	Washington COURTS	**Judicial Information System Committee (JISC)** **Friday, August 28, 2015 (10:00 a.m. – 12:30 p.m.)** **CALL IN NUMBER:** *877-820-7831 PC: 572633#* **SeaTac Facility:** *18000 INTERNATIONAL BLVD, SUITE 1106, SEATAC, WA 98188*		
		AGENDA		

1.	**Call to Order**
	  a. Introductions
	  b. Approval of Minutes
	  c. New Member Update
	     1. Judge David Svaren
	     2. Judge G. Scott Marinella
	     3. Lynne Campeau
	     4. Frank Maiocco
	     5. Bob Taylor
	     6. Chief Ed Green
		Justice Mary Fairhurst, Chair	10:00 – 10:10	Tab 1

2.	**JIS Budget Update**
	  a. 15-17 Budget
	  b. Budget Provisos
	  c. Supplemental Budget Requests
		Mr. Ramsey Radwan, MSD Director	10:10 – 10:40	Tab 2

3.	**CIO Report** a. Summary of JIS System Changes Due to Legislation.	Ms. Vonnie Diseth, ISD Director	10:40 – 10:50	

4.	**JIS Priority Project #1:**
	Superior Court Case Management Update
	
	  a) Project & Integrations Update
	  b) Update: Local Implementation Cost Rules for Early Adopter Courts
	
	  c) **Discussion (Possible Decision Point):** Authorization for the SC-CMS Steering Committee to Approve Local Implementation Costs up to a Designated Cap
	
	  d) SC-CMS Bluecrane QA Report
		Ms. Maribeth Sapinoso, PMP
		
		Ms. Vonnie Diseth, ISD Director
		
		Mr. Allen Mills
			10:50 – 11:20	Tab 3

5.	**AOC Expedited Data Exchange Pilot Implementation Project:**
	  a) General Project Overview
	
	  b) **Decision Point:** Approval of Project Steering Committee Charter
	
	  c) King County District Court Project Update
		Ms. Vonnie Diseth, ISD Director
		Mr. Bill Kehoe, King County CIO
		Kevin Ammons, Interim Program Manager
		
		Ms. Vonnie Diseth, ISD Director
		
		Judge Donna Tucker, King County District Court
			11:20 – 11:50	Tab 4

6.	**Other JIS Priority Project Updates** a. AC-ECMS Project Update	Mr. Martin Kravik	11:50 – 12:20	Tab 5

	b. Priority Project #3 (ITG 41) – CLJ Revised Computer Records Retention/ Destruction Process c. Priority Project # 4 (ITG 102) CLJ-CMS	Ms. Kate Kruller, PMP Mr. Mike Walsh, PMP		
7.	**Committee Report** a. Data Dissemination Committee	Judge Thomas Wynne	12:20 – 12:25	
8.	**Meeting Wrap-Up**	Justice Mary Fairhurst	12:25 – 12:30	
9.	**Information Materials** a. ITG Status Report b. Portfolio Report			Tab 6
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:

2015 – Schedule

October 23, 2015

December 4. 2015

JUDICIAL INFORMATION SYSTEM COMMITTEE

June 26, 2015
10:00 a.m. to 2:00 p.m.
AOC Office, SeaTac, WA

DRAFT - Minutes

Members Present:
Justice Mary Fairhurst, Chair
Mr. Larry Barker
Chief Robert Berg
Judge Jeanette Dalton
Ms. Callie Dietz
Chief Ed Green
Mr. Rich Johnson
Judge J. Robert Leach
Mr. Frank Maiocco
Ms. Barb Miner
Mr. Bob Taylor
Judge Thomas J. Wynne

Members Absent:
Judge James Heller
Ms. Brooke Powell
Judge Steven Rosen
Mr. Jon Tunheim
Ms. Aimee Vance
Ms. Yolande Williams

AOC/Temple Staff Present:
Mr. Kevin Ammons
Mr. Dan Belles
Ms. Kathy Bradley
Ms. Marie Constantineau
Ms. Jennifer Creighton
Ms. Vicky Cullinane
Ms. Vonnie Diseth
Mr. Mike Keeling
Mr. Martin Kravik
Ms. Mellani McAleenan – phone
Ms. Pam Payne
Mr. Ramsey Radwan
Ms. Maribeth Sapinoso
Mr. Mike Walsh
Mr. Kumar Yajamanam - phone

Guests Present:
Mr. Othniel Palomino
Mr. Enrique Kuttemplon

Call to Order

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

March 06, 2015 Meeting Minutes

Justice Fairhurst asked if there were any additional corrections to the April 24, 2015 meeting minutes. Hearing none, Justice Fairhurst deemed them approved.

JIS Budget Update (13-15 Biennium)

Mr. Ramsey Radwan presented an update on the current budget for expenditure and allocations for the 13-15 biennium. Expenditure and allocations are in line with where we need to be for the end of the biennium. Both the house and senate dropped their budget proposals. The House version is very good and funds the needs of AOC. The Senate will be passing their version of the budget out of committee today or tomorrow. The current Senate proposal would reduce AOC's budget by about 4 million dollars.

A temporary budget has been proposed to bridge the gap and keep the state working past July 1 should a budget not be passed.

Legislative Update

Ms. Mellani reported budget discussions and negotiations are ongoing.

CIO Report

Ms. Vonnie Diseth reported security assessments of the appellate courts was performed by Intrinium.   In a subsequent meeting with each court, Intrinium walked through the results of the assessments.

JIS General Policy Update

Ms. Vicky Cullinane reported on JIS General Policy updates to sections: 2.2.7 and 3.2.

Motion: Judge Thomas Wynne

I move to approve the JIS General Policies updates.

Second: Mr. Callie Dietz

Voting in Favor: Justice Mary Fairhurst, Mr. Larry Barker, Chief Robert Berg, Judge Jeanette Dalton, Ms. Callie Dietz, Mr. Rich Johnson, Judge J. Robert Leach, Mr. Frank Maiocco, Ms. Barb Miner, Mr. Bob Taylor, Ms. Aimee Vance, Ms. Yolande Williams, Judge Thomas J. Wynne

Opposed: none

Absent: Judge Jim Heller, Ms. Brooke Powell, Judge Steve Rosen, Mr. Jon Tunheim, Ms. Aimee Vance, Ms. Yolande Williams.

ITG #2 – SC-CMS Update

Ms. Maribeth Sapinoso and Ms. Marie Constantineau provided an update on the SC-CMS project to the JISC. Ms. Constantineau began with the most recent activities beginning with the Pilot Site statewide party/person synchronization efforts which took place a week prior to Lewis County Go Live implementation date. Next, Ms. Sapinoso provided an update on the successful implementation of Odyssey at Lewis County beginning the weekend of June 13, 2015. Lewis County stakeholders (Judge Lawler, Court Administrator Susie Parker, and County Clerk Kathy Brack) were present to describe their Go Live experience and lessons learned and addressed the questions of the JISC members. Ms. Sapinoso then concluded with the project activities currently in progress with Early Adopters (Franklin, Thurston and Yakima) including upcoming kick off meeting with Spokane. Also mentioned was the Project Steering Committee's unanimous decision to approve the recommended changes to the SC-CMS implementation cost rules for Early Adopters.

Motion: Judge J. Robert Leach

I move we adopt and approve the expenses for which numbers are set forth in the 4 pages of the spreadsheet (Local Implementation Cost Rules) that total $43,350.00 for the Early Adopter Counties of: Franklin, Yakima and Thurston only without precedent being set one way or another for anybody else for anything else related to the JISC.

Second: Mr. Ed Green

Voting in Favor: Justice Mary Fairhurst, Mr. Larry Barker, Chief Robert Berg, Judge Jeanette Dalton, Ms. Callie Dietz, Mr. Rich Johnson, Judge J. Robert Leach, Mr. Frank Maiocco, Ms. Barb Miner, Mr. Bob Taylor, Ms. Aimee Vance, Ms. Yolande Williams, Judge Thomas J. Wynne

Opposed: none

Absent: Judge Jim Heller, Ms. Brooke Powell, Judge Steve Rosen, Mr. Jon Tunheim, Ms. Aimee Vance, Ms. Yolande Williams.

ITG #45 – AC-ECMS Update

Mr. Martin Kravik presented a status update on the AC-ECMS project. He reported that the vendor halted their activities on the project on June 19, 2015 pending the resolution of the contract scope issue they raised. As a result, the Document Conversion Mapping Specification deliverable was not completed and Document Conversion is not underway.

Development of the necessary changes to the eFiling system is on track to be complete by August.

JIS Link requirements still remained on hold due to the activities surrounding the contract scope issue.

On May 22, 2015, Scott Bade, the President of ImageSoft, responded to the letter we sent to them on May 12, 2015. That letter contained four changes we wanted ImageSoft to make regarding the way the project is being conducted. The changes were:

- Rebalance the workload of the Senior System Architect and allow her to focus more on customer facing activities.

- Create a technical knowledge transfer plan that better provides overall technical context of the Washington appellate court solution to the OnBase System Administrators, provides them with training specific to the Washington appellate court solution and involves them in the configuration of the production solution.

- Implement a process of periodic Iteration reviews to validate system functionality and provide the opportunity for early course corrections while the problems are small. Doing so will reduce the risk of not finding major problems until user acceptance testing and causing significant rework for ImageSoft.

- Extend the period of user acceptance testing to allow court staff time to fully test all functionality without disrupting court business.

ImageSoft responded positively to all four points.

In light of the positive response, the AOC/Court Stakeholder negotiation team met on June 1, 2015 to readdress the scope issues initially raised by ImageSoft. The team found it challenging to develop hard and fast positions on the individual issues because it was difficult for team

members to visualize the real world impacts on court processes. This is particularly true for the case management part of the system.

As a result the team decided to request another demonstration using specified court case processes including what the results would look like in case management. This request was sent directly to Mr. Bade by Ms. Vonnie Diseth. Mr. Bade expressed concern with doing another demonstration, believing that it would still not build enough confidence in the system to allow the project to move forward. He countered with the idea of removing the scope items that are under contention from Iteration B, finishing development of the revised Iteration B, and moving forward with user acceptance testing. The thought is that once the courts have hands-on access to the system, they will have a better understanding of how it works and will be in a better position to address and resolve the scope issues.

The negotiation team met on Tuesday, June 23rd to evaluate Mr. Bade's proposal. The team voted to move forward with developing a draft project change order with the vendor. The change order will detail all changes to features, schedule dates, and costs regarding a revised Iteration B. The change order will not alter overall scope of the project. That will be discussed following Iteration B. Once the draft change order is reviewed by the negotiation team it will be presented to the AC-ECMS Executive Steering Committee for approval.

ITG 41 Priority Project #3 - CLJ Revised Computer Records Retention/Destruction Process

Ms. Kate Kruller, ITG 41 Project Manager, updated the JISC on the CLJ Revised Computer Records Retention and Destruction Process.

Ms. Kruller reported that project team is in the first stage of implementation for all courts. As of the JISC meeting on June 26th, the Iteration 1 process is complete in 55 courts, with a goal of being half way (71 courts) in the next week or so. Ms. Kruller reported that court staffs are successfully downloading or printing post-process reports consistently and correctly. To date, the project team has not found any errors during the implementation process.

The timelines for the next steps are as follows:

- **June, 2015 – September 2015 (original schedule was March 2016)** to implement the Preliminary Rules in 188 courts non-pilot courts

- **June, 2015 – October 2015** to program the New Destruction Rules when the pilot court implementation is finished.

The Project Manager will keep the ITG Project Steering Committee and Pilot Courts apprised of ITG 41 Project progress going forward in to the implementation. Ms. Kruller will report back to the JISC in August, 2015 with any updates.

ITG #102 – CLJ-CMS Update

Mr. Michael Walsh presented the project update on the Courts of Limited Jurisdiction Case Management System (CLJ-CMS) project. Recent activities included the distribution of a data

exchange requirements survey. The survey was complete and returned by approximately one-third of the courts. The team is planning to re-send the survey to provide another opportunity for the courts who did not respond. The Court User Work Group (CUWG) continues to define the future state requirements through monthly meetings. Two additional meetings have been scheduled to allow enough time to capture requirements for each of the functional areas.

