PDR solution.	Provides INH data exchanges to fit Odyssey's requirements.		
°	Continue development of party data replication solution.	Provides INH data exchanges to fit Odyssey's requirements.		
Milestones Planned and Accomplished				
Milestone	Original Date	Revised Date	Actual Date	
INH – Odyssey Integration	1/1/12	5/11/15		
Initiation complete	3/7/14	4/14/14	4/30/14	
Planning complete	3/17/14	4/10/14	4/30/14	
Odyssey data mapping	3/13/14	3/6/14	4/30/14	
Analysis complete	3/13/14	4/30/14	4/30/14	
Design complete	3/6/14	4/30/14	4/30/14	
Development complete	5/27/14	10/31/14		
Functional Test	7/14/14	8/20/14		
Internal Test complete	10/23/14	10/28/14		
Deploy complete	10/31/14	10/31/14		
End Project	5/1/15	2/16/15		

ITG #002 Superior Court Case Management System (SC-CMS) Implementation								
Reporting Period Through March 31, 2014								
Executive Sponsor(s) <i>Judge Charles Snyder, President</i> Superior Court Judges Association (SCJA) <i>Sonya Kraski, President</i> Washington State Association of County Clerks (WSACC) <i>Jeff Amram, President</i> Association of Washington Superior Court Administrators (AWSCA)				IT Project Manager: Maribeth Sapinoso, PMP maribeth.sapinoso@courts.wa.gov Consultant/Contracting Firm: Tyler Technology, Inc. Bluecrane, Inc. Business Manager Vonnie Diseth, AOC- CIO/ISD Director Dirk Marler, AOC-JSD Director				
Description: The Superior Court Case Management System (SC CMS) Odyssey Implementation Project is intended to implement Tyler Technology, Inc. software application "Odyssey" enabling the AOC to support the business functions of state superior courts and county clerks in Superior Courts in the state. The SC CMS Odyssey solution will specifically support calendaring and case flow management functions, along with participant/party information tracking, case records and relevant disposition services functions in support of judicial decision-making, scheduling, and case management.								
Business Benefits: The Superior Court Case Management (SC CMS) will implement Tyler Technology, Inc. software application "Odyssey", a case management system, that (1) is consistent with the business and strategic plans approved by the JISC; (2) follows the JISC guidelines and priorities for IT decision making; (3) modernizes AOC technology; (4) works within planned technology architecture; (5) supports improvements in superior court operations; and (6) provides the opportunity and incentives to retire legacy systems such as SCOMIS.								
Business Drivers	Improve Decision Making	X	Improve Information Access	X	Improve Service or efficiency	X	Manage Risks	X
	Maintain the business	X	Manage the costs	X	Increase organizational capability	X	Regulatory compliance or mandate	<input type="checkbox"/>
Current Status	Scope	●	Schedule	●	Budget	●	Status Notes:	
Progress	March – 30% <div style="display: flex; align-items: center;"> <div style="width: 30%; height: 10px; background-color: blue; margin-right: 5px;"></div> <div style="width: 70%; height: 10px; background-color: #ccc; margin-right: 5px;"></div> 100% </div>							
Project Phase	<input type="checkbox"/> Initiate	<input checked="" type="checkbox"/> Planning	<input type="checkbox"/> Execute	<input type="checkbox"/> Close				
Schedule	Planned Start Date: 7/25/2013			Planned Completion Date: 4/23/21				
	Actual Start Date: 7/25/2013			Actual Completion Date: TBD				
Activities Completed				Impact/Value				
Court Business Office								
✓	Odyssey Forms Workshop Completed (3/3-3/7).			The SC-CMS project team received training from Tyler regarding the creation and configuration of forms in Odyssey.				
✓	Odyssey Code Mapping Workshop Completed (3/17-3/21).			The SC-CMS project team received training from Tyler regarding the mapping of codes into Odyssey. The purpose of code mapping is to take codes that exist in a Legacy system and map them to Odyssey so that they depict the same code name and description.				
✓	Odyssey Security Workshop in progress (3/24-3/28).			The SC-CMS project team is receiving training from Tyler.				
✓	Requirements Meeting with Judges and Court Administrators Held (3/5).			Additional meetings were organized and held to expedite the review of the remaining gap items.				
✓	March CUWG Meeting Held (3/12-3/13).			The CUWG met to continue the review and validation of the fit assessment results. The CUWG prioritized 25 application development projects for the Pilot implementation.				

✓ Conceptual Process Design (CPD) Document Review in Progress.	The BA and BPE team continue to review the CPDs with the CUWG. There are currently 4 CPDs (8220, 8221, 8278, and 8661) in progress and 1 CPD (8214) approved by the CUWG.
Organizational Change Management Team	
✓ Facilitated March Business and Technical Town Hall Meetings, each of which had 10 participants.	Increase awareness and buy-in by providing accurate, relevant project information to external stakeholders.
✓ Coordinated and facilitated two Odyssey Demonstrations for Lewis County Clerk's Office staff.	Mitigate stakeholder resistance to change by increasing awareness and understanding of Odyssey's capabilities and features.
✓ Utilized the SC-CMS_INFO listserv, in addition to existing court and county clerk listservs, to distribute information about the March Town Hall Meetings.	Maximize awareness and mitigate impacts of SC-CMS implementation by appropriately targeting our communications approach to the needs of internal and external agency stakeholders.
✓ Completed development of the Implementation Planning Checklist for use with the Pilot Sites.	Develop long-term champions of the changes brought about by implementing Odyssey by increasing the knowledge and skills of court and county clerk leadership.
✓ Coordinated and facilitated a meeting with internal JCS stakeholders to clarify the impact to the JCA community of Odyssey's implementation in superior courts.	Increase awareness and buy-in by providing accurate, relevant project information to internal AOC stakeholders.
✓ Initiated contact with Early Adopter Site county clerks and court administrators to obtain information relevant to the Early Adopter Training plan.	Maximize awareness and mitigate impacts of SC-CMS implementation by appropriately targeting our communications approach to the needs of internal and external agency stakeholders.
Business Analyst Team	
✓ Review existing Superior Courts ITG Requests asking for changes to SCOMIS/JIS submitted by court staff to ISD.	Determine if the Odyssey product has existing functionality that fulfills the request. Complete a written analysis to send to ISD staff who will communicate with the requestor.
✓ Attended training on the Odyssey system related to Configuration (4 days for Forms, 4 days for Code Mapping, and 4 days for Security).	Continuing learning the ins and outs of the Odyssey system and began performing configurations.
Help Desk Team	
✓ Attended monthly CUWG meeting.	Participated in discussing Fit Analysis Results/Deliverable, Gap, Decision needed.
✓ Participated in Design calls.	Participated in discussions with Tyler developers/and analysts with requirements/processes questions.
✓ Participated in the Subject Matter Expert Workshop.	Learned different Odyssey Forms, Code Mapping and Security functionalities.
Training Team	
✓ Participated in telephone presentation by Tyler LMS staff for overview of Tyler University LMS and registration processes.	Orientation as to Tyler University offerings in the LMS as well as procedures for registering pilot site users.
✓ Compiled and submitted spreadsheet of all pilot users with roles, locations and email contacts to Tyler LMS.	Organized pilot court users and registered users for Tyler University.
✓ Completed Odyssey configuration training for future security, forms and code mapping activities.	Provides training, talking points and preliminary discussion of configuration and configuration decisions.
Project Management Team	
✓ Worked with Tyler PM to evaluate and understand new statewide rollout approach in light of King County's announcement and develop a best strategy.	Project Control and Monitor.
✓ Participated in document management discussions with AOC Leadership Team and Tyler Technologies.	Project Planning.
✓ Finalized contract extension for BlueCrane and statement of work for the next year.	Project Planning, Control and Monitor.
Activities Planned	
Impact/Value	
Court Business Office	
◦ The SC-CMS project team will configure Odyssey to reflect the business processes of the Washington Superior Court and County Clerk's Offices. The goal of the activity is to populate the configuration tables so that when data is pushed into Odyssey during the first data push, Odyssey can process the data and Odyssey behaves as specified by the business requirements and processes.	Odyssey Configuration.

◦ Continue code mapping in Odyssey.	The purpose of code mapping is to take codes that exist in a Legacy system and map them to Odyssey so that they depict the same code name and description. The code mapping activity runs in parallel of the Odyssey configuration activity.		
◦ The SC-CMS project team will work with the County Clerk's to plan for a hands-on demonstration of specific functions in Odyssey to evaluate the user experience and usability.	Odyssey Clerk functions hands-on demonstration.		
Organizational Change Management Team			
◦ Facilitate April Business and Technical Town Hall Meetings.	Increase awareness and buy-in by providing accurate, relevant project information to external stakeholders.		
◦ Draft quarterly article for AOC Employee newsletter.	Increase awareness and buy-in by providing accurate, relevant project information to internal AOC stakeholders.		
◦ Obtain approval on communications plan for external impacted agencies and justice partners and Pilot Site Implementation Planning Checklist.	Maximize awareness and mitigate impacts of SC-CMS implementation by appropriately targeting our communications approach to the needs of external agency stakeholders.		
Business Analyst Team			
◦ Review data quality reports regarding Superior Court data.	Our business knowledge will assist with identifying issues, or needs in current data quality issues, and for future development of the CMS for Superior Courts. The intent is to assure that data used in the new CMS is clear, concise, and useful for the business.		
◦ Assist Test Team Group with coordination of the conversion data testing.	This is a group effort; AOC Tiger Team BA's to work with Tyler Team to coordinate testing of Odyssey once production data is converted to the conversion environment.		
◦ Attend training on the Odyssey system related to Configuration.	Continue to learn the ins and outs of the Odyssey system and perform further configurations.		
Help Desk Team			
◦ Continue participating in reviewing the Fit Assessment Deliverables/Traceability Matrix.	Learned different Odyssey functionalities.		
◦ Attend monthly CUWG meetings.	Reviewed if Tyler's solutions met our requirements and gaps.		
◦ Continue participating in design calls/tiger team discussions.	Participated in discussions with Tyler developers/analysts with requirements/processes questions.		
◦ Attend meetings with Kathy Wyer & Ann Howard on the training phase of Odyssey.	Work with the Training Team to assist in planning the training activities.		
Project Management Team			
◦ Resume regularly scheduled SC-CMS Project Steering Committee meetings pending passing of proviso.	These meetings continue to address issues and concerns identified by various stakeholder groups during the procurement process.		
◦ Work with Tyler team to develop the Design and Construction Plan.	Project Planning.		
◦ Participate in Juvenile Impact Analysis Discussion/Development.	Project Communication and Stakeholder Engagement.		
Milestones Planned and Accomplished			
Milestone	Original Date	Revised Date	Actual Date or Status
Project Start	7/25/2013		7/25/2013
Project Management Plan	10/4/13		10/4/13
SC-CMS Core Training Plan	10/4/13		10/4/13
Certification of Equipment Specification	10/11/13		10/11/13
Validated Fit Analysis	09/20/13		09/20/13
Pre-Design Training Complete	10/18/13		10/18/13
Requirements Fit Analysis Results	03/10/14		
Requirements Traceability Matrix	03/10/14		
SC-CMS Design and Construction Plan	03/31/14		
Pilot, early adopter, deployment plan	02/28/14		02/28/14
Certification of Infrastructure Build	01/23/14		01/23/14
SC-CMS Interoperability Prototype	02/07/14		
Conceptual Process Design Docs START Date - Application Development	02/03/14		02/03/14

Conceptual Process Design Docs START date-Integration Development	2/12/14		2/12/14
SC-CMS User and Administrator Training	01/30/14		01/30/14
Case Manager Workshop Complete	2/7/14		2/7/14
Security Workshop Complete	3/28/14		
Form Workshop Complete	3/7/14		
Financial Workshop Complete	2/21/14		2/21/14
First Data Conversion Push – Parties Push	6/6/14		
Completion of Data Mapping	3/28/14		
First Data Conversion Push	6/6/14		
System Administration and Support Training Complete	12/18/13		12/18/13
Odyssey Implementation Finish	11/27/20	4/23/21	
Project Finish	2/1/2019	4/23/21	

ITG #045 Appellate Courts Enterprise Content Management System (AC-ECMS)

Reporting Period through March 31, 2014

Executive Sponsor(s) Appellate Courts Executive Steering Committee Justice Debra Stephens, Committee Chair Vonnie Diseth, CIO/ISD Director	IT Project Manager: Martin Kravik (360) 704-4148 martin.kravik@courts.wa.gov Consultant/Contracting Firm: ImageSoft Business Area Manager Vonnie Diseth, AOC- CIO/ISD Director
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Description: The Appellate Courts Enterprise Content Management System (ECMS) project will implement a common ECMS for the Appellate Courts (Courts of Appeal and Supreme Court) that will support the following:

- Provide a web interface for external Court users and public,
- Support e Filing of Court documents, and
- Implement an automated workflow for processing Court documents.

