	Judicial Information System Committee (JISC) **Friday, December 4, 2015 (10:00 a.m. – 2:00 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	Justice Mary Fairhurst, Chair	10:00 – 10:10	Tab 1
2.	**JIS Budget Update** a. 15-17 Budget Update b. Information Technology Budget Proviso Update	Mr. Ramsey Radwan, MSD Director	10:10 – 10:40	Tab 2
3.	**CIO Report** a. AOC Tyler, County Clerk Odyssey Clarification Meeting Update	Ms. Vonnie Diseth, ISD Director	10:40 – 10:50	
4.	**Access to Justice Technology Principles** **Bi-Annual Report to the Supreme Court** <mark>Decision Point:</mark> Approve Report for Submission to Supreme Court	Mr. Kumar Yajamanam	10:50 – 11:00	Tab 3
5.	**Data Dissemination Committee** a. AOC Departmental Policy 14.01: AOC Retention Schedule for Courts of Limited Jurisdiction JIS records <mark>Decision Point:</mark> Approve DDC amendment for Small Claims Retention	Ms. Stephanie Happold, DDC Administrator	11:00 – 11:10	Tab 4
6.	**JIS Priority Project #1 (ITG 2):** **Superior Court Case Management Update** a. Project & Integrations Update - Introduction: Keith Curry, Deputy Project Manager b. Early Adopter County Go-Live Report c. Overtime and backfill Caps for the Counties for SC-CMS Implementation Costs <mark>Decision Point:</mark> Approve Steering Committee Recommendation d. SC-CMS Bluecrane QA Report	Ms. Maribeth Sapinoso, PMP Franklin, Thurston, Yakima Representatives Mr. Ramsey Radwan Mr. Allen Mills	11:00 – 12:00	Tab 5
	Lunch (Working)		12:00 – 12:20	
7.	**AOC Expedited Data Exchange Pilot Implementation Project:** a) Introduction – Som Gollakota b) Project Update	Ms. Vonnie Diseth, ISD Director Kevin Ammons, PMP, Interim Project Manager	12:20 – 1:00	Tab 6

	c) **Decision Point:** Approval of JIS Standards Update Process d) King County District Court Project Update e) King County Clerk's Office Update	Mr. Kevin Ammons, PMP, Interim Project Manager Mr. Othniel Palomino, King County District Court Ms. Barb Miner, King Co. Clerk		
8.	**Other JIS Priority Project Updates** a. Priority Project # 2 (ITG 45) – AC-ECMS Project Update b. Priority Project #3 (ITG 41) – CLJ Revised Computer Records Retention/ Destruction Process c. Priority Project # 4 (ITG 102) CLJ-CMS	Mr. Martin Kravik Ms. Kate Kruller, PMP Mr. Mike Walsh, PMP	1:00 – 1:30	Tab 7
9.	**Committee Report** a. Data Dissemination Committee	Judge Thomas Wynne	1:30 – 1:40	
10.	**Meeting Wrap-Up**	Justice Mary Fairhurst	1:40 – 1:45	
11.	**Information Materials** a. ITG Status Report			Tab 8
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:

2016 – Schedule

**February 26, 2016 - ** ** Start Time 8:30am

April 22, 2016

June 24, 2016

August 26, 2016

October 28, 2016

December 2, 2016

JUDICIAL INFORMATION SYSTEM COMMITTEE

October 23, 2015
10:00 a.m. to 1:00 p.m.
AOC Office, SeaTac, WA

DRAFT - Minutes

Members Present:
Justice Mary Fairhurst, Chair
Mr. Larry Barker
Ms. Lynne Campeau
Judge Jeanette Dalton
Ms. Callie Dietz
Chief Ed Green
Mr. Rich Johnson
Judge J. Robert Leach
Mr. Frank Maiocco
Judge G. Scott Marinella
Ms. Barb Miner
Ms. Brooke Powell
Judge David Svaren
Mr. Jon Tunheim
Mr. Bob Taylor
Ms. Aimee Vance
Judge Thomas J. Wynne

Members Absent:
None

AOC Staff Present:
Ms. Kathy Bradley
Ms. Jennifer Creighton
Ms. Vicky Cullinane
Ms. Vonnie Diseth
Mr. Dirk Marler
Ms. Pam Payne
Mr. Ramsey Radwan

Guests Present:
Mr. Othniel Palomino
Mr. Enrique Kuttemplon
Judge Corrina Harn

Call to Order

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

August 28, 2015 Meeting Minutes

Justice Fairhurst asked if there were any additional corrections to the August 28, 2015 meeting minutes. With 2 corrections to voting summaries, Judge Svaren voting in favor for SC-CMS item, and Aimee Vance moved to correct vote for EDE item, Justice Fairhurst deemed them approved.

2016 JISC Meeting Schedule

2016 Meeting Schedule was presented. Justice Fairhurst asked for approval. No objections for dates as noted.

JIS Budget Update (15-17 Biennium)

Mr. Ramsey Radwan presented the revised supplemental budget requests for approval. Mr. Radwan will present to the Supreme Court Budget Committee on October 28, for review and approval. Project budget spending update will be provided at the December 4, JISC Meeting.

<mark>Motion:</mark> **Judge Thomas Wynne**

I move to accept the Supplemental Budget Requests as presented by Ramsey Radwan for submission to Supreme Court Budget Committee.

<mark>Second</mark>: **Judge Scott Marinella**

Voting in Favor: Justice Mary Fairhurst, Mr. Larry Barker, Ms. Lynne Campeau, Judge Jeanette Dalton, Ms. Callie Dietz, Chief Ed Green, Mr. Rich Johnson, Judge J. Robert Leach, Mr. Frank Maiocco, Judge G. Scott Marinella, Ms. Barb Miner, Ms. Brooke Powell, Judge David Svaren, Mr. Jon Tunheim, Mr. Bob Taylor, Ms. Aimee Vance, Judge Thomas J. Wynne

Opposed: none.

Absent: none

Project Updates

Ms. Vonnie Diseth provided updates on two priority projects:

Appellate Court Enterprise Content Management System (AC-ECMS) - Project Update

- ✓ System Configuration Iteration A – Base System and Document Structure

  Training on Iteration A took place in mid-November 2014. User acceptance testing will not be finalized until Feb 18th

- <mark>System Configuration Iteration B – WorkView and Associated Workflows</mark>
- System Configuration Iteration C – Screening, Motion, and Judicial Workflows
- System Configuration Iteration D – Supreme Court Workflows, iDocs, eFiling

On July 22, 2015 the AC-ECMS Project Executive Steering Committee agreed that only after AOC and the appellate courts have the opportunity to view and examine Iteration B (via User Acceptance Testing), will the Executive Steering Committee consider discussions with ImageSoft as to whether any additional monies are warranted. This was communicated to Scott Bade, President of ImageSoft, Inc by Vonnie Diseth, AOC Information Services Director on July 23, 2015.

Change Order (CO-01) – *Iteration B Realignment* was agreed upon by ImageSoft and AOC on October 1, 2015 (with the approval of the Project Steering Committee).   The change order prompted a "restart" of Iteration B of the project.
- The overall scope of the project has not changed. Functionality previously intended for Iteration B will be redistributed to future iterations and delivery of the revised Iteration B to User Acceptance Testing will proceed.
- The schedule for the remainder of the project will be determined pending acceptance of Iteration B.

- On-site vendor provided training is scheduled the week of November 16-19. Starting with 2 days at Davison 1 for Divisions 1 and 3; followed by 2 days at AOC for Division 2 and the Supreme Court. This will kick-off the User Acceptance Testing period.

- User Acceptance Testing – 2 months – November 23, 2015 – January 22, 2016.

- AOC project staff have been working to prepare for user acceptance testing and court training.

- Adds three monthly project report payments of $6,809 each for a total $20,427.

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

Early Adopter Go-Live is next weekend (10/31).

- The project teams continue to make preparations.

- End User Training is complete

- We will be hosting on-site training labs (open forum follow-up training)

- One-on-one Judge Edition Training for judges in their chambers

Statewide Rollout Schedule. The Statewide Rollout schedule for the remaining 31 counties has been determined by the Project Steering Committee and communicated to all county stakeholders. Each county should know their planned implementation date. We are adding four counties to Event 4 Implementation with Spokane. All impacted counties have been communicated with.

Party Synchronization. The Odyssey and JIS databases were synched last night (10/22). Lewis County will be able to stop using the work-around procedure effective today (10/23).

Kick-off Meeting with Spokane Stakeholders. On Sept 29, 2015, the project team (including Dirk and I) met with Spokane County's Superior Court and County Clerk stakeholders to begin discussions on their November 2016 Odyssey implementation.

Lewis County Continued Support.

- The project team has made good progress on resolving the issue tracking log from the Go-Live event in June. At the end of July, the issue log had 128 issues that had been logged. The log is now down to a total of 23 issues of which 2 are deemed a high priority by Lewis County.

- In addition, Lewis County requested a change to how they do scanning, so the project team has been on site configuring the bar code printers (they wanted to go from interactive scanning to batch scanning instead).

- At least one team member is on site weekly to work on the issues, answer questions, or follow-up with users.

Legislative Proviso

On October 13, 2015, AOC, Tyler Technologies, and six County Clerk representatives met to clarify and understand the County Clerk's concerns regarding the Odyssey system.

Adjournment

The meeting was adjourned by Justice Fairhurst at 10:30 a.m.

Next Meeting

The next meeting will be December 4, 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 August 28th 2015 Meeting		
2	Starting with the October JISC meeting, create a chart of all the provisos, and report progress on them to date.	Ramsey Radwan	
	Action Item – From October 23rd 2015 Meeting		
	Send SC-CMS Statewide Rollout Map	Pam Payne	completed

Administrative Office of the Courts Information Services Division Project Allocation & Expenditure Update 2015-2017 Allocation			
Biennial Balances as of 10/31/15			
Initiatives--JIS Transition	ALLOTTED	EXPENDED	VARIANCE
Information Networking Hub (INH)			
15-17 Allocation	$8,540,000	$747,822	$7,792,178
Information Networking Hub (INH) - Subtotal	**$8,540,000**	**$747,822**	**$7,792,178**
Superior Court CMS			
15-17 Allocation	$12,598,000	$8,824,576	$3,773,424
Superior Court CMS Subtotal	**$12,598,000**	**$8,824,576**	**$3,773,424**
Courts of Limited Jurisdiction CMS			
15-17 Allocation	$3,789,000	$7,325	$3,781,675
Courts of Limited Jurisdiction CMS - Subtotal	**$3,789,000**	**$7,325**	**$3,781,675**
Appellate Courts Enterprise CMS			
15-17 Allocation	$313,000	$5,000	$308,000
Appellate Courts Enterprise CMS - Subtotal	**$313,000**	**$5,000**	**$308,000**
Equipment Replacement			
15-17 Allocation	$2,365,000	$17,159	$2,347,841
Equipment Replacement Subtotal	**$2,365,000**	**$17,159**	**$2,347,841**
TOTAL 2015-2017	**$27,605,000**	**$9,601,882**	**$18,003,118**

Select AOC Budget Provisos
2015-2017

Number	Proviso Language	Action	Date of Action
1	$878,000 of the general fund – state appropriation for fiscal year 2016; $878,000 of the general fund – state appropriation for fiscal year 2017; and $6,784,000 of the judicial information systems account – state appropriation are provided solely for the information network hub project.	Fiscal staff will ensure funds are spent in accordance with the fiscal year split	10-23-15
2	$6,080,000 of the judicial information systems account – state appropriation for fiscal year 2016 is provided solely for continued implementation of the superior court case management system project.	Budget staff will monitor expenditures and report regarding the possible need to move funding from one year to another requiring an erratum to the 2016 supplemental.	10-23-15 Report February 1, 2016
3	$6,518,000 of the judicial information systems account – state appropriation for fiscal year 2017 is provided solely for continued implementation of the superior court case management system.	Will monitor expenditures.	10-23-15
3A	The steering committee for the superior court case management system, the office of administrator of the courts, and county clerks shall work with the case management system vendor to develop cost estimates for modifications to the superior court case management system to address security and document management concerns raised by county clerks. If the cost estimates are not provided to the fiscal committees of the legislature by January 1, 2016, the amounts provided in this subsection shall lapse.	Meeting held on October 13, 2015. All items discussed and many clarified requiring no further action. There will be further action on cost items, information has been obtained from Tyler Technologies currently under review.	10-13-15
3B	Furthermore, the amounts provided in this subsection shall lapse if the superior court case management system is not live and fully functional in Franklin, Thurston, and Yakima counties by February 1, 2016.	The early adopter acceptance documents will be used to indicate that the system is fully functional.	10-23-15 Documents have been signed
4	$3,789,000 of the judicial information systems account – state appropriation is provided solely for preparation and procurement activities related to the courts of limited jurisdiction case management system (CLJ-CMS) replacement project. The appropriations are further conditioned that the CLJ-CMS replacement project be funded entirely from judicial information system account funds in future biennia. The amounts provided in this subsection for the CLJ-CMS replacement project shall not be expended prior to January 1, 2016. In addition, if the following activities are not complete by the dates provided, no further funds appropriated in this subsection shall be expended on the CLJ-CMS replacement project	Future funding note is not relevant. January 1, 2016 start is acceptable.