The project's Organization Change Management team continues to promote CLJ-CMS project awareness by adding CUWG meeting summaries and other informative content to the web sites. We are planning to publish a Request for Information (RFI) for Case Management Solutions in July. The purpose of the RFI is to gather as much current market information as possible prior to determining our procurement strategy. The project schedule reflects the extension of the Future state analysis work activity by adding the two additional CUWG meetings needed to complete the requirements capture.

Under risk management the project team and steering committees continue to monitor the two on-going risks:

1. Funding impacts due to the Expedited Data Exchanges. We continue to watch and wait for the outcome of the 15-17 operations budget.
2. The priority issue over the focus for a CLJ-CMS statewide case management or a data exchange to support courts that choose to operate their own systems. We continue to "get the word out" by providing project updates at court association meetings, our project web site, and AOC all staff meetings.

Information Networking Hub – (INH)

Mr. Belles provided a brief status update on the Information Networking Hub (INH) Enterprise Data Repository (EDR) project. Mr. Belles stated that overall, the project team continued to make good progress towards development of the EDR. Mr. Belles stated that current activities included work on the EDR database, data exchanges, resource acquisition and recent meetings with King County court technical staff.   Mr. Belles stated that the project team was also working on an information portal that would assist courts in on-boarding and connecting to the EDR.

Mr. Belles then briefly discussed the current project risks including legacy application risks, budget risks and project risks remain unchanged. Mr. Belles stated that there continued to be one active issue, that involved resources with critical court business knowledge not being available to the project, and that it was being mitigated to the extent possible. Mr. Belles completed his project update by covering the next steps planned for the project in the coming weeks. Judge Wynne asked if other courts with their own case management systems would have to follow the data standards in order to use the EDR. Mr. Belles stated yes, the EDR was being built to allow all other courts to use it, provided they complied with the statewide data standards. Barb Miner asked that the funding risk on slide 7 be modified to remove the general funding dependency statement.

Committee Report

Data Dissemination Committee:
Meeting was canceled.

Adjournment

The meeting was adjourned by Justice Fairhurst at 12:30 p.m.

Next Meeting

The next meeting will be August 28, 2015, at the AOC SeaTac Facility; from 10:00 a.m. to 2:00 p.m.

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	
	Action Item – From September 5th 2014 Meeting		
2	Find out whether individual persons' SSNs are needed for the bank account process superior courts use on the BAA and BAS screens	Vicky Cullinane	Completed

Administrative Office of the Courts Information Services Division Project Allocation & Expenditure Update 2015-2017 Allocation			
Beginning Biennial Balances July 1, 2015			
Initiatives--JIS Transition	**ALLOTTED**	**EXPENDED**	**VARIANCE**
Expedited Data Exchange			
2015-2017 Allocation	$8,540,000	$0	$8,540,000
Expedited Data Exchange - Subtotal	**$8,540,000**	**$0**	**$8,540,000**
Superior Court CMS			
2015-2017 Allocation	$12,598,000	$0	$12,598,000
Superior Court CMS Subtotal	**$12,598,000**	**$0**	**$12,598,000**
Courts of Limited Jurisdiction CMS			
2015-2017 Allocation	$3,789,000	$0	$3,789,000
Courts of Limited Jurisdiction CMS - Subtotal	**$3,789,000**	**$0**	**$3,789,000**
Appellate Courts Enterprise CMS			
2015-2017 Allocation	$313,000	$0	$313,000
Appellate Courts Enterprise CMS - Subtotal	**$313,000**	**$0**	**$313,000**
Equipment Replacement			
2015-2017 Allocation	$2,365,000	$0	$2,365,000
Equipment Replacement Subtotal	**$2,365,000**	**$0**	**$2,365,000**
TOTAL 2015-2017	**$27,605,000**	**$0**	**$27,605,000**

2016 Preliminary Supplemental Budget Request
Judicial Information System Committee

Administrative Office of the Courts – Information Technology General Fund State Request		
Title	**FTE**	**Amount Recommended**
Fund Transfer for the Courts of Limited Jurisdiction information networking hub	**FTE 0.0**	**$0**
Funding is requested from the state general fund rather than the Judicial Information System Account to implement the courts of limited jurisdiction information networking hub ($5.3 million from JIS to SGF).		
Total Request- State General Fund	**FTE 0.0**	**$0**

Administrative Office of the Courts - JIS Requests		
Title	**FTE**	**Amount Recommended**
Operational Staffing for Odyssey Support	**FTE 4.0**	**$492,000**
Funding is requested to hire staff to support the new Superior Court Case Management System.		
AC-ECMS	**FTE 0.0**	**$55,000**
Funding is requested for ongoing licensing and maintenance for the electronic case management system for the Appellate Courts.		
COTS Preparation for CLJ-CMS, JCS and AC-ECMS	**FTE 0.0**	**$564,000**
Funding is requested to prepare existing systems to interact with the new Courts of Limited Jurisdiction Case Management System.		
Total Request - JIS	**FTE 4.0**	**$1,111,000**

Total	**FTE 4.0**	**$1,111,000**

AOC 2015-2017 Enacted Budget-JIS Account	**$56,016,000**
Percent Increase	**2.0%**

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

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

August 28, 2015

Integration Status

✓ Case replication from Odyssey to JIS/SCOMIS continues, with no issues.

✓ As planned, cases are not being replicated from JIS/SCOMIS to Odyssey.

✓ New parties/persons added in Odyssey are being successfully replicated to JIS, with no issues.

• At this time, parties added in JIS are not being added to Odyssey and no updates are being synched. AOC is currently working to resolve this issue.

Recent Activities
Pilot – Lewis County

✓ Utilizing Tyler's Support Account Manager for post implementation support.

✓ AOC conducted post implementation end user training.

✓ AOC conducted lessons learned with Lewis County and Project Team, including Tyler.

Recent Activities
Early Adopters
(Franklin, Thurston, Yakima)

✓ Project Steering Committee approved the *updated* SC-CMS implementation cost rules for Early Adopters – August 11, 2015

Recent Activities
Early Adopters
(Franklin, Thurston, Yakima)

- Completed first two data conversions from SCOMIS to Odyssey.

- Conducted three-day Power User training.

- Performed on-site business process reviews.

Recent Activities (cont'd)
Early Adopters
(Franklin, Thurston, Yakima)

- Conducted Judge Edition configuration assessments.

- Conducted Odyssey case management demonstration in Thurston County.

- Conducted Odyssey document management system demonstration in Yakima.

Recent Activities (cont'd)
Snohomish County

- Conducted Odyssey case management demonstration in Snohomish County.

- Conducted initial technical review on site at Snohomish County.

Work In Progress

- Continue to provide operational support to Pilot site.

- Continue Early Adopter technical review and integration needs.

- Complete data conversion of document images.

- Finalize acquisition of touch screen monitors and DMS hardware for Early Adopter sites.

Next Steps

- Conduct Early Adopter end-user training – Sept/Oct 2015.

- Conduct Spokane kick-off meeting – September 2015.

- Early Adopter Go-Live – October 31, 2015

- Complete statewide rollout planning with Project Steering Committee.

- Respond to Legislative Proviso.

Phase 4 – Early Adopter Implementation

MILESTONES or PROJECT DELIVERABLES	CURRENT PLAN DATE
✓ Early Adopter Kickoffs Completed	April 2015
✓ Early Adopter Bi-Weekly Technical Meetings Begin	April 2015
✓ First Early Adopter Data Conversion Push & Review	July 2015
✓ Early Adopter Business Process Review Discussion Begin	July 2015
✓ Early Adopter Technical Integrations Requirements Gathering Begins	July 2015
✓ Early Adopter Local Court Configurations Begin	July 2015
✓ Early Adopter Power User Training Begins	July 2015
✓ Second Early Adopter Data Conversion Push & Power User Review	August 2015
✓ Early Adopter Document Image Extracts Completed	August 2015
✓ Early Adopter Network Performance Test	August 2015
Early Adopter End-User Training Begins	September 2015
Early Adopter 60 Day Go-Live Readiness Assessment	September 2015
Third Early Adopter Data Conversion Push & Power User Review	September 2015
Early Adopter End-User Training Completed	October 2015
Early Adopter Counties Go-Live	November 2015

Discussion
(Possible Decision Point)

- Authorization for the SC-CMS Steering Committee to approve local implementation costs up to a designated cap.

Updated SC-CMS Cost Rules for Early Adopter Implementation (Franklin, Thurston, Yakima) Projected Expenses

COST CATEGORIES	ASSUMPTIONS	PROJECT COSTS				
		State	Local	Franklin (EA)	Thurston (EA)	Yakima (EA)
General	1) The State resources to apply to SC-CMS are limited and require Legislative appropriations.					
	2) Counties across the State have limited resources to participate in the Odyssey rollout.					
	3) The 2014 Proviso states that the AOC and 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 JISC 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, JISC funds may not be allocated for (a) the costs to meet the data collection and exchange standards developed by AOC and JISC, and (b) the costs to develop and implement local court case management systems.					
	4) All reimbursements will comply with State and AOC rules and regulations.					
	5) Smaller local courts and clerks' offices, in particular, may necessitate State funding and assistance to ensure that no court that wants Odyssey is left behind. *A process needs to be developed to determine any financial assistance.					
	6) Larger courts and clerks' offices, notably Snohomish and Spokane counties may require a different proportion of State funding assistance due to a higher number of existing local court and clerk applications.					
	7) The costs associated with actual development and changes to existing local systems to work with Odyssey are factored into the category of "Technology Costs" under "Integration."					

Green - Approved by the JISC 6/26/2015

Yellow- Requires JISC Approval 8/28/2015

Updated SC-CMS Cost Rules for Early Adopter Implementation (Franklin, Thurston, Yakima) Projected Expenses

COST CATEGORIES	ASSUMPTIONS	PROJECT COSTS					
		State		Local	Franklin (EA)		Thurston (EA)	Yakima (EA)
People Costs		$8,600	**$0**	$0	$8,600	**$0**	$0	$0
Travel	Travel costs include costs directly related to CMS planning & implementation meetings and/or training for required attendees only.	$8,600	**$0**		$8,600	**$0**	$0	$0
	Travel costs include costs directly related to CMS planning & implementation meetings and/or training for optional attendees.			X				
Backfills/Contracted Resources	1) Costs directly related to **regular staff overtime** and/or temporary staff to replace and/or supplement staff who are attending CMS planning/implementation/business process/change management meetings and/or training.	TBD			TBD		TBD	TBD
	2) Costs directly related to additional contracted resources (local IT contractors, for example) that are necessary to facilitate local court planning/implementation of the Odyssey system.	X						
	3) Costs related to **local IT staff and/or** contracted local IT resources to facilitate integration and development of local side applications that are not part of the Odyssey system.			X				

Green - Approved by JISC 6/26/2015

Yellow- Requires JISC Approval 8/28/2015

Updated SC-CMS Cost Rules for Early Adopter Implementation (Franklin, Thurston, Yakima) Projected Expenses

