



WASHINGTON
COURTS

Judicial Information System Committee (JISC)
Friday, June 25, 2021 (10:00 a.m. – 11:35 p.m.)

[Register in advance for this meeting:](#)

[June 25th JISC Meeting Registration Link](#)

Once registered, you will receive a confirmation email with details on how to join the meeting. Additional Zoom tips and instructions may be found in the meeting packet.

AGENDA

1.	Call to Order a. Introductions b. Approval of Minutes c. Bob Taylor's Last Meeting (term ending) d. Ramsey's Upcoming Retirement (July 31, 2021)	Justice Madsen, Chair	10:00 – 10:10	Tab 1
2.	Introduction of AOC's New Associate Director of the Office of Judicial and Legislative Relations	Ms. Dawn Marie Rubio, State Court Administrator	10:10 – 10:15	
3.	JIS Budget Update a. 19-21 Budget Update b. 21-23 JIS Budget Allocations c. 2022 Supplemental Budget Schedule		10:15 – 10:20	Tab 2
4.	Decision Point: Proposed Amendment to JISC Bylaws: Article 6 – Executive Committee	Ms. Vicky Cullinane, Business Liaison Ms. Paulette Revoir, Administrator, Lynnwood Municipal Court	10:20 – 10:35	Tab 3
5.	JIS Priority Project #1 (ITG 102): Courts of Limited Jurisdiction Case Management System (CLJ-CMS) a. Project Update b. QA Assessment Report	Ms. Cat Robinson, PMP Mr. Allen Mills, Bluecrane	10:35 – 11:15	Tab 4
6.	WSP Modernization Go-Live – W3 (ITG 242)	Mr. Kevin Ammons, PMP	11:15 – 11:20	
7.	Committee Reports Data Dissemination Committee (DDC)	Judge John Hart, Chair	11:20 – 11:30	Tab 5
8.	Meeting Wrap Up	Justice Madsen, Chair	11:30 – 11:35	
9.	Informational Materials			Tab 5

	a. Board for Judicial Administration (BJA) Meeting Minutes			
	b. ITG Status Report			

Persons with a disability, who require accommodation, should notify Anya Prozora at Anya.Prozora@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, as requested.

Future Meetings:

2021 – Schedule

August 27, 2021

October 22, 2021

December 3, 2021

June 25th Judicial Information System Committee (JISC) Meeting

- All audio has been muted.
- Anya Prozora will start the meeting with roll call, and you will be asked to unmute yourself.
 - *Please mute your audio after roll call.*
- Only JISC Members should have their video feeds on for the duration of the meeting.
- Please leave your video feed **turned off unless you are asking a question and speaking.**
 - **Please mute yourself and turn off your video once you are done speaking.**
- Zoom allows you to hide non video participants should you wish, generally in “More” option on mobile devices or “...” next to a non video participant or in your video settings on a PC.
- If you join the meeting late please wait until you are asked to be identified.

JISC Zoom Meeting Instructions

When: June 25, 2021, 10:00 AM Pacific Time

Register in advance for this meeting:

[June 25th JISC Meeting Registration Link](#)

After registering, you will receive a confirmation email containing information about joining the meeting.

- In order to attend the Judicial Information System Committee (JISC) meeting you will be **required to register in advance.**
 - After registration you will receive an email with your options to attend the meeting.
 - You can attend via a computer, cellphone, or tablet
 - **All video should be disabled** except for the JISC Chair, Vice Chair, and the presenters (**please do not turn on your video feed during the meeting**)
 - You can use the audio from your laptop, cellphone and tablet or use the dial in numbers provided in the registration email
 - It is recommended you download the Zoom app for the best experience viewing the meeting materials
 - You do **not have to sign in to join the meeting – Click “not now” if prompted**
 - Once you have entered in the required information you will be placed on hold until admitted into the meeting.
1. **Attendance via laptop** – Using your laptop microphone and speakers
 - a. Click on “Click Here to Join”
 - b. Click “Open Zoom” or Cancel and Click “join browser” at the bottom of the screen
 - c. Enter the meeting password from the registration email
 - d. Laptops will generally ask to test your computer audio and microphone.
 - e. Once you have confirmed your audio and microphone work you can close this window and wait for the meeting to start
 - f. Once you have been admitted to the meeting you can choose to join with your Computer Audio or Phone Call
 - g. Choose Computer Audio if your sound settings you tested worked
 - h. Choose Phone Call
 - i. Choose one of the numbers provide
 - j. When prompted enter the meeting ID
 - k. When prompted enter your **unique** participant ID
 - l. **IF** prompted enter the meeting password (you may not be prompted to do this)
 - m. Confirm you want to join with dial in rather than computer audio
 2. **Attendance via Desktop** (No computer audio) – Using the dial in conference number
 - a. Click on “Click Here to Join”
 - b. Click “Open Zoom” or Cancel and Click “join browser” at the bottom of the screen
 - c. Enter the meeting password from the registration email
 - d. Choose “Phone Call” if prompted on the next screen
 - e. Choose one of the numbers provide
 - f. When prompted enter the meeting ID
 - g. When prompted enter your **unique** participant ID
 - h. **IF** prompted enter the meeting password (you may not be prompted to do this)
 3. **Attendance via cellphone/tablet** – Download the Zoom app for IOS or Android

- a. Make note of the password prior to clicking on the link from your phone or tablet
 - b. Click on “Click Here to Join”
 - c. Choose Zoom if the app does not automatically open
 - d. Enter the meeting password
 - e. Wait to be admitted to the meeting
 - f. IF not prompted once admitted to the meeting Click “Join Audio” at the bottom of the screen and choose “Call via Device Audio” (IOS users may see a different set up choose “Call using Internet Audio” if given the option)
 - g. At the bottom of the screen you will have the option to unmute yourself
 - h. If you wish to view the meeting on your phone/tablet **only** and choose to use your cell phone for audio, then choose the dial in option for Android or IOS and follow the steps in **#2 d through h above**.
 - i. If the audio and other options disappear, tap the screen and they will be available to edit
- 4. Attend via Dial in only**
- a. Choose one of the Telephone numbers listed on your registration email
 - b. Enter the Meeting ID when prompted
 - c. Enter # at the next prompt (you will **not** have a Participant ID when attending via telephone only)
 - d. Enter the meeting Password when prompted
 - e. Wait to be admitted into the meeting

Below is a helpful YouTube tutorial on joining a Zoom Meeting.