No further action required. | |

Select AOC Budget Provisos
2015-2017

Number	Proviso Language	Action	Date of Action
4A	Beginning April 1, 2016, and each calendar quarter thereafter, quality assurance reports for the CLJ-CMS replacement project shall be provided to the office of chief information officer for review and for posting on its information technology project dashboard.	• April 1, 2016 date acceptable; • We will post reports to AOC website. • Mellanie & Ramsey will work with leg to get the proviso changed.	11-18-15 Draft language December
4B	No later than July 1, 2016, the CLJ-CMS replacement project steering committee shall provide a report to the legislature on the status of the procurement process for a CLJ-CMS replacement project, including an affirmation that the project is designed to meet the business processes and requirements of all thirty-nine counties. In addition, the report shall include a statement from each court of limited jurisdiction of its intended use of the CLJ-CMS.	• Develop report outline; assign author; develop review and approval process. • Leave affirmation piece as is. Affirmation can/will come from AOC, Steering Cmte or CUWG stating the system meets the business needs of those using it and for those not using it the INH will meet their needs. • Eliminate the intended use statement portion. Ramsey will draft a why it should be eliminated paragraph and work with Mellani to have it eliminated.	Soon Once RFP is complete. December
4C	No later than January 1, 2017, the judicial information system committee must approve the publication of a request for proposal for the CLJ-CMS replacement project.	Date is okay. No further action necessary.	10-23-15
4D	Prior to any CLJ-CMS replacement project steering committee recommendation to the judicial information system committee of a preferred vendor and prior to the selection of an apparently successful vendor, the office of chief information officer must be allowed to review vendor submittals in response to the request for proposal. To better inform its selection, the office of chief information officer must provide to the CLJ-CMS replacement project steering committee an evaluation each vendor's proposed technology solution assessing its architecture, security, vendor experience and qualifications, project risks and risk management, and whether the technology solution represents the best value.	• Schedule a meeting to discuss approach • Draft a letter to OCIO for support to remove this proviso item-Ramsey • Schedule a meeting with CIO.	10-23-15 December TBD

Administrative Office of the Courts

2013-2015 Access to Justice Technology Principles Report to the Supreme Court

November 30, 2015

AOC Mission:
"To advance the efficient and effective operation of the Washington judicial system."

ATJ Board Mission:
"Recognizing that access to the civil justice system is a fundamental right, the Access to Justice Board works to achieve equal access for those facing economic and other significant barriers"

Administrative Office of the Courts
State of Washington
1206 Quince St. SE
P.O. Box 41170
Olympia, WA 98504-1170

Table of Contents

Introduction

Washington State Administrative Office of the Courts (AOC) and the Washington State Access to Justice Board (ATJ) Technology Committee are pleased to present the Biennial Access to Justice Technology Principles Report for the period July 2013 to June 2015.

The Washington judicial system believes in and is committed to its duty to protect individual rights, be accountable to the Constitution, defend against political interference, and to serve our citizens through equal, fair and impartial access to justice. The AOC provides services that support justice and more broadly, maintain an effective court system in Washington.

Since the Supreme Court established ATJ in 1994, the ATJ has recognized that access to the civil justice system is a fundamental right and the ATJ Board works to achieve equal access for those facing economic and other significant barriers. In 2004, the Washington State Supreme Court adopted the ATJ Technology Principles that guide the use of technologies in the Washington State justice system must protect and advance the fundamental right of equal access to and delivery of justice for all.

There are six principles, summarized as follows:

> 1. **Requirement of Access to Justice**: Use of technology must promote, and not reduce, equal access.
>
> 2. **Technology and Just Results**: The justice system must use technology to achieve the objective of a just result achieved through a just process and reject, minimize, or modify any use that impairs achieving it.
>
> 3. **Openness and Privacy**: Technology in the justice system should be designed and used to meet the dual responsibilities of being open to the public and protecting personal privacy.
>
> 4. **Assuring a Neutral Forum**: The justice system must ensure the existence of neutral, accessible and transparent forums which are compatible with new technologies, and discourage and reduce the demand for the use of those which are not.
>
> 5. **Maximizing Public Awareness and Use**: The justice system should promote public knowledge and understanding of the tools afforded by technology to access justice.
>
> 6. **Best Practices**: Those governed by the ATJ Technology Principles must use 'best practices to guide their use of technology so as to protect and enhance equal access to justice and fairness, including evaluation of the use of technology in doing so.

The full text of the Principles and their associated Comments may be found at www.courts.wa.gov and www.atjweb.org .

In addition, in its amended order adopting the ATJ Technology Principles, the Supreme Court also asked the AOC and ATJ Board to report biennially on progress and activities related to the Access to Justice Technology principles. This report has been prepared in compliance with that order.

Purpose

The purpose of this report is to document the progress and efforts of the Administrative Office of the Courts and the Access to Justice Board to implement and use technologies within Washington State's justice system in a manner that furthers the goals of the ATJ Technology Principles. It provides information on the progress made towards incorporating the ATJ technology principles in information technology projects and practices, special initiatives and technology governance processes.

ATJ Technology Committee members, ATJ staff and AOC staff contributed to this report. Both Judicial Information Systems Committee (JISC) and the ATJ Board review this report before it is presented to the Washington State Supreme Court.

This report is presented in the following sections:

- AOC Initiatives Supporting the ATJ Board Mission and ATJ Technology Principles
- ATJ Board and Committee Efforts Underway in Washington State
- Conclusion

AOC Initiatives Supporting the ATJ Principles

AOC, through its Judicial Services Division and Information Services Division, has executed several projects and initiatives that support and further the ATJ Technology principles. This section describes efforts that have been completed in the last biennium or were started last biennium and are currently underway at AOC.

1. Pro Se Plan Elements

AOC is an active partner in the efforts of the ATJ Board through its Pro Se Project to convert all the Domestic Relations pattern forms to plain language.

The goal of the initiative is to:

Create simple, clear, user-friendly forms written in easy-to-understand "plain language" and presented in an intuitive easy-to-navigate format. With plain language forms, users understand the content more quickly, don't need to spend time asking for explanations, make fewer errors completing the forms, and when finished, feel that the process was fair and manageable. In turn, court personnel benefit as they answer fewer phone calls, write fewer explanatory letters or e-mails, and help more people in a way that is more useful. Good forms educate litigants about the law and help them better present their cases, better inform other parties of claims and issues, give the court good information on which to base their decisions, and lead to decisions and orders that are more specific, thus easier to comply with and to enforce.

A large number of people, including AOC staff and Washington Pattern Forms Committee members, participated in the development of the plain language forms. The draft forms were completed in 2015. The final plain language forms, now called the Family Law plain language forms, are scheduled to become mandatory forms in April, 2016.

The Plain Language Forms initiative aligns with the Preamble of the ATJ Technology Principles in that, among other things, the plain language forms will help persons to assert a claim or defense and to create, enforce, modify, or discharge a legal obligation.

The Initiative also aligns with the Principles' requirement of enhancing Access to Justice in that the plain language forms use updated Microsoft Word features and page layout concepts that assist persons in navigating through the forms. These advance access and participation by making the forms easier to use and more effective.

Technology and Just Results: The language in the plain language forms assists persons in understanding what kind of information they need to provide. If persons present clearer and more relevant information, judicial officers will have a better understanding of the issues and are better able to make well-informed decisions.

2. Online Document Assembly Capability, Part of Phase 1 of the Pro Se Plan

As part of the Pro Se Plan, AOC is developing an online document assembly capability for the users. The goal of online document assembly program is:

> Along with plain language content and format, it is preferable that the online forms eventually be "interactive" which means that the user is "interviewed" and in fact coached in plain understandable language on necessary information in a logical format that assembles the document along the way. This interactive form technology walks the user through the process by using a graphical interface to assist in understanding and using legal terms. Users are able to preserve their information which will automatically populate the next form if the same information is called for. This interactive format could significantly benefit self-represented litigants through understandability, ease of usage, consistency of content and time savings.

The Online Document Assembly program aligns with the ATJ Technology Principles of Requirement of Access to Justice in that online forms will be accessible from home, libraries, kiosks, community centers, and many other convenient places with internet access. An online program would help people fill out the forms. The online forms would advance access and participation by making it easier for persons to fill out the forms, provide necessary information to the courts, and enable quicker, better and more affordable court services.

3. Fillable PDF Forms

Fillable PDFs of approximately one-third of the mandatory Domestic Relations forms are available on the courts' web site. AOC is preparing to create fillable PDF versions of the plain language Family Law forms. AOC plans to have available fillable PDF versions of frequently used plain language Family Law forms when those forms become mandatory in 2016.

The goal of the fillable PDF initiative is to:

> Improve access for sight-impaired persons with visual and associated disabilities using screen readers which read the fillable PDF forms; make it easier for persons to fill out forms, without needing to know how to use Microsoft Word; and ensure completed forms are legible and properly formatted when filed.

The fillable PDF project aligns with the ATJ Technology Principle of Requirement of Access to Justice in that use of the fillable PDF form increases access to justice by making the forms more accessible to persons with visual and associated disabilities and by making the forms easier for all persons to fill out.

4. Interpreter Profile System

The AOC implemented the Interpreter Profile System (IPS) web site. The IPS was recognized by the Consortium for Language Access in Courts with the award for the "Use of Technology and Software" to eliminate language barriers. AOC is planning to revise the Interpreter Program and Commission webpage content to enhance resource seeking opportunities for the public and other courts.

The goal of the system is to:

> Automate and streamline a paper-based system for tracking interpreters' languages, contact information, work areas, certification and continuing education. The IPS allows interpreters to update their own information online which provides more accurate and up-to-date information on interpreters available online.

The IPS web site serves the following Access to Justice Technology Principles:

> Principle 1: Requirement of Access to Justice,
> Principle 2: Technology and Just Results
> Principle 4: Assuring a Neutral Forum and,
> Principle 6: Best Practices.

5. JIS Standard for Alternative Electronic Court Record Systems

As some courts migrate away from the state provided case management systems (CMS) and obtain their own local systems, there is potential for the statewide view of information to become fragmented. In order to ensure that access to information is maintained on a statewide basis and level, the AOC developed a data standard that specifies the data that must be shared by a local court that maintains its own system. JISC approved these standards in 2014.

The development of the JIS Data Standards supports all Access to Justice Technology Principles and ensures that implementation of the standards with local counties will enable access to statewide justice information in a timely manner.

6. Data Quality and Governance Initiative

The AOC is implementing a data quality and governance initiative. Data quality and governance will ensure the quality and usability of data by monitoring it for completeness, timeliness, and accuracy.

The goals of the initiative include:

- Making more reliable data available for all users of JIS systems and data.
- Creating processes to investigate and resolve data quality issues,
- Identifying areas for data quality improvements and maintaining business and usage rules.
- Establishing a data governance and accountability process to ensure that courts and AOC are able to resolve data quality issues in a timely manner

Future direction includes the establishment of a data governance framework, securing and implementing a data quality tool, and outreach with the courts and other stakeholders to ensure the data quality needs of all parties are addressed within this initiative.

The data quality and governance initiative serves all Access to Justice Technology Principles.

7. Information Networking Hub and Enterprise Data Repository

Since 2011, the AOC has undertaken an information exchange initiative called the Information Networking Hub (INH) project. In May 2015, the legislature approved funds for implementation of the next phase of the INH project to implement the Enterprise Data Repository (EDR) based on the statewide data sharing specified in the JIS Standard for Alternative Electronic Court Record Systems.

The INH EDR project will provide AOC the capability to support data exchanges using a centralized hub and spoke model for information sharing among systems across the state. In addition, it enables building of the systems necessary to implement the data validation and reporting, data integration while maintaining existing applications and the data warehouse.

The goals of the project are to:

1. Provide a common repository for statewide shared court data
2. Provide services that enable receiving, storing and sharing of the statewide court data in accordance with the approved JIS Standard for Alternative Electronic Court Record Systems
3. Build integration with existing JIS applications

The timeline of this program is tied to the procurement and deployment of the King County CMS systems for District courts and the King County Clerk's Office.