The project will be completed in the following Phases:

- Phase 1 – Finalize Appellate Courts ECMS requirements,
- Phase 2 – Release an RFP to select an ECMS Vendor & system, and
- Phase 3 – Implement the Appellate Courts ECMS system.

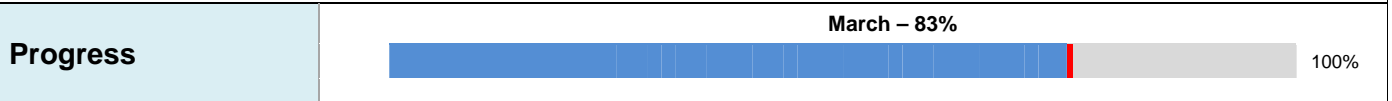
Business Benefits: The project will implement an Appellate Courts ECMS that will improve the efficiency of document management for the courts. To achieve this objective, all Appellate Courts need to use the same ECM application. Some of the benefits that will be gained are:

- Reduce the need and cost of converting paper documents to electronic documents,
- Reduce the cost of storing hard copy official court documents,
- Reduce the time of receiving documents through mail or personal delivery,
- Reduce the misfiling of documents,
- Eliminate staff time for duplicate data entry,
- Reduce document distribution costs (mail, UPS, FedEx),
- Ability for cross court sharing/viewing of documents, and
- Reduce the time/cost of compiling documents since they will be digitally stored and will be searchable.

Business Drivers	Improve Decision Making	<input checked="" type="checkbox"/>	Improve Information Access	<input checked="" type="checkbox"/>	Improve Service or efficiency	<input checked="" type="checkbox"/>	Manage Risks	<input type="checkbox"/>
	Maintain the business	<input type="checkbox"/>	Manage the costs	<input checked="" type="checkbox"/>	Increase organizational capability	<input checked="" type="checkbox"/>	Regulatory compliance or mandate	<input type="checkbox"/>

Current Status	Scope	●	Schedule	◆	Budget	●
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Status Notes:
 This status report is for the period March 1 – 30, 2014.



Project Phase	<input type="checkbox"/> Initiate	<input type="checkbox"/> Planning	<input checked="" type="checkbox"/> Execute	<input type="checkbox"/> Close
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Schedule	Planned Start Date: 8/15/2011	Planned Completion Date: 5/29/2015
	Actual Start Date: 8/15/2011	Actual Completion Date: TBD

Activities Completed	Impact/Value
✓ The AOC project team and the appellate courts continued to address additional requirements questions and requests for information from ImageSoft.	Improve the efficiency of document management for the Appellate Courts.
✓ The contract amendment to incorporate Hyland OnBase Work View into the solution was developed by AOC and sent to ImageSoft for review.	Improve the efficiency of document management for the Appellate Courts.

✓ ImageSoft continued developing the Functional Design Specification.	Improve the efficiency of document management for the Appellate Courts.
✓ Connie Williams, Clair Bruggeman, Richard Kimball, and Dave Pearson will attend Hyland's Introduction to Workflow class.	Improve the efficiency of document management for the Appellate Courts.
✓ Gary Guinotte, the Appellate Courts Operations Architect, continued designing the changes to JIS Link and web access to appellate court data.	Improve the efficiency of document management for the Appellate Courts.
✓ The development of a work breakdown structure for court/AOC tasks continued.	Improve the efficiency of document management for the Appellate Courts.
✓ Continued to pursue the procurement of the Hyland OnBase Premium Education Subscription. ImageSoft is having difficulty getting an answer back from Hyland.	Improve the efficiency of document management for the Appellate Courts.

Activities Planned	Impact/Value
◦ The AOC project team and the appellate courts will continue to address additional requirements questions and requests for information from ImageSoft.	Improve the efficiency of document management for the Appellate Courts.
◦ Finalize the contract amendment to incorporate Hyland OnBase Work View into the solution. A meeting is scheduled on 4/3 between Cheryl Mills and the ImageSoft attorney.	Improve the efficiency of document management for the Appellate Courts.
◦ ImageSoft will continue developing the Functional Design Specification.	Improve the efficiency of document management for the Appellate Courts.
◦ Gary Guinotte will attend the Hyland OnBase system administration classes.	Improve the efficiency of document management for the Appellate Courts.
◦ The development of a work breakdown structure for court/AOC tasks will continue.	Improve the efficiency of document management for the Appellate Courts.
◦ Analyze the sustainability of an AOC provided solution for e-filing and public documents.	Improve the efficiency of document management for the Appellate Courts.
◦ Continue to pursue the procurement of the Hyland OnBase Premium Education Subscription.	Improve the efficiency of document management for the Appellate Courts.

Milestones Planned and Accomplished			
Milestone	Original Date	Revised Date	Actual Date
Start Project	8/15/11		4/4/11
Contract negotiations		9/9/13	9/9/13
AC-ECMS Web Portal Requirements		12/7/12	12/7/12
AC-ECMS Procurement Documents		3/20/13	3/20/13
AC-ECMS Technical Requirements		8/3/12	8/3/12
AC-ECMS Business Requirements		9/12/12	9/12/12
End of Project	6/22/12	5/29/2015	

ITG #041 Revised CLJ Computer Records Retention and Destruction Project

Reporting Period through March 31, 2014

Executive Sponsor(s)

Judge Thomas Wynne, Chair
JISC Data Dissemination Committee (DDC)

Judge David Svaren, President
District and Municipal Court Judges Association (DCMJA)

Ms. Aimee Vance, President
District and Municipal Court Management Association (DMCMA)

IT Project Manager:

Kate Kruller, MBA, PMP
IT Project Manager
360 704 5503 (o)

Kate.Kruller@courts.wa.gov

Business Area Manager:

Mike Keeling, Operations Manager

Consultant/Contracting Firm: N/A

Description: The ITG 41 Project objectives are to eliminate all JIS archiving for the Courts of Limited Jurisdiction (CLJ) cases and apply new destruction rules to the CLJ JIS cases according to the revised policy developed by the Data Dissemination Committee for recommendation to the JISC. Any policy determinations to alter the policy are referred directly to the JISC - CLJ Policy Workgroup for deliberations (workgroup formed July 19). These activities are being handled by Stephanie Happold.

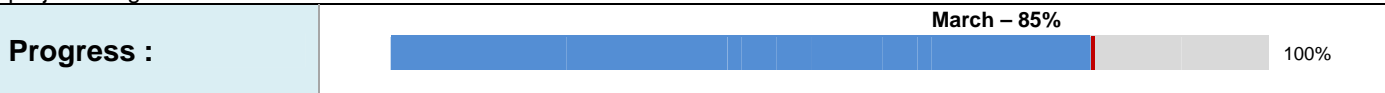
The current activity is to return archived records to the active database (i.e. no records will remain in archive). This will pave the way to implement the new rules. At the conclusion of this project, all JIS CLJ records will be retained according to the revised policy.

Business Benefit: Purging these records would remove their visibility from the public website. Removal of the archiving requirement will eliminate the option for court staff to restore archive records. This request was generated based on the JISC adopting the recommendations of the JISC Public Case Search Workgroup on August 18th, 2010. The work detailed in this request will fulfill Recommendation #3 from the report.

Business Drivers	Improve Decision Making <input type="checkbox"/>	Improve Information Access <input type="checkbox"/>	Improve Service or efficiency <input type="checkbox"/>	Manage Risks <input type="checkbox"/>
	Maintain the business <input type="checkbox"/>	Manage the costs <input type="checkbox"/>	Increase organizational capability <input type="checkbox"/>	Regulatory compliance or mandate <input checked="" type="checkbox"/>

Current Status	Scope	●	Schedule	◆	Budget	▲
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Status Note:
The Project is currently in the Quality Assurance Test stage. The Quality Assurance Test Team needs to establish an updated test environment with restored CLJ cases from archives. The project is waiting for an estimate to complete that work. The project Schedule will slide the same amount of time on the calendar that it takes to complete that task. This may also impact the project budget.



Project Phase	<input type="checkbox"/> Initiate	<input type="checkbox"/> Planning	<input checked="" type="checkbox"/> Execute	<input type="checkbox"/> Close
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Schedule	Planned Start Date: 4/23/2012	Planned Completion Date: 1/27/15
	Actual Start Date: 4/23/2012	Actual Completion Date: TBD

Activities Completed	Impact/Value
✓ Continued to refine Iteration 1 Communication Plan.	Provides faster viewing of the Courts of Limited Jurisdiction (CLJ) records.
✓ Continued working with Quality Assurance Test Team to establish updated test environment with restored CLJ cases from archives.	Provides faster viewing of the Courts of Limited Jurisdiction (CLJ) records.
Activities Planned	Impact/Value
◦ Quality Assurance Team will continue testing preliminary rules.	Provides faster viewing of the Courts of Limited Jurisdiction (CLJ) records.

◦ Update education/training plan, on-boarding plan, and pilot court deployment plan.	Provides faster viewing of the Courts of Limited Jurisdiction (CLJ) records.
◦ Develop and coordinate Iteration 1 local court data cleanup process.	Provides faster viewing of the Courts of Limited Jurisdiction (CLJ) records.
◦ Develop specific information on the implementation via the normal technical communications, notifications, eService Information and Customer Service line support.	Provides faster viewing of the Courts of Limited Jurisdiction (CLJ) records.

Milestones Planned and Accomplished			
Milestone	Original Date	Revised Date	Actual Date
Start Project	8/1/11	8/1/11	8/1/11
Develop Technical Design/Produce Non-Functional Requirements Document	3/12/13	4/11/13	4/11/13
Deploy Iteration 1 to Production	11/13/13	1/31/14	2/26/14
Approval of Non-Functional Requirements by AOC Management (Restore Process)	10/7/13	1/10/14	1/10/14
Develop & Validate Code – Iteration 2 All New Rules	2/14/14	7/2/14	
Deploy Iteration 2 to Production	5/22/14	12/16/14	
Development complete	5/22/14	12/16/14	
Phase V – New Process Acceptance/On-going Planning	7/3/14	1/27/15	
Phase VI – Project Close Completed	7/3/14	1/27/14	
End Project	7/3/14	1/27/15	

ITG #087 / Security Project – JABS RACF Authentication

Reporting Period through March 31, 2014

Executive Sponsor(s) Vonnie Diseth, CIO/ISD Director	IT Project Manager: Sree Sundaram 360-704-5521 Sree.Sundaram@courts.wa.gov
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Business Area Manager(s): Michael Keeling, Operations Manager	Consultant/Contracting Firm: N/A
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Description:
 As part of the Security Enhancement initiative, AOC has been working on identifying security vulnerabilities within existing systems and applications. Among other things, the Judicial Access Browser System (JABS) authentication has been identified and prioritized as one of the vulnerable security areas. As such, it requires immediate action to prevent any potential security breach. Currently, the JABS application can be accessed from outside the AOC firewall using weak access credentials. This project will analyze, design and implement a suitable access mechanism for securing the JABS application which is both strong and easy to use.