COST CATEGORIES	ASSUMPTIONS	PROJECT COSTS								
		State		Local	Franklin (EA)		Thurston (EA)		Yakima (EA)	
Technology Costs		$29,400	**$9,200**	$0	$4,260	**$2,600**	$0	**$1,200**	$25,200	**$5,400**
Data Conversion										
SCOMIS	Conversion of all SCOMIS data into Odyssey.	X	INCLUDED IN CONTRACT							
Local Court Applications	Includes data conversion where local court applications will be eliminated based upon Odyssey implementation, subject to prior approval by AOC.	X	INCLUDED IN CONTRACT							
Internal Integrations (court and clerks offices)	1) Similar functionality does not exist in Odyssey. *A process needs to be developed by the AOC and approved by the JISC.									
	2) Similar functionality exists in Odyssey and local court leaders choose to retain the local applications.	$0		$0						
Hardware/Networks										
Touch Screens-Odyssey DMS (SessionWorks: Judges Edition)	Touch screens are only required for those courts that wish to use SessionWorks for the judges. Primary use is to assist judges with access to document images on the bench where the judges have difficulty working with technology. In order to be state funded,	X	$29,400		2 court rooms	$4,200	Will use existing monitors	$0	12 court rooms	$25,200
			$5,600		**4 court rooms**	**$1,400**		$0		**$4,200**
Touch Screens-3rd Party DMS (SessionWorks: Judges Edition)	Touch screens integrated with 3rd Party DMS will be locally funded.									
Doc Mgmt scanning equipment	Counties that do not presently have document imaging systems or compatible equipment and want to use Odyssey's DMS - one time implementation cost.	$0				$0		$0		$0
Bar Code Printers-Odyssey DMS (Optional)	One time hardware implementation cost (2 maximum per county).		**$3,600**			**$1,200**		**$1,200**		**$1,200**
Laser Printers	Dot matrix printers for check printing will be eliminated and will need to be replaced with existing or new laser printers.			X						
Storage hardware for local storage of documents with Tyler's Remote Document Storage (RDS)	Counties that do not presently have document imaging systems and want to use Odyssey's DMS with Remote Document Storage (RDS) - one time implementation cost.	$0				$0		$0		$0
Software	Supported versions of Windows Operating Systems and Microsoft Office Software that are required to work with Odyssey.			X						
Network Bandwidth										
Central	Bandwidth requirements to optimize Odyssey response time as determined by AOC.	$0			Currently on IGN. Will upgrade to 100mb via CTS.	$0	Already on 100mb circuit.	$0	Already on 100mb circuit.	$0
Bandwidth	For those counties who may require additional bandwidth to optimize Odyssey response time. *A process needs to be developed to determine any financial assistance.			$0		TBD		$0		$0

Updated SC-CMS Cost Rules for Early Adopter Implementation (Franklin, Thurston, Yakima) Projected Expenses

COST CATEGORIES	ASSUMPTIONS	PROJECT COSTS					
		State		Local	Franklin (EA)	Thurston (EA)	Yakima (EA)
Process Costs			$5,350	**$0**	$0	$0	$0
Training	Already contemplated in project costs.	X					
Go-Live "Ride Along Strategy" for next implementation site to observe Early Adopter activities	Funding necessary to send designated Snohomish County Power Users to an early adopter county end user training as well as observe an early adopter county at "go-live."	X	$4,500	$0			
Go-Live "Ride Along Strategy" for last implementation site to support Early Adopters	Funding necessary to send designated Lewis County Power Users to an early adopter county at "go-live."	X	$850	$0			
GRAND TOTAL		43,350	**$14,550**	$0			

Green - Approved by JISC 6/26/2015

Yellow- Requires JISC Approval 8/28/2015

Judicial Information System Committee Meeting, August 28, 2015

DECISION POINT – Superior Court Case Management System – Implementation Cost Rules for Early Adopters (Franklin, Thurston, Yakima)

MOTION:

- I move that the JISC approve the updated SC-CMS Project Steering Committee's recommendation regarding state and local implementation costs for the Early Adopter sites (Franklin, Thurston, and Yakima counties) subject to the parameters set forth in the attached addendum – "Updated SC-CMS Implementation Cost Rules for Early Adopters."

I. BACKGROUND

The State has limited resources to apply to the SC-CMS project and counties across the state have limited resources to participate in the Odyssey rollout. Smaller local courts and clerks' offices, in particular, may necessitate State funding and assistance to ensure that no court that wants Odyssey is left behind.

On June 27, 2014, the JISC approved the SC-CMS Project Steering Committee's recommendation regarding state and local cost rules for implementation. The JISC amended the SC-CMS Project Steering Committee's recommendation restricting approval of the implementation cost rules to Pilot site only and changing the cost categories to "TBD" for local application integrations. Since specific costs were unknown at that time for local implementation, the JISC requested that the Project Steering Committee bring back to the JISC after Pilot Go Live; a more specific estimate as to what the local implementation cost may be for early adopters and statewide rollout given the cost expended for the Pilot site implementation.

On June 26, 2015, the JISC approved the SC-CMS Project Steering Committee's recommendation of approximately $43,350 to be expended on the Early Adopter Court Implementations. This estimated amount is the anticipated known costs leading up to Early Adopters implementation based on information gathered and expended for the Pilot site implementation and based on input from the Early Adopter sites. The JISC requested that for all other amounts not yet determined at this date that the project provide more specific costs for JISC approval at their August meeting. The project has since worked with the Early Adopter counties to develop estimates for the remaining cost categories previously marked as "TBD". The updated amounts are a result of direct input from the Early Adopter sites, further analysis of business processes, and information gathered and expended for the Pilot site implementation.

II. DISCUSSION

The limitations of available state and local funds to implement the SC-CMS may present a risk to the successful completion of the project. The Early Adopter sites need to know what costs they will be responsible for as soon as possible so that their needs can be identified and

included in their county's budget cycle with enough lead-time to obtain the necessary funds. By identifying the cost categories (People, Technology, and Process) and the related project costs, each county can begin assessing the impact on their budgets and planning to address their financial needs prior to each county's rollout.

The SC-CMS Project has provided known expenditures for the Pilot site based on the cost categories of the SC-CMS Cost Rules for Pilot Implementation which has helped project expenditures for the Early Adopters sites. The SC-CMS cost rules for Early Adopter Implementation has also been revisited and revised by the Project Steering Committee based on the experience and needs for the Pilot Site implementation.

OUTCOME IF NOT PASSED –

This issue must be resolved now, so there are no schedule delays to the implementation of the early adopters. If this issue is not resolved; the continued lack of understanding of where state and local costs will reside prior to implementation will have a negative impact on whether or not the SC-CMS project can be successfully implemented in the remaining 36 counties.

bluecrane

MANAGEMENT CONSULTING FOR STATE AND LOCAL GOVERNMENTS

EXECUTIVE ADVISEMENT

QUALITY ASSURANCE

PROJECT OVERSIGHT

PROJECT MANAGEMENT

INDEPENDENT VERIFICATION AND VALIDATION (IV&V)

RISK REDUCTION

Quality Assurance Report

for the

State of Washington

Administrative Office of the Courts (AOC)

SC-CMS Project

July 31, 2015

Prepared by
Bluecrane, Inc.

bluecrane ®

Table of Contents

Part 1: Executive Summary and Assessment Dashboard

Executive Summary

This report provides the July 2015 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.

Early Adopter Go-Live Readiness

In July, AOC and the Project Team continued to provide support to Lewis County, following the successful Go-Live in mid-June. Feedback from Lewis County has been very positive.

Leveraging "Lessons Learned" from the Pilot implementation in Lewis County, AOC, the Project Team, and the Early Adopter Counties continued preparations during July for Early Adopter Go-Live in November. Additionally, the Project Team has appropriately set expectations with the Early Adopter Counties, AOC, Tyler, the SC-CMS Steering Committee, and other stakeholders to help all parties understand that, just like the Lewis County implementation, the Early Adopter implementations are likely to have a few bumps in the early days. Such is to be expected with any large systems implementation.

For this report, we have assessed "Early Adopter Go-Live Readiness" for each of the "Areas of Assessment" in the detailed section of this report. For this readiness assessment, we have used the following special assessment scale:

Green   No Identified Readiness Risks to Planned Go-Live Date

Blue   Some Readiness Limitations, but No Impact to Planned Go-Live Date

Yellow   Some Readiness Limitations with Potential Impact(s) to Planned Go-Live Date

Red   Serious Concerns Regarding Readiness for Planned Go-Live Date

We are pleased to report that we have found no concerns to indicate that the Early Adopter Go-Live date is at risk. We have assessed five areas of "Early Adopter Go-Live Readiness" as "blue"; all other areas are assessed as "green." The five blue areas are:

- Staffing

- Business Processes

- Schedule

- Application Interfaces

- Data

Brief descriptions of our observations, concerns, and AOC's responses to mitigate risks follow below.

Staffing

Even with the recent addition of five redirected AOC resources to the SC-CMS project, the resources allocated for implementing the Early Adopter Counties appears to be below the level preferred by the SC-CMS Project Team and Tyler. This is compounded by the need to support Lewis County in resolving issues and helping them to best utilize the new system. However, all parties including AOC, Tyler, and the Early Adopter Counties are working together to find ways to make the implementation successful with the resources available. Activities have been prioritized with resources allocated to the most critical areas of the project. Lessons learned, business process revisions, and Odyssey configurations from the Lewis County implementation are being applied to Early Adopter Counties to add efficiencies to readiness activities. The Early Adopter Counties have committed to preparing "Super Users" in each county to become very proficient in the use of Odyssey so that they can assist other staff during the ramp-up following Go-Live.

Business Processes

The resource risk described above under "Staffing" has business process implications as well. Although it would have been preferable to allocate resources to a more detailed review of business processes for the Early Adopter Counties, the upcoming effort to review, revise, document, and communicate business processes to management and staff of the Early Adopter Counties is expected to be sufficient.

Schedule Risks Related to Integrations Work

The resource risk described above under "Staffing" has schedule implications as well. Although it is anticipated that the work on integrations that synchronize party data between Odyssey and existing AOC and external systems will continue past Early Adopter Counties Go-Live, temporary solutions used with Lewis County are in place and will continue through the implementation of Early Adopter Counties.

Data

Although data preparation activities have been underway for some time, it is likely that some existing data quality problems present in the Early Adopter Counties data will be transferred to the new system during conversion. Data quality issues may affect the synchronization and replication processes which could indirectly (or directly) impact court operations.

Summary

Despite these concerns, as noted earlier, we see no indication that the Early Adopter Go-Live date is at risk, given the mitigation activities already underway.

Executive Dashboard – Risks At-a-Glance

Category	Area of Assessment	Urgency	Noteworthy Risks/Comments
Extreme Risks			
(No Extreme Risks to Report)			
Noteworthy Risks			
(No Unaddressed Risks to Report)			
Risks Being Addressed			
See Next Page			

Category	Area of Assessment	Urgency	Noteworthy Risks/Comments
Risks Being Addressed			
People	Staffing	Urgent Consideration	There is a risk to effective implementations in the three Early Adopter Counties if sufficient resources cannot be allocated to planned efforts. The SC-CMS Project is mitigating this risk by: • Temporarily allocating resources from other areas of AOC and Tyler to the SC-CMS project and allocating resources across the three Early Adopter Counties; • Leveraging business processes and Odyssey configurations from Lewis County for the Early Adopter Counties where possible; • Preparing "Super Users" in each Early Adopter County to become very proficient in the use of Odyssey so that they can assist other staff during the ramp-up following Go-Live; • Utilizing "Lessons Learned" from the Lewis County implementation in order to help ensure that it will be unnecessary to repeat "course adjustments" made during the Lewis County effort in the Early Adopter County implementations.
People	Business Processes	Serious Consideration	• The resource risk described above has business process implications as well. However, as noted above, the SC-CMS Project is mitigating the resource risk.

Category	Area of Assessment	Urgency	Noteworthy Risks/Comments
Risks Being Addressed			
Project Management and Sponsorship	Schedule	Serious Consideration	• The resource risk described above has schedule implications as well. However, as noted above, the SC-CMS Project is mitigating the resource risk.
Application	Application Interfaces	Serious Consideration	• AOC continues to work towards refinement of party integration efforts.
Data	Data Preparation	Serious Consideration	• Although data preparation activities have been underway for some time, it is likely that some existing data quality problems present in the Early Adopter Counties data will be transferred to the new system during conversion. Data quality issues may affect the synchronization and replication processes which could indirectly (or directly) impact court operations.

Part 2: *bluecrane* Detailed Assessment Report for July 2015

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

Category:	People		May 2015	Jun 2015	Jul 2015
Area of Assessment:	**Staffing**		**Risk**	**Risk Being Addressed**	**Risk Being Addressed**
Urgency:	**Serious Consideration**				

Observation/Risk: The SC-CMS Project Team has shifted attention to the simultaneous implementation of the three Early Adopter Counties that will require sharing the limited resources that (1) are knowledgeable and proficient in Odyssey functionality and (2) have experience with the deployment of the system.

Impact: There is a risk to effective implementations in the three Early Adopter Counties if sufficient resources cannot be allocated to planned efforts due to budget constraints and other practical restrictions (such as a limited set of appropriately skilled and knowledgeable resources).