The INH EDR project serves the following Access to Justice Principles:

> Principle 1: Requirement of Access to Justice and
> Principle 2: Technology and Just Results.

8. Superior Court Case Management System (SC-CMS)

AOC is currently working on providing a new case management system for Superior Courts and the County Clerks' offices.

The goal of the project is:

> To replace the current system supporting the superior courts (SCOMIS) and provide new functions and capabilities that is needed by the Superior Courts and County Clerks' offices.

The SC-CMS project implemented the Odyssey case management system at the pilot site (Lewis County) on June 15, 2015. Early adopter courts are due to implement the system in early November 2015, Snohomish County in May 2016 and then Spokane County and several smaller counties in November 2016. The remaining counties will be implemented in a series of three Go-Live events in 2017 and 2018. Included with the implementation is the Odyssey Portal. The Odyssey Portal is the public view of court records from the Odyssey case management system.

In addition to the project team, AOC teams supporting the Court Business Office (CBO) and Enterprise Architecture continuously review the future state business processes for Superior Courts as well as the technology to ensure that it conforms to the ATJ Technology Principles. In

addition, the ATJ Board has a representative on the SC-CMS Court Users Work Group (CUWG).

The SC-CMS project will incorporate all six ATJ Principles.

9. Appellate Courts Enterprise Content Management System (AC-ECMS)

AOC is currently working on providing a new content management system for Appellate Courts.

The goal of this project is:

- AC-ECMS seeks to replace the Washington Appellate Court Record and Data System (ACORDS) by providing an enterprise content management system for all appellate courts to use. AC-ECMS is also intended to provide a web interface for the public, and support electronic filing of court documents.

The project is designed with four separate iterations and is currently in the test and acceptance stage of the second iteration.

The AC-ECMS project will incorporate all six ATJ Technology Principles.

10. Adult Static Risk Assessment

The AOC developed and implemented the Adult Static Risk Assessment (ASRA) application in May of 2012. The ASRA application is based on the static risk assessment portion of the Static Risk and Offender Needs Guide (STRONG) instrument created by Dr. Robert Barnoski and validated by the Washington State Institute for Public Policy.

The goal of the application is to:

Provide an indicator of a defendant's risk to re-offend and an easily accessible criminal history summary. This indicator provides additional objectivity into the court's pre-trial release and sentencing decision process. The risk assessment provides an easily accessible summary of criminal history for the judicial officer, prosecutors, and defense counsel. This information can be helpful to the court to determine appropriate conditions for the offender pending trial/plea and sentencing. The risk assessment may be conducted pre-sentence, prior to the first appearance (if the person is in custody), or prior to the arraignment (if the person is summoned to appear). Because the risk assessment portion is based entirely on Washington State and Non-Washington State criminal conviction history and other static information, it can be completed without contact with the offender.

Currently, the Trial Court Sentencing and Supervision Committee is interested in expanding the Adult Static Risk Assessment to include information on failure to appear (warrants). This expansion is in the investigative, requirements gathering phase.

The ASRA application serves Access to Justice Technology Principle 2: Technology and Just Results by providing additional objective data for judicial officers making bail, sentencing and other dispositive decisions.

11. Courts of Limited Jurisdiction Case Management System (CLJ-CMS)

AOC is currently working on providing a new case management system for Courts of Limited Jurisdiction (CLJ).

The goal of the project is:

> To replace the current system supporting the district and municipal courts (DISCIS or JIS) and provide new functions and capabilities that are needed by the CLJs.

The CLJ-CMS project implemented the CLJ-CMS Court User Work Group (CUWG) to begin gathering the business requirements. On June 30, 2015, the legislature approved budget for the CLJ-CMS project beginning in January of 2016.

The CLJ-CMS project team, AOC teams supporting the Court Business Office (CBO), and Enterprise Architecture Team continuously review the future state for CLJ Courts' business processes as well as the technology to ensure that they meet and support the ATJ Technology Principles. In addition, the ATJ Board has a representative on the CLJ-CMS Court Users Work Group (CUWG).

The CLJ-CMS project will incorporate all six ATJ Principles.

ATJ Board Efforts Underway in Washington State

In addition to efforts previously described in this report, and among many other ongoing initiatives, some current efforts of the ATJ Board that further the ATJ Technology Principles include the following:

1. Best Practices Development

The Best Practices for Providing Access to Court Information in Electronic Form (Best Practices) is a resource for any county judiciary and associated system and stakeholders seeking to institute and implement an electronic court records system and is the result of a project of the Washington Access to Justice (ATJ) Board. This project was supported by the American Bar Association with funding from the Public Welfare Foundation. The development of the Best Practices included a survey of the Washington County clerks and a survey to other states with elected clerks and statewide court case management systems. The surveys were analyzed to produce a first draft of best practices, which was shared with the advisory committee in preparation for a stakeholder meeting. The stakeholder meeting provided an opportunity for in-depth discussion on each of the proposed principles. Following the meeting the Best Practices were edited and refined with the advisory committee. The project benefitted from a broad-based advisory committee including County Clerks, representatives of the Administrative Office of the Courts, a family law courthouse facilitator, a county law librarian, a judge, representatives of the ATJ Board and its Technology Committee, and Washington State Bar members.

The report and overview of methodology was presented at the Access to Justice Board meeting March 28, 2014. *Best Practices – Providing Access to Court Information in Electronic Form* can be found at http://bit.ly/1B2voQv

2. Collaboration with the Bar and the Courts on Statewide Civil Rules on Discovery of Electronically Stored Information

The ATJ Board and its Technology Committee have continued working with the Washington State Bar Association (WSBA) Court Rules Committee to adopt statewide rules that will better

serve the courts, lawyers and the public, including the poor, vulnerable and pro se litigants. The Committee worked on three important rules over the past two years: The committee:

- participated in the drafting and adoption of Civil Rule 34, that impacts the identification, discovery and production of electronically stored information,
- recommended changes to Civil Rule 33 which deals with interrogatories to parties, and
- worked on Civil Rule 26, to assure that necessary changes will increase efficient, meaningful and fair discovery for all, including self-represented litigants.

3. Representation on Key Judicial System Bodies

The Washington State Administrative Office of the Courts (AOC) is developing two new statewide case management systems (CMS) that would enable the AOC to support the business functions of the state superior courts and county clerks, and the courts of limited jurisdiction, including the municipal and district courts, by acquiring and deploying a case management system. There are two ATJ Board representatives on the Court Users Work Groups (CUWGs), tasked with assisting in the development of the two systems. These representatives participate in the discussions from the perspective of potential public and self-represented litigant users.

Conclusion

AOC and the ATJ Board continue to make progress in implementing and institutionalizing the ATJ Technology Principles. Many projects and initiatives undertaken by ATJ Board as well as AOC continue to support advancing access to and delivery of justice to all.

Judicial Information System Committee Meeting   December 4, 2015

DECISION POINT – Access to Justice Technology Principles Report to the Supreme Court.

MOTION:

I move to approve the 2015 Access to Justice Technology Principles Report to the Supreme Court.

I.   BACKGROUND

The Access to Justice Board developed the Access to Justice (ATJ) Technology Principles to ensure that technology increases opportunities and eliminates barriers to access to the justice system.   The Washington State Supreme Court adopted the ATJ Technology Principles in 2004 in an order that also ordered the Administrative Office of the Courts (AOC), in conjunction with the Access to Justice Board and the Judicial Information System Committee (JISC) to report to the Supreme Court on the use of the principles in the court system and by all other persons, agencies, and bodies under the authority of the Supreme Court.   In 2013 the JISC recommended this report be submitted bi-annually and the Supreme Court accepted the recommendation.

The purpose of the report is to document the efforts of the Administrative Office of the Courts and the Access to Justice Board to implement and use technologies within Washington State's justice system in a manner that furthers the goals of the ATJ Technology Principles.   ATJ Board members, ATJ Technology Committee members, ATJ staff, and AOC staff contributed to the report.

II.   DISCUSSION

AOC prepared the 2015 ATJ Technology Principles report in collaboration with the Access to Justice Board Technology Committee.   On November 20, the ATJ Board approved the report.   The report requires JISC approval before it is submitted to the Supreme Court.

III.   OUTCOME IF NOT PASSED

AOC and the ATJ Board will not be able to meet the reporting obligation to the Supreme Court on the use of the ATJ Technology Principles.

AOC Departmental Policy
14.01: AOC Retention Schedule for Courts of Limited Jurisdiction JIS records.

PURPOSE AND AUTHORITY:

The purpose of this policy is to establish retention schedules for Courts of Limited Jurisdiction JIS records per JISCR 8 and upon the recommendations of the Judicial Information System Committee (JISC) during its October 25, 2013 and April 25, 2014 meetings.

POLICY:

Scope

This retention schedule applies to all Courts of Limited Jurisdiction civil and criminal records contained in the Judicial Information System.

Criteria for Use of the 'Retain Case' Flag:

Judges will have the ability to flag cases in order to retain them beyond the stated retention period. Judges should consider the following non-exclusive factors when flagging individual cases for permanent retention:

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

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

Retention of Records Summary

	Casetype	Cause Code	Retention
Casetype = CV, SC, or PR. The system will determine retention based on overall casetype & cause code	CV-Civil	DVP, HAR, SXP, STK	Never Purge
	CV-Civil	Any other	10 years & 4 months
	SC-Small Claims	Any	10 years
	PR - Parking	Any	5 years

Notes:
> All retention periods begin after case is closed

> Case is retained based on the longest retention period for any violation on the case

> Retention not based on a finding of Amended (AM) It is based solely on issues with findings other than AM

> See Plea / Sentencing codes at Inside Courts website for code descriptions

	Finding / Judgment Types	Casetype of Charge			Finding / Judgment Codes Included
		CT, CN	PC, CF	IT, IN	
Casetype = IT, IN, CT, CN, PC, CF — The system will determine retention based on casetype and disposition of each charge as well as looking for DV flag and Retain Case flag	Guilty / Committed	Never purged	Never purged	5 yrs	AS, BF, C, P, G, GO, GS, GV, GR, PI, RP, GY, GZ
	Not Guilty / Not Committed	10 yrs	10 yrs	5 yrs	NG, NC
	46.63.070 Deferred Finding (IT only)	NA	NA	7 yrs	CD, DD
	Dismissed - Incompetency, or Not Guilty - Insanity	Never purged	Never purged	5 yrs	D, DO, DR, DW with reason code of IC; or NS
	10.05 Deferred Prosecution	Never purged	Never purged	5 yrs	GO, GD; or D, DO, DR, DW with dismissal reason code of DP
	Dismissed for all other reasons	10 yrs	5 yrs	5 yrs	D, DO, DW, DR, DS, or OD, with a dismissal reason code of blank or anything other than IC, DP, or FD
	Vacated	Never purged	Never purged	N/A	V
	Domestic Violence Flag	15 yrs	15 yrs	15 yrs	Applies to cases where a violation has a DV flag = yes, and the retention of the case without the DV flag was less than 15 years..
	Retain Case Flag	Never purged	Never purged	Never purged	A new flag is planned, that will designate a case should be retained regardless of any other rule. Case will be retained as long as flag = Yes.
	Case Transferred	5 yrs	5 yrs	5 yrs	BO, CV; or D with a reason of FD

Judicial Information System Committee Meeting   December 4, 2015

<u>DECISION POINT</u> – Amendment to the Courts of Limited Jurisdiction JIS Retention Schedule for Small Claims Cases.

MOTION:

I move to adopt the Data Dissemination Committee's amendment to the Courts of Limited Jurisdiction JIS retention schedule that changes the retention of small claims cases from five to ten years, and to forward it on to the Administrative Office of the Courts to amend its departmental policy 14.01 pursuant to JISCR 8.

I.   BACKGROUND

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

During its October 25, 2013 meeting, the JISC approved a retention schedule for the Courts of Limited Jurisdiction JIS records. The Committee also established a policy allowing a judicial officer to flag individual cases for permanent retention using certain criteria in April 2014. The JISC then recommended the schedule and case flagging guidelines to the AOC as a retention policy pursuant to JISCR 8. The AOC accepted the JISC's recommendations and made the policy effective on September 21, 2015 in anticipation of the upcoming implementation of IT Governance (ITG) 41 Iteration 2.[1]

Prior to implementation of Iteration 2, the DDC reviewed the retention period for small claims cases during its August 28 and October 23, 2015 meetings. The DDC proposes an amendment to the schedule that extends small claims case retention from five years to ten years. This change would correlate with the life of a judgment and also be consistent with the Office of the Secretary of State's District and Municipal Court Records Retention Schedule. The DDC presents this amendment to the JISC for approval and recommends forwarding the change on to the AOC to implement in its retention policy.