Business Benefit:

- Increases security of JIS data and systems.

Business Drivers	Improve Decision Making <input type="checkbox"/>	Improve Information Access <input type="checkbox"/>	Improve Service or efficiency <input type="checkbox"/>	Manage Risks <input checked="" type="checkbox"/>
	Maintain the business <input type="checkbox"/>	Manage the costs <input type="checkbox"/>	Increase organizational capability <input type="checkbox"/>	Regulatory compliance or mandate <input type="checkbox"/>

Current Status	Scope	●	Schedule	●	Budget	●
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Status Notes:



Phase	<input type="checkbox"/> Initiate	<input checked="" type="checkbox"/> Planning	<input type="checkbox"/> Execute	<input type="checkbox"/> Close
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Schedule	Planned Start Date: 10/25/13	Planned Completion Date: 7/8/14
	Actual Start Date: 10/25/13	Actual Completion: TBD

Activities Completed	Impact/Value
✓ Completed the development and unit testing the Legacy changes.	Strengthens the JABS sign-in process and increases security of JIS data and systems.
✓ Finalized the communication notices to the stakeholders.	Strengthens the JABS sign-in process and increases security of JIS data and systems.
✓ Finalized the schedule to send the notices. There are six notices all together. The notices are going to be sent at various phases/stages of the project.	Strengthens the JABS sign-in process and increases security of JIS data and systems.
✓ Sent out first notice on March 10th to District and Municipal Court Administrators, Clerks, Judges, and Site Coordinators, Superior Court Administrators, Clerks, Judges, and Site Coordinators and Appellate Court Users. The notice provides a high-level overview of the changes to the JABS login process. It advises the courts to identify all of the JABS users and ensure they each have an active RACF ID and password before the JABS logon process takes effect.	Strengthens the JABS sign-in process and increases security of JIS data and systems.

✓	Sent out second notice on March 31st. It is reminder notice repeating the same message of the first notice.	Strengthens the JABS sign-in process and increases security of JIS data and systems.		
✓	Completed review of integration test plan and scenarios.	Strengthens the JABS sign-in process and increases security of JIS data and systems.		
Activities Planned		Impact/Value		
◦	Start integration testing of Legacy changes.	Strengthens the JABS sign-in process and increases security of JIS data and systems.		
◦	Resolve integration test defects.	Strengthens the JABS sign-in process and increases security of JIS data and systems.		
◦	Promote Legacy code to production.	Strengthens the JABS sign-in process and increases security of JIS data and systems.		
◦	Complete Java coding changes, unit testing, reviews.	Strengthens the JABS sign-in process and increases security of JIS data and systems.		
◦	Identify new risks and/or issues.	Strengthens the JABS sign-in process and increases security of JIS data and systems.		
◦	Send notice #3 advising the Site Coordinators to setup the RACF Ids and associate the RACF ids with JABS user Ids.	Strengthens the JABS sign-in process and increases security of JIS data and systems.		
Milestones Planned and Accomplished				
Milestone	Original Date	Revised Date	Actual Date	
Start Project	10/25/2013		10/25/2013	
INITIATING PHASE	11/22/13	11/22/13	11/22/13	
MS - Planning process complete	02/21/14	02/21/14	02/19/14	
MS – Roll out legacy changes to production	4/21/14	4/21/14		
MS – Roll out JAVA/Web changes to production	05/19/14	05/29/14		
MS – Executing phase completed	05/30/14	06/25/14		
MS – Closing phase completed	07/7/14	07/8/14		
End Project	07/7/14	7/8/14		

ISD Operational Area Status Reports

Operational Area: ISD Policy and Planning

William Cogswell, ISD Associate Director

Through March 31, 2014

Includes: Governance, IT Portfolio, Clarity support, Enterprise Security Planning, Business Relationships, Service Delivery, Resource Management, Release Management and Organizational Change / Communications teams

Description: The ISD Policy and Planning group is responsible for providing strategic level functions within ISD. AOC ISD Policy and Planning teams support division-wide transition activities furthering the capabilities and maturities of the entire organization.

Activities Completed	Impact/Value
<u>Resource Coordinator</u>	
✓ Meeting individually with Functional managers to review resource utilization and timecard reporting against applications and projects.	Better understanding of resource utilization for maximum management of staff assignments in accordance with processes developed by ISD management.
✓ Continue meetings with SC-CMS and other high-impact project leaders to update project plan activities and correct allocations as needed.	Effective management of staff resources by following the coordinating project resource assignments process developed by ISD management, project management and Policy and Planning.
✓ Coordinated and received training on RightNow from Ted Bailey in Customer Services department.	Able to process resource-related, incidents reported through Customer Service/RightNow links.
✓ Evaluating effectiveness of weekly and monthly reports produced by Resource Coordinator – determining value to recipients. In process of re-working several reports based on conversations with management team members.	Provide visibility and increased value from data gathered through Clarity's time management program to help managers better utilize staff resources on projects and applications.
<u>Portfolio Coordinator</u>	
✓ Participated in interviews of all ISD managers and key staff in preparation for updating the ISD Strategic Plan.	These interviews provided the information needed to complete the plan. The presentation will report back to the managers our findings and encourage them to make some strategic decisions and priorities.
✓ Met with ISD managers to develop process to update the Application Portfolio data.	The updated Application Portfolio will be used to prepare the biennial IT Portfolio Report for the Legislature.
✓ Updated project portfolio and prepared monthly portfolio reports.	The IT portfolio reports provide key project status information to ISD Management.
✓ Prepared Quality Assurance Report for project schedule reporting.	This report is intended to ensure that project schedules are updated at least once per month.
<u>Service Delivery</u>	
✓ Moved ITG Portal to new (inside the network) application server.	This move fixed problems caused by outside web access firewall which was making portal very difficult to use.
✓ Interviewed all ISD managers and key staff to collect information for new ISD Strategic Plan. Also developed presentation for the manager's strategic planning session on April 4 th .	These interviews provided the information needed to complete the plan. The presentation will report back to the managers our findings and encourage them to make some strategic decisions and priorities.
✓ Moved 4 ITG requests out of the analysis phase for endorsement confirmation and completed 4 other ITG requests.	These are important steps to take in order to keep the ITG process moving.
✓ Completed new ITG Analysis process and received approval from the OCB.	The new process will streamline requests by doing more vetting upfront. It will also improve communications with other functional and process areas such as the PMO, COTS Prep, and SC-CMS.
<u>Release/Change Management</u>	
✓ Participated in weekly System Availability meeting.	Track future changes to AOC Applications & Services in Production Environment for potential impact and deconfliction.
✓ Administer Change and Release Calendar.	Provide AOC stakeholder's visibility and increased transparency for Changes to and Software Releases in Production Environment.

✓ Participated in Security Team weekly meetings.	Data Breach support to Agency Director, CIO, Information Security Officer, ISD Associate Director, and ISD OPS Manager in Security Enhancement efforts.
✓ Participated in Environmental Management Committee meeting.	The Environment Management Committee (EMC) is chartered to provide a forum to coordinate changes affecting BizTalk environments. The EMC is to ensure ISD can effectively support all of its business needs and commitments related to these environments. The committee's mission is to ensure that significant changes to the environments are communicated and coordinated prior to implementation.
✓ Participated in SC-CMS Preparation and Integration Planning meetings.	Develop communications around risks, issues, and decisions impacting the implementation of SC-CMS, INH, and COTS-Prep.
✓ Participated in WA Statewide Agency Lean Advisors Community of Practice meeting.	Represent AOC interest in supporting GOV Inslee's LEAN efforts. "Governor directed agencies throughout state government to use Lean principles and methods to improve value for taxpayers' money. Washington state is on a long-term journey to adapt Lean to state government."
✓ Participate in ISD Data Quality process improvement.	Increase in completeness of Process Control Number (PCN), Criminal Identification Number (measured by decrease in number of null values, higher percentage of matches between WA State Patrol). Increase in transfer accuracy and timeliness (amount of time from failure to successful transmission decrease, decrease in number of missing PCNs, etc.). Improved efficiency in resource allocations for courts, AOC and Implement a Data Quality process.
✓ Pursue vetting of my Military Security Clearance and new Information Security Officer with FBI upon request of ISD OPS Manager.	This effort will allow the option to have an AOC Employee on a CYBER Incident Response Team who can effectively communicate with the FBI & Homeland Security during a Data Breach or Cyber Incident.
<u>Enterprise Security</u>	
◦ IT Security Officer and ISD Business Liaison to Court of Appeals visited Division I to discuss the impacts of recent security changes.	Understand the environment of each division so security can be strengthened with minimal impact to business processes.
<u>Policy Development</u>	
✓	
✓	
✓	
<u>Organizational Change Management</u>	
✓ Published the "Out of Office" instructional communication to ISD.	Inform ISD staff of management expectations for when they are not physically at their official worksite.
✓ Published notifications to ISD staff of changes to Clarity.	Make staff aware of changes to Clarity.
<u>Business Liaison</u>	
✓ Continued participation in AC-ECMS project meetings; attended AC-ECMS Executive Steering Committee meeting.	Delivery of a product that will meet the Appellate Court's business needs. Creates a better understanding of the business processes used.
✓ Compiled a February monthly report of Appellate Court RightNow ticket information and distributed to the Clerks. Also, created a CLJ report of RightNow tickets for the CLJ Business Liaison.	Provides an overview of problems that have been reported to the AOC Service Desk by Appellate Court staff; the report identifies outstanding problems for resolution.
✓ Drafted an AC-ECMS project overview for distribution at the April Appellate Conference.	Informed the Judges and Justices of current project status and approximate timelines.
✓ Visited COA Division I.	Visited with Terry Overton and Lynne Alfasso to discuss recent IT Security changes and their business impacts, and to better understand court business processes and potential impacts.