<https://www.youtube.com/watch?v=hIkCmbvAHQQ&feature=youtu.be>

JUDICIAL INFORMATION SYSTEM COMMITTEE

April 23, 2021
10:00 a.m. to 12:00 p.m.
Online Zoom Meeting

Minutes

Members Present:

Justice Barbara A. Madsen, Chair
Judge Scott K. Ahlf
Ms. Mindy Breiner
Mr. Joseph Brusic
Mr. Derek Byrne
Judge John Hart
Judge Kathryn Loring
Mr. Frank Maiocco
Ms. Barb Miner
Chief Brad Moericke
Judge Robert Olson
Ms. Paulette Revoir
Ms. Dawn Marie Rubio
Mr. Bob Taylor
Judge Lisa Worswick
Ms. Margaret Yetter

Members Absent:

Mr. Dave Reynolds

AOC Staff Present:

Mr. Kevin Ammons
Ms. Tammy Anderson
Mr. Phil Brady
Mr. Kevin Cottingham
Ms. Vicky Cullinane
Ms. Vonnie Diseth
Mr. Curtis Dunn
Mr. Rob Eby
Ms. Christy Hunnefield
Mr. Mike Keeling
Ms. Hayley Keithahn-Tresenriter
Mr. Martin Kravik
Mr. Dirk Marler
Mr. Dexter Mejia
Ms. Anya Prozora
Mr. Ramsey Radwan
Mr. Ian Roberts
Ms. Cat Robinson

Guests Present:

Mr. Devon Connor-Green
Mr. Allen Mills
Ms. Heidi Percy
Mr. Christopher Shambro

Call to Order

Justice Barbara Madsen called the Judicial Information System Committee (JISC) meeting to order at 10:00 a.m. This meeting was held virtually on Zoom.

Justice Madsen introduced two new Committee members. Judge Lisa Worswick is with Division II of the Court of Appeals (COA) and replaces Judge J. Robert Leach. Mr. Derek Byrne is the Appellate Court Clerk for COA Division II and replaces Mr. Rich Johnson.

Meeting Minutes

Justice Madsen asked if there were any changes or additions to be made to the February 2021 meeting minutes. Hearing none, the meeting minutes were approved by the Committee.

JIS Budget Update

Mr. Ramsey Radwan provided updates on the 19-21 budget, 21-23 budget status, and revenue outlook. Everything is doing well, budgetarily. There is a projected balance to be left over that can be put back into the account to help with the next biennium. The March 17th revenue forecast was higher than previously forecast. There are currently no budget reductions that will impact us for the next biennium. The Senate budget had everything in it that the AOC and JIS requested, while the House did not fund all the requested items. While we are not getting everything requested, the number of items funded will

be more than were funded in the last five to six years. The only item of concern in the House budget is that they have tied the CLJ-CMS budget to the INH budget and put it under the Executive branch and the Office of Financial Management (OFM). This would cost more money, slow the project down, and cause AOC to have to amend the contracts in place. AOC is hoping this proviso will be eliminated.

AOC was awarded \$13.8 million in CARES funding, and there is still about \$2 million left. They meet weekly to distribute the remaining funds, and they are currently focusing on helping to resolve court backlogs. The new American Rescue Plan funding from Congress has the state giving \$2.6 billion to the counties and cities. A list was sent out this week to all of the presiding judges and court administrators showing how much has been allotted to each county and city. Mr. Radwan said that all of the courts should try to get funding from this for room rentals, personal protective equipment (PPE), and anything related to the pandemic and its impacts.

Operating budgets will be released in the next few days. The Legislature is balancing the budget right now. They may not appropriate all of the federal money, and they may hold some in abeyance. AOC has asked for \$85-102 million for impacts of COVID-19 for the trial courts. Mr. Radwan will send out the budget as soon as it is released.

Update on Equipment Replacement Committee

Mr. Ramsey Radwan updated the JISC on the newly established Equipment Replacement (ER) Committee. The ER Committee met for the first time on April 21, 2021. The committee members are: Mr. Radwan, Judge John Hart, Ms. Dawn Marie Rubio, Ms. Margaret Yetter, Ms. Linda Haggart, Mr. Frank Maiocco, Mr. Othniel Palomino, and Ms. Barb Miner. There was robust discussion, and the group will likely bring several recommendations to the JISC. The goal is to determine if the JISC should continue to fund equipment replacement; if courts that have purchased their own equipment should be given funds to replace equipment; and, if there is not enough funding, how should the body distribute what funds are available. Notes and additional information will be sent out to the members. The ER Committee plans to meet on the same schedule as the JISC. They plan to have a recommendation(s) to bring to the JISC in six to nine months.

Mr. Radwan added that the new federal money could be used for equipment if the replacement is tied to the COVID-19 pandemic. Any equipment purchased with CARES funding is not counted toward equipment replacement. Equipment owned by the city, county, court are owned separately and not a part of the cycle. Federal money could be used to help outside of the equipment replacement cycle if the money is for COVID-19-related expenses.

Legislative Update

Mr. Devon Connor-Green, the interim legislative liaison for AOC and the BJA, gave an update on the current Legislative session. The last major deadline was April 11th, and three major bills are still being worked. The Blake decision bill will go to the floor today (April 23rd). The budget will be announced on Saturday, April 24th and is set to be passed on Sunday.