Status: The SC-CMS Project is mitigating this risk by:

- Temporarily allocating resources from other areas of AOC and Tyler to the SC-CMS project and allocating resources across the three Early Adopter Counties;
- Leveraging business processes and Odyssey configurations from Lewis County for the Early Adopter Counties where possible;
- Preparing "Super Users" in each Early Adopter County to become very proficient in the use of Odyssey so that they can assist other staff during the ramp-up following Go-Live;
- Utilizing "Lessons Learned" from the Lewis County implementation in order to help ensure that it will be unnecessary to repeat "course adjustments" made during the Lewis County effort in the Early Adopter County implementations.

Early Adopter Go-Live Readiness – Some Readiness Limitations, but No Impact to Planned Go-Live Date: The SC-CMS project team has sufficiently mitigated the resource risk to allow the implementation of the Early Adopter Counties to continue on schedule.

Category:	People		May 2015	Jun 2015	Jul 2015
Area of Assessment:	Business Processes / System Functionality		Risk Being Addressed	Risk Being Addressed	Risk Being Addressed
Urgency:	Serious Consideration				

Observation/Risk: The resource risk described above under "Staffing" has business process implications as well. However, as noted above, the SC-CMS Project is mitigating the resource risk.

Early Adopter Go-Live Readiness – Some Readiness Limitations, but No Impact to Planned Go-Live Date: Although it would have been preferable to allocate resource to a more detailed review of business processes for the Early Adopter Counties, the upcoming effort to review, revise, document, and communicate business processes to management and staff of the Early Adopter Counties is expected to be sufficient.

Category:	People		May 2015	Jun 2015	Jul 2015
Area of Assessment:	Stakeholder Engagement		No Risk Identified	No Risk Identified	No Risk Identified
Urgency:	N/A				

Observation: Stakeholder engagement and organizational change management activities are underway.

Early Adopter Go-Live Readiness – No Identified Readiness Risks to Planned Go-Live Date: As with the Lewis County implementation in June, there will be problems identified during the Early Adopter Go-Live events as well. However, we believe the project team has appropriately set expectations with Early Adopter Counties, AOC, Tyler, the SC-CMS steering committee and other stakeholders that the Early Adopter Counties implementation will not be without its snags and bumps. Early Adopter County staff will be trained on Odyssey and the revised business processes to provide awareness of how their work will be affected by implementation of the new system.

Category:	**People**	**May 2015**	**Jun 2015**	**Jul 2015**
Area of Assessment:	**Contract Management / Deliverables Management**	**No Risk Identified**	**No Risk Identified**	**No Risk Identified**
Urgency:	**N/A**			

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

Early Adopter Go-Live Readiness – No Identified Readiness Risks to Planned Go-Live Date: Vendor deliverables required for Early Adopter Counties Go-Live will be completed on schedule. Many are already finished and delivered.

Category:	**Project Management and Sponsorship**	**May 2015**	**Jun 2015**	**Jul 2015**
Area of Assessment:	**Schedule**	**Risk Being Addressed**	**Risk Being Addressed**	**Risk Being Addressed**
Urgency:	**Serious Consideration**			

Observation: The resource risk described above under "Staffing" has schedule implications as well. However, as noted above, the SC-CMS Project is mitigating the resource risk.

Early Adopter Go-Live Readiness – Some Readiness Limitations, but No Impact to Planned Go-Live Date: Although it is anticipated that the work on integrations between Odyssey and existing AOC and external systems will continue past Early Adopter Counties Go-Live, temporary solutions used with Lewis County are in place. Other project activities related to the implementation of Early Adopter Counties have been completed or will be completed in time for Early Adopter Counties Go-Live.

Category:	**Project Management and Sponsorship**	**May 2015**	**Jun 2015**	**Jul 2015**
Area of Assessment:	**Governance**	**No Risk Identified**	**No Risk Identified**	**No Risk Identified**
Urgency:	**N/A**			

Observation: Governance is defined in the Project Charter and is being executed effectively by the Project Leadership, Executive Sponsors, Steering Committee, and JISC.

Early Adopter Go-Live Readiness – No Identified Readiness Risks to Planned Go-Live Date: The governance structure currently in place will continue to be used for Early Adopter Counties Go-Live.

Category:	**Project Management and Sponsorship**	**May 2015**	**Jun 2015**	**Jul 2015**
Area of Assessment:	**Scope**	**No Risk Identified**	**No Risk Identified**	**No Risk Identified**
Urgency:	**N/A**			

Observation: Scope is being managed effectively through the Requirements Traceability Matrix, Tyler contract deliverables, and the Project Change Management process.

Early Adopter Go-Live Readiness – No Identified Readiness Risks to Planned Go-Live Date: Although the decision to include juvenile staff in the implementation has required additional use of scarce project resources, the change was made under scope control. The project was able to absorb the impact of this change.

Category:	Project Management and Sponsorship	May 2015	Jun 2015	Jul 2015
Area of Assessment:	PMO Processes: Change, Risk, Issue, Quality Management	No Risk Identified	No Risk Identified	No Risk Identified
Urgency:	N/A			

Observation: The project is performing project management and tracking processes at an appropriate level. Risks, issues, changes, and decisions are being identified, tracked, and managed. SC-CMS and Tyler provide monthly status reports and updates in weekly meetings.

Early Adopter Go-Live Readiness – No Identified Readiness Risks to Planned Go-Live Date: The Project Office processes utilized thus far in the project will continue to be used throughout the county rollout timeframe.

Category:	Project Management and Sponsorship	May 2015	Jun 2015	Jul 2015
Area of Assessment:	Budget	No Risk Identified	No Risk Identified	No Risk Identified
Urgency:	N/A			

Observation: When information/results are available from the Lewis County implementation, the Steering Committee will reassess the local cost framework, potentially revise the framework based on the Lewis County experience, and then make a recommendation to the JISC for cost sharing between the State and the local levels for the next phase of SC-CMS.

Early Adopter Go-Live Readiness – No Identified Readiness Risks to Planned Go-Live Date: The SC-CMS Project Team has addressed the lack of sufficient project resources in several ways, as noted in the Staffing section of this report.

Category:	**Application**		**May 2015**	**Jun 2015**	**Jul 2015**
Area of Assessment:	**Application Interfaces**		**Risk Being Addressed**	**Risk Being Addressed**	**Risk Being Addressed**
Urgency:	**Serious Consideration**				

Observation/Risk: The risk related to completion of the integrations that synchronize party data between Odyssey and other AOC judicial information systems (JIS) that we have noted for several months will continue through the implementation of the Early Adopter Counties. Work on integration components and data problems continues.

Impact: Planned temporary solutions have been utilized to keep the data synchronized between the Lewis Odyssey database and the existing AOC systems. This approach will continue through the implementation of Early Adopter Counties.

Recommendation: *bluecrane* agrees with the approach by AOC to continue working towards completion and refinement of the integrations. The remaining integration tasks should be prioritized in terms of the manual effort required to maintain any data between Odyssey and JIS that is not being processed through the automated interface, with focus given to the integrations that will reduce the most manual effort following Early Adopter Go-Live.

Early Adopter Go-Live Readiness – Some Readiness Limitations, but No Impact to Planned Go-Live Date: Although it is anticipated that there will be issues with the integrations that synchronize party data between Odyssey and existing AOC and external systems at Early Adopter Counties Go-Live, temporary solutions were developed for the Lewis County Go-live and will used as needed for the Early Adopter counties Go-Live.

Category:	Application		May 2015	Jun 2015	Jul 2015
Area of Assessment:	Application Architecture		No Risk Identified	No Risk Identified	No Risk Identified
Urgency:	N/A				

Observation: Application architecture has been developed and documented, and is being implemented in the various project activities.

Early Adopter Go-Live Readiness – No Identified Readiness Risks to Planned Go-Live Date: The application architecture for the project will be implemented in Early Adopter Counties.

Category:	Application		May 2015	Jun 2015	Jul 2015
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 have been documenting Use Cases for the To-Be processes as needed.

Early Adopter Go-Live Readiness – No Identified Readiness Risks to Planned Go-Live Date: The requirements defined for the system will be validated with the implementation of Early Adopter Counties.

Category:	Data		May 2015	Jun 2015	Jul 2015
Area of Assessment:	Data Preparation		No Risk Identified	No Risk Identified	Risk Being Addressed
Urgency:	Serious Consideration				

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 the Judicial Information System (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.

Status: AOC has begun identifying candidate areas in JIS that will be the focus of data cleansing activities. One of the areas of focus will be "person" data.

Early Adopter Go-Live Readiness – Some Readiness Limitations, but No Impact to Planned Go-Live Date: Although data preparation activities have been underway for some time, it is likely that some existing data quality problems present in the Early Adopter Counties' data will be transferred to the new system during conversion. Data quality issues may affect the synchronization and replication processes which could indirectly (or directly) impact court operations.

Category:	Data		May 2015	Jun 2015	Jul 2015
Area of Assessment:	Data Conversion		No Risk Identified	No Risk Identified	No Risk Identified
Urgency:	N/A				

Observation: Conversion activities for Early Adopter Counties continued in July.

Early Adopter Go-Live Readiness – No Identified Readiness Risks to Planned Go-Live Date: Trial data conversions have been conducted for Early Adopter Counties. With each conversion, data mapping and data anomalies have been identified and resolved.

Category:	Infrastructure		May 2015	Jun 2015	Jul 2015
Area of Assessment:	Statewide Infrastructure		**Risk**	**No Risk Identified**	**No Risk Identified**
Urgency:	N/A				

Observation: The project continued readiness preparations in July with the Early Adopter Counties to ensure sufficient capacity on the state network for the estimated volume of Odyssey and document management system transactions that will occur in the production environment following Go-Live.

Early Adopter Go-Live Readiness – No Identified Readiness Risks to Planned Go-Live Date: The Odyssey server infrastructure and state network infrastructure have been appropriately sized for the Early Adopter Counties and will be tested prior to Go-Live.

Category:	Infrastructure		May 2015	Jun 2015	Jul 2015
Area of Assessment:	Local Infrastructure		**No Risk Identified**	**No Risk Identified**	**No Risk Identified**
Urgency:	N/A				

Observation: Infrastructure readiness activities are underway for Early Adopter Counties.

Early Adopter Go-Live Readiness – No Identified Readiness Risks to Planned Go-Live Date: The SC-CMS project team has been working with each of the Early Adopter Counties to ensure that the local county workstations have been configured correctly, and the county servers and network are appropriately sized to handle the volume at Go-Live.

Part 3: 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

- o Contract Management/Deliverables Management
- o Training and Training Facilities
- o Local Court Preparation
- o User Support

- *Application*
  - o Application Architecture
  - o Requirements Management
  - o Implementation
  - o Application Interfaces
  - o Application Infrastructure
  - o Reporting
  - o Testing
  - o Tools

- *Data*
  - o Data Preparation
  - o Data Conversion
  - o Data Security

- *Infrastructure*
  - o Statewide Infrastructure
  - o Local Infrastructure
  - o 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, r*esults 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 Risk Identified	**No Risk Identified:** "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 2 of our monthly report provides the detailed QA Dashboard with all of the elements described above.