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[1] ITG 41 Iteration 1 implemented most of the destruction rules decided by the JISC in 2008; Iteration 2 implements any remaining 2008 rules, as well as the Committee's 2013 and 2014 decisions.

II.   DATA DISSEMINATION COMMITTEE RECOMMENDATION

The Data Dissemination Committee recommends to the Judicial Information System Committee to approve the amendment to the Courts of Limited Jurisdiction JIS retention schedule that changes the retention of small claims cases from five to ten years, and to recommend to the AOC to also amend its retention schedule policy.

III.   OUTCOME IF NOT PASSED

There would be a difference between the AOC policy and the Office of the Secretary of State's District and Municipal Court Records Retention Schedule regarding small claims cases.

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

Maribeth Sapinoso, AOC Program Manager, PMP
Keith Curry, AOC Deputy Project Manager

December 4, 2015

Party/Person Replication (Two-Way Synchronization)

- ✓ New and updated Party/Person data in Odyssey is being successfully replicated to JIS.

- ✓ New and updated Party/Person data in JIS is being successfully replicated to Odyssey.

- ✓ The JIS and Odyssey databases were brought back into synch before Early Adopter Go-Live.

- ✓ Lewis County was able to stop using the work-around procedure - October 23, 2015

Recent Activities
Early Adopters
(Franklin, Thurston, Yakima)

✓ LIVE with Odyssey – November 1, 2015

✓ Go Live Issues:

	Logged	Open	Closed
Pilot	181	5	176
Early Adopters	46	27	19

✓ Conducted Lessons Learned – November 13-20, 2015

Local System Integrations

County	No. of Integrations	Type of Integration
Lewis (Pilot)	0	N/A
Thurston (EA)	3	eDoc, eFiling, Reader Board
Franklin (EA)	4	ImageX, JRS Import, One Solution (added later), Financial data, Reader Board (planned implementation early 2016)
Yakima (EA)	3	JRS Import, eFiling (Faxibility), Reader Board (InFax Docketcall)

Recent Activities (cont'd)

✓ Odyssey Portal for Judicial Partners and the General Public

✓ Conducting Planning Meetings with Event 3 (Snohomish) and 4 Sites (Asotin, Columbia, Garfield, Spokane, and Whitman)

✓ Meeting with the County Clerks, AOC and Tyler Technologies to address the Legislative Proviso

Ongoing Pilot Support
Lewis County

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

✓ Total of 181 issues were logged with Pilot Go Live. As of 11/9/2015, five open issues remain.

Project Steering Committee

✓ Project Steering Committee approved the statewide rollout for the remaining 31 counties – September 15, 2015

✓ All 31 counties were notified of their rollout event schedule – October 14, 2015

Statewide Rollout Considerations

– Choice of Document Management System (DMS)

– Local systems integration complexity

– Number of local systems that will be eliminated

– County's readiness and ability to meet technical specifications (i.e., bandwidth requirements, software, and peripherals)

– Efficiencies for travel and training around the state

Statewide Rollout Schedule

Event	County	Go-Live Date
Event 3 – Large Court	Snohomish County – 155 Court Users	May 2016
Event 4 – Eastern Washington	5 Counties – 192 Court Users	October 2016
Event 5 – Southwest Region	8 Counties - 187 Court Users	May 2017
Event 6 – Northwest Region	7 Counties – 223 Court Users	Nov 2017
Event 7 – Remaining Counties	12 Counties – 195 Court Users	May 2018

ADMINISTRATIVE OFFICE OF THE COURTS

Information Services Division

SC-CMS
SUPERIOR COURT
CASE MANAGEMENT SYSTEM

WASHINGTON COURTS

Statewide Rollout
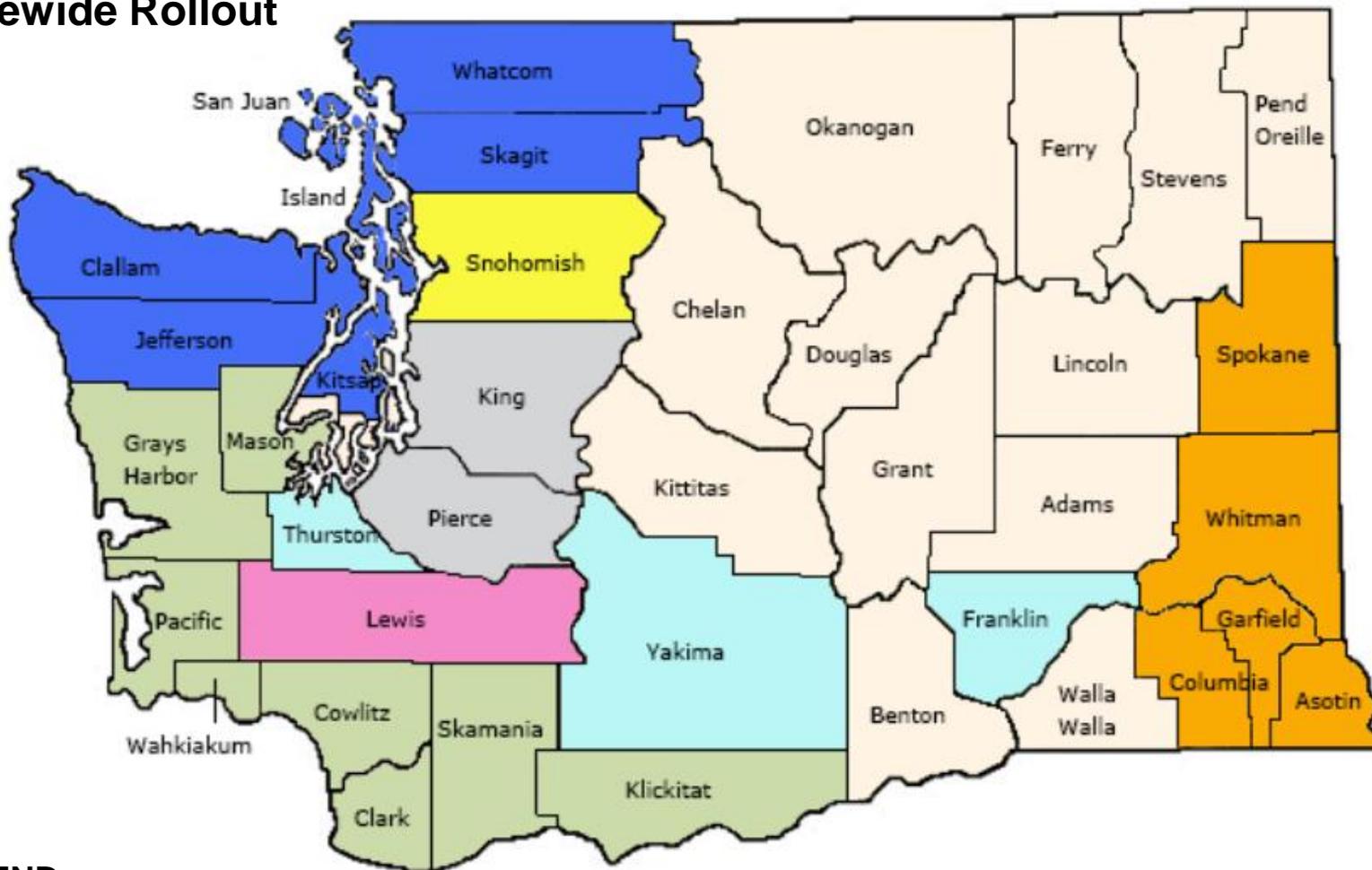
LEGEND

▮ Pilot: June 2015	▮ Event 3: May 2016	▮ Event 5: May 2017	▢ Event 7: May 2018
▮ Early Adopter: November 2015	▮ Event 4: October 2016	▮ Event 6: November 2017	

Work In Progress

- Continue to provide operational support to Pilot and Early Adopter sites.

- Plan for Supervision implementation for Pilot and Early Adopter sites.

- Coordinate Odyssey forms training for court and clerk personnel.

Future Event Activities

- Snohomish County:

  ✓ Biweekly technical meetings have been scheduled. First meeting began 11/26/2015.

  ✓ Completed first data conversion push for Snohomish County 11/13/2015.

- Spokane County:

  Technical kick off meeting has been scheduled for January 26, 2016.

Early Adopter Implementation

MILESTONES or PROJECT DELIVERABLES	CURRENT PLAN DATE
✓ Early Adopter Kickoffs Completed	April 2015
✓ Early Adopter Local Court Configurations Begin	July 2015
✓ Early Adopter Document Image Extracts Completed	August 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

Judicial Information System Committee Meeting   December 4, 2015

DECISION POINT – 2014 Decision Packages

MOTION:

I move that the JISC approve the overtime and backfill limitations for the remainder of the SC-CMS project as detailed in the attached "Overtime and backfill reimbursement limitation recommendation."

I.   BACKGROUND

RCW 2.68.010 provides that the JISC "shall determine all matters pertaining to the delivery of services available from the judicial information system."   RCW 2.68.020 provides that the Administrative Office of the Courts (AOC) shall maintain and administer the Judicial Information System (JIS) account.   JISC Rule 1 requires the Administrator for the Courts to operate the JIS, under the direction of the JISC and with the approval of the Supreme Court.   JISC Rule 4 requires the Administrator for the Courts to prepare funding requests, under the direction of the JISC and with the approval of the Supreme Court.

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.   On June 27, 2014, the JISC approved the SC-CMS Project Steering Committee's recommendation regarding state and local cost rules for implementation.

II.   DISCUSSION

The proposed reimbursement limits for overtime and backfill costs are based on cost estimates provided by the three Early Adopter counties.   In order to ensure consistent application of reimbursement principles for local overtime and backfill costs associated with the remaining implementation of the SC-CMS and to ensure that costs do not exceed funding availability, AOC recommends that the JISC approve cost reimbursement limits.

III.   PROPOSAL

AOC recommends that the JISC approve the cost reimbursement limits as proposed.

IV.   OUTCOME IF NOT PASSED

If not passed, inconsistent reimbursement practices could occur, and there is a possibility that insufficient funds would be available to reimburse local costs through the end of the project.

Judicial Information System Committee Meeting   December 4, 2015

Overtime and backfill reimbursement limitation recommendation

In order to ensure consistent application of reimbursement principles for overtime and backfill costs associated with the implementation of the SC-CMS and to ensure that costs do not exceed funding availability, AOC recommends that the JISC approve cost reimbursement limits.

The proposed limits were based upon cost estimates provided by the Yakima, Thurston and Franklin County Clerks and the Thurston and Yakima County Superior Courts. The proposed limits are:

Judge FTE Range	Limit Superior Court	Limit Superior Court Clerk
0-4 Small	$5,000	$10,000
5-11 Medium	$25,000	$50,000
>11 Large	$30,000	$60,000

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

October 31, 2015

Prepared by
Bluecrane, Inc.

bluecrane ®

Table of Contents

Part 1: Executive Dashboard

Introduction

This report provides the October 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.

Executive Summary

The month of October concluded with the start of the Go-Live weekend for the three Early Adopter Counties. The Go-Live weekend continued into the first days of November with the successful implementation of all three Early Adopter Counties, bringing the total number of counties where Odyssey has been implemented to four. Importantly, the risk related to completion of the integration components that synchronize party data between Odyssey and other AOC judicial information systems (JIS) that we have noted for several months was resolved prior to the Early Adopter Go-Live events. We extend a hearty congratulations to everyone involved in making these events such a success.

As reflected in the following Executive Dashboard and the detailed report which follows, our primary areas of concern for October continue to be related to the resource limitations that the project is experiencing. The lack of sufficient resources may impact the quality and completeness of project deliverables going forward.

We will focus in the coming months on assessments in the areas of data quality, user support and problem management, improvement of the rollout process, stakeholder engagement, and infrastructure capacity and performance.

Changes to Risk Assessment Since Previous Report

The following table lists the risks we have identified and summarizes (1) those areas where risks continue from the previous report, (2) those areas of assessment for which our risk ratings have changed since our previous report and (3) new risks identified since the previous report.