Mr. Connor-Green provided further details on key bills that have court impacts. These include: 1320 – Civil Protection Orders, 5226 – Suspension of Licenses for Traffic Infractions, 1532 – Court Filing Fees,

and 1167 which concerns adding a ninth district judge to the Thurston County Superior Court. It was noted that the implementation timelines for 5226 have been successfully pushed back to help accommodate the substantial work needed for system and court processes changes, but funding remains unchanged.

Ms. Dawn Marie Rubio added that there has been significant movement toward attaching non-judicial branch related fees to infractions. The courts have become the collection agencies for receiving money for other branches of government (e.g.: the Brain Trauma Fund and the funding for the Department of Licensing). Discussions relating to this issue will occur at the BJA Leadership Summit in June.

Discussion on Proposed Amendment to JISC Bylaws: Article Six

Ms. Vicky Cullinane and Ms. Paulette Revoir introduced a proposed amendment to the JISC Bylaws, specifically regarding Article Six – Executive Committee. The current bylaws do not reflect the current practices of the JISC Executive Committee. They have not been changed in several years, and Justice Madsen asked that AOC review them for needed changes. Ms. Revoir expressed concern that there was not a trial court administrator in the membership of the Executive Committee of the JISC. The District and Municipal Court Managers Association (DMCMA) represents almost 300 courts in the state and the judges are not always involved in the day-to-day operations of the court. She requests that the Committee add a Superior Court Administrator and an Administrator from the Courts of Limited Jurisdiction to the Executive Committee.

Ms. Barb Miner provided an alternate revised version of the amendment from the Washington State Association of County Clerks (WSACC), which added back in subsection two and subsection seven to the revised Article Six.

The Committee discussed the two versions of the proposed amendment in further detail. Justice Madsen then asked that this item be brought back before the JISC in June for final discussion and decision.

JIS Priority Project #1 (ITG 102): Courts of Limited Jurisdiction – Case Management System (CLJ-CMS)

CLJ-CMS Project Update

Ms. Cat Robinson provided an update on the CLJ-CMS project. The project has been working with all of the CLJ courts across the state to ensure that the Merchant ID accounts, required to collect money from eFiling, are correctly established. The required paperwork has been provided to the courts and the team is currently in the process of receiving information back to establish the accounts. All of the pilot courts have completed the process and are currently working with a training site to get them familiar with the eFiling solution.

The project team has also been working with Tyler Technologies to ensure that the Odyssey CMS is correctly installed on the AOC servers. There will be five different environments installed, with two currently completed and one in progress. The team has also been conducting configuration sessions with Tyler. There are five sessions scheduled, three weeks apart. These sessions allow the project

team to work closely with the Tyler experts learning how to configure the system and then actually doing the configuration. Two of these sessions are complete with the remaining three scheduled. There has been a great deal of outreach to the eFiling community. A series of seven sessions with the Washington State Bar Association (WSBA) recently concluded. These were hosted by local judges and administrators and were successful with a large attorney population attending.

Quality Assurance Assessment Report

Mr. Allen Mills, with the project's QA vendor Bluecrane, provided an overview of the March QA Assessment Report for the CLJ-CMS project. The full report can be found in the JISC meeting packet under Tab 4.

JIS Priority Project #2 (ITG 252): Appellate Court – Enterprise Content Management System (AC-ECMS) – Phase II

Mr. Martin Kravik provided an update on the AC-ECMS project. Work continues on the development of electronic letter templates and on court workflow automation. The current focus is on completing the automation of attorney admission and discipline transactions from the WSBA. The technical solution for providing web-based access to court documents is nearing completion. Development is likely to be completed, however full roll-out will likely occur in the next biennium. Mr. Kravik also remarked on those aspects of the project that will not be completed by the end of the biennium. This includes the OnBase version upgrade. This upgrade, along with other additional work, will be accomplished by the AOC Appellate Applications and Operations team or conducted as new projects.

Mr. Kevin Ammons reported on two new web-based portals for the AC-ECMS project. One portal is for the use of the general public while the other is for certain case participants. Mr. Ammons explained what will be available for users on each portal, as well the restrictions on each. Finally, Mr. Ammons presented draft disclaimer language that will be used for each system.

JIS Priority Project #3 (ITG 27): Seattle Municipal Court CMS to EDR Data Exchange Update

Ms. Tammy Anderson gave an update on the Seattle Municipal Court (SMC) Case Management System to EDR Data Exchange project. The AOC EDR team continues to help familiarize and communicate to the new SMC project team the progression for meeting recommended milestones for mapping and sending data within the person category as identified in the JIS Standard Data Elements with supporting technical documentation. Both SMC and EDR teams meet weekly, with any additional meetings scheduled for specific technical or business assistance. AOC should begin to understand soon the percentage of completion mapping to the standards which will aid in the SMC project timeline and implementation schedule. Once data is being received into the EDR, both SMC and EDR business teams can begin reviewing their data through the test JABS application. The EDR team is working on many integration activities, including the start of onboarding support for CLJ-CMS project. Any schedule delays experienced by SMC will greatly impact these planned efforts as AOC cannot implement multiple case management systems to the EDR successfully at the same time. This is a potential risk for any onboarding effort. Additionally, the EDR business team will soon be welcoming two new EDR business analysts to fill the existing vacancies.

WSP Modernization – W3 (ITG 242)

Mr. Ammons provided an update on the Washington State Patrol (WSP) System Modernization project. He informed the JISC that WSP was replacing their criminal history system and changing the primary number used for linking arrests to dispositions from the Process Control Number to the Transaction Control Number (TCN). In order to accommodate the change, AOC made changes to most of its customer-facing systems. Mr. Ammons reported that these changes were completed by the end of February. The planned implementation date of the new WSP system is May 11, 2021.

Ms. Anderson provided an update on the WSP Disposition Data Exchange. The EDR technical team manages the WSP disposition data exchange (W2). As part of the WSP modernization project, the EDR technical team has implemented many enhancements to provide WSP with more disposition data as well as the ability to receive the new TCN format. The new execution of the W3 data exchange will be coordinated to coincide with their May 11th implementation date.