Expedited Data Exchange (EDE)

Program Overview

Vonnie Diseth, CIO
Bill Kehoe, King County CIO
Kevin Ammons, Program Manager (Interim)

August 28, 2015

Program Background

- The Expedited Data Exchange (EDE) program is based on the INH long-term strategy

- King County District Court is planning to implement their own case management system in January 2017 and King County Clerk's Office is planning to implement a new system in January 2018

  - ➢ These schedules drove the need to expedite our INH plans

- This was a major focus during the legislative session and the project was funded in the budget

15-17 Biennial Budget

Budget Request Description	Amount Requested	Amount Approved
Information Networking Hub (INH) for CLJ-CMS To continue development of the INH to meet the data-sharing needs of the CLJ's.	$1,440,000	$1,440,000
Expedited Data Exchange (EDE) To develop data exchange capability with King County. $1.8 million SGF, $5.3 million JIS Account	$0	$7,100,000

Combined INH & EDE Budgets

- Total budget of $8.54M for the 2015 - 2017 biennium

    - $6.784M from the JIS Account for the biennium

    - $878K of state general funds for FY 2016

    - $878K of the state general fund for FY 2017

- Budget includes funds for all aspects of the program, including staff, contractors, and office space

EDE Program Overview

- The EDE program centers on the Enterprise Data Repository (EDR)

- The EDR will be the database that will receive and disseminate statewide shared data, as defined by the JIS Standard for Local Alternate Record Systems

- The program will include changes to some JIS applications as data from courts that have implemented a local system will not be available in the JIS database

- The program is divided into five inter-related tracks

INH Expedited Data Exchange
Program Manager Kevin Ammons (Interim)
Program Architect Eric Kruger

INH Enterprise Data Repository

Project Manager
Dan Belles
Solution Architect
Chau Ngyuen

Major Activities
1. Design the EDR database to support JIS Standards for Local Automated Court Record Systems

2. Develop and implement a data exchange solution to enable systems to create, read, update, and delete data in the EDR

3. Support EDR on-boarding of AOC, KCDC, KCCO and other systems

JIS Application Integration

Project Manager
Keith Curry
Solution Architect
Rick Villamil

Major Activities
1. Implement changes to current JIS applications necessitated by statewide data not being available from the JIS database

2. Re-engineer business processes to support changed functions of existing applications

3. Develop training and education for changed applications

Data Integration

Project Manager
Sree Sundaram
Solution Architect
Ed Redifer

Major Activities
1. Develop processes for initial load and on-going updates of JIS data to the EDR

2. Provide consultation to KCDC regarding JIS data, if necessary

3. Purge KCDC and KCCO records from JIS after each has implemented its case management system

Data Validation

Project Manager
Mike Walsh
Solution Architect
Ed Redifer

Major Activities
1. Develop data validation business rules and person business rules

2. Implement solution to evaluate data written to the EDR and record a score relating to the quality of the data

3. Develop solution for reference data management

Data Warehouse

Project Manager
TBD
Solution Architect
TBD

Major Activities
1. Conduct impact analysis and develop strategy

2. Implement changes to the data warehouse to support selected strategy

3. Develop training and education for changes implemented in the data warehouse

EDE Program Targets

- The EDE program works with King County District Court as the pilot of the EDR

- The targets of the EDE program are:

  - To ensure that the minimum EDR features necessary to support the pilot are available when King County District Court goes live

  - To make the necessary changes to AOC systems to support the requirement that statewide data be provided to and sourced from the EDR

  - To ensure that all data exchanges with justice partners continue uninterrupted after implementation of the EDR

  - To implement data quality processes to ensure sustain and improve the JIS data

  - To sustain the existing features of the JIS data warehouse

JIS Applications Requiring Changes to Mitigate Impact

Id	Application Name
1	DISCIS
2	SCOMIS
3	E-Ticketing Save ticket, File Ticket.
4	JCS
5	JABS
6	JIS Link
7	Adult Static Risk Assessment (ASRA)
8	VRV Data Exchange
9	Washington State Patrol (WSP) Case Disposition
10	Department of Licensing (DOL) Case Disposition
11	DOL Failure to Appear (FTA)
12	DOL FTA Adjudication
13	Secretary of State (SOS) Firearm and Voter Status (Felony)
14	Find my court date
15	Case Search
16	Person Search
17	Attorney Search

AOC/KC Proposed High-Level Schedule
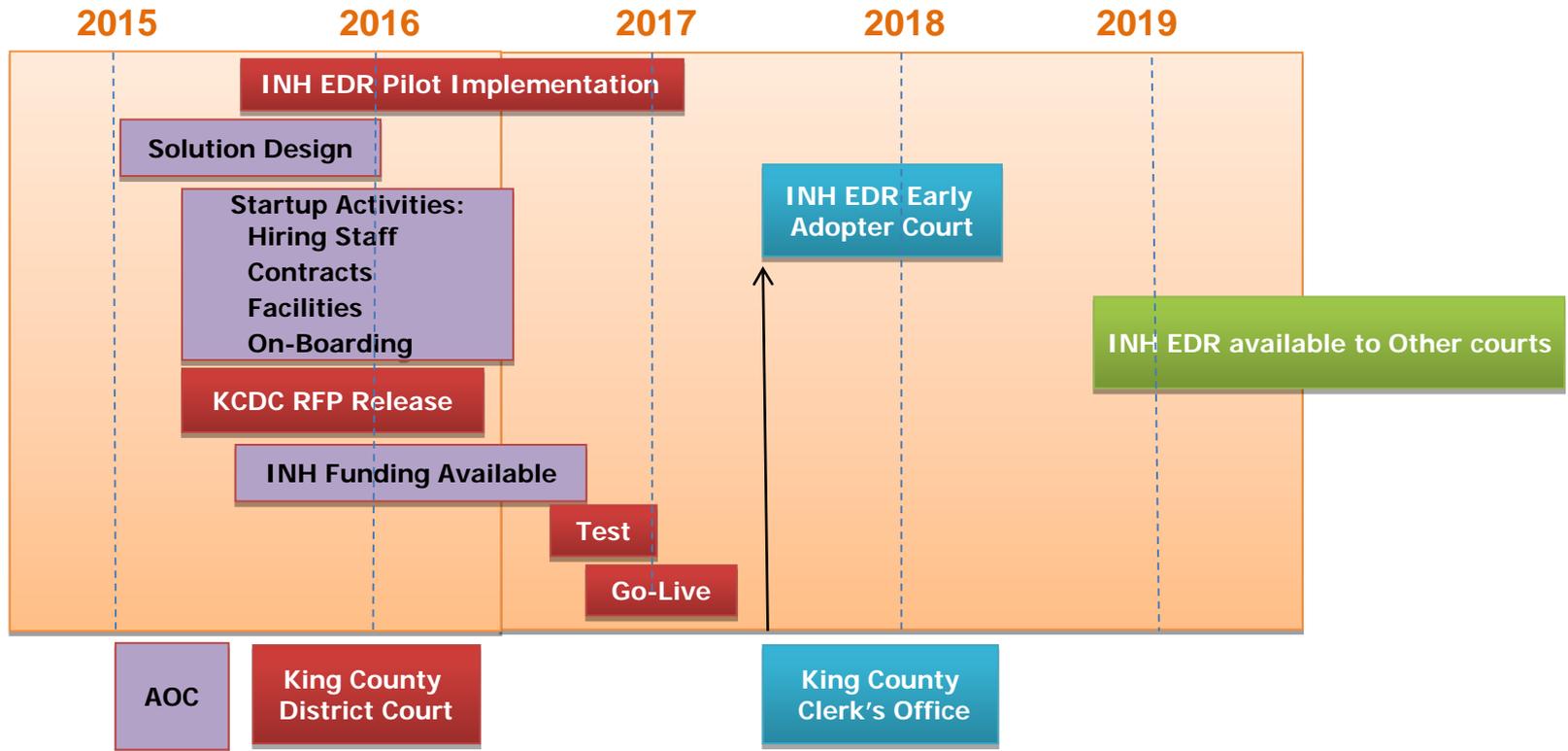
Judicial Information System Committee Meeting, August 28, 2015

<u>DECISION POINT</u> – Approval of the AOC Expedited Data Exchange Pilot Implementation – Project Steering Committee Charter

MOTION:

- I move that the JISC approve the signed AOC Expedited Data Exchange - Pilot Implementation Project Steering Committee Charter as agreed upon by the AOC and King County representatives.

I.   BACKGROUND

The Expedited Data Exchange Project is based on AOC's Information Networking Hub (INH) long-term strategy and will eventually be available for any court to use. King County District Court is planning to implement their own case management system in January 2017 and the King County Clerk's Office (a.k.a. the Department of Judicial Administration) is planning to implement their new system in January 2018. Both of these schedules drove the need to expedite AOC's INH development plans. This was a major focus during the 2015 Legislative Session. On January 20, 2015, AOC was directed by Legislative Representatives to collaborate with King County on a proposal and cost estimate to expedite the development and implementation of the data exchanges for courts not planning to use the statewide case management systems provided by AOC. A proposal and cost estimate was provided to the Legislature on February 27, 2015. The project was funded ($7.1 million) for the 2015-2017 biennium.

II.   DISCUSSION

AOC and King County representatives met numerous times throughout February to develop the proposal and cost estimate. We have continued meeting bi-weekly over the past six months working out the agreement for Project Steering Committee governance and collaborating on the work that needs to be done to exchange data for the pilot and early adopter implementations of the INH Data Exchanges. The data exchanges will eventually be accessible by any court choosing to implement their own case management system.

III.   OUTCOME IF NOT PASSED

Members of the current Project Steering Committee will continue to meet to provide the necessary collaboration and coordination between King County and AOC to ensure the success of the Expedited Data Exchange project so that King County's critical data continues to be available to the rest of the state once they implement their own case management systems.

WASHINGTON
COURTS

AOC Expedited Data Exchange Pilot Implementation Project

Project Steering Committee Charter

Version 1.5
July 1, 2015

Prepared by
Vonnie Diseth
AOC Director/CIO of Information Services Division

Document Revision History

Author	Version	Date	Comments
Vonnie Diseth	1.0	04/28/15	Created Initial Draft
Vonnie Diseth	1.1	05/15/15	Included edits from King County
Vonnie Diseth	1.2	05/26/15	Included edits from Sriram Jayarama; Eric Kruger, Dan Belles: removed Stephen Bell from signature page
Vonnie Diseth	1.3	06/10/15	Included edits from the 5/29 Steering Committee discussion.
Vonnie Diseth	1.4	06/24/15	Included edits from the 6/11 Steering Committee discussion and the 6/16 meeting with the Executive Sponsors.
Vonnie Diseth	1.5	07/01/15	Accepted final round of edits from the 6/25 Steering Committee meeting.

Contents

1 Authorizing Signatures

This Project Steering Committee Charter for the AOC Expedited Data Exchange Pilot Implementation Project represents an agreement among the Administrative Office of the Courts (AOC), and King County representatives as authorized by the Judicial Information System Committee (JISC). Signatures indicate that this Project Steering Committee Charter has been reviewed and the current members of the committee concur with its content.

Vonnie Diseth Date 8/3/15

Vonnie Diseth
ISD Director/CIO
Administrative Office of the Courts

(signature) Date 7/24/15

Bill Kehoe
CIO
King County

(signature) Date 3 Aug 15

TBD
INH Program Manager
Administrative Office of the Courts

Othniel D. Palomino Date 7/22/15

Othniel Palomino
Chief Administrative Officer
King County District Court

Dan Belles Date 8/3/2015

Dan Belles
INH/EDR Project Manager
Administrative Office of the Courts

(signature) Date 7/22/15

Enrique Kuttemplon
IT Service Delivery Director
King County District Court

Callie L. Dietz Date 8/4/15

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

(signature) Date 7/14/15

TBD
IT Services Division Manager
Department of Judicial Administration (DJA)
King County Clerk's Office

(signature) Date 7/17/15

Lea Ennis
King County Superior Court Administration

Courtesy copies provided to:

Justice Mary Fairhurst – Washington State Supreme Court/JISC Chair
Fred Jarrett, King County Deputy Executive
Judge Susan Craighead, Presiding Judge – King County Superior Court
Judge Donna Tucker, Presiding Judge – King County District Court
Paul Sherfey, Chief Administrative Officer – King County Superior Court
Barbara Miner, King County Clerk
Honorable Andy Hill – Washington State Senator
Honorable Zack Hudgins – Washington State Representative
Honorable Ross Hunter – Washington State Representative

2 Authority

This Steering Committee will be chartered by the Judicial Information System Committee (JISC) which operates under Judicial Information System Committee Rules (JISCR) and RCW Chapter 2.68.

RCW 2.68.010 gives the JISC the authority to "determine all matters pertaining to the delivery of services available from the judicial information system." JISC Rule 1 provides for AOC to operate the Judicial Information System (JIS) under the direction of the JISC and with the approval of the Supreme Court pursuant to RCW 2.56.

3 Introduction

The AOC Expedited Data Exchange Pilot Implementation Project Steering Committee is established to provide project oversight and strategic direction to ensure the effort is focused and responsive to meeting established project timelines. While the AOC Data Exchange will ultimately be available for use by all courts and clerks who are planning to implement their own local case management systems; this "expedited" pilot implementation is urgent to meet the established timelines of King County's case management system replacement projects for both the District Court and Superior Court Clerk. For this reason, initial membership on the Steering Committee is being limited to AOC and King County representatives. At a later time (after pilot implementation), the Steering Committee may be expanded to include other courts such as Seattle Municipal Court, Spokane Municipal Court and Pierce County Clerk who either have or are planning to implement their own local case management systems independent of the statewide case management initiatives.