<ul style="list-style-type: none"> ✓ Completed and implemented the communication plan regarding the WSBA one-time attorney information update. Coordinated the successful attorney table update and external communication. 	<p>The WSBA one-time update ensured that attorney information accessed by applications is up-to-date. This one-time update produced a larger-than-normal weekly text file for the COAs; the communication plan ensured that they were informed prior to receiving the larger file and that business processes were not interrupted.</p>
<ul style="list-style-type: none"> ✓ Coordinated the stakeholder input process for customers on ISD projects and IT Governance requests. 	<p>Direct customer input on IT projects helps ensure a successful project outcome.</p>
<ul style="list-style-type: none"> ✓ Provided information on ISD projects and activities to District and Municipal Court Judges' Association, District and Municipal Court Management Association, Misdemeanant Corrections Association other stakeholder groups on IT activities relating to courts of limited jurisdiction. 	<p>Direct communication and interaction with broader customer groups increases their understanding of ISD services and activities, and builds trust in AOC.</p>
Activities Planned	Impact/Value
<u>Resource Coordinator</u>	
<ul style="list-style-type: none"> ◦ Continue with evaluation on reports and tailoring information for greater utilization for management teams. 	<p>Provide visibility and increased value from data gathered through Clarity's time management program to help managers better utilize staff resources on projects and applications.</p>
<ul style="list-style-type: none"> ◦ Continue working with Functional Managers on project and application tracking and reporting efforts. 	<p>Better understanding of resource utilization for maximum management of staff assignments in accordance with processes developed by ISD management.</p>
<u>Portfolio Coordinator</u>	
<ul style="list-style-type: none"> ◦ Participate in presenting interview findings to the ISD Leadership. 	<p>This has to do with development of a new strategic plan. The presentation will report back to the managers our findings and encourage them to make some strategic decisions and priorities.</p>
<ul style="list-style-type: none"> ◦ Begin updating the application portfolio information in Clarity. 	<p>The updated Application Portfolio information will be used to prepare the biennial IT Portfolio Report for the Legislature.</p>
<u>Service Delivery</u>	
<ul style="list-style-type: none"> ◦ Present Interview findings to the ISD Leadership. 	<p>This has to do with development of a new strategic plan. The presentation will report back to the managers our findings and encourage them to make some strategic decisions and priorities.</p>
<ul style="list-style-type: none"> ◦ Modify and publish new OCB Charter. 	<p>This will clarify the role of the Operations Control Board and makes some necessary updates.</p>
<ul style="list-style-type: none"> ◦ Begin work to refresh the data exchange services website. 	<p>This will be information for our customers who ask about our data exchange plans and services.</p>
<ul style="list-style-type: none"> ◦ Develop processes and formal interfaces between the ITG process and the PMO, COTs Prep, and SC-CMS. 	<p>This will align the work done through the ITG process which right now is mainly for legacy system work and the work being done to modernize the applications.</p>
<u>Release/Change Management</u>	
<ul style="list-style-type: none"> ◦ Continued participation in System Availability Meetings. 	<p>Track future changes to AOC Applications & Services in Production Environment for potential impact and deconfliction.</p>
<ul style="list-style-type: none"> ◦ Continued Administration of Change and Release Calendar. 	<p>Provide AOC stakeholder's visibility and increased transparency for Changes to and Software Releases in Production Environment.</p>
<ul style="list-style-type: none"> ◦ Continued participation in Security Team weekly meetings. 	<p>Data Breach support to Agency Director, CIO, Information Security Officer, ISD Associate Director, and ISD OPS Manager in Security Enhancement efforts.</p>
<ul style="list-style-type: none"> ◦ Continued participation in Environmental Management Committee meeting. 	<p>The Environment Management Committee (EMC) is chartered to provide a forum to coordinate changes affecting BizTalk environments. The EMC is to ensure ISD can effectively support all of its business needs and commitments related to these environments. The committee's mission is to ensure that significant changes to the environments are communicated and coordinated prior to implementation.</p>
<ul style="list-style-type: none"> ◦ Continued participation in SC-CMS Preparation and Integration Planning meetings. 	<p>Develop communications around risks, issues, and decisions impacting the implementation of SC-CMS, INH, and COTS-Prep.</p>

<ul style="list-style-type: none"> Continued participation in WA Statewide Agency Lean Advisors Community of Practice meeting. 	<p>Represent AOC interest in supporting GOV Inslee's LEAN efforts. "Governor directed agencies throughout state government to use Lean principles and methods to improve value for taxpayers' money. Washington state is on a long-term journey to adapt Lean to state government."</p>
<ul style="list-style-type: none"> Continued participation in ISD Data Quality process improvement. 	<p>Increase in completeness of Process Control Number (PCN), Criminal Identification Number (measured by decrease in number of null values, higher percentage of matches between WA State Patrol). Increase in transfer accuracy and timeliness (amount of time from failure to successful transmission decrease, decrease in number of missing PCNs, etc.). Improved efficiency in resource allocations for courts, AOC and Implement a Data Quality process.</p>
<ul style="list-style-type: none"> Continued participation in Cyber Security sessions. 	<p>Education and information sharing on WA State CYBER and CYBER Incident Response activities. Become more aware of CYBER Resources available to AOC during a CYBER incident.</p>
<p><u>Enterprise Security</u></p>	
<ul style="list-style-type: none"> IT Security Officer and ISD Business Liaison to Court of Appeals will visit Division II and III to discuss the impacts of recent security changes. 	<p>Understand the environment of each division so security can be strengthened with minimal impact to business processes.</p>
<p><u>Policy Development</u></p>	
<ul style="list-style-type: none"> 	
<ul style="list-style-type: none"> 	
<ul style="list-style-type: none"> 	
<p><u>Organizational Change Management</u></p>	
<ul style="list-style-type: none"> Continue clean-up of SharePoint sites from migration to SharePoint 2010. 	<p>Present information in a clear and easily accessible way.</p>
<ul style="list-style-type: none"> Support ISD strategic planning efforts through meeting facilitation. 	<p>Assist ISD Leadership to establish goals and objectives.</p>
<p><u>Business Liaison</u></p>	
<ul style="list-style-type: none"> Continue participation on AC-ECMS project and in project meetings. 	<p>Provides support to the project and project manager, as needed, to help the project meet its goals and objectives.</p>
<ul style="list-style-type: none"> Schedule court visitations with Divisions II and III. 	<p>Terry Overton, Lynne Alfasso and I will meet with the Clerks and several judges to discuss IT Security changes and business impacts. Provides AOC staff with opportunity to better understand court business processes.</p>
<ul style="list-style-type: none"> Begin identification and development of an AOC internal process for a quick response to, and communication about, Appellate Court technical incidents. 	<p>Provides a holistic approach to incident troubleshooting and keeps the customer better informed.</p>
<ul style="list-style-type: none"> Continue to represent AOC on the e-Trip Operations Managers Team. 	<p>Ensuring that the business and technical needs of the courts and AOC are considered when changes to the e-Trip system are considered and implemented.</p>
<ul style="list-style-type: none"> Continue to coordinate the stakeholder input process for customers on ISD projects. 	<p>Direct customer input on IT projects helps ensure a successful project outcome.</p>
<ul style="list-style-type: none"> Provide updates and reports to associations and other stakeholder groups on IT activities relating to courts of limited jurisdiction. 	<p>Direct communication and interaction with broader customer groups increases their understanding of ISD services and activities, and builds trust in AOC.</p>
<ul style="list-style-type: none"> Continue monitoring progress and provided input on ISD projects on behalf of customer groups. 	<p>Communicating customer perspective on ISD projects helps ensure that system changes meet customer needs.</p>
<ul style="list-style-type: none"> Continue staffing CLJ and multiple court level IT governance groups. 	<p>Assisting IT governance groups with the process enhances their ability to focus on decision making.</p>

Operational Area: Architecture & Strategy

Kumar Yajamanam, Architecture & Strategy Manager

Through March 31, 2014

Includes: Enterprise Architecture and Solutions Management

Description: Architecture & Strategy is a group within ISD that is responsible for providing strategic technology guidance in support of all services provided by ISD. The functions provided by the group include enterprise architecture, solution management, service catalog development, vendor management, enterprise security and business continuity planning.

Activities Completed	Impact/Value
<ul style="list-style-type: none"> ✓ JIS Codes Committee: Enterprise architecture perspective was provided in preparation for the Committee's monthly meeting. 	<p>The JIS Codes Committee reviews code requests against established guidelines. It prioritizes implementation of those which are approved.</p>
<ul style="list-style-type: none"> ✓ Court User Work Group (CUWG): In March, the AOC Enterprise Business Architect, representing AOC, participated in: (1) weekly CUWG teleconferences to consider SC-CMS development, (2) a one-day meeting of the judges and administrators to expedite review of gap items and make recommendations for the full CUWG; (3) the full CUWG's monthly 2-day meeting. At the full meeting, review and validation of fit assessment results continued, and development projects were prioritized, resulting in the identification of those development projects for which completion is needed by pilot. 	<p>The Court User Work Group (CUWG) serves as the governing body for Court Business Office (CBO) initiatives to optimize, standardize, and continuously improve court business process in conjunction with implementation of a new Superior Court Case Management System (SC-CMS).</p>
<ul style="list-style-type: none"> ✓ Solution analysis for the ITG 184 request to extend the driver's license number field was completed. The analysis was approved by the Operations Control Board (OCB). 	<p>Solution analyses provide information so that requests can be processed through the governance process, unlimitedly resulting in new capabilities being provided. The solution will meet the requestor's requirement to be able to store a driver's license number from any state in the United States. In addition, the solution will provide specific data fields that could be used to improve data quality and keep historical information.</p>
<ul style="list-style-type: none"> ✓ Solution analysis was completed for the ITG 190 request to provide access from the Judicial Access Browser (JABS) application to the new Department of Licensing (DOL) Abstract of Driving Record (ADR). 	<p>Solution analyses provide information so that requests can be processed through the governance process, unlimitedly resulting in new capabilities being provided. Providing access to the new DOL ADR will improve judicial decision making and increase productivity.</p>
<ul style="list-style-type: none"> ✓ Solution analysis was completed for ITG 195 request to change the way juvenile numbers are assigned and managed. 	<p>Solution analyses provide information so that requests can be processed through the governance process, unlimitedly resulting in new capabilities being provided. The enhanced juvenile-number assignment process will improve juvenile programs that are targeted at reducing recidivism.</p>
<ul style="list-style-type: none"> ✓ ITG 206 (Add DOL information screens to JCS): Solution analysis was completed. It addresses providing access to the new Department of Licensing (DOL) Abstract of Driving Record (ADR) from the Juvenile and Correction System (JCS) application. 	<p>Solution analyses provide information so that requests can be processed through the governance process, unlimitedly resulting in new capabilities being provided. Providing access to the new DOL ADR will improve judicial decision making and increase productivity.</p>
<ul style="list-style-type: none"> ✓ Enterprise Architect met with the ISD Leadership Team and reviewed the Standards for Local CMS (Case Management Systems) version 1.0. Meeting feedback was incorporated into a version for vetting with stakeholders. 	<p>The standards are needed to provide guidance for what data needs to be shared between AOC centrally-hosted systems and local CMS systems.</p>

<ul style="list-style-type: none"> ✓ A work plan for the creation of the JIS long-range modernization plan was developed. Scope, objectives, benefits and identified impacts, costs and risks were developed. The proposed approach and preliminary schedule were drafted. 	<p>The JIS Modernization Plan will provide long-range strategic guidance for decision makers related to:</p> <ul style="list-style-type: none"> • Application maintenance, enhancements, and retirement • Long-range scheduling and resource needs • Long-term funding and decision packages • Providing predictable roadmap for customers • Promoting success of AOC projects by assuring stakeholders that subsequent phases are being planned for and resourced, and will actually be executed.
<ul style="list-style-type: none"> ✓ Information Networking Hub (INH): Preliminary Person/Party Replication Application Design was finalized. 	<p>The Application Design will be used as a basis for creating Technical Design Documents which define the Person/Party replication solution.</p>
<ul style="list-style-type: none"> ✓ COTS-Prep Project for Integration with SC-CMS: (1) LFO [Legal Financial Obligation] Billing -- The high-level solution development has been completed. (2) JCS -- High level financial data needs for JCS have been documented and communicated to SC-CMS project. 	<p>Ensure that Odyssey court accounting information will continue to be available to JCS and LFO billing will continue to function for non-Odyssey courts, and the existing information exchange between the Department of Corrections (DOC) and AOC will remain the same for LFO billing.</p>
Activities Planned	Business Value
<ul style="list-style-type: none"> ◦ Court User Work Group (CUWG): The Enterprise Business Architect, representing AOC, will participate in the April meeting of the CUWG and in weekly CUWG telephone conferences. In addition, participation and assistance in April SC-CMS Town Hall meetings is planned. 	<p>The Court User Work Group (CUWG) serves as the governing body for Court Business Office (CBO) initiatives to optimize, standardize, and continuously improve court business process in conjunction with implementation of a new Superior Court Case Management System (SC-CMS).</p>
<ul style="list-style-type: none"> ◦ The requirements and design for the JABS (Judicial Access Browser System) Security Enhancement project have been agreed upon. Enhancements to security screens are being tested. Development changes to JABS are under way. Deployment to the production environment is expected in early June. 	<p>The JABS security-enhancement design provides greater security of court data while giving judicial officers easier access to the various court data that they need access to.</p>
<ul style="list-style-type: none"> ◦ Architects continue to participate in regular AOC Preparation and Integration Planning (PIP) meetings, as well as various collaborative meetings, to facilitate coordination between projects working toward the SC-CMS pilot go-live date. 	<p>To be successful, the Odyssey pilot implementation rests on coordination between Tyler's development, the SC-CMS projects' business direction, and both the Information Network Hub (INH) and COTS-Preparation efforts to integrate Odyssey with existing JIS systems.</p>
<ul style="list-style-type: none"> ◦ COTS-Prep Project for Integration with SC-CMS: (1) LFO Billing -- Planned activity for the month of April is to conduct review sessions on high-level solution development. (2) JCS -- Planned activity for the month of April is to perform solution analysis for JCS accounting and support business-requirement development. 	<p>Ensure that Odyssey court accounting information will continue to be available to JCS and LFO billing will continue to function for non-Odyssey courts, and the existing information exchange between the Department of Corrections (DOC) and AOC will remain the same for LFO billing.</p>