Data Dissemination Committee (DDC) Report

Judge John Hart provided an update on the work of the Data Dissemination Committee, which met earlier today. Meeting details and decisions can be found in the DDC minutes on the Washington Courts website.

Board for Judicial Administration (BJA) Report

The BJA minutes can be found in the JISC meeting packet under Tab 8.

Meeting Wrap Up & Adjournment

Justice Madsen adjourned the meeting at 11:59 am.

Next Meeting

The next meeting will be June 25, 2021, via Zoom from 10:00 a.m. to 12:00 p.m.

Action Items

	Action Items	Owner	Status

Administrative Office of the Courts
Information Services Division
Project Allocation & Expenditure Update
2019-2021 Allocation

Biennial Information as of 4/30/2021 (Fiscal Month 22)

Initiatives--JIS	TOTAL ALLOTTED	EXPENDED AND ENCUMBERED TO DATE	BALANCE
Courts of Limited Jurisdiction - Case Management System (CLJ-CMS)	\$13,482,274	\$4,859,287	\$8,622,987
Appellate Courts - Electronic Content Management System (AC-ECMS)	\$2,207,000	\$1,563,989	\$643,011
TOTAL 2019-2021	\$15,689,274	\$6,423,276	\$9,265,998

**Washington State Judicial Branch
2021-2023 Biennial Budget Request Comparison
Conference FINAL – April 2021**

Administrative Office of the Courts – State General Fund Requests				
Title	FTE	Amount Requested	Conference Proposal	Funding Flag
Judicial Needs Development	1.5	\$620,000	\$0	N/A
Funding is provided to develop a judicial needs weighted caseload study.				
Equity Research	1.0	\$301,000	\$301,000	Ongoing
Funding is provided to fund a research associate to focus on research related to historically marginalized groups.				
Behavioral Health Needs in the Court	4.0	\$1,071,000	\$1,071,000	Custom
Funding is provided to develop a statewide court Behavioral Health Response Team.				
New Judge Position – King County	1.0	\$318,000	\$331,000	Ongoing
Funding is provided to add a 54 th judge to King County Superior Court.				
Trial Court Legal Services	3.0	\$769,000	\$769,000	Custom
Funding is provided for additional legal staff who will provide legal research, legal materials and training to judicial officers.				
Court Equity and Access Team	5.0	\$1,518,000	\$1,518,000	Custom
Funding is provided to develop a statewide Court Equity and Access Team who will ensure equal access to civil justice.				
The LFO Calculator	0.0	\$61,000	\$61,000	Ongoing
Funding is provided to continue support of the Legal Financial Obligations (LFO) Calculator.				
Web Services Support	1.0	\$319,000	\$319,000	Ongoing
Funding is provided for additional Web Services staff support.				
Trial Court Funding Language Access	0.0	\$2,726,000	\$2,726,000	Ongoing
Funding is provided to expand the state Interpreter Reimbursement Program.				
Trial Court Security-CAPITAL Budget	1.0	\$0	\$750,000	One Time
Provide reimbursement for security equipment to select courts.				
SB 5160 Landlord Tenant Relations	2.0	\$0	\$9,010,000	Custom
Funding is provided for implementation of SB 5160-eviction resolution programs.				

**Washington State Judicial Branch
2021-2023 Biennial Budget Request Comparison
Conference FINAL – April 2021**

SB 5226 License Suspensions – Traffic Infrac.	0.0	\$0	\$44,000	One Time
Funding is provided for implementation of SB 5226-suspension of licenses for traffic infractions.				
SB 5331 Early Childhood Court Program	2.1	\$0	\$629,000	Ongoing
Funding is provided for implementation of SB 5331-early childhood court program.				
New Judge – Pierce County	1.0	\$318,000	\$331,000	Ongoing
Funding is provided for the ongoing costs of a Pierce County Superior Court judge position.				
New Judge – Thurston County	0.8	\$0	\$275,000	Ongoing
Funding is provided for the ongoing costs of a Thurston County Superior Court judge position.				
Temple of Justice Staff Relocation Costs	0.0	\$0	\$660,000	One Time
Funding is provided for staffing relocation costs while the Temple of Justice is renovated.				
Uniform Guardianship Act	0.0	\$0	\$8,000,000	Ongoing
Funding is provided to reimburse courts for costs incurred fulfilling attorney and court visitor needs created by the UGA.				
Thurston County Impact Fee	0.0	\$2,188,000	\$2,188,000	Ongoing
Funding is provided for ongoing reimbursement to Thurston County courts for the fiscal impact of state costs.				
Truancy Funding	0.0	\$0	-\$2,798,000	Ongoing
Transfers pass-through funding provided to school districts for the Becca program from the AOC to the OSPI.				
Blake LFO Aid Pool	0.0	\$0	\$23,500,000	One Time
Funding is provided to refund LFOs paid by defendants whose convictions or sentences were affected by the State v Blake decision.				
Blake Decision Court Expenses	0.0	\$0	\$44,500,000	One Time
Funding is provided to assist counties with costs related to the State v Blake decision.				
Civil Protection Orders	5.4	\$0	\$2,531,000	Custom
Funding is provided to implement ESSB 1320-civil protection orders.				
Counsel Youth Dependency	0.5	\$0	\$128,000	Ongoing
Funding is provided to implement SSB 1219-appoint of counsel for youth in dependency court proceedings.				

**Washington State Judicial Branch
2021-2023 Biennial Budget Request Comparison
Conference FINAL – April 2021**

Electronic Demo Juror Survey	0.0	\$0	\$300,000	One Time
Funding is provided for courts to conduct an electronic demographic survey for jurors who begin a jury term.				
Home Monitoring	0.0	\$0	\$300,000	One Time
Funding is provided for the Center for Court Research to study electronic home monitoring programs.				
Senate Bill 5476	0.0	\$0	\$4,500,000	One Time
ESB5476 contains an appropriation for the costs to operate municipal and district therapeutic courts.				