4 Vision

This Project Steering Committee serves as a collaborative and effective decision-making team that speaks for the AOC and King County District Court, King County Superior Court, and King County Clerk's Office in support of the following unified vision:

The Information Networking Hub (INH) and Enterprise Data Repository (EDR) will facilitate courts and clerks, using their own local case management systems, to electronically exchange statewide data with the AOC for access by other courts and clerks across the state.

The INH will:
- be comprised of an essential set of data exchange services, a central data repository (EDR), and infrastructure,
- enable the sharing of statewide data from existing JIS applications, the new SC-CMS application, and the proposed CLJ-CMS application,
- provide a mechanism to share data between courts and judicial partners like the Washington State Patrol (WSP), Department of Social and Health Services (DSHS), the Secretary of State (SOS), etc., through the Administrative Office of the Courts.

Plans for future INH development include data validation and integration with other AOC data sources following the successful implementation of the pilot.

The EDR will be built using the JISC approved JIS Data Standards.

The Expedited Data Exchange project will:
- make information sharing easier throughout the state for courts and clerks using their own local case management systems;
- use a centralized hub-and spoke model for the exchange of data;
- create a central repository for statewide shared court information based on the JIS Standard for Alternative Electronic Court Record Systems;
- expose a set of web services and other transaction interfaces for use by local courts and clerks for exchanging data.

The services provided are targeted for initial use by King County District Court; but are not being specifically developed for only one court. The services will be available for use by all applicable systems statewide.

5 Scope

The Project Steering Committee will actively support and provide careful oversight and guidance on the development and implementation of the data exchanges as part of the Information Networking Hub (INH) and Enterprise Data Repository (EDR) to ensure that it meets the needs of the King County District Court, Superior Court Clerk, and the Administrative Office of the Courts (AOC).

The Project Steering Committee will be in effect throughout the duration of the AOC Expedited Data Exchange project including the following phases:

- Pilot Court Implementation – King County District Court
- Integration of JABS to INH with enhanced capabilities that allow display of data from AOC legacy systems as well as data from courts outside of the legacy systems.
- Early Adopter Implementation – King County Clerk's Office
- Minimal data validation will be implemented through operational means.

The Project Steering Committee will define the quality assurance scope, select a consulting company to perform quality assurance assessments, and approve the contract with the consulting company.

After the Pilot and Early Adopter Implementation Phases, the Steering Committee may be expanded to include other courts and County Clerks and will have the following additional responsibilities:

- On-boarding with Other Courts – (such as Seattle Municipal Court, Spokane Municipal Court, Pierce County Superior Court Clerk, etc.)
- Ongoing INH data governance oversight

In addition, the Project Steering Committee will select a consulting firm to perform independent quality assurance assessments; define the quality assurance scope, and approve the contract. The focus of the assessments will be on the King County District Court and County Clerk project schedules/timelines and all the integration touch points between King County and AOC. At a minimum, the quality assurance vendor will report to the Project Steering Committee on a bi-monthly basis. The quality assurance vendor will provide a *draft* of their report to the committee for input prior to finalization of the report. A quorum must be present at all meetings with the quality assurance vendor. There will be no pre-briefings. The final report will distributed to the Project Steering Committee members, Project Executive Sponsors, and JISC.

6 Governing Principles

The Project Steering Committee has identified and adopts the following principles critical 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 and how to help each other to ensure these data exchanges and integrations projects are successful.
- Be open, honest, and transparent with each other.
- Make timely decisions in as unified a manner as is possible.
- Be respectful of all committee members and project team members.
- Collaborate with each other to solve problems and remove roadblocks for the project team.

- Ensure stakeholder buy-in of the vision and technology direction.
- Promote open communication between committee members, sponsors, and project leadership.
- Enlist active participation of all committee members.

7 Decision Making Process

Project Steering Committee members should consistently attend all meetings so that timely decisions can be made. E-mail voting or proxy voting is allowed. In the event that a Project Steering Committee member cannot attend a meeting and someone attends on their behalf as a proxy, it is the Project Steering Committee member's responsibility to provide project background information to their proxy. The person standing in as a proxy for the 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.
- A majority vote is enough to carry/pass a motion.
- Co-Chairs will have the ability to appeal the outcome of a vote or escalate concerns to the Executive Sponsors: JISC Chair Justice Fairhurst and Deputy King County Executive Fred Jarrett.

8 Committee Membership

Committee members must have the authority to make decisions and be committed to the success of the project. The Steering Committee will not exceed nine (9) members. To demonstrate the partnership between AOC and King County, there will be two Co-Chairs, one from King County and one from AOC.

The Co-Chairs will be:
- AOC ISD Director/CIO
- King County CIO

The Committee Membership will be:
- AOC State Court Administrator
- AOC INH Program Manager
- AOC INH/EDR Project Manager
- King County District Court Chief Administrative Office
- King County District Court IT Service Delivery Director
- King County Superior Court IT Director
- King County Clerk's Office Technology Division Manager

9 Roles and Responsibilities

The Co-Chairs 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.
- Mediate conflict among members.
- Ensure decisions or recommendations are adequately resolved and confirmed by the members.

The Project Steering Committee members will:

- Serve as project champions and leaders promoting the project to their colleagues and other stakeholders.
- Encourage and provide open, honest, and respectful communication between committee members, sponsors, and project leadership.
- Be committed 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 Project Steering Committee decisions to the groups they represent.
- Monitor and review the project health at bi-weekly 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 funding and other resource requirements with association colleagues and legislators.
- Receive reports regarding the selection of any contractors or contracts associated with this project so that committee members can participate in the selection process if appropriate, or provide feedback.
- Executive Sponsors may, upon mutual agreement, escalate significant scope, schedule or budget changes, and risk mitigation strategies to the Judicial Information System Committee (JISC).
- Address any issues and risks identified by the INH Program Manager.
- Ensure project deliverables reasonably satisfy the business and technical needs at the local level.
- Promote 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.
- 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 AOC INH Program Manager will:

- Schedule the Project Steering Committee meetings.

- Prepare draft agendas and the documents associated with those agendas for consideration by the co-chairs at least five (5) days before the scheduled meeting.
- Draft and finalize 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.
- Provide agendas and documents associated with those agendas to the committee members at least four (4) business days before the scheduled meeting.
- Provide detailed budget information including actual and projected expenses.
- Provide reports regarding selection of any contractors associated with this project and allow members to participate in the selection process.
- Provide other information as requested by the Project Steering Committee.

10 Meetings

A quorum consists of five (5) voting members provided that there is at least one representative from King County and one representative from the AOC.

Meeting Frequency

- Meetings will be scheduled bi-weekly for the duration of the project, or more frequently if necessary. Unless otherwise noted, meetings will take place every other Friday at 9:00 am.
- Most meetings will be done via teleconference. On occasion, in-person meetings may need to be scheduled at the AOC SeaTac Office as well as other locations as appropriate
- The duration of each meeting will depend on the complexity of the agenda items.
- 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.

Every attempt will be made to provide Steering Committee meeting participants with the agenda and meeting documents at least four (4) business days prior to the scheduled meeting.

The Project Steering Committee meeting agenda will typically include:

- Overall INH Program Management Update
- King County District Court Project Update
- King County Clerk's Office Project Update
- AOC Enterprise Data Repository (EDR) Update
- AOC JIS Legacy Integrations Updates

- Budget Update
- Update on any issues affecting scope or schedule
- Update on any issues affecting strategic direction
- Update regarding the selection of any contractors or other contracts associated with this project.
- Other items as needed

All updates will be timely and of sufficient detail to fully inform the committee of the current state.

Special or Urgent Meetings:

- Special or urgent meetings may be called by any Steering Committee member.
- Special meetings may be called with (5) full business day's advance notice.
- Urgent meetings may be called ad hoc.

King County District Court Case Management System Project

Process Mapping

Requirements

Issuance of RFP

Responses Received

CASE CLEAN UP

Response Evaluation

Contract Signing

Project Initiation

Pilot Go Live

CASE CLEAN UP
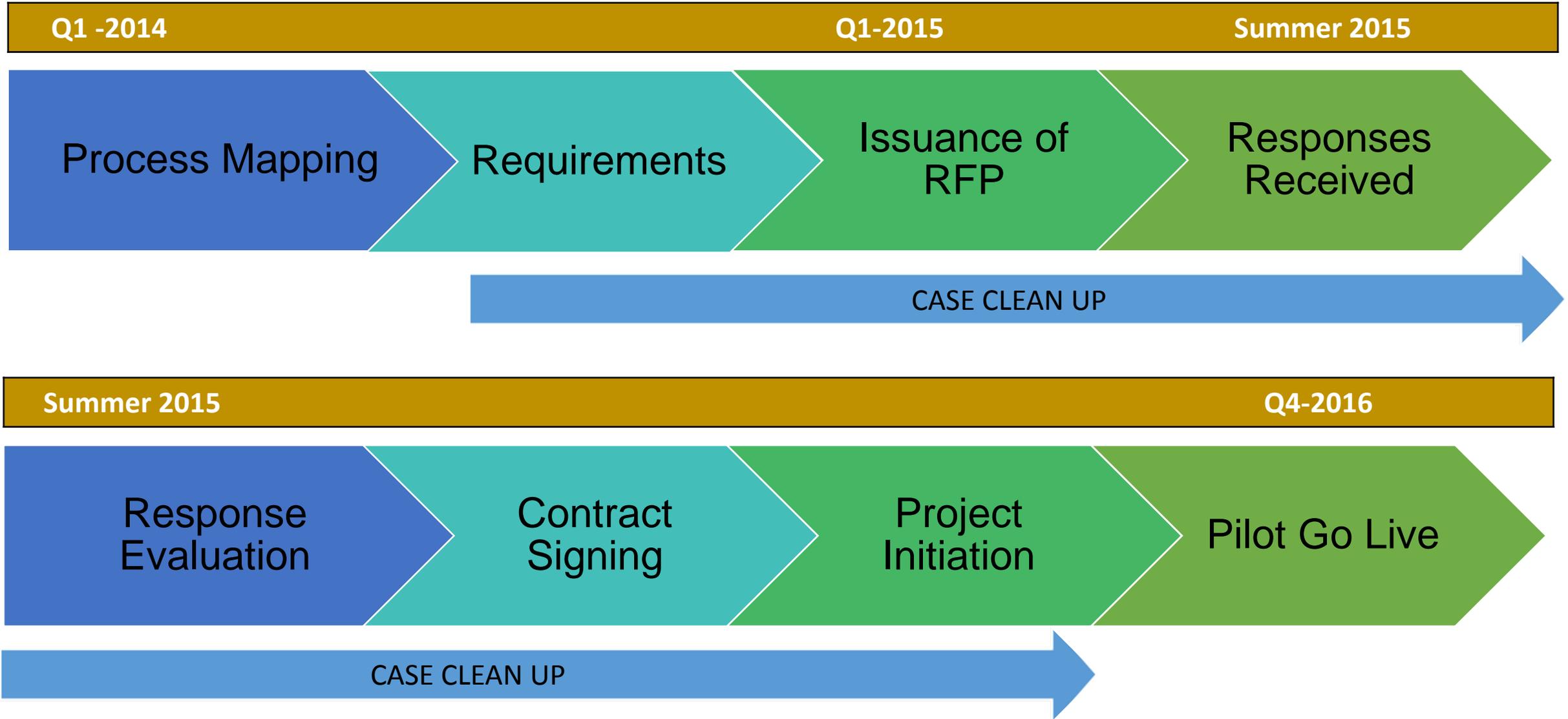
KCDC Vendor Responses:

Tyler Technology Inc.

Mentis Technologies

Thomson Reuters

CourtView Justice Solutions

Pioneer Technology Group

Journal Technologies

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

Project Update

Martin Kravik, Project Manager

August 28, 2015

Recent Activities

- The majority of eFiling enhancements by AOC are complete.

- The AOC/Court Stakeholder negotiation team continues to address the contract issue.

- Contract change order is under development.

- As a contingency, alternatives analysis is underway.

Next Steps

- Continue to develop alternatives until change order language is resolved.

- Finalize change order.

- Develop a contract amendment.

  - Includes a revised schedule.