Operational Area: Infrastructure

Dennis Longnecker, Infrastructure Manager

Through March 31, 2014

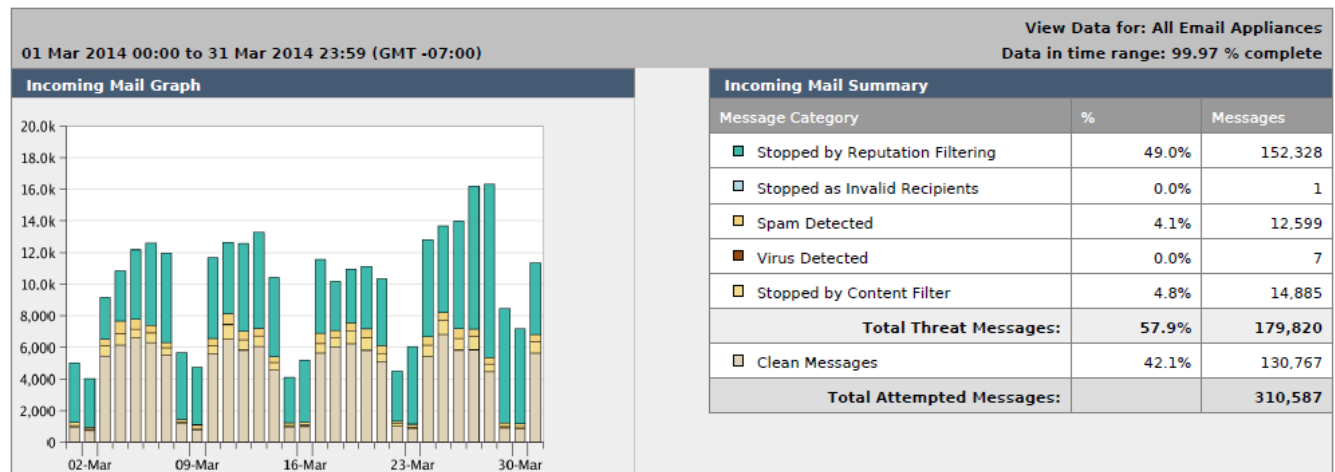
Includes: Desktop Unit, Network Unit, Server Unit, Support Unit and System Database Unit

Description: AOC ISD operates and supports the computer related operational needs of the AOC, Temple of Justice, and Court of Appeals, along with the Judicial Information System (JIS) applications, the Judicial Receipting System (JRS), Superior Court Information System (SCOMIS), Juvenile and Corrections System (JCS), Appellate Court System (ACORDS), JIS Calendaring (CAPS), e-Ticketing, data exchange and web services, and applications. The infrastructure team in ISD supports the servers (hardware and operating systems) that run all the necessary software applications. Although existing user systems are dated, the systems they run on are current and state of the art. Having a state of the art infrastructure and a team dedicated to maintaining it ensures that the courts and partners throughout Washington State have access to the JIS systems, the data is secure and that downtime for system users is minimized.

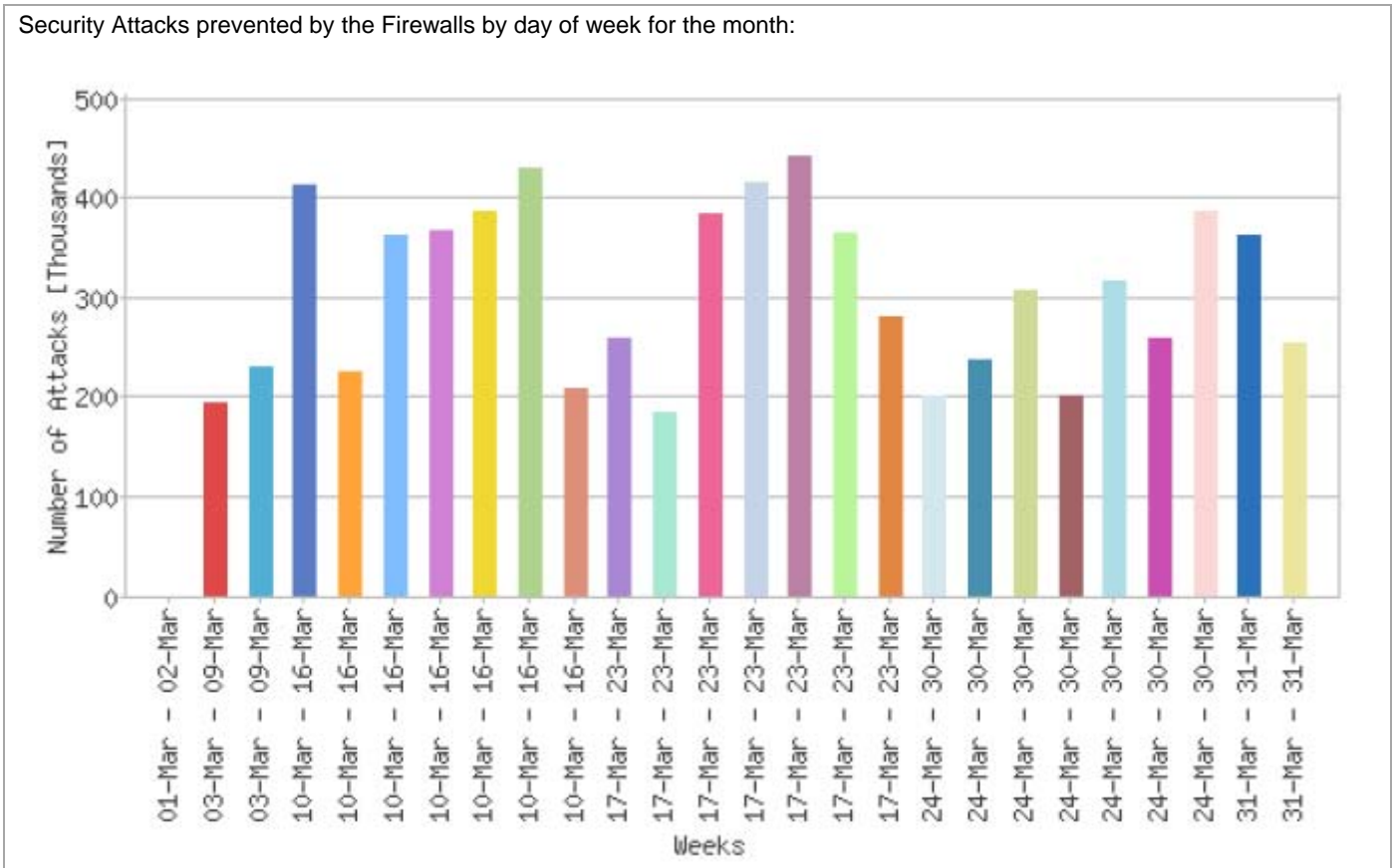
Activities Completed	Impact/Value
✓ Completed the March 2014 disaster recovery test. Results were extremely successful.	Disaster Recovery is a JIS activity which ensures the JIS systems would be available in the event of a disaster (either localized or large).
✓ Continuing the project to upgrade the network routers at most of the district and municipal courts. The current routers will be reaching end of life this year. Also implementing a redundant VPN for their access. Routers are now being deployed to the courts. The anticipated length of this activity is two (2) months.	Maintaining current and supported software/hardware levels ensures users are able to continue to work.
✓ Waiting for testing of Natural 8.2.3 so we can migrate to production. Current version is unsupported by the vendor, and the JIS systems are put at risk not upgrading to supported versions. Software has been installed since June 2012 , waiting for testing.	Maintaining current and supported software levels ensures users are able to continue to work.
✓ Waiting for testing of CICS/TS 5.1, which is the application server for SCOMIS and DISCIS, so we can migrate to production. Software has been installed since June 2013 , waiting for testing.	Maintaining current and supported software levels ensures users are able to continue to work.
✓ Continuing installation of DB2 Version 11. As of 02/02/2014 it is available in the system test areas. Planning for a September 1, 2014 installation.	Maintaining current and supported software levels ensures users are able to continue to work.

Various reports:

During the last 30 days, Spam Filtering prevented 179,920 e-mails from entering the system. Only 130,767 (42%) were valid e-mails. The charts below are generated by IronPort.



Security Attacks prevented by the Firewalls by day of week for the month:



Operational Area: Data & Development

Tamra Anderson, Data & Development Manager

Through March 31, 2014

Includes: Data Warehouse Unit, Data Exchange/Development Unit, and Data Quality and Data Governance Unit.

Description: The Data & Development Section is comprised of three separate units:

Data Warehouse: The enterprise data warehouse is a repository of historical information that allows courts to query data for managerial and historical reporting. Case and person data is consolidated from SCOMIS, JIS, ACORDS, and JCS for reporting across all court levels. Court specific data marts provide users the ability to query information by specific court level. The information in the warehouse is accessed using a query tool called Business Objects XI (AKA BOXI). The ability to run queries and reports on historical information on court data provides business intelligence and insight into patterns, trends, issues and gaps in that data that can be used for research analysis, improvement of business functions, risk assessment and other business needs. Reports from the enterprise data warehouse can be run on demand or scheduled on a preset basis and the output can be sent to the desktop, or sent to an email address or a file folder making the information easy to share and obtain.

Data Exchange/Development: The development team is tasked with staffing active projects. They complete requirements analysis, design specifications, service development, unit testing, and implementation to production of new application components. Work performed by the Development Unit is reported separately under the project(s) to which the staff is currently assigned.

Data Quality and Governance: Data maintained by business applications is viewed as an enterprise asset. In addition to supporting business operations, data is used to support strategic decisions and business process improvements. Data Governance will ensure data is complete, accurate, and timely so the Courts can improve decision making through the Data Quality Program. Data quality management exercises the defined governance processes, policies, and standards required throughout the data life cycle which will result in increased accuracy, consistency, and confidence in the enterprise data within the Washington State Courts System.