Total 2021-2023 SGF	27.8	\$10,209,000	\$101,944,000
----------------------------	-------------	---------------------	----------------------

Administrative Office of the Courts – JIS Requests				
Title	FTE	JIS Account	Conference Proposal	
Appellate Court (AC-ECMS)	5.0	\$2,000,000	\$2,000,000	Custom
Funding is provided to establish permanent staffing for the Appellate Court Information Systems.				
CLJ-CMS	34.0	\$16,835,000	\$16,835,000	Custom
Funding is provided to continue the implementation of the Courts of Limited Jurisdiction (CLJ) CMS.				
External Equipment Replacement	0.0	\$252,000	\$252,000	Custom
Funding is provided to replace aged computer equipment at the trial courts and county clerks offices.				
INH-EDR Future Integrations	0.0	\$500,000	\$500,000	One Time
Funding is provided for the Information Networking Hub – Enterprise Data Repository (INH-EDR).				
Internal Equipment Replacement	0.0	\$2,503,000	\$2,503,000	One Time
Funding is provided to replace end of life equipment and to improve performance of heavily used JIS services.				
Juvenile Court Portfolio Enhancements	3.5	\$1,032,000	\$1,032,000	Ongoing
Funding is provided to expand AOC staff to sustain support for and enhance the juvenile court application Portfolio.				

Total Information Tech. Requests-JISC Acct.	42.5	\$23,122,000	\$23,122,000
--	-------------	---------------------	---------------------

**Washington State Judicial Branch
2021-2023 Biennial Budget Request Comparison
Conference FINAL – April 2021**

**Total Administrative Office of the Courts
2021 – 2023 Biennial Budget Request**

Title	FTE	Amount	Conference Proposal
Total State General Fund Requests	27.8	\$10,209,000	\$101,944,000
Total Info. Tech. Requests (JIS Acct.)	42.5	\$23,122,000	\$23,122,000
Total All Requests	70.3	\$33,331,000	\$125,066,000

JUDICIAL BRANCH BUDGET DEVELOPMENT TIMELINE 2022 Supplemental Budget	
May 2021	
<ul style="list-style-type: none"> • Present 2022 supplemental budget schedule to BJA May 21, 2021. • Distribute 2022 supplemental budget instructions-May 2021. 	
June - July 2021	
<ul style="list-style-type: none"> • Present 2022 supplemental budget schedule to JISC June 25, 2021. • 2022 supplemental budget requests <u>that impact AOC due July 9, 2021.</u> • BJA Budget and Funding Committee (BFC) meeting(s) TBD. BFC will make priority recommendations to BJA on those state general fund budget requests that flow through the AOC. • Supreme Court Budget Committee meeting(s)-TBD. 	
August - September 2021	
<ul style="list-style-type: none"> • 2022 supplemental budget requests <u>that do not impact AOC due August 1, 2021.</u> • 2022 JIS supplemental budget request list reviewed and approved at the August 27, 2021 JISC meeting. • <u>All</u> final decision packages <u>due September 1, 2021.</u> • 2022 state general fund budget requests that flow through the AOC presented at the September 17, 2021 BJA meeting. • Present 2022 supplemental budget to Supreme Court for final approval-TBD. 	
October 2021	
<ul style="list-style-type: none"> • Final branch supplemental budget request forwarded to the legislature. 	

Proposed Amendments for JISC Bylaws—June 25, 2021

JIS Committee (JISC)

Bylaws

JUDICIAL INFORMATION SYSTEM COMMITTEE BYLAWS As amended September 6, 2013

Article One - Membership

Section 1: Members of the Judicial Information System Committee shall be appointed by the Chief Justice in accordance with the Judicial Information System Committee Rules (JISCR).

Section 2: The Committee by the adoption of a motion may designate ex-officio members. Ex-officio members shall not vote.

Article Two - Officers

Section 1: In accordance with JISCR 2(c) the Supreme Court Justice shall be the chair and the members of the committee shall elect a vice-chair from among the members who are judges.

Section 2: The chair, in addition to any duties inherent to the office of chair, shall preside at each regular or special meeting of the committee, sign all legal and official documents recording actions of the committee, and review the agenda prepared for each meeting of the committee. The chair shall, while presiding at official meetings, have full right of discussion and vote.

Section 3: The vice-chair shall act as chair of the committee in the absence of the chair.

Article Three - Meetings

Section 1: Regular meetings of the committee shall be held bi-monthly pursuant to schedule available through the Administrative Office of the Courts. The chair may, at his or her discretion, cancel a meeting. Meetings of the committee and all standing or special committees may be held by teleconference, videoconference, or any technology that allows all persons participating to hear each other at the same time.

Section 2: The chair may call a special meeting at any time. Notice of a special meeting must be given at least twenty-four hours before the time of such meeting as specified in the notice. The notice shall specify the time and place of the special meeting and the business to be transacted.

Section 3: Agenda - The agenda for all regular meetings of the committee shall be recommended by the ISD Director and approved by the chair.

Section 4: Records of Committee Action - All business transacted in official committee meetings shall be recorded in minutes and filed for reference with the Administrative Office of the Courts. A staff member from the Administrative Office of the Courts must attend all regular and special meetings of the committee, and keep official minutes of all such meetings. Official committee minutes will be distributed in a timely manner to all members and persons who request copies on a continuing basis.

Section 5: Parliamentary Procedure - Eight members of the committee shall constitute a quorum, and no action shall be taken by less than a majority of the committee members present. In questions of parliamentary procedure and other relevant matters not specifically provided for in these bylaws, the actions of the committee shall be conducted according to Robert's Rules of Order, newly revised.

Section 6: The chair shall have the right to limit the length of time used by a speaker for the discussion of a subject. Nonmembers may speak if recognized by the chair.