Project Milestone Schedule

Milestones	2014				2015												2016			
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Functional Specification	◆																			
Configuration Iterations																				
A – Base System and Document Structure																				
B – WorkView and Associated Workflows																				
C – Screening, Motion, and Judicial Workflows																				
D – Supreme Court Specific Workflows, iDocs																				
Document Conversion																				
Document Mapping Specification																				
COA Division I																				
COA Division II																				
COA Division III																				
eFiling Modifications																				
JIS Link Modifications																				
Production Implementation																				

Active Project Risks

Total Project Risks		
Low Exposure	**Medium Exposure**	**High Exposure**
4	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	1	6

Significant Issues Status

Issue	Urgency/Impact	Action
Contract scope and cost issue raised by the vendor.	High/High	Understand the issue. Develop our stance. Negotiate the outcome with the vendor.

Significant Issues

- Vendor issued a draft change order which contained a request for an additional $181,500 for Iteration B.

- The project Executive Steering Committee evaluated the proposal and agreed we should move forward with Iteration B but will not consider additional funding with the vendor until after the courts are able to review the system.

- This message was delivered to the vendor by Vonnie Diseth on July 24, 2015.

- Change order is being revised and will be returned to the vendor.

Project Milestones

Milestone	Date
✓ Functional Specification Document accepted	August 2014
✓ Iteration A - Base system and doc structure	December 2014
Iteration B – WorkView and Associated Workflows	April 2015
Iteration C – Screening, Motion, and Judicial Workflows	June 2015
Iteration D – Supreme Court Specific Workflows	August 2015
Document Mapping Specification	January 2015
Document Conversion – COA Division I	August 2015
Document Conversion – COA Division II	August 2015
Document Conversion – COA Division III	August 2015
eFiling Modifications	August 2015
JIS Link Modifications	August 2015
Production (Go Live) complete	August 2015

ITG Request 41 - CLJ Revised Computer Records Retention and Destruction

Project Update

Kate Kruller, PMP - Project Manager

August 28, 2015

Project Objectives

- Eliminate all Courts of Limited Jurisdiction computer record archiving in JIS applications

- Revise destruction of case records processes in JIS, based upon the records retention policy from the Data Dissemination Committee

Recent Activity

✓ Steering Committee Project Status Update - August

• Iteration 1 Implementation in all remaining CLJ courts underway

- o 123 Courts run to date (65% complete)
- o Preliminary Rules deployment (including existing rules, plus eTicket and VRV compliance rules)

Active Project Risks

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

Significant Risk Status

Risk	Probability/Impact	Mitigation
Schedule Delay	Low	Project Executive Sponsor authorizes any ITG 41 Project delays, if necessary
ISD staff redirects away from the project	Medium	Work with ISD functional managers and leadership to resolve the conflict through negotiation or prioritization decisions

Active Project Issues

Total Project Issues			
Active	**Monitor**	**Deferred**	**Closed**
0	0	0	0

Significant Issues Status

Issue	Urgency/Impact	Action

Next Steps

- Continue to implement Iteration 1 Preliminary Rules – All remaining CLJ courts: June 2015 - October 2015 *(Original schedule was March 2016)*

- Iteration 2 New Rules Development: June 2015 - October 2015

- Change Case Disposition (CSD) Screen to activate Permanent Retention Flag for all courts – Targeted to implement on September 20, 2015

- Provide a 90-day period for courts to flag cases before AOC begins running Iteration 2

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

Project Update

Michael Walsh, PMP - Project Manager

August 28, 2015

Recent Activities

✓ Completed requirements capture for Criminal, Calendar, and Civil processes

- Compiling results of integration/data exchange survey

  ▪ 93 responses, 36 have data exchange needs

  ▪ Outcome will produce a solid baseline of third-party data exchange requirements

- COTS Request for Information (RFI) deadline has been moved to mid-August to allow for more vendor responses

Requirements Gathering Timeline
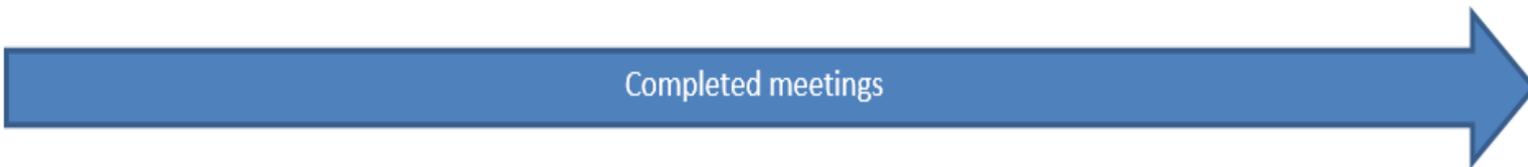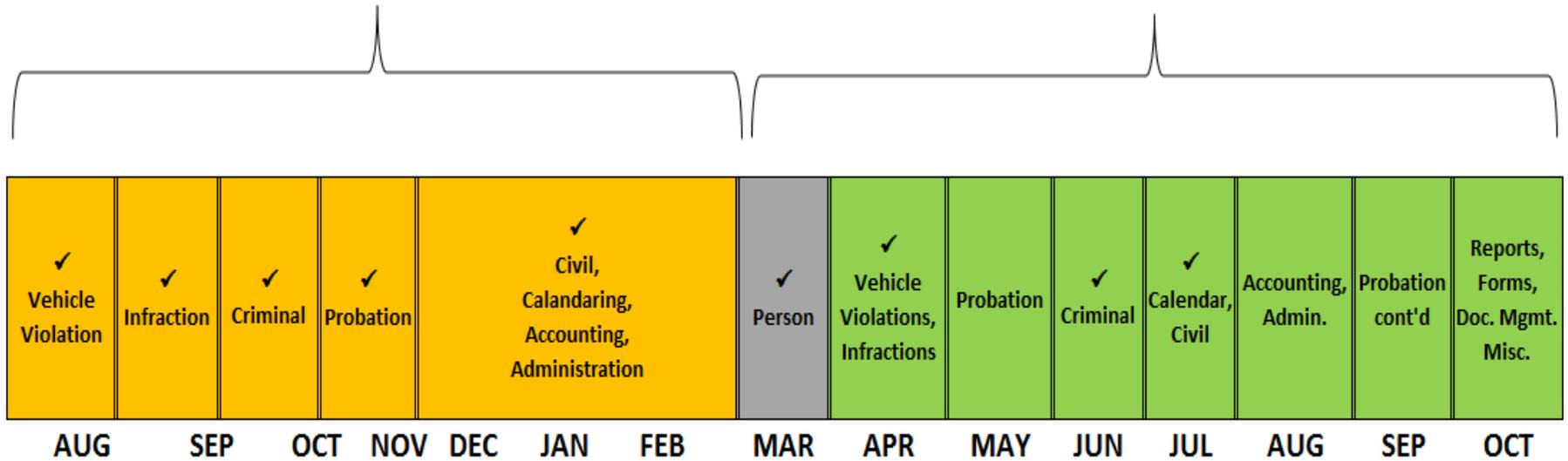
Active Project Risk

Low Urgency	Medium Urgency	High Urgency	Closed
0	1	2	1

High Urgency Risk Status

	Urgency/Impact	Action
Key resources are assigned to support multiple, high priority projects and may have availability conflicts that impact their assignments on this project.	High/High	AOC will continue to manage staff resources in accordance with established priorities.
Not all stakeholders agree on the priority of statewide JIS resources (e.g., statewide case management system or data exchange).	High/Med	Look for opportunities of the Expedited Data Exchange Project to satisfy CLJ-CMS data exchange requirements.

Next Steps

Milestone	Date
Review Request for Information (RFI) results	August 2015
Complete "future state" requirements gathering	October 2015
Finalize requirements gathering phase	December 2015
Finalize procurement strategy with Steering Committee	January 2016

Completed JIS IT Governance Requests

None

Status Charts

Requests Completing Key Milestones

New Requests	1 Total:1
Analysis Completed	Total:0
Authorized	Total:0
Scheduled	Total:0
Completed	Total:0

0   1   2

■ May-15 ■ Jun-15 ■ Jul-15
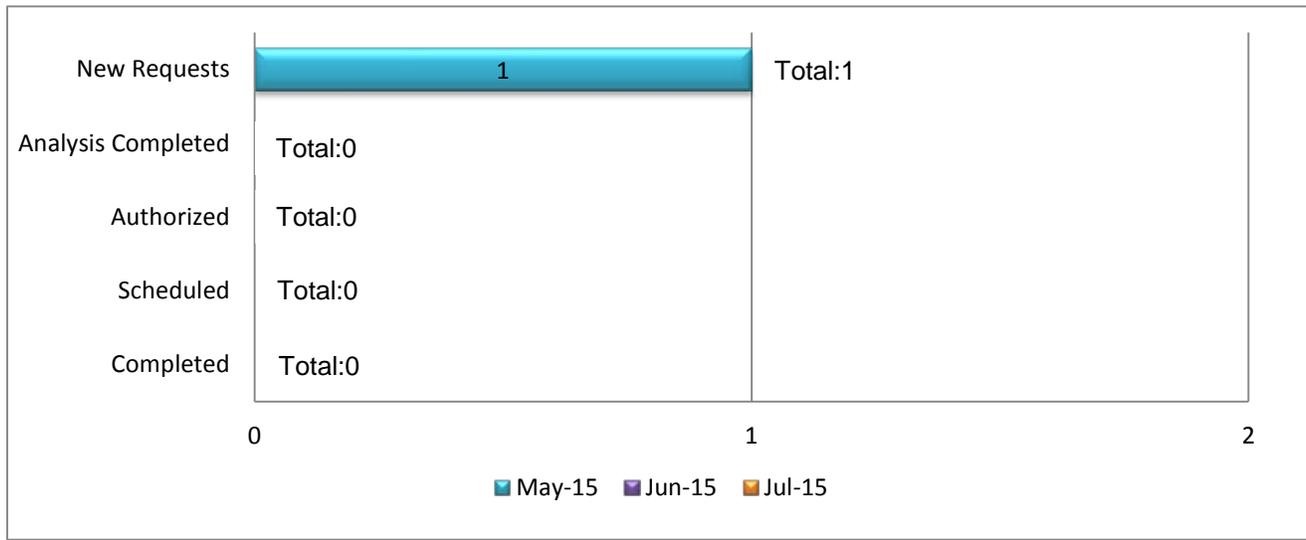
Current Active Requests by:

Endorsing Group			
Court of Appeals Executive Committee	1	District & Municipal Court Management Association	12
Superior Court Judges Association	3	Data Management Steering Committee	0
Washington State Association of County Clerks	2	Data Dissemination Committee	2
Washington State Association of Juvenile Court Administrators	4	Codes Committee	5
District & Municipal Court Judges Association	2	Administrative Office of the Courts	8
Misdemeanant Corrections Association	0		

Court Level User Group	
Appellate Court	1
Superior Court	6
Courts of Limited Jurisdiction	10
Multi Court Level	8