Activities Completed	Impact/Value
<u>Data Warehouse Unit</u>	
✓ Completed monthly Caseload report.	Provide data requirements.
✓ Completed Appellate 2013 yearly caseload report.	Provide data requirements.
✓ Fixed issues with the appellate court events and opinions.	Provide data requirements.
✓ Isolated problem in BOXI FTP processing for some customers.	Provides required reports to customers.
✓ Added address information missing from initial load.	Provides required data to customers.
✓ Completed review of documents for integration.	Provides required data to customers.
✓ Added court info to FCT_CASE_STATUS_HISTORY to ease loading and verification.	Provides required data to customers.
✓ Staff attended Database and Token training.	Provide a high level understanding of the Odyssey features as an observer.
✓ Submitted RFQQ for Business Object 3.1 SP6 upgrade.	Obtain qualified vendors to assist with implementation.
✓ Submitted Business Object 4.x upgrade decision package.	Plan for new release of business intelligence reporting tool and prepare for current release end of life support.
<u>Data Exchange/Development Unit</u>	
✓ Supported QA testing effort for INH services.	Help with completing the QA testing of the first and second releases of INH services.
✓ Continue development of the last two INH services (Phase 2) for QA testing.	Helps to complete the development of all the planned INH services.
✓ Continue to triage INH service defect tickets for AOC development team.	Provides assistance to troubleshoot defect causes.
✓ Deployed a new INH build 0.9.0 with enhancements to Core INH Biztalk infrastructure for QA testing.	Help with completing the QA testing of INH BizTalk infrastructure for the INH application.
✓ Coordinated and continue to coordinate with SC-CMS team and Tyler Technologies to help them understand the Integration points in AOC.	Support Tyler with implementing Odyssey for the Pilot courts.
✓ Coordinated with CMS team with analyzing and reviewing Requirements for Integration effort.	Support Tyler with implementing Odyssey for the Pilot courts.

✓ Started dialogue with Tyler to get an understanding of the integration/interaction of SCDX/INH web services with the Odyssey application.	Helps integrate Odyssey application with the rest of AOC's applications.
✓ Continued prototyping the applications required for Integrating Odyssey to the back end JIS databases.	Helps with CMS Integration effort.
✓ Continued prototyping options for triggering Person related change events occurring in JIS to replicate Person data into Odyssey.	Help with CMS integration effort for Person Data replication.
✓ Worked with the Solutions Architect to help them create a Conceptual Design for Person Data replication.	Helps INH with designing an application for replicating Person/Party data between JIS and Odyssey.
✓ Created a High Level Design Document for Person Data replication for the Conceptual Design.	Helps INH with information for creating an application for replicating Person/Party data between JIS and Odyssey.
✓ Created over 29 Decision packets for the SC-CMS Business Analyst to help them create Business Requirements for INH Person/Party data replication between JIS and Odyssey.	Helps INH to move forward with designing and creating an application for replicating Person/Party data between JIS and Odyssey.
✓ Technical Lead attended SC-CMS Database & Token training.	Provide a high level understanding of the Odyssey features as an observer.
<u>Data Quality and Governance</u>	
✓ Review data designs for 10 requests supporting Appellate Reporting, JABS security, and data quality.	Change management of data designs.
✓ Participate in the LEAN A3 process for documenting issues with Reference Data Management and proposed solutions to those issues.	Identify risks, process deficiencies and propose solutions.
✓ Attended LEAN training.	Professional development.
✓ Developed eight "A3" Root-Cause Analysis products specific to Data Quality and Data and Development. Multiple solutions in motion as the result of A3 work for reducing "Error and Test Cases in JIS Transmitting Criminal Disposition Erroneously to Washington State Patrol" and "Missing/Dropped ETickets from ETRIP."	Communicate data quality issues more efficiently.
✓ Analyze and document 3 data quality issues related to process issues with the maintenance of reference data and referential integrity issues related to Individual (INV) table that require further action.	Identification of data and process deficiencies.
✓ State Auditor's Office Audit of AOC/WSP Criminal Data. Participated with WSP and State Auditor's Office. Document mapping for the XML packet sent to WSP as part of the WSP Disposition data feed. Met with WSP and State Auditor's Office to discuss planning and needs for the audit. In preparation for the audit, WSP WASIS and AOC have been working together to test data quality between JIS and WASIS, gather requirements to understand how the process may be causing data quality issues.	Discovery of data quality issues related to data and process deficiencies. Update internal documentation. Support external reporting requirement through collaboration with external partners.
✓ Staff attended SC-CMS Database & Token training.	Provide a high level understanding of the Odyssey features as an observer.
Activities Planned	
<u>Data Warehouse Unit</u>	
◦ Continue Legislative bill sizing and impact analysis.	Provides required data from legislator for bill sizing.
◦ Participate in the SC-CMS training.	Provide data for SC-CMS.
◦ Work on refining reporting architecture.	Routine maintenance.
◦ Continue data analysis on AOC-WSP Criminal Data.	Provides required data to customers.
◦ Continue analysis for redesign or appellate and juvenile data marts.	Routine maintenance.
◦ Begin planning for SC-CMS impacts.	Provides required data to customers.
◦ Develop statement of work for RFQQ bidders	Identify specific timelines and deliverables to fulfill RFQQ requirements.
<u>Data Exchange/Development Unit</u>	
◦ Continue to support QA testing for INH services.	Help with completing the QA testing of the deployed INH services.

◦ Continue to triage defects for INH services from QA testing.	Help with completing the QA testing of the deployed INH services.
◦ Deploy the next INH Build (if necessary) with Defect fixes for INH core component to QA.	Help with completing the development effort of INH web services.
◦ Continue the design and prototyping process for replicating Party information between JIS and Odyssey.	Helps with Person data replication between the two systems.
◦ Continue the discussion with the CMS team and Tyler to integrate Odyssey into AOC.	Helps AOC to move to Odyssey for Superior Case management system.
◦ Collaborate with the Solutions Architect to help him create an Application Design Document based on the Conceptual Design and the corresponding High Level Design for Person/Party replication project.	Helps with designing a solution for Person data replication between the two systems.
◦ Have technical discussions with the INH tech folks to help them create a Detailed Technical Design document for the Application Design that will be produced by the SA for Person/Party data replication.	Helps with designing a solution for Person data replication between the two systems.
◦ Create a Detailed Technical Design document for Person/Party data replication.	Helps with writing application code for the solution for Person data replication between the two systems.
<u>Data Quality and Governance</u>	
◦ Support Database Design Review requests.	Change Management of database designs (DDRT).
◦ Oversee and support Data Quality Data Profiling Project.	Research and analysis of data related issues.
◦ Support Metadata Repository framework.	Planning for better management of our metadata. Improve information about court databases and make information more visible and accessible.
◦ State Auditor's Office Audit of AOC/WSP Criminal Data: Continue to meet with WSP and State Auditor's Office. Identify common elements between systems, gather and provide information in support of State Auditor's needs, collaborate with State Auditor's Office.	Reduce risk to public safety, improve information quality and provide required data to customers.
◦ Data Quality Routines: Continue identifying current data quality-related existing processes and policy throughout AOC and examining ways to streamline for efficiency. Working to establish a Data Quality routine between AOC and WSP for JIS/WASIS Criminal Data.	Reduce risk to public safety, provide required data to customers and ensure efficiency in processes throughout AOC.

Operational Area: Operations

Mike Keeling, Operations Manager

Through March 31, 2014

Includes: All application units; Legacy Applications and Systems Standards teams.

Description: AOC ISD Operations teams support new projects and the ongoing maintenance of legacy systems including the Judicial Information System (JIS) application, the Judicial Receipting System (JRS), Superior Court Information System (SCOMIS), Juvenile and Corrections System (JCS), Appellate Court System (ACORDS), Judicial Access Browser System (JABS), e-Ticketing, Adult Static Risk Assessment (ASRA), and Data Exchanges.

Activities Completed	Impact/Value
✓	
✓ Legacy Maintenance – Updated Statewide Code Tables.	The SuperFile Code table CSUP (SCOMIS Proceeding Held Code Ends Inactive Case Status) was defined but never implemented. The CSUP table entries and supporting table definition entries were deleted effective 02/03/2014.
✓ Legacy Maintenance – Abstract of Driving Record Display using lower case characters and causing problems in the JIS name screens.	When creating a case using NCCA, get the person record from DOL by using PF9 to check DOL and PF6 to use DOL data. DOL data filled the screen in with mixed case rather than Capitals. Court person has to change into Upper case to add the person in the case. 1) This would create extra time in creating person records and cause clerks to doubt the info being entered due to the warning message, and may cause them to overlook a valid warning message in the future if they become used to ignoring the messages. 2) The addresses and names will print in lower case letters, which is not standard for USPS addresses, and may increase returned mail. 3) If the address and names are being entered into JIS with lower-case letters, this info may transmit to the WADL and cause issues with their info as well Added translate logic to all Name, Address, City and State code fields from mixed case letters into upper case letters, when using PF6 to get the DOL data into JIS.
✓ Legacy Maintenance – Upload SMC IT local Laws to the JIS Law table.	SMC wanted to start using SECTOR and needed a way to get their laws sent to SECTOR. It was decided that the JIS LAW table would become the repository for SMC's local laws and use the existing JIS upload to SECTOR to include SMC laws. SMC now has access to FPSU to maintain their own local laws for SECTOR. It was requested to have AOC create an upload for SMC's local laws to reduce data entry time and errors. SMC provided a file of IT local laws to upload into the JIS LAW table. Loaded SMC Laws to the JIS Law table.
✓ Legacy Maintenance – Added change docket codes to SCOMIS.	With the approval of the JIS Codes Committee, added 24 new docket codes.
✓ Legacy Maintenance – Added new Language code.	A new Language Code of MAM was created to identify the language of Mam, Northern which is generally spoken by people of Northern Guatemala.
✓ Legacy Maintenance – Added new Case Condition Codes and other Deferral Reason codes.	With the approval of the JIS Codes Committee on January 14, 2014, a new Other Deferral Reason code and several Case Condition Codes were created.
✓ ACORDS – Released v74.1 with updates for new java version and optimization to prevent Acords from failing when running certain large reports.	Continue to support superior court application as technical environment changes and case history size increases.
✓ ETP – Released versions 4.1, 4.1.1 and 4.2 with enhancements for ITG 156, 176 and 191.	Enhancements to the applications as requested by DMCMA representatives through the ITG process.

✓ JABS – Completed development of version 6.5, due to release April 7. Release includes ITG 207 and minor bug fixes.	Enhancements to the applications as requested by DMCMA representatives through the ITG process.
✓ JABS – Began work on JABS RACF authentication.	Improvements to security in order to decrease the likelihood of unauthorized access of the system.
✓ JCS - Completed testing of JCS version 2.56.	Version 2.56 will be a security fix release that addresses various security and application issues that have been identified as areas for improvement. Release slated for either April 21, 2014 or May 19, 2014 (dependent upon technical factors).
✓ JCS - Continued integration discussions between JCS and Odyssey.	Discussions continue regarding the best methodologies available for integrating JCS with Odyssey, including discussions around security, data access, usage of the Integrated Networking Hub, and case/person data replication.
Activities Planned	Impact/Value
◦ DX – VRV On-boarding of Puyallup, Des Moines municipal courts.	Vehicle-related violation tickets can be sent electronically from LEA to JIS directly, saving court manual ticket entry.
◦ Legacy Maintenance – JABS Authentication project – Design research.	Improve application security.
◦ Legacy Maintenance – ITG 41 Destruction of Records.	Continue integration testing.
◦ Legacy Maintenance – RN Court support for JIS/SCOMIS.	Continued support for JIS and SCOMIS courts.
◦ Legacy Maintenance – Natural/CICS upgrade.	Continue testing Natural CICS upgrade. Production planned implementation date is 4/12/2014.
◦ Legacy Maintenance – Fix JIS DCH screen abend when clerk navigates to CFHS screen.	DCH screen successfully navigates to CFHS screen.
◦ Legacy Maintenance – COTS Prep.	Continue working with SCCMS and COTS prep to determine how LFO billing process will integrate with JIS.
◦ Legacy Maintenance – Add PCN (WSP Fingerprint #) to JIS screens NCCD and NCC.	The Process Control Number (PCN) is not visible on the Case Filing Inquiry/Update (NCC) or Case Filing Delete (NCCD) screen which has resulted in errors in reporting criminal case dispositions to the Washington State Patrol (WSP).
◦ Legacy Maintenance – WSP Disposition.	Continue support of WSP disposition process.
◦ JABS – Work on JABS RACF authentication project.	Improvements to security in order to decrease the likelihood of unauthorized access of the system.
◦ JCS - Begin testing of ASRA version 1.05.	Version 1.05 will be a security fix release that addresses various security and application issues that have been identified as areas for improvement.
◦ JCS - Begin testing of JCS version 2.57.	Version 2.57 contains several minor user interface enhancements as well as new functionality intended to improve the ease of use of the application. Specific focus is being given to providing richer data entry. Testing start date dependent upon release date for JCS version 2.56.
◦ JCS - Continue gap analysis for INH functionality.	Gap analysis to determine on an item-by-item level within JCS where issues might occur related to data availability and synchronization. Key to ensuring continued functionality of JCS with no impacts when Odyssey pilot courts are live.