Article Four - Fiscal Matters

Section 1: Expenses - Members shall be compensated for necessary travel expenses to attend meetings of the JIS Committee, its Executive Committee, and the Data Dissemination Committee according to State of Washington travel regulations.

Article Five - Amendments

Section 1: Bylaws of the committee may be amended by majority vote of the committee provided such changes are proposed at least one meeting prior to the meeting at which the vote is taken. Bylaws may be revised by unanimous vote of the membership of the committee at the same meeting at which the revision is originally proposed.

Article Six - Executive Committee

Section 1: Purpose - The Judicial Information System Committee's (JISC) Executive Committee is created to act on behalf of the entire JISC regarding those matters specified herein between regular JISC meetings. It shall be the objective of the Executive Committee to facilitate communication among JISC standing committee chairs, ISD management, and the JISC chair; to improve the quality of work done by the JISC; and to serve as a voice of the user community on JIS issues.

Section 2: Powers and Responsibilities - The Executive Committee shall have the power and responsibility to act only on the following matters:

1. Act on behalf of the entire JISC in an emergency if, in the discretion of the chair, it is impractical to hold a special meeting of the JISC.
2. Provide advice and consultation to JISC chair, as needed.
3. Facilitate communication with their respective associations.
4. ~~Review and approve JIS budget requests for submission to the legislature.~~
5. ~~Review and recommend for submission to the full committee recommendations on governance and other policy matters.~~
6. ~~Offering advice, oversight, and consultation to ISD management.~~
7. ~~Representing the JISC in communications with the legislature and, as needed, with other interested groups.~~
8. ~~Other powers as assigned by the JISC.~~

Section 3: Composition and Leadership - The Executive Committee membership shall consist of the following drawn from the membership of the JISC:

- The JISC Chair
- The JISC Vice Chair
- The AOC State Court Administrator ~~for the Courts~~
- The following members appointed by the JISC Chair:
 - A county clerk ~~appointed by the JISC Chair~~
 - A court administrator from the superior courts
 - A court administrator from the courts of limited jurisdiction
 - One judge each from the court of appeals, the superior courts and the courts of limited jurisdiction, provided that the vice-chair shall be deemed the judge representing their level of court on the executive committee.

The JISC Chair shall be the Executive Committee Chair.

Section 4: Voting - Each member of the Executive Committee is entitled to one vote. Members present shall be a quorum. Majority vote shall decide all issues.

Section 5: Meetings - Meetings of the Executive Committee shall be called by the Chair of the JISC as needed.

Article Seven - Data Dissemination Committee

Section 1: Purpose - The Judicial Information System Committee's (JISC) Data Dissemination Committee is created to act on behalf of the entire JISC to address issues with respect to access to the Judicial Information System and the dissemination of information from it.

Section 2: Powers and Responsibilities - The Data Dissemination Committee shall have the power and responsibility to act only on the following matters:

1. Review and act on requests for access to the JIS by non-court users in cases not covered by existing statute, court rule or JIS policy.
2. Hear appeals on administrative denials of requests for access to the JIS or for dissemination of JIS data.
3. Recommend to the JIS Committee policy on access to the JIS.
4. Recommend to the JIS Committee changes to statutes and court rules regarding access to court records.
5. Request written opinions of the Washington State Office of the Attorney General through the State Court Administrator on questions of law related to access to and dissemination of JIS data.
6. Other powers as assigned by the JISC.

Section 3: Composition and Leadership - The Data Dissemination Committee membership shall consist of the following drawn from the membership of the JIS Committee, appointed by the JISC Chair:

- The JISC Vice Chair
- Two superior court judges
- Two court of limited jurisdiction judges
- A county clerk
- An appellate court representative
- A superior court or juvenile court administrator
- A member of the District and Municipal Court Management Association

The JISC Vice Chair shall be the Data Dissemination Committee Chair.

Section 4: Voting - Each member of the Data Dissemination Committee is entitled to one vote. Members present shall be a quorum. Majority vote shall decide all issues.

Section 5: Meetings - The Data Dissemination Committee shall meet bi-monthly. The chair may, at his or her discretion, cancel a meeting. The chair may call a special meeting at any time. Notice of a special meeting must be given at least twenty-four hours before the time of such meeting as specified in the notice. The notice shall specify the time and place of the special meeting and the business to be transacted.

Judicial Information System Committee Meeting

June 25, 2021

DECISION POINT – JISC Bylaw Amendment, Article VI, Executive Committee

I. BACKGROUND

The JISC Bylaws were last amended in 2013. In 2020, the JISC considered and passed proposed amendments to JISCR 13 and submitted them to the Washington State Supreme Court for consideration. After the proposal's comment period ended, the JISC Chair asked the court to postpone consideration of the proposed amendments until the JISC could have further discussion. Because of the timing of regular JISC meetings and the Supreme Court en banc sessions, the JISC Chair called a meeting of the JIS Executive Committee for their approval to remove the proposed amendments from consideration by the Washington Supreme Court until the JISC could have further discussions and possibly amend the proposal. The Executive Committee approved the Chair's request.

A JISC member representing the District and Municipal Court Management Association (DMCMA) who had been a proponent of the JISCR 13 amendments was not present for the JIS Executive Committee discussion and decision. She noted that that there was no DMCMA representative on the JIS Executive Committee and requested that the JISC consider amending the bylaws to include a DMCMA member on the Executive Committee, as well as a member of the Association of Washington State Court Administrators (AWSCA), on behalf of superior court administrators. In addition to this proposal, it was suggested that the JISC Bylaws be amended to reflect the actual practices of the Executive Committee for the last several years.

II. DISCUSSION

N/A.

III. PROPOSAL

The proposed amendments modify the JISC Bylaws Article VI, relating to the JIS Executive Committee. Article VI, Section 2 is amended to amend the powers and responsibilities to more accurately reflect the way the JIS Executive Committee has operated for the last several years. Article VI, Section 3 is amended to add a court administrator from superior courts and a court administrator from courts of limited jurisdiction.