Area of Assessment	Urgency	Aug 2015	Sept 2015	Oct 2015	New or Change Since Prior Report	Comments
1. People						
Stakeholder Engagement and Organizational Change Management	**Serious Consideration**	**No Risk**	**No Risk**	**Risk**	**Increased Risk**	Additional resources should be allocated to stakeholder engagement and organizational change management activities using the SC-CMS Communication Plan as a guide to help smooth the transition through increased communication and awareness activities. *For detailed assessment, see:* #OCM
Staffing	**Serious Consideration**	**Risk Being Addressed**	**Risk Being Addressed**	**Risk Being Addressed**	**No Change in Assessment**	Project staffing continues to be a concern due to the increasing workload of supporting the total of four counties where Odyssey is now implemented while simultaneously planning and conducting implementation of Odyssey in additional counties in 2016. *For detailed assessment, see:* #Staffing

Area of Assessment	Urgency	Aug 2015	Sept 2015	Oct 2015	New or Change Since Prior Report	Comments
Business Processes and System Functionality	**Serious Consideration**	**Risk Being Addressed**	**Risk Being Addressed**	**Risk Being Addressed**	**No Change in Assessment**	Staffing concerns extend to the ability to document business processes and complete the Odyssey configuration with quality results. *For detailed assessment, see:* #BusinessProcesses
2. Project Management and Sponsorship						
Project Schedule	**Serious Consideration**	**Risk Being Addressed**	**Risk Being Addressed**	**Risk Being Addressed**	**No Change in Assessment**	Resource constraints lead to concerns regarding the quality and completeness of project deliverables. This concern may be mitigated by the filling of the Deputy Project Manager position. *For detailed assessment, see:* #Schedule

Area of Assessment	Urgency	Aug 2015	Sept 2015	Oct 2015	New or Change Since Prior Report	Comments
3. Software						
Software Integrations	**N/A**	**Risk Being Addressed**	**Risk Being Addressed**	**No Risk**	**Risk Mitigated**	Final Integration components that synchronize party data between Odyssey and other AOC judicial information systems (JIS) were implemented in October. ***For detailed assessment, see:*** #Integrations

Area of Assessment	Urgency	Aug 2015	Sept 2015	Oct 2015	New or Change Since Prior Report	Comments
4. Data						
Data Preparation	**Serious Consideration**	**Risk Being Addressed**	**Risk Being Addressed**	**Risk Being Addressed**	**No Change in Assessment**	Data quality problems in the current system will be transferred to the new system during conversion unless addressed prior to county Go-Live. *For detailed assessment, see:* #DataPreparation

Part 2: Detailed Assessment Report

People

Category:	People		Aug 2015	Sept 2015	Oct 2015
Area of Assessment:	Stakeholder Engagement and Organizational Change Management		No Risk Identified	No Risk Identified	Risk
Urgency:	Serious Consideration				

Observation/Risk: Although stakeholder engagement and organizational change management activities have been utilized to help prepare AOC and county staff for the transition to the new system, resource constraints have limited efforts in this area primarily to training activities.

Recommendation: Additional resources should be allocated to stakeholder engagement and organizational change management activities using the SC-CMS Communication Plan as a guide to help smooth the transition through increased communication and awareness activities. These stakeholder activities should be coordinated with the business process activities identified in the Business Process / System Functionality area. Now that the SC-CMS Deputy Project Manager position has been filled, the SC-CMS Project Manager may be able to allocate additional focus to stakeholder engagement.

To return to Executive Dashboard, click: #ExecDashboard

Category:	**People**		**Aug 2015**	**Sept 2015**	**Oct 2015**
Area of Assessment:	**Staffing**		**Risk Being Addressed**	**Risk Being Addressed**	**Risk Being Addressed**
Urgency:	**Serious Consideration**				

Observation/Risk: The simultaneous implementations of the three Early Adopter Counties required sharing the limited resources that (1) are knowledgeable and proficient in Odyssey functionality and (2) have experience with deployment of the system. The result has been significant effort by AOC management and staff to facilitate and complete the readiness activities for the Early Adopter Counties, adequately support Lewis County, and facilitate and complete the readiness activities for the counties in which Odyssey will be implemented in 2016.

Resources will be most heavily allocated across the three Early Adopter Counties in November to provide sufficient ratios of SC-CMS support personnel to county users for the first two weeks of Go-Live. Following Go-Live, support resources will taper off as the county users learn the new system. However, now that the three Early Adopter Counties have been implemented in addition to the Pilot County (Lewis County), resources will be required to provide "production" support to these four counties on an on-going basis while work continues to plan and conduct implementation in other counties in 2016.

Status: The SC-CMS Project is mitigating the risks of constrained resources by:

- Temporarily augmenting resources from other areas of AOC and Tyler to the SC-CMS project and allocating resources across the three Early Adopter Counties for the first two weeks of Go-Live;

- 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;

- Scheduling readiness activities to maximize use of limited resources for counties that will Go-Live in 2016;

- Engaging upcoming county staff to assist with readiness activities; and

- Engaging county staff from the four counties where Odyssey has now been implemented to assist with Go-Live support in future county implementations.

The recent announcement of the filling of the Deputy Project Manager position with someone knowledgeable and experienced in AOC's business as well as the Odyssey solution, is a welcome event as the SC-CMS Project Manager was performing this role – in addition to several other roles! – in October. Regardless, the risks of constrained resources remains.

To return to Executive Dashboard, click: #ExecDashboard

Category:	**People**		**Aug 2015**	**Sept 2015**	**Oct 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. Although the effort to review, revise, and document the business processes of the Early Adopter Counties was sufficient for the initial roll-out of SC-CMS, it is anticipated that additional effort will be needed to work with counties, both where Odyssey has already been implemented and those where implementation is planned, to complete the full analysis of the business processes.

Additionally, as the counties where Odyssey has already been implemented become more familiar with the solution in the months following their Go-Live events, modifications to business processes may be desired or required to improve efficiencies of the processes. For example, as the counties come to "trust" the system more, reliance on paper copies and forms may be reduced, along with any associated duplicate data entry.

To return to Executive Dashboard, click: #ExecDashboard

Category:	People	Aug 2015	Sept 2015	Oct 2015
Area of Assessment:	**User Support and Operations**	**No Risk Identified**	**No Risk Identified**	**No Risk Identified**
Urgency:	**N/A**			

Observation: As identified in the Staffing area, support of counties where Odyssey has already been implemented, in addition to facilitating the rollout of Odyssey to other counties in the future, is stretching available resources. In some cases, this may result in delays in resolving issues that are occurring in counties where Odyssey is already implemented. Work is underway to develop a plan for the transition of support and maintenance of SC-CMS to a sustainable model and organization within AOC.

To return to Executive Dashboard, click: #ExecDashboard

Category:	People	Aug 2015	Sept 2015	Oct 2015
Area of Assessment:	**Contract Management / Deliverables Management**	**No Risk Identified**	**No Risk Identified**	**No Risk Identified**
Urgency:	**N/A**			

Observation: The list and schedule of vendor deliverables are identified in the Tyler contract and are being managed by the project team. Vendor deliverables required for Early Adopter Counties Go-Live events were completed in time for the implementations.

To return to Executive Dashboard, click: #ExecDashboard

Project Management and Sponsorship

Category:	**Project Management and Sponsorship**		**Aug 2015**	**Sept 2015**	**Oct 2015**
Area of Assessment:	**Schedule**		**Risk Being Addressed**	**Risk Being Addressed**	**Risk Being Addressed**
Urgency:	**Serious Consideration**				

Observation/Risk: The resource risk described above under "Staffing" has schedule implications as well. As noted above, the SC-CMS Project is mitigating the resource risk through careful scheduling and execution of readiness activities for counties in which Odyssey will be implemented in 2016 while supporting the four counties where Odyssey was implemented in 2015. In some areas, activities are limited to the minimum necessary to continue with the county implementation schedule. For example, business process and configuration work has been limited, and due to the vacancy of the SC-CMS Deputy Project Manager position, some project management activities were not performed to the full extent. Now that the Deputy Project Manager position has been filled, additional focus may be placed on managing the project schedule for future county implementations and support activities for the four counties in which Odyssey has already been implemented.

Although work on project activities related to future county implementations is progressing on schedule, concerns remain with over-allocation of resources and the potential for problems related to quality of deliverables, including the possibility of incomplete deliverables.

To return to Executive Dashboard, click: #ExecDashboard

Category:	Project Management and Sponsorship	Aug 2015	Sept 2015	Oct 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.

To return to Executive Dashboard, click: #ExecDashboard

Category:	Project Management and Sponsorship	Aug 2015	Sept 2015	Oct 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.

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.

To return to Executive Dashboard, click: #ExecDashboard

Category:	**Project Management and Sponsorship**	**Aug 2015**	**Sept 2015**	**Oct 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 a minimum level. With the filling of the SC-CMS Deputy Project Manager position, additional focus may be placed on the management of risks, issues, changes, and decisions.

To return to Executive Dashboard, click: #ExecDashboard

Category:	**Project Management and Sponsorship**	**Aug 2015**	**Sept 2015**	**Oct 2015**
Area of Assessment:	**Budget**	**No Risk Identified**	**No Risk Identified**	**No Risk Identified**
Urgency:	**N/A**			

Observation: In August, the JISC gave the SC-CMS Steering Committee authority to make decisions on county spending for the three Early Adopter Counties within a $125K budget.

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.

To return to Executive Dashboard, click: #ExecDashboard

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Software

Category:	**Software**		**Aug 2015**	**Sept 2015**	**Oct 2015**
Area of Assessment:	**Software Integrations**		**Risk Being Addressed**	**Risk Being Addressed**	**No Risk Identified**
Urgency:	**N/A**				

Observation/Risk: The risk related to completion of the integration components that synchronize party data between Odyssey and other AOC judicial information systems (JIS) that we have noted for several months has, for the most part, been resolved. Work towards completion and refinement of the integration components and data problems continued up through Early Adopter Go-Live and was successfully implemented in October. Integration with the Early Adopter document management systems and with their local systems was also completed successfully.

To return to Executive Dashboard, click: #ExecDashboard

Category:	**Software**		**Aug 2015**	**Sept 2015**	**Oct 2015**
Area of Assessment:	**Software Development and Configuration**		**No Risk Identified**	**No Risk Identified**	**No Risk Identified**
Urgency:	**N/A**				

Observation: Configuration of Odyssey for the Early Adopter Counties was completed in October for the November Go-Live event. Configuration for future counties will be performed prior to their Go-Live events. It is anticipated that modifications to statewide and local configurations will be made as the counties become more familiar with the new system in the coming months. Significant changes to the configuration will be approved by the CUWG and will be processed through the Change Management process.

To return to Executive Dashboard, click: #ExecDashboard

Category:	**Software**		**Aug 2015**	**Sept 2015**	**Oct 2015**
Area of Assessment:	**Information Retrieval and Reporting**		**No Risk Identified**	**No Risk Identified**	**No Risk Identified**
Urgency:	**N/A**				

Observation: Requirements gathering, analysis, and development of SC-CMS reports has been on-going since the early stages of the project. A minimum set of reports was made available for the Pilot and Early Adopter Counties. Additional reports will be developed as needed to fulfill requirements as they are identified for the upcoming and implemented counties.

The Odyssey Portal was implemented for the Pilot and Early Adopter Counties to provide case information access to selected members of the public, including attorneys and title companies. The public will continue to use JIS-Link to access case information for counties where Odyssey has yet to be implemented.

To return to Executive Dashboard, click: #ExecDashboard

	Data			

Category:	**Data**	**Aug 2015**	**Sept 2015**	**Oct 2015**
Area of Assessment:	**Data Preparation**	**Risk Being Addressed**	**Risk Being Addressed**	**Risk Being Addressed**
Urgency:	**Serious Consideration**			

Observation/Risk: 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) that will be used by counties to clean the data. The preparation of data for conversion is typically a long, tedious activity that should be started as early as possible since the county resources that are allocated to data clean-up also have daily operations responsibilities. If counties do not allocate sufficient resources to data preparation activities, data problems will be transferred to the new system.

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.

To return to Executive Dashboard, click: #ExecDashboard

Category:	**Data**		Aug 2015	Sept 2015	Oct 2015
Area of Assessment:	**Data Conversion**		**No Risk Identified**	**No Risk Identified**	**No Risk Identified**
Urgency:	**N/A**				

Observation: Conversion activities including validation of converted data were completed in October for Early Adopter Counties.

The Project Team continues to work with other counties on conversion readiness activities, including converting documents for incorporating into Odyssey.

To return to Executive Dashboard, click: #ExecDashboard

Infrastructure

Category:	Infrastructure		Aug 2015	Sept 2015	Oct 2015
Area of Assessment:	Statewide Infrastructure		No Risk Identified	No Risk Identified	No Risk Identified
Urgency:	N/A				

Observation: The project completed readiness preparations in October 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.

To return to Executive Dashboard, click: #ExecDashboard

Category:	Infrastructure		Aug 2015	Sept 2015	Oct 2015
Area of Assessment:	Local Infrastructure		No Risk Identified	No Risk Identified	No Risk Identified
Urgency:	N/A				

Observation: Local infrastructure readiness activities were completed in October for Early Adopter Counties.