Status of Requests by CLUG

Completions Since ITG Inception

| | Scheduled | Completed | In Progress | Authorized |
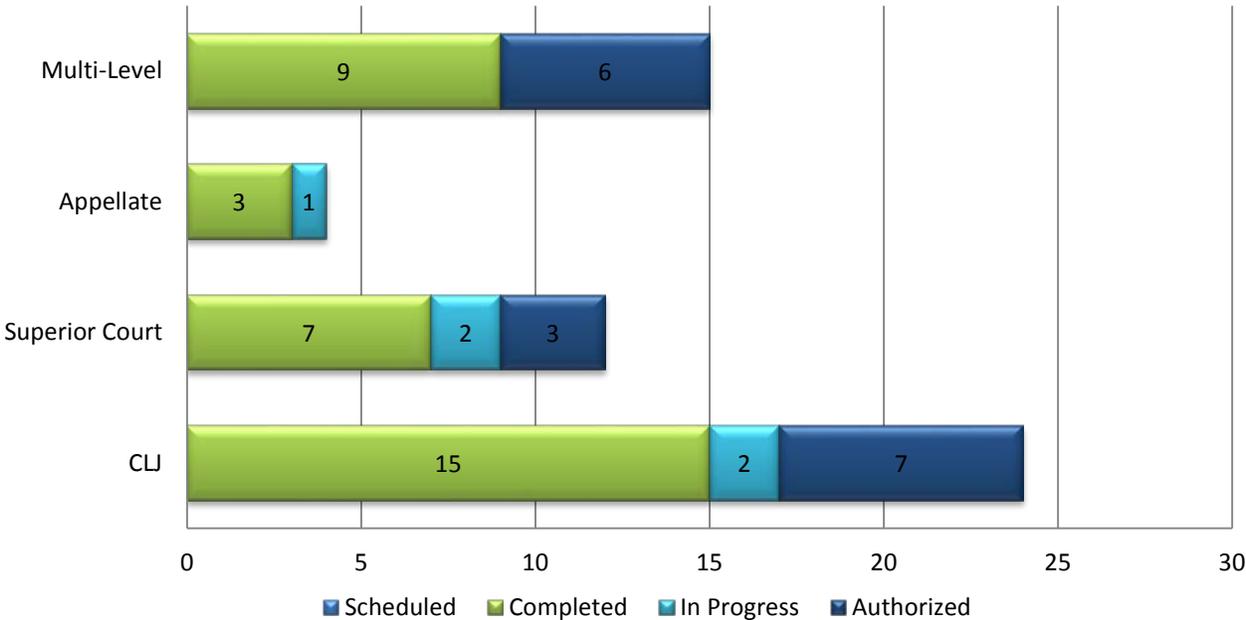
Status of Requests by Authorizing Authority

Completions Since ITG Inception

| | Scheduled | Completed | In Progress | Authorized |
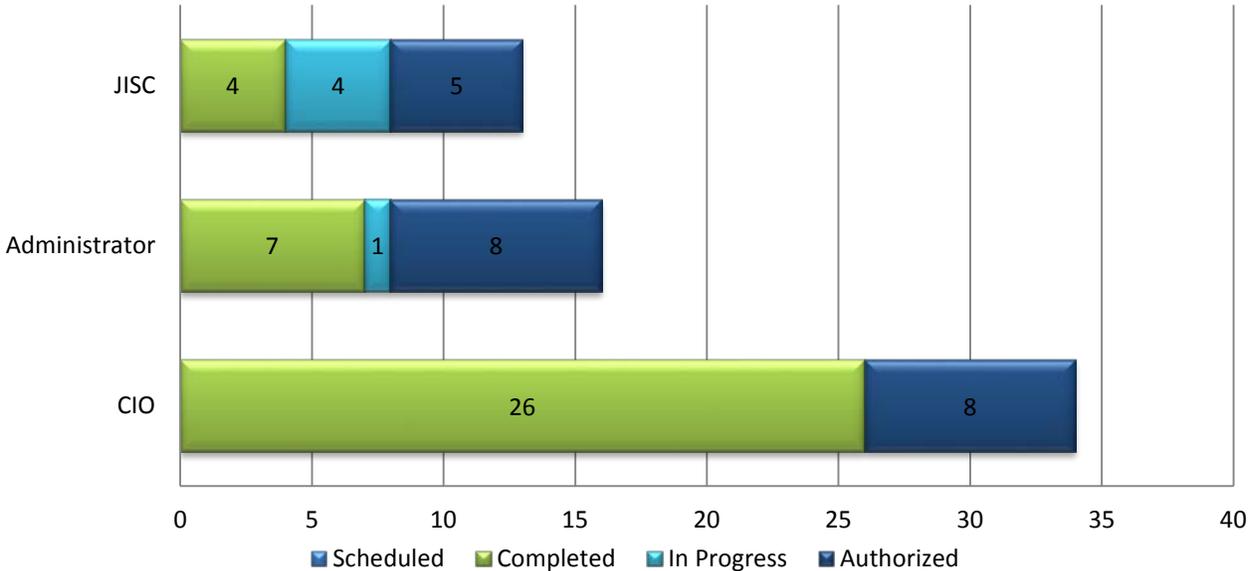
JISC Priorities

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)	In Progress	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

Current as of July 31, 2015

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	Authorized	CIO	High
Non-Prioritized Requests					
N/A	002	Superior Court Case Management System	In Progress	JISC	High

Current as of July 31, 2015

WASHINGTON COURTS

Courts of Limited Jurisdiction CLUG Priorities

Priority	ITG #	Request Name	Status	Approving Authority	CLUG Importance
1	102	New Case Management System to Replace JIS (ITG 174 – CLJ Probation CMS combined into ITG 102)	In Progress	JISC	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	106	Allow Criminal Hearing Notices to Print on Plain Paper and Allow Entries	Authorized	Administrator	Medium
6	032	Batch Enter Attorneys to Multiple Cases	Authorized	CIO	Medium
7	068	Full Print on Docket Public View	Authorized	Administrator	Medium
8	046	CAR Screen in JIS	Authorized	CIO	Medium
9	031	Combine True Name & Aliases for Time Pay	Authorized	JISC	Medium
10	026	Prioritize Restitution Recipients	Authorized	JISC	Medium

Current as of July 31, 2015

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	178	Race & Ethnicity Data Fields	Authorized	Administrator	Medium
3	116	Display of Charge Title Without Modifier of Attempt	Authorized	Administrator	Medium
4	062	Automate Courts DCXT Table Entries	Authorized	JISC	Medium
5	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

Current as of July 31, 2015

Active Projects

JIS	Planned Completion
Superior Court Case Management System – Odyssey Implementation	Feb 2019
- INH SC-CMS Integration Support	Jan 2016
Appellate Courts ECMS	TBD
CLJ Revised Computer Records Retention & Destruction Process	Dec 2016
CLJ Case Management System – (Reqmts & Procurement Plan)	Oct 2016
INH Expedited Data Exchange Program	Jun 2017
JABS Statewide Viewer – Phase 1	Dec 2015
Allow Criminal Hearing Notices to print on plain paper	Dec 2015
AOC	
Infrastructure Upgrade - Sharepoint 2013	Oct 2015
Guardian Application	TBD
Change JUV Number to alphanumeric assignment	Aug 2015

Planned Projects

DCH and sealed juvenile cases
Race and ethnicity data fields
PACT Domain 1 integration
Expanded Seattle Municipal Court case data transfer
Display of charge title without attempt modifier
SCOMIS field for CPG Number
Event Manager
Transparent audit trail on CKR for jurisdiction transfers
Automate courts DCXT table entries
Add bond transferred dispostion code
Batch enter attorney's to multiple cases
Allow full print on docket public view
Web-based complaint management solution
CAR screen in JIS
New DOL ADR format
Combine true name and alias for time pay
Prioritize restitution recipients
DOC data exchange upgrade
Imaging and viewing of court docs

Completed Projects 2013-15 Biennium

Project	Completed
Infrastructure Upgrade – z/OS	Jul 2013
SC-CMS RFP & System Acquisition	Sep 2013
Add Accounting Data to the Data Warehouse	Oct 2013
MANDATE–Limit Juv. Records Access	Oct 2013
COTS Prep – Restore SCOMIS Cases	Dec 2013
Allow FTAs to Issue when AR is Zero	Dec 2013
Superior Court Data Exchange	Mar 2014
Infrastructure Upgrade – Websphere	Mar 2014
Infrastructure Upgrade – Clarity PPM	Apr 2014
Court Notification when Critical IDs Change	Apr 2014
CLJ Warrant Print Page	May 2014
Infrastructure Upgrade – DB2 version 11	Jun 2014
Infrastructure Upgrade – CICS & Natural	Jul 2104
Person Change History	Aug 2014
Infrastructure Upgrade - Sharepoint 2010	Sep 2014
JABS/RACF Security Upgrade	Oct 2014
Connect CDT and AKA	Oct 2014
Kitsap Co. SmartBench Export	Dec 2014
Infrastructure Upgrade – BOXI 3.1	Jan 2015
AOC Data Center Assessment	Jan 2015
INH EDR Proof of Concept	Jan 2015
MANDATE Stds for Local Automated Court Record Systems	Feb 2015
COTS Prep – Judgment Case Type Dockets	Feb 2015
Accessing the New ADR in JABS	Feb 2015
MANDATE Remove SSN from JIS	Mar 2015
Implementation of MAYSI 2	Apr 2015
COTS Prep – JCS Integration	Jun 2015
COTS Prep – LFO Billing	Jun 2015
Person Name – Data entry field issue	Jun 2015

Governance Requests

As of June 30, 2015	
Endorsed	13
Recommended	0
Authorized	22
In Progress	7
Completed	61
Closed	100

WASHINGTON COURTS

ADMINISTRATIVE OFFICE OF THE COURTS

IT Portfolio Quarterly Report

April - June
2015

For more information, please contact

Jennifer Creighton
Associate Director
Information Services Division
(360) 705-5310

Jennifer.Creighton@courts.wa.gov

JIS Application Portfolio - Primary JIS Applications

	Application	Description	Serving	Users[1]	Transactions per Month (average)	Support FTEs	Implementation Year	Architecture	Sustainability	Maintainability	Extensibility
ACORDS	Appellate Court Records & Data System	Case management system used by the Supreme Court and courts of appeal. Case filing, event management, calendaring and management of opinions.	Appellate Courts	250	4,900	.7	2003	Mainframe Java DB2	Red	Red	Red
CAPS	Court Automated Proceeding System	Resource management and case event scheduling.	Superior Court (Yakima County only)	30	38,000	.1	2003	Mainframe Java DB2	Red	Yellow	Red
DW	Data Warehouse	Case information for querying and reporting.	All courts & public access	400	11,600,000	5	2008	Mainframe Informatica DB2 Server/BizTalk SQLServer	Green	Green	Green
ETP / VRV	Electronic Ticketing Process / Vehicle Related Violations	Used by the courts to process tickets filed electronically.	CLJ, Law Enforcement	300	---	.6	2007 2011	Server / BizTalk Mainframe Java DB2	Green	Green	Green
JABS	Judicial Access Browser System	Simple view of criminal history/offender profile.	Superior Courts, CLJ, Juvenile	750	120,000	.6	2001	Mainframe Java DB2	Green	Green	Green
JCS	Juvenile & Corrections System	Juvenile referral and juvenile detention management system. Provides pre-case filing, juvenile sentencing, diversion and post adjudication probation support.	Juvenile	1,100	---	3.1	2005	Server uniPaaS (Magic) DB2	Green	Yellow	Green
JIS (DISCIS)	Judicial Information System (DISCIS)	Provides a person-centric case management system. Primary case management and accounting system used by the district and municipal courts.	Superior Courts, CLJ, Juvenile	2,800	22,524,000	4.75	1988	Mainframe COBOL/Natural DB2	Yellow	Yellow	Yellow
JRS	Judicial Receipting System	Receipting system used by the county clerks in support of the Superior Courts.	Superior Courts	60	480,000	1.7	1993	Mainframe Delphi SQLServer	Yellow	Red	Red
SCOMIS	Superior Court Management Information System	Primary docketing system for superior courts. Provides some case calendaring and case management functionality. Being replaced by Odyssey.	Superior Courts, Juvenile	1,700	6,012,,000	2.75	1977	Mainframe COBOL DB2	Yellow	Green	Yellow
Odyssey	Superior Court Case Management System	Primary case management system for superior courts. Currently implemented in Lewis County. Implementation in other counties will continue into 2019.	Superior Courts, Juvenile, County Clerks	---	---	---	2015	Commercial Off the Shelf	Green	Green	Green

[1] Based on number of User-ids

JIS Application Portfolio - Other Applications & Data Exchanges

Adult Static Risk Assessment	JIS-Link	Secretary of State Felon Reporting	Superior Court Data Exchange
Caseload Reports	Juvenile Risk Assessment	Washington Courts (Public Website)	Dept of Licensing Data Exchange
Court Interpreter	Opinion Publishing	Washington State Patrol Dispositions	Dept of Corrections Data Exchange
Guardianship	Positive Achievement Change Tool		

External WA state applications: HRMS, AFRS, ADDS, DRS, CAMS, Fiscal Note

LEGEND				
Sustainability	Able to avoid negative impact on application or users	**Green**	Normally will be achieved at a level of effort consistent with standard industry practice
Maintainability	Able to keep applications current in existing state	**Yellow**	Challenging to achieve at a level of effort consistent with standard industry practice
Extensibility	Able to increase scope of the application	**Red**	Difficult to achieve at a level of effort consistent with standard industry practice