IV. OUTCOME IF NOT PASSED –

If the bylaw amendments are not passed, the bylaws will not accurately reflect how the JIS Executive Committee is operating and two JISC associations will not have representation on the Executive Committee.



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

Project Update

Cat Robinson, PMP
CLJ-CMS Project Manager

June 25, 2021



Project Scope

Three components:

- eFiling - Odyssey File and Serve (OFS)
- Odyssey Case Management System (CMS)
- Tyler Supervision (TSUP)



Recent eFiling Project Activity

- Pilot court go-live date moved from June 9, 2021 to July 2021 due to integration issues w/JIS
- Decisions made by the Project Steering Committee regarding eFiling:
 - eFiling for civil cases mandatory and fees will apply
 - Courts must implement OFS as scheduled
 - A court with an integrated eFiling and document management system may request a delay.
 - Yakima County District Court granted a delay

eFiling Outreach

- Conducted eFiling Kick-off meetings:
 - ✓ Pilot – January 2021
 - ✓ Region 1 – May 21, 2021
 - ✓ Region 2 – June 5, 2021
 - ✓ Region 3 – June 12, 2021
 - ✓ Region 4 – June 1, 2021
 - ✓ Region 5 – June 16, 2021
 - Region 6 - June 30, 2021
- Began weekly check-in meetings with Regions

Recent CMS Project Activity

- ✓ Completed installation of Odyssey 2019 to AOC servers
- ✓ Completed Financials Configuration
- ✓ Completed Calendaring Configuration
- ✓ Completed Disposition Processing Configuration
- ✓ Completed Security Workshop
- ✓ Completed Forms Workshop
- ✓ Received Requirements Traceability Matrix from Tyler
 - Currently reviewing the document



Project Outreach

- ✓ Presented at spring DMCMA conference
- ✓ Presented at spring MPA conference
- ✓ Project Steering Committee Leadership presented at spring DMCJA conference



Work in Progress

- Reviewing the traceability matrix to verify accuracy in preparation for acceptance
- Reviewing all Project Design Documents to verify accuracy
 - 39 identified development projects
- Continuing configuration of CLJ-CMS Odyssey
- Weekly eFiling check in meetings with all regions to prepare for go-live events

Active Project Issues – June 2021

Active Issues Status	
Risk	Mitigation
<p>eFile Project Delay – The eFile go-live for pilot courts was scheduled for June 9, 2021. This date has been pushed back to July 25, 2021 due to technical issues.</p>	<p>(June 9, 2021) The delay will be communicated to the pilot courts and local bar associations. eFiling will go live for the pilot courts on July 25, 2021 and there will be no impact to the Region 1 courts</p>
<p>eFile JIS Integration – The integration with JIS is significantly more complex than expected</p>	<p>(June 9, 2021) The eFile to JIS integration took significantly longer than expected. The AOC technical team has completed the integration and is sending the solution to Tyler Technologies to complete the certification process.</p>
<p>eFile fees – Several courts have reached out with comments surrounding the eFile fees. Specifically that they believe that the fees shouldn't be charged.</p>	<p>(June 9, 2021) The PSC made a decision to make eFiling in criminal cases optional which reduces the need for fees in those cases. The local bar associations and courts are still objecting, stating that the fees should never be charged. AOC is working with the PSC to consider options.</p>

Active Project Risks – June 2021

Total Project Risks			
Low Risk	Medium Risk	High Risk	Closed
2	3	8	16

High Risks Status		
Risk	Probability/Impact	Mitigation
Local Rule – In order for eFiling to be mandatory courts need to enact a local rule. Some courts could choose not to enact the rule or make eFiling mandatory.	Likely/High	(June 9, 2021) The DMCMA/DMCJA are encouraging their associations to enact the rule.
Legality of charging for filings on cases – A question was posed if it was legal to charge for filings on cases.	Likely/High	(April 13, 2021) The PSC made a decision to make eFiling on criminal cases optional with a fee charged if used. AOC is considering a legal analysis on the questions raised.

Active Project Risks – June 2021

High Risks Status		
Risk	Probability/Impact	Mitigation
<p>Tyler Supervision – Tyler has not done a statewide implementation of their new Supervision module. Previous implementations have always been with individual probation departments.</p>	Likely/Major	(February 17, 2021) AOC PM and Tyler PM are working closely to best align the process for a statewide implementation vs. an individual one.
<p>Tyler Supervision/Odyssey Integrations – The two products are not yet seamlessly integrated.</p>	Likely/Moderate	(February 17, 2021) AOC PM and Tyler PM meeting regularly to discuss what is necessary for integrations.
<p>Local Integrations – Some courts have their own systems that they would prefer be integrated with Odyssey.</p>	Moderate/Moderate	(September 22, 2019) Integrations to local court applications is out of scope for the CLJ-CMS project. The project team will work with the courts to provide solutions that don't involve an integration wherever possible.

Active Project Risks – June 2021

High Risks Status		
Risk	Probability/Impact	Mitigation
<p>Performance Issues – It is possible that users will feel that Odyssey works less efficiently than the legacy system due to changing processes and procedures.</p>	Moderate/Moderate	<p>(September 22, 2019) Working with the SC Team to understand the perceived issues. Focusing on messages to the courts. Educating the courts on ways to work with the new system</p>
<p>IT Constraints – When users experience technical difficulties IT support is not as readily available as if the user was working in the office.</p>	Moderate/Moderate	<p>(September 22, 2020) If users experience issues, encourage them to reach out to IT support and request assistance. If additional support is required, work with the infrastructure team to help.</p>
<p>Equipment Funding – Additional funds may be needed to assist some courts with the local equipment purchases.</p>	Moderate/Moderate	<p>(September 22, 2020) If the CLJ-CMS project uses a similar funding model to the SC-CMS, then there are additional complexities to consider. There are significantly more CLJ courts which adds to the need.</p>