The SC-CMS project team is working with counties where Odyssey will be implemented in the future 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. Purchases of additional workstation and server hardware are being made as needed to fulfill infrastructure requirements.

To return to Executive Dashboard, click: #ExecDashboard

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
  - PMO Processes: Change, Risk, Issue, Quality Management
- ***People***
  - Staffing
  - Stakeholder Engagement and Organizational Change Management
  - Business Processes / System Functionality
  - User Support and Operations
  - Contract Management / Deliverables Management
- ***Software***
  - Software Integrations
  - Software Development and Configuration

- o Information Retrieval and Reporting
- *Data*
    - o Data Preparation
    - o Data Conversion
- *Infrastructure*
    - o Statewide Infrastructure
    - o Local Infrastructure

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 Update

Kevin Ammons, PMP
Program Manager (Interim)

December 4, 2015

Staffing and Vendor Updates

✓ Hired Project Manager – Som Gollakota

✓ Hired Tester – Amy Hunter

✓ Hired Business Analysts - Kim Bush and Kristal Rowland

- Finalizing RFP for Quality Assurance Vendor

  - Target release date Dec 15

- Drafting RFP for integration vendor to define and deliver Data Integration and Data Validation solutions

Recent Activities (EDR Core)

✓ EDR Portal updated with critical information and processes for on-boarding of courts

    ✓ https://edrp.courts.wa.gov/ is the key site for information related to the EDR

✓ Deployed baseline version of the EDR enabling AOC and King County teams to begin initial testing

✓ Completed updates to the EDR security model

• Began work on audit logging capability for the EDR

Recent Activities (EDE Program)

✓ Completed impact analysis for DISCIS and SCOMIS

✓ Determined that no critical path dependencies exist between work required in the Data Warehouse and King County District Court go live event

- Started analysis of JABS application and changes required for EDR

- Procurement development for multiple vendor solicitations

Active Project Risks

Total Project Risks		
Low Exposure	**Medium Exposure**	**High Exposure**
6	3	4

Significant Risk Status

Risk	Probability/Impact	Mitigation
New Business Processes	High/High	Significant changes to court business processes may be required due to required application changes
JABS Response Time	High/High	JABS response times when accessing Odyssey data have been slow and solution must be identified in order to deploy changes

Active Project Issues

Total Project Issues			
Low Urgency	**Medium Urgency**	**High Urgency**	**Closed**
1	2	1	0

Significant Issues Status

Issue	Urgency/Impact	Action
Resource Shortages amongst developers, business analysts, solution architects and others	High/High	Using project funds to recruit and contract, but finding a mix of required skills and knowledge of AOC systems is problematic

Project Milestones

Milestone	Date
KCDC System Selection/Procurement	*December 2015*
KCDC Pilot Go Live	*February 2017*
✓ *King County Clerk's Office RFP Published*	*August 2015*
King County Clerk's Office Go Live	*January 2018*

AOC Milestones	
✓ EDR Development Environment Available to King Co.	August 2015
Publish QA RFP	December 2015
Complete Solution Analysis for All Systems	January 2016
Freeze Standard Data Elements	February 2016
EDR Development Complete	June 2016

Interim Process for Requesting Updates to the JIS Data Standards

Special Note:
Due to the criticality of the pilot implementation of the Expedited Data Exchange (EDE), this process describes the provisional approval of changes to the JIS Data Standards. Changes approved via this process will be in force for the EDE pilot court, King County District Court (KCDC), and the early adopter, the King County Clerk's Office. The changes will not be applicable to other courts unless and until the change is adopted by the JISC.

If the project team originating the change needs a decision before the next scheduled EDE Project Steering Committee meeting, meetings of the Technical Working Group and the Project Steering Committee may be convened by teleconference for purposes of deciding on the request.

Purpose:
During the Expedited Data Exchange pilot implementation and early adopter, the JIS Data Standards may at times be found to not include elements which the courts determine should be shared statewide. This process defines the steps and authorities required to make provisional modifications to the JIS Data Standards.

Contact:
EDE Program Manager, AOC/ISD.

Affected:
This policy affects the EDE pilot court, King County District Court, and early adopter, the King County Clerk's Office, as described in the Special Note above.
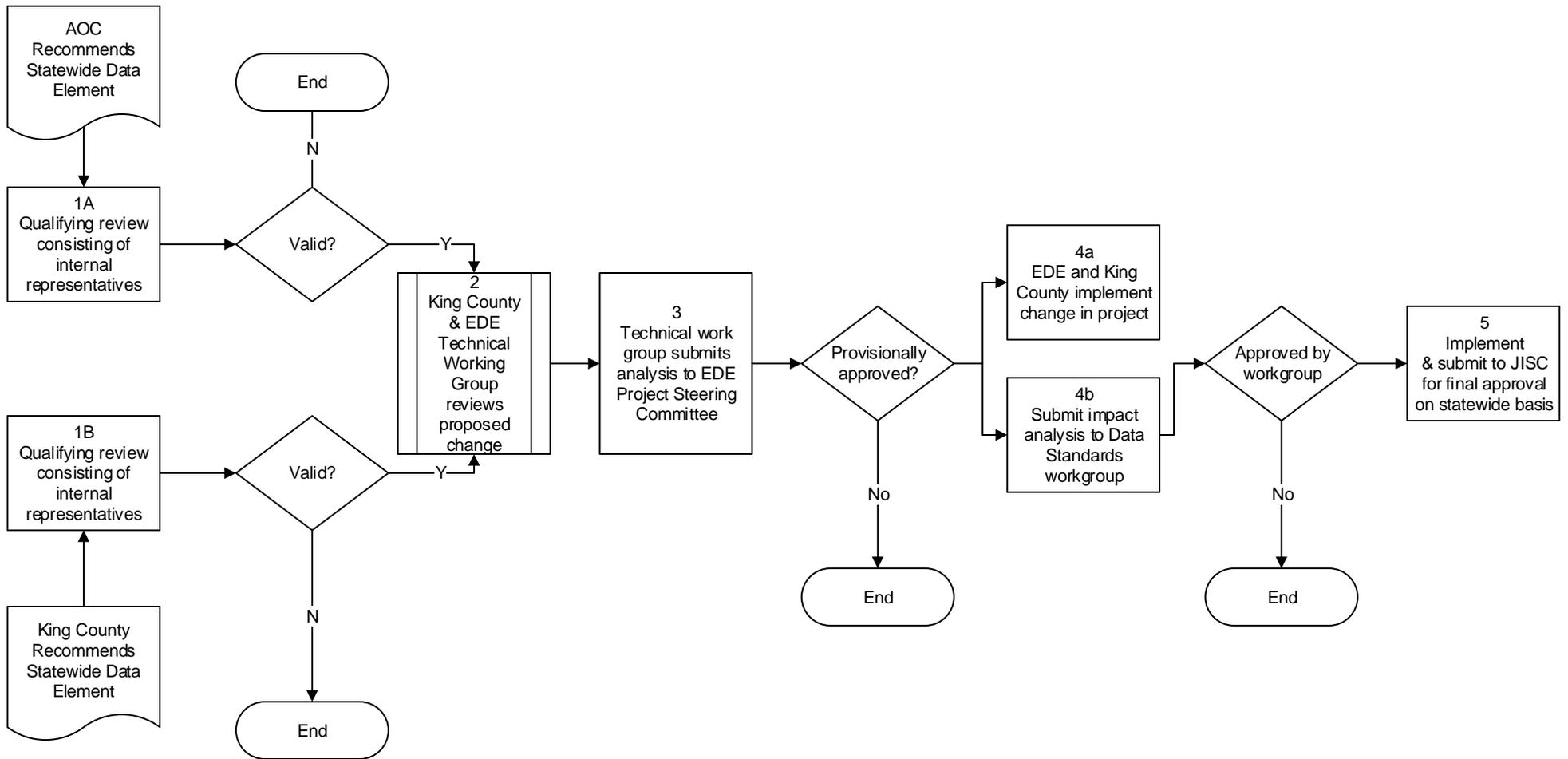
Ownership:
The Data and Development Section of AOC/ISD is primarily responsible for maintaining this interim policy. They will also be responsible for managing the state-wide change process identified in the JIS Data Standards.

Process:
Once it has been determined by the project teams that a change is required to the JIS Data Standards.

1. The proponent (KCDC project team, King County Clerk's Office project team or AOC project team) of the change prepares an issue statement clearly outlining the necessity for the change, the repercussions of not making the change, and the date by which the change is needed. The item is vetted and determined to be valid by the originating entity, either AOC or King County.

2. The requestor brings the proposal to the King County and AOC Technical Working Group. They review and forward the request to the steering committee.

3. The EDE Program Manager brings the proposal to the EDE Project Steering Committee. The committee reviews the request and approves, denies or modifies the request. Approval at this point is "provisional", meaning the project will incorporate the change but it is not binding on any other courts.

   a. If approved, the project incorporates the data element in the EDR and appropriate services.

   b. If modified, the project incorporates the modified request in the EDR and appropriate services.

   c. If denied, the request is considered closed.

4. The EDE Program Manager convenes the JIS Data Standards workgroup and presents the change to that body. The workgroup reviews the request and may move it forward to the JISC for statewide implementation or choose to not move forward. Not moving forward still allows the project team to use the data element, but does not change the JIS Data Standards.

5. If approved by the JIS Data Standards workgroup, the EDE Program Manager then takes the request to the JISC. If the JISC confirms the change, the JIS Data Standards will be updated to reflect the change and it will be binding on all courts which use an alternative electronic court record system to provide the data if it is available. If the JISC denies the change, the project teams may still exchange the data but it will not change the JIS Data Standards.

Interim Process for Requesting Updates to the JIS Data Standards for Local Automated Court Record Systems.

AOC Recommends Statewide Data Element

End

N

1A
Qualifying review consisting of internal representatives

Valid?

Y

2
King County & EDE Technical Working Group reviews proposed change

3
Technical work group submits analysis to EDE Project Steering Committee

Provisionally approved?

No

End

4a
EDE and King County implement change in project

4b
Submit impact analysis to Data Standards workgroup

Approved by workgroup

No

End

5
Implement & submit to JISC for final approval on statewide basis

1B
Qualifying review consisting of internal representatives

Valid?

Y

N

End

King County Recommends Statewide Data Element

Judicial Information System Committee Meeting, December 4, 2015

DECISION POINT – Approval of the Interim Process for Requesting Updates to the JIS Data Standards for Local Automated Court Record Systems.

MOTION:

- I move that the JISC approve the interim process for requesting updates to the JIS Data Standards as recommended from the Expedited Data Exchange (EDE) Project Steering Committee.

I. BACKGROUND

The current JIS Data Standards were introduced to the JISC at their June 27, 2014 meeting. The JIS Data Standards contain the general and specific data elements that local automated court record systems must send to the AOC Enterprise Data Repository (EDR) for sharing on a statewide basis. The statewide standards are necessary to ensure the availability and integrity of statewide information on which all courts, judicial partners, AOC, and the general public depend.

The standards were approved at that meeting, subject to the condition that AOC would continue to gather input from concerned parties over the summer months and would provide that feedback to the JISC at their next meeting in September. AOC continued to meet with the stakeholder groups (King County Clerk, Pierce County Clerk, King County District Court, Spokane District Court, and Seattle Municipal Court) throughout August and reported back at the September JISC meeting. Modifications were made to the standards based on the stakeholder's feedback. A revised JIS Data Standard for Local Automated Court Record Systems was approved by the JISC at their October 24, 2014 meeting. That standard specified that changes to the contents of the standard were to be proposed and approved through the ITG process.

II. DISCUSSION

Both King County District Court and the King County Clerk's Office have chosen to implement their own local case management systems. In July of 2015, the Legislature provided funding for AOC to work with King County representatives on a joint project known as the Expedited Data Exchange. The purpose of the project is to ensure the proper technical architecture is in place to enable the sharing of statewide data once King County District Court has implemented their own case management system. They are to be the "pilot" court for the Information Networking Hub (INH) and Enterprise Data Repository (EDR).

As the technical teams are meeting, they may discover important information that is missing from the standard. In that case, the technical team would bring the issue and justification to add a missing data element to the Project Steering Committee for their review and approval.

The project team would incorporate the change on a provisional basis and then forward the change through the broader work group and to the JISC for final approval and inclusion in the standard. This proposed process is necessary for quick action due to the urgency of the timeline for this project.