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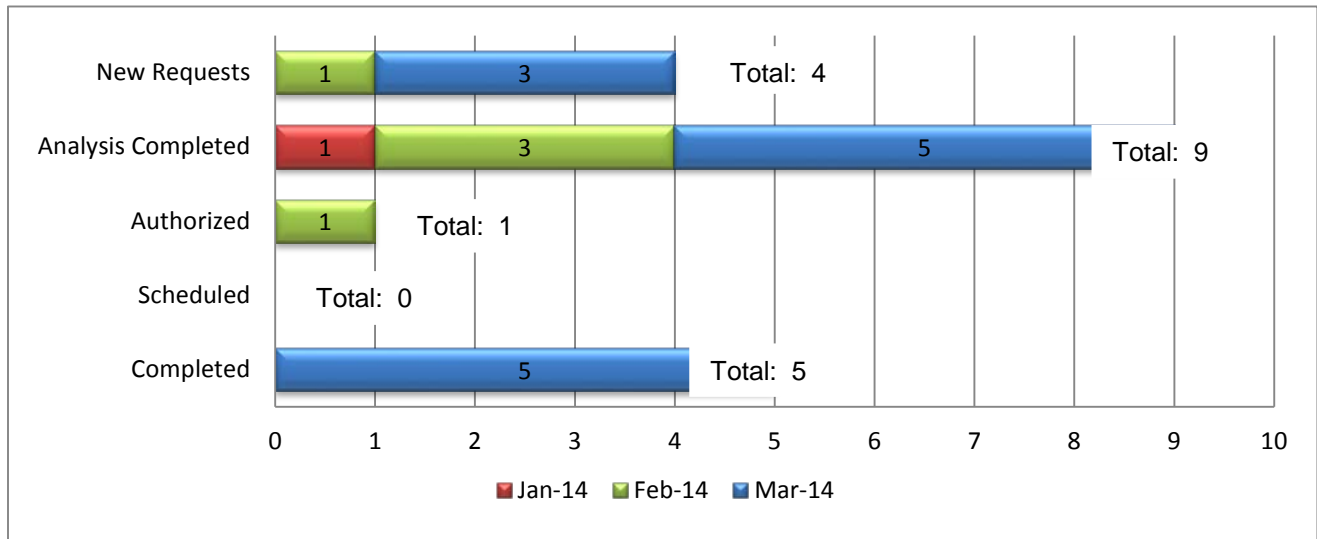
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Completed JIS IT Governance Requests

ITG 121 Superior Court Data Exchange, ITG 156 Court Notification when Critical Identifiers Change, ITG 163 Websphere (non JIS), ITG 176 List of Court Date on Display Screen in Etkts, ITG 191 Adding last DOL & JIS address update date on e-tickets

Status Charts

Requests Completing Key Milestones



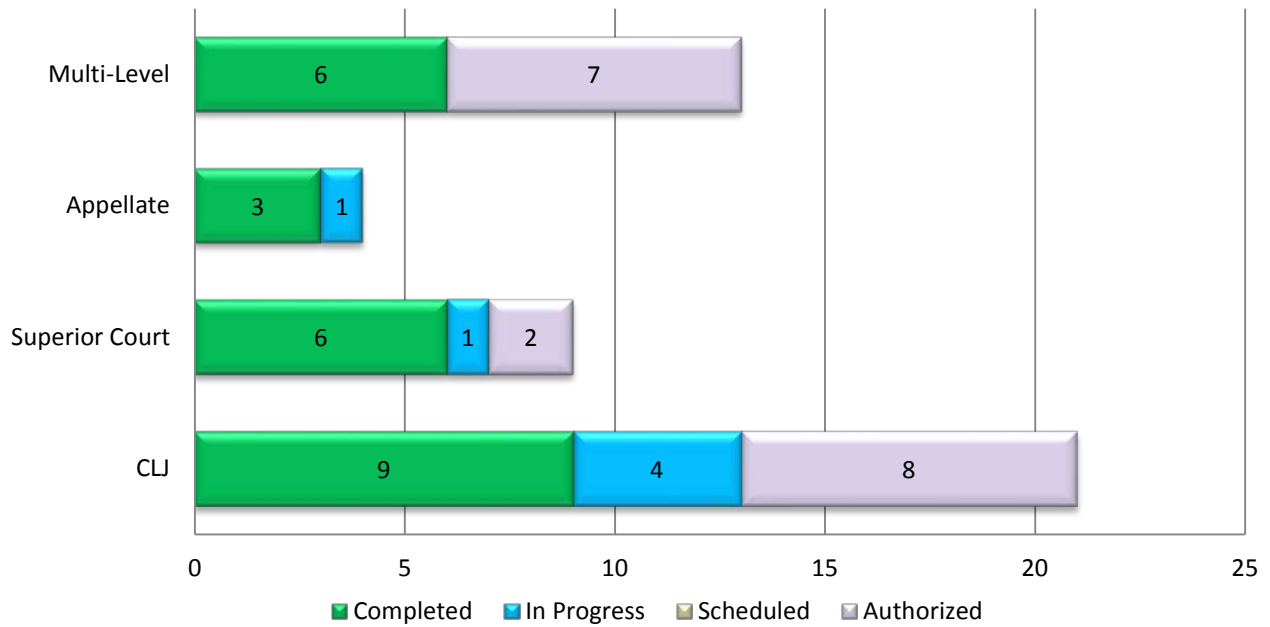
Current Active Requests by:

Endorsing Group			
Court of Appeals Executive Committee	1	District & Municipal Court Management Association	20
Superior Court Judges Association	5	Data Management Steering Committee	0
Washington State Association of County Clerks	7	Data Dissemination Committee	1
Washington State Association of Juvenile Court Administrators	4	Codes Committee	2
District & Municipal Court Judges Association	5	Administrative Office of the Courts	7
Misdemeanant Corrections Association	1		

Court Level User Group	
Appellate Court	1
Superior Court	9
Courts of Limited Jurisdiction	15
Multi Court Level	10

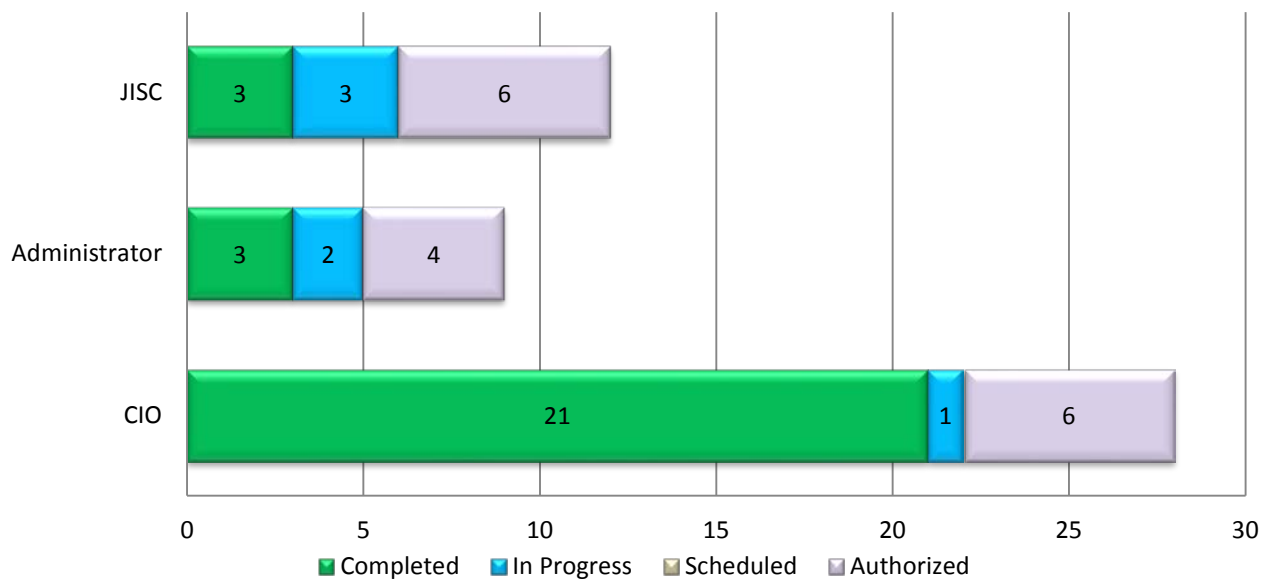
Status of Requests by CLUG

Since ITG Inception



Status of Requests by Authorizing Authority

Since ITG Inception



JISC Priorities					
Priority	ITG #	Request Name	Status	Approving Authority	CLUG Importance
1	002	Superior Court Case Management System	In Progress	JISC	High
2	045	Appellate Court ECMS	In Progress	JISC	High
3	041	CLJ Revised Computer Records and Destruction Process	In Progress	JISC	High
4	102	Request for new Case Management System to replace JIS (ITG 174 – CLJ Probation Case Management Included)	Authorized	JISC	High
5	027	Expanded Seattle Municipal Court Case Data Transfer	Authorized	JISC	High
6	062	Automate Courts DCXT Table Entries	Authorized	JISC	Medium
7	007	SCOMIS Field for CPG Number	Authorized	JISC	High
8	026	Prioritize Restitution recipients	Authorized	JISC	Medium
9	031	Combine True Name and Aliases for Timepay	Authorized	JISC	Medium

Appellate CLUG Priorities

Priority	ITG #	Request Name	Status	Approving Authority	CLUG Importance
1	045	Appellate Courts ECMS	In Progress	JISC	High

Superior CLUG Priorities

Priority	ITG #	Request Name	Status	Approving Authority	CLUG Importance
1	107	PACT Domain 1 Integration	Authorized	Administrator	High
2	007	SCOMIS Field for CPG Number	Authorized	JISC	High
3	158	Implementation of MAYSI-2	Awaiting Authorization	CIO	High
4	181	Kitsap SmartBench Export	Awaiting Authorization	Administrator	High

Non-Prioritized Requests

N/A	002	Superior Court Case Management System	In Progress	JISC	High
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Courts of Limited Jurisdiction CLUG Priorities

Priority	ITG #	Request Name	Status	Approving Authority	CLUG Importance
1	102	New Case Management System to Replace JIS	Authorized	JISC	High
2	174	CLJ Probation Case Management System	Awaiting Auth.	CIO	High
3	027	Expanded Seattle Muni Case Data Transfer	Authorized	JISC	High
4	041	CLJ Revised Computer Records Retention and Destruction Process	In Progress	JISC	High
5	058	CLJ Warrant – Print Page	In Progress	CIO	High
6	037	CLJ Warrant – Comment Line	In Progress	Administrator	Medium
7	079	WRO Screen Change under Bail Options	In Progress	Administrator	High
8	032	Batch Enter Attorneys to Multiple Cases	Authorized	CIO	Medium
9	068	Full Print on Docket Public View	Authorized	Administrator	Medium
10	046	CAR Screen in JIS	Authorized	CIO	Medium
11	171	Connect CDT and AKA	Authorized	CIO	Medium
12	031	Combine True Name & Aliases for Time Pay	Authorized	JISC	Medium
13	026	Prioritize Restitution Recipients	Authorized	JISC	Medium

Multi Court Level CLUG Priorities					
Priority	ITG #	Request Name	Status	Approving Authority	CLUG Importance
1	152	DCH and Sealed Juvenile Cases	Authorized	CIO	High
2	087	Allow JIS Password to be Changed in JABS	Authorized	CIO	Medium
3	178	Race & Ethnicity Data Fields	Authorized	Administrator	Medium
4	116	Display of Charge Title Without Modifier of Attempt	Authorized	Administrator	Medium
5	062	Automate Courts DCXT Table Entries	Authorized	JISC	Medium
6	141	Add Bond Transferred Disposition Code	Authorized	CIO	Medium
Non-Prioritized Requests					
N/A	003	Imaging and Viewing of Court Documents	Authorized	Administrator	Not Specified



Board for Judicial Administration *Sine Die* Report

Current as of Friday, March 14, 2014

The Legislature adjourned *sine die* at 11:30 p.m. on Thursday night, passing a supplemental operating budget within the 60 days allotted.