III. OUTCOME IF NOT PASSED

New data elements that may be necessary for the King County CMS implementations will be delayed while AOC schedules meetings with other stakeholder groups to vet the proposal to add a new data element to the standard. This will impact the timeline/schedule for King County.
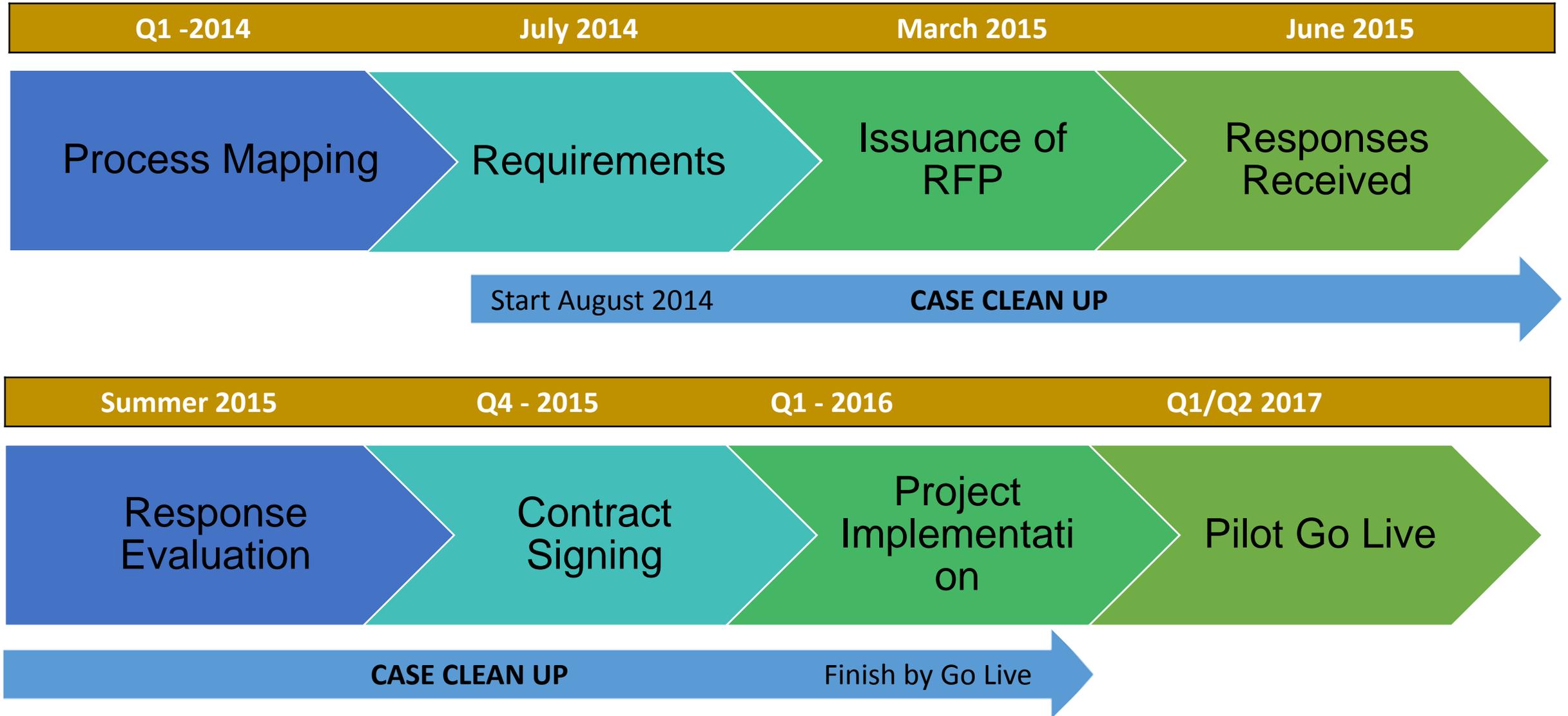
King County District Court is still in the procurement process and has completed the following evaluation milestones:

Vendor Demos were completed in September/October

KCDC completed extensive reference calls and emails

KCDC completed site visits in three states to view the systems in operation

KCDC is now in the process of analyzing the responses and reference materials to complete the final scoring process.

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

Project Update

Martin Kravik, Project Manager

December 4, 2015

Recent Activities

Activity	Complete?
Iteration A – Base System and Document Structure	Y
Iteration B – Workview (Case Management) & Associated Workflows	N
Iteration C – Motion, Petition, Judicial and Disposition Workflows	N
Iteration D – Remaining Workflows	N
Document Conversion	N
eFiling Modifications	N
JIS Link Modifications	N

Recent Activities (cont.)

✓ Iteration B test system was turned over to AOC on October 30, 2015.

✓ AOC spent two weeks in getting the test system prepped for User Acceptance Testing (UAT).

✓ Court staff training occurred during November 16-19, 2015.

• UAT began on November 23, 2015.

• First phase of modifications to eFiling is complete.

Next Steps

- Iteration B UAT continues until January 22, 2016.

- Project Executive Steering Committee will decide if Iteration B is accepted.

- Following successful completion of Iteration B, the remaining scope, schedule, and cost will be renegotiated with the vendor.

- Perform a pilot of the new eFiling system with specific Supreme Court filers.

Project Milestone Schedule

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.

Project Milestones

Milestone	Date
✓ Functional Specification Document accepted	August 2014
✓ Iteration A - Base System and Document Structure	December 2014
Iteration B – WorkView and Associated Workflows	January 2016
Iteration C – Motion, Petition, & Judicial Workflows	June 2015
Iteration D – Remaining 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
December 4, 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

✓ Completed Iteration 1 Implementation in all CLJ courts
- o 190 Courts processed
- o Preliminary Rules deployment (including existing rules, plus eTicket and VRV compliance rules)

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

✓ Changed Case Disposition (CSD) Screen to activate Permanent Retention Flag for all courts – October 4, 2015

✓ Provided non-commit reports to Pilot Courts

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

- Iteration 2 New Rules Implementation in Pilot Courts – January, 2016

  - Everett Municipal Court, Yakima Municipal Court, Cowlitz District Court and Thurston District Court

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

Project Update

Michael Walsh, PMP - Project Manager

December 4, 2015

Recent Activities

- ✓ Requirement gathering activities are completed for all court business areas.

- ✓ Examined the market for case management solutions that can meet the capability and capacity needed for the district and municipal courts and probation departments.

  - ✓ The Project Steering Committee endorsed proceeding with an open competitive procurement

Work in Process

- We are in the process of finalizing all RFP Requirements.

    - Business, Technical, Management, Administration, and Service delivery

- We are working with the Project Steering Committee and the AOC Contract Office on procurement planning and scheduling.

Acquisition Approach

Plan → Finalize Requirements → Develop RFP → Publish RFP → Evaluate Proposals → Select Best Choice → Negotiate Contract
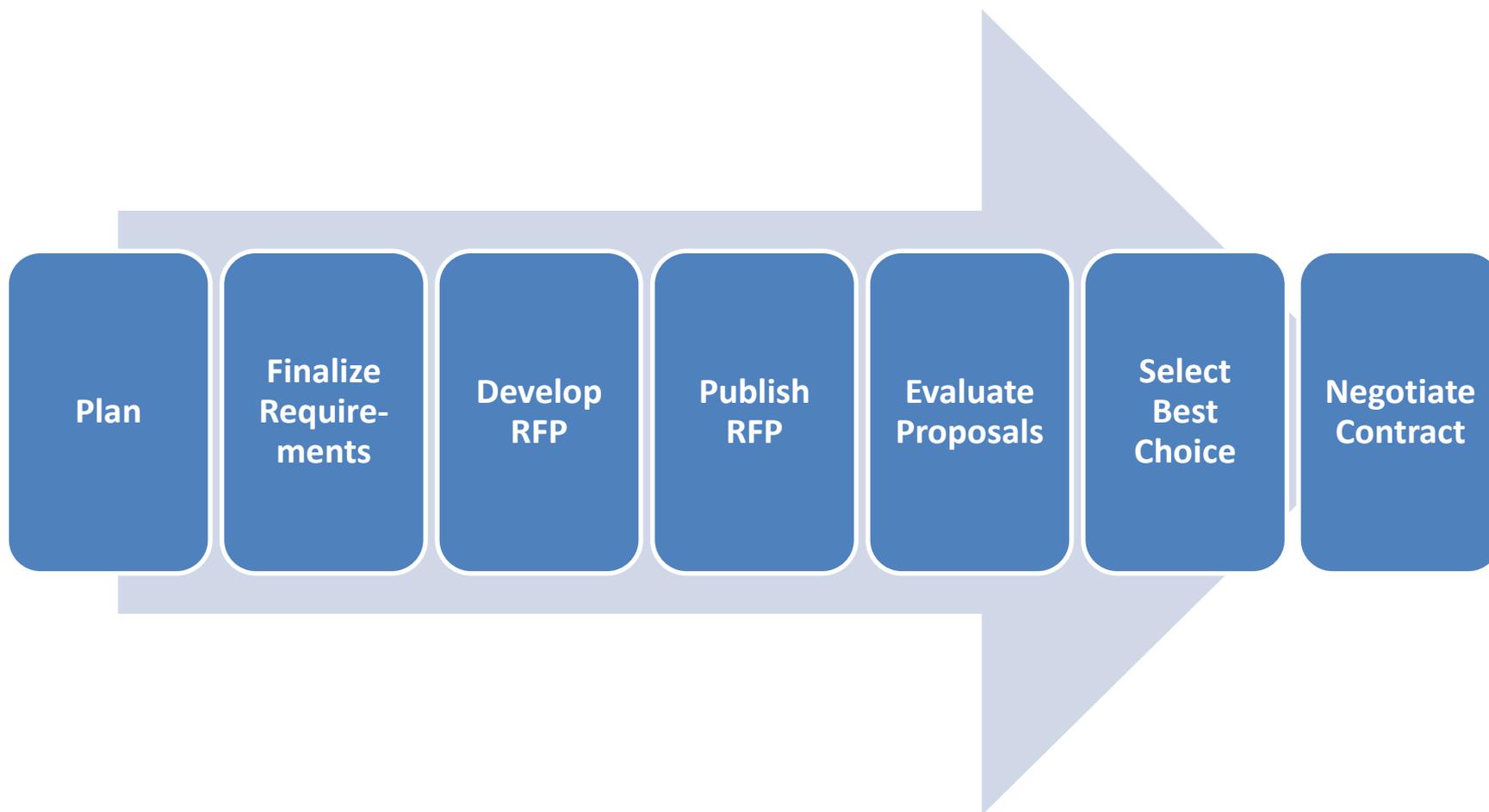
Key Acquisition Roles
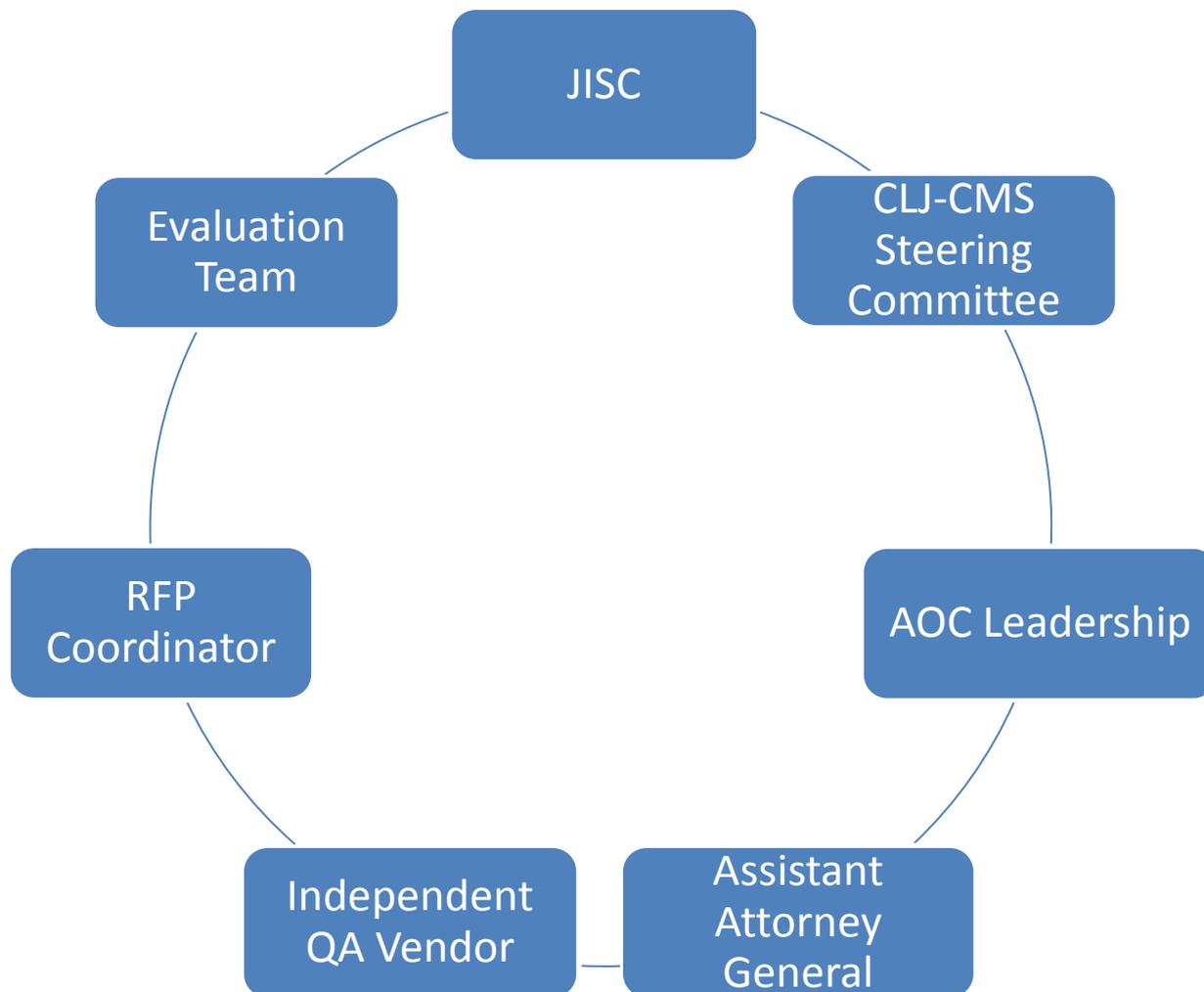
Active Project Risks

Total Project Risks		
Low Exposure	**Medium Exposure**	**High Exposure**
0	3	0

Significant Risk Status

Risk	Probability/Impact	Mitigation

Active Project Issues

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

Significant Issues Status

Issue	Urgency/Impact	Action

Next Steps

Milestone	Date
Finalize requirements for RFP	February 2016
Finalize acquisition planning and schedule	March 2016
Start the RFP Process	April 2016

Completed JIS IT Governance Requests

No ITG requests completed

Status Charts

Requests Completing Key Milestones

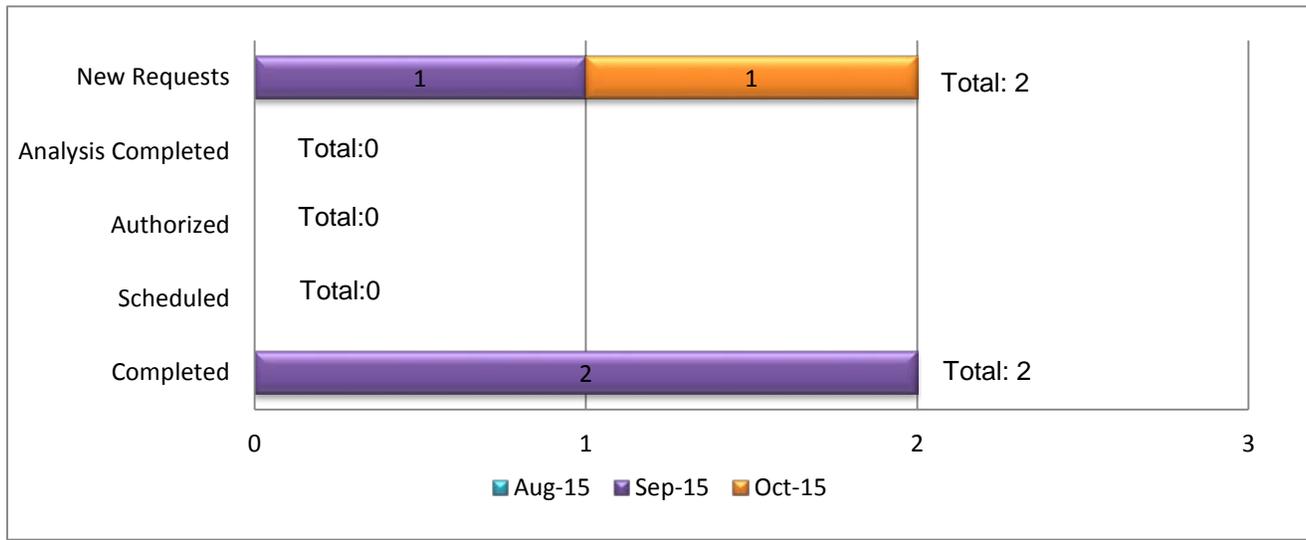|	Aug-15	Sep-15	Oct-15	
New Requests		1	1	Total: 2
Analysis Completed	Total:0			
Authorized	Total:0			
Scheduled	Total:0			
Completed		2		Total: 2

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	3	Data Dissemination Committee	2
Washington State Association of Juvenile Court Administrators	3	Codes Committee	5
District & Municipal Court Judges Association	3	Administrative Office of the Courts	4
Misdemeanant Corrections Association	0		

Court Level User Group	
Appellate Court	1
Superior Court	5
Courts of Limited Jurisdiction	10
Multi Court Level	8

Status of Requests by CLUG

Completions Since ITG Inception

CLUG	Scheduled	Completed	In Progress	Authorized
Multi-Level		9		6
Appellate		3	1	
Superior Court		8	2	2
CLJ		14	3	6

Legend: ■ Scheduled ■ Completed ■ In Progress ■ Authorized
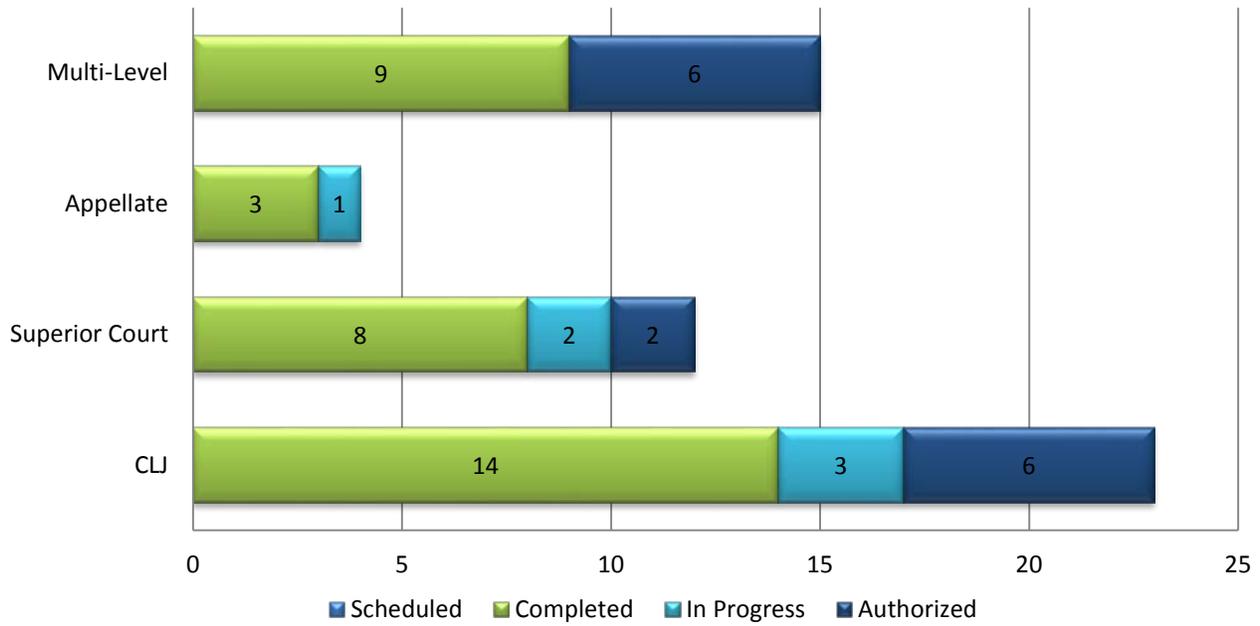
Status of Requests by Authorizing Authority

Completions Since ITG Inception

Authority	Scheduled	Completed	In Progress	Authorized
JISC		3	4	5
Administrator		9	1	5
CIO		22	1	4

Legend: ■ Scheduled ■ Completed ■ In Progress ■ Authorized
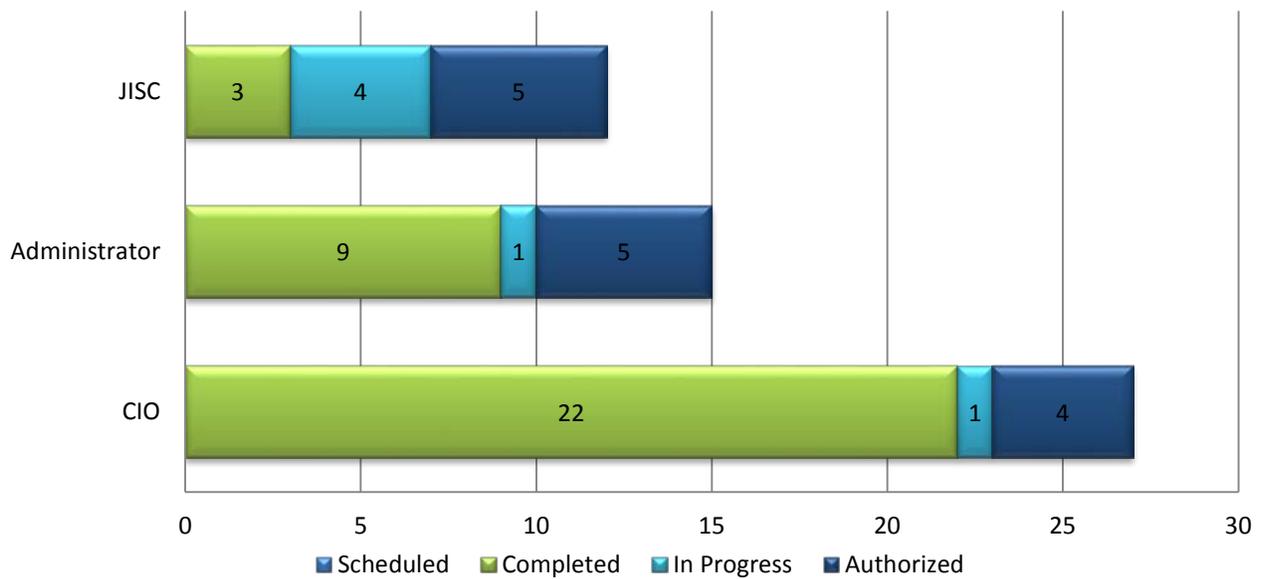
JISC Priorities

Priority	ITG #	Request Name	Status	Approving Authority	CLUG Importance
1	2	Superior Court Case Management System	In Progress	JISC	High
2	45	Appellate Court ECMS	In Progress	JISC	High
3	41	CLJ Revised Computer Records and Destruction Process	In Progress	JISC	High
4	102	Request for new Case Management System to replace JIS	In Progress	JISC	High
5	27	Expanded Seattle Municipal Court Case Data Transfer	Authorized	JISC	High
6	62	Automate Courts DCXT Table Entries	Authorized	JISC	Medium
7	7	SCOMIS Field for CPG Number	Authorized	JISC	High
8	26	Prioritize Restitution recipients	Authorized	JISC	Medium
9	31	Combine True Name and Aliases for Timepay	Authorized	JISC	Medium

Current as of October 31, 2015

Appellate CLUG Priorities

Priority	ITG #	Request Name	Status	Approving Authority	CLUG Importance
1	45	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	7	SCOMIS Field for CPG Number	Authorized	JISC	High
3	158	Implementation of MAYSI 2	In Progress	CIO	High
Non-Prioritized Requests					
N/A	2	Superior Court Case Management System	In Progress	JISC	High

Current as of October 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	In Progress	JISC	High
2	27	Expanded Seattle Municipal Court Case Data Transfer	Authorized	JISC	High
3	41	CLJ Revised Computer Records Retention and Destruction Process	In Progress	JISC	High
4	106	Allow Criminal Hearing Notices to Print on Paper and allow edits	In Progress	Administrator	Medium
5	32	Batch Enter Attorney's to Multiple Cases	Authorized	CIO	Medium
6	68	Allow Full Print on Docket Public View Rather than Screen Prints	Authorized	Administrator	Medium
7	46	CAR Screen in JIS	Authorized	CIO	Medium
8	31	Combine True Name and Aliases for Timepay	Authorized	JISC	Medium
9	26	Prioritize Restitution Recipients	Authorized	JISC	Medium

Current as of October 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	62	Automate Courts DCXT Table Entries	Authorized	JISC	Medium
5	141	Add Bond Transferred Disposition Code	Authorized	CIO	Medium
Non-Prioritized Requests					
N/A	3	Imaging and Viewing of Court Documents	Authorized	Administrator	Not Specified

Current as of October 31, 2015