Here are the final highlights regarding bills BJA was tracking and other legislation of interest:

BJA Request Legislation

HB 2131 - Increases the number of superior court judges in Mason County.

Position - Request

Status – Died in House Appropriations General Government & IT.

SB 5981 - Increases the number of superior court judges in Mason County.

Position – Request

Status – Passed Senate 49-0. Passed House 92-5. Delivered to the Governor.

SHB 1542 - Requires courts to appoint a certified or registered interpreter at public expense in all legal proceedings in which a non-English-speaking person is a party or is compelled to appear. Requires the state to pay 50 percent of the cost of interpreters beginning in January 2017. Requires courts to track and provide interpreter cost and usage data annually to the Administrative Office of the Courts. (Amended in House Appropriations to remove the 2017 deadline for state funding.)

Position – BJA Request; oppose without funding

Status – 2013 - Passed House 54-42. Died in Senate Law & Justice.

2014 – Died on House Floor Calendar

SB 5398 - Requires courts to appoint a certified or registered interpreter at public expense in all legal proceedings in which a non-English-speaking person is a party or is compelled to appear. Requires the state to pay 50 percent of the cost of interpreters beginning in January 2017. Requires courts to track and provide interpreter cost and usage data annually to the Administrative Office of the Courts.

Position – BJA Request

Status – Died in Senate Law & Justice

Data Dissemination/Access to Court Records

~~HB 1497~~ - Requests the Washington State Supreme Court to adopt court rules redacting or sealing nonconviction court records and, when technologically and economically feasible, providing a process for removing nonconviction information from public court indices. Prohibits employers and landlords from inquiring into, or receiving information through a criminal history background check, about nonconviction records and rejecting an applicant on the basis of nonconviction records. *This bill has significant JIS impact, resulting in 8,400 to 12,000 hours of programming time and a fiscal note ranging from \$1,010,400 to \$1,459,200.*

Position – No position

Status – Died in House Judiciary

2SHB 1651 – Amended in Senate as a result of stakeholder negotiations. Creates an administrative sealing process for juveniles, except for certain crimes, after the completion of any sentencing obligations and after age 18, unless someone objects.

Position – No position. (Prior - Concerns regarding JIS impact and costs.)

Status – Passed House 96-0. Amended and passed Senate 48-0. Passed House 97-1. Delivered to Governor.

~~SB 5344~~ - Requests the Washington State Supreme Court to adopt court rules redacting or sealing nonconviction court records and, when technologically and economically feasible, providing a process for removing nonconviction information from public court indices. Prohibits employers and landlords from inquiring into, or receiving information through a criminal history background check, about nonconviction records and rejecting an applicant on the basis of nonconviction records. *This bill has significant JIS impact, resulting in 8,400 to 12,000 hours of programming time and a fiscal note ranging from \$1,010,400 to \$1,459,200.*

Position – No position

Status – Died in Senate Law & Justice

~~SSB-5689~~ - Court records and public court indices containing nonadjudication or nonconviction information relating to the commission of juvenile offenses are restricted from public access. Nonadjudication or nonconviction information means information contained in records collected by the courts relating to arrest, probable cause hearings, citation, and charges that did not lead to an adjudication; charges resulting in a dismissal or acquittal; and charges dismissed pursuant to a diversion or deferred sentence. Access by agencies for research purposes, as provided elsewhere in statute and expressly permitted for sealed juvenile records is allowed. *This bill requires significant changes to JIS, resulting 8,400 to 12,000 hours of programming time and one-time costs ranging from \$1.1 million to \$1.4 million.*

Position – No position

Status – Died in Senate Rules

SB-6403 – Requires juvenile offender records be available for bulk distribution through JIS and on the public website.

Position – Watch

Status – Died in Senate Human Service & Corrections

~~SB-6469~~ – Requires sealing of juvenile records at disposition under certain conditions.

Position – Not Reviewed

Status – Died in Senate Human Service & Corrections

Bills Affecting AOC Employees and/or Judges

HB-2128 – Exempts GPS data that shows the residence of an employee or agent of a criminal justice agency from public disclosure.

Position – Support

Status – Died in House Govt. Operations

HB-2604 – Provides that a municipal court may only be terminated at the end of the term of the judge(s) of that court. DMCJA request legislation.

Position – Support

Status – Died in House Judiciary.

ESB-5860 - The Attorney General is not required to institute legal actions on behalf of Superior Court judges unless requested to do so by the Administrator for the Courts. Amended by the Senate to require AOC to bear half the legal costs and to institute a 90-day notice requirement and a 120-day period for alternative dispute resolution. Amended by House Judiciary to provide that the Attorney General is not required to institute actions over funding on behalf of superior court judges. **HB-2024** applies the same restrictions to all state officers.

Position – Oppose

Status – 2013 - Passed Senate 47-2. 2014 – Reintroduced and retained in present status.

SB-5867 – Reduces the size of the Supreme Court from 9 to 5 by lottery (drawing straws.)

Position – Watch

Status – Died in Senate Law & Justice.

SB-6012 – Prohibits the WSBA from charging a fee for judicial membership.

Position – Watch

Status – Died in Senate Rules

SB-6088 - Reduces the size of the Supreme Court to 7 by attrition.

Position – Watch

Status – Died in Senate Rules

SB-6305 – Creates a defined contribution retirement plan for elected officials.

Judges were removed via amendment in Senate Ways & Means.

Position – Oppose

Status – Died in Senate Rules

SB-6459 – Redefines compensation for use in calculating retirement benefits for elected service. *Amended to use the highest average over a consecutive 60 month period of elected service; all periods were used in the original bill.*

Position – Oppose

Status – Died in Senate Rules

Elections

HB-2525 – Provides public funding for Supreme Court campaigns using a portion state bar association membership dues as a funding source.

Position – Watch

Status – Died in House Govt. Operations

~~**SJR-8215**~~ – Amends the state constitution so that only persons who are qualified voters in a county are elected or appointed to the office of judge for superior court of that county.

Position – No Position

Status – Died in Senate Rules

Problem Solving Courts

SHB-2556 – Consolidates authorizing statutes for problem solving courts and implements the recommendations from the workgroup created by SB 5797 (2013).

Position – Support

Status – Passed House 95-1. Died on Senate floor calendar.

Other

~~SHB-1098~~ – Amends professional conduct requirements of bail bond agents. Requires a court to notify the Administrative Office of Courts when the court revokes or reinstates the justification or certification of a bail bond agent to post bonds in the court.

Position - Support

Status - Passed House 92-0-6. Died in Senate Law & Justice.

~~SHB-1771~~ - Requires approval before public agencies can obtain a public unmanned aircraft system. Allows a public unmanned aircraft system to be operated, or information gained therefrom, to be disclosed pursuant to a judicial search warrant, if the use is not regulatory enforcement and is reasonably determined to be unlikely to collect personal information, or in an emergency. Includes reporting requirements similar to those for wiretaps. See also EHB 2789 (Delivered to Governor), ~~SB-5782~~ and ~~SB-6172~~ regarding “drones.”

Position – Watch

Status – Died in House Rules.

~~SHB 2111~~ –Removes the requirement that an infraction issued by the Regional Transit Authority conform to the requirements for a notice of civil infraction. See also ~~SB-5964~~.

Position – Concerns

Status – Passed House 97-0. Amended in Senate and passed 38-11. Passed House 95-3. Delivered to Governor.

~~HB-2399~~ – Establishes a “certificate of restoration of opportunity,” which can be sought by a person with a criminal record to eliminate any professional bar imposed solely as a result of the conviction.

Position – Watch

Status – Died in House Public Safety

~~HB-2497~~– Increased certain fees to partially fund indigent defense services. See also SB 6249.

Position - Watch

Status – Died in Appropriations.

~~HB-2754~~ – Creates the “Restitution First Act” and alters how legal financial obligations may be imposed and collected.

Position – Not yet reviewed

Status – Bill died in House Judiciary. Work session in House Public Safety.

SSB-5020 - The definition of indigent and able to contribute is changed to mean a person who, at any stage of a court proceeding, meets the criteria for indigency, but who is also found to also have available funds to pay a portion of the anticipated cost of counsel.

Position – Watch

Status – Passed Senate 27-20. Died in House Judiciary.

2SSB 6126 – Requires an attorney be appointed for children in dependency proceedings at the expense of the county. Subject to funds appropriated, the state may reimburse up to one-half the cost. Null and void clause added. Some funding was provided in the final budget. See also HB 1285.

Position – Not reviewed

Status – Passed Senate 47-0. Amended in House and passed 97-0. Passed Senate 49-0. Delivered to Governor.

SB-6249 - Increased certain fees to partially fund indigent defense services. Amended to include reporting requirements for courts and judicial branch agencies regarding what funds are constitutionally required and those that are not constitutionally required.

Position – Watch. After amendment, oppose.

Status – Passed Senate 31-14. Died in House Judiciary. House Judiciary will include a work group in their interim activities.

~~SB-6568~~ – Copies language from a recent *McCleary* order and requires the Supreme Court to decide more cases.

Position – Not yet reviewed

Status – Introduced after cutoff; Died in Senate Law & Justice.

Budget

~~HB 2185~~/SB 6002 – Making supplemental operating appropriations. Conference bill affected the judicial branch in these ways:

- The legislature did not provide funding for merit increments (COA and Supreme Court) or step M (Supreme Court and State Law Library).
- The legislature did provide additional funding for salary increases approved by the Washington Citizens' Commission on Salaries for Elected Officials (various).
- The legislature did not provide funding for leave buy out costs (Supreme Court).
- The legislature did provide funding for increased costs for Attorney General services and unemployment compensation (various).
- The legislature did provide additional funding for the Appellate and Superior Court case management systems and for information technology security enhancements (AOC).
- The JIS proviso as proposed by the House is included in the conference budget.
 - The legislature did provide additional funding for the Office of Public Guardianship (AOC).
 - The legislature reduced funding, by 50%, for county clerk legal financial obligation collection programs (AOC).
 - The legislature did not provide funding for Thurston County Impact fees or State CASA (AOC).
 - The legislature did provide additional funding for immigration consequences, appellate death penalty defense, and parental termination case representation (OPD).
 - The legislature did provide funding for the replacement of the CLEAR phone system and funding for implementation of SB 6126 child dependency representation (OCLA).
 - The legislature did not cut funding to the Interpreter Commission as proposed in the Senate budget.

Status – Conference bill passed House 85-13 and Senate 48-1. Delivered to Governor.