Next Steps

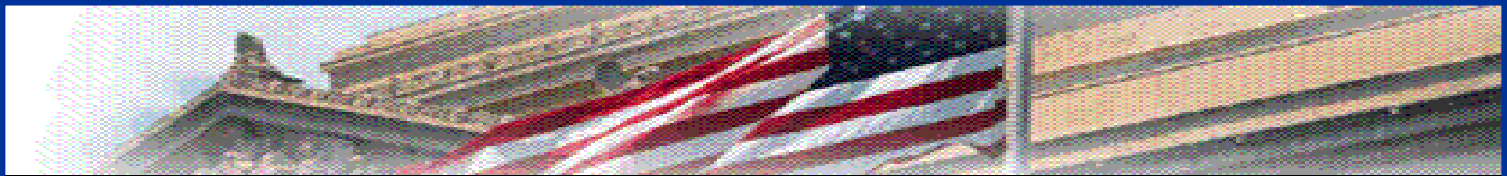
Milestone	Date
eFiling – Pilot Court Go-Live	July 25, 2021
CMS – Clerk Edition Workshop Configuration	Start – June 28, 2021
Project – Acceptance of Requirements Traceability Matrix (RTM)	Est. June 30, 2021
Project – Acceptance of Project Design Documents (PDDs)	Est. June 30, 2021



Independent Quality Assurance Update

Mr. Allen Mills
Bluecrane, Inc.

June 25, 2021



bluecrane

Management Consulting

for

***State and Local
Governments***

Quality Assurance

Executive Advisement

Project Oversight

Project Management

***Independent Verification and
Validation (IV&V)***

Risk Reduction

Quality Assurance Assessment

for the

State of Washington

Administrative Office of the Courts (AOC)

CLJ-CMS Project

May 2021

Prepared by

Bluecrane, Inc.



bluecrane ®



Corporate Headquarters
655 Deep Valley Drive, Suite 300
Rolling Hills Estates, CA 90274
www.bluecranesolutions.com
310-793-0000

May 31, 2021

Honorable Barbara Madsen, Justice
Washington Supreme Court

Ms. Dawn Marie Rubio
Administrator, Administrative Office of the Courts

Dear Justice Madsen and Ms. Rubio:

bluecrane has completed its Quality Assurance Assessment of the CLJ-CMS Project for the month of May 2021.

This document is structured as follows:

1. Executive Summary and Assessment Dashboard.
2. A detailed report of our CLJ-CMS assessment as of May month-end.
3. An explanation of our approach for those readers that have not seen one of our assessments previously.

Please contact me with any questions or comments.

Sincerely,

Allen Mills



Table of Contents

Introductory Note on Project Structure.....	iv
1. Executive Summary	1
1.1 Executive Overview.....	1
1.2 Areas of Assessment	2
1.3 Executive “At-a-Glance” QA Dashboard	4
2. Detailed Assessment Report	8
2.1 Project Management and Sponsorship.....	8
2.1.1 Scope: e-Filing	8
2.1.2 Scope: Case Management.....	9
2.1.3 Scope: Supervision.....	9
2.1.4 Schedule: e-Filing	10
2.1.5 Schedule: Case Management.....	11
2.1.6 Schedule: Supervision.....	11
2.1.7 Budget: Funding	12
2.1.8 Budget: Management of Spending	12
2.1.9 Governance	13
2.1.10 Contracts and Deliverables Management.....	13
2.1.11 Project Staffing.....	14
2.1.12 PMO Processes.....	15
2.2 People	15
2.2.1 Stakeholder Engagement.....	15
2.2.2 OCM: e-Filing.....	16
2.2.3 OCM: Case Management	17
2.2.4 OCM: Supervision	17
2.2.5 Communications	17
2.2.6 Court Preparation and Training	18
2.3 Solution	18
2.3.1 Business Process: e-Filing	18
2.3.2 Business Process: Case Management	18



2.3.3	<i>Business Process: Supervision</i>	19
2.3.4	<i>Requirements, Design, and Configuration: e-Filing</i>	19
2.3.5	<i>Requirements, Design, and Configuration: Case Management</i>	19
2.3.6	<i>Requirements, Design, and Configuration: Supervision</i>	20
2.3.7	<i>Integrations: e-Filing</i>	20
2.3.8	<i>Integrations: Case Management</i>	21
2.3.9	<i>Reports: Case Management</i>	22
2.3.10	<i>Reports: Supervision</i>	22
2.3.11	<i>Testing: e-Filing</i>	22
2.3.12	<i>Testing: Case Management</i>	23
2.3.13	<i>Testing: Supervision</i>	23
2.3.14	<i>Deployment: e-Filing</i>	23
2.3.15	<i>Deployment: Case Management</i>	24
2.3.16	<i>Deployment: Supervision</i>	24
2.4	Data	24
2.4.1	<i>Data Preparation: Case Management</i>	24
2.4.2	<i>Data Conversion: Case Management</i>	25
2.4.3	<i>Data Conversion: Supervision</i>	25
2.4.4	<i>Data Security</i>	25
2.5	Infrastructure	26
2.5.1	<i>Infrastructure for Remote Work</i>	26
2.5.2	<i>Statewide Infrastructure</i>	26
2.5.3	<i>Local Infrastructure</i>	27
2.5.4	<i>Security Functionality</i>	27
2.5.5	<i>Access</i>	28
2.5.6	<i>Environments</i>	28
2.5.7	<i>Post-Implementation Support</i>	28
	Appendix: Overview of <i>bluecrane</i> Risk Assessment Approach	29



Table of Figures

Figure 1. Areas of CLJ-CMS Project Assessed for Risks 3

Table of Tables

Table 1. Summary Dashboard of QA Assessment Results 4
Table 3. bluecrane’s Risk Assessment Categorization 29



Introductory Note on Project Structure

The Courts of Limited Jurisdiction – Case Management System (CLJ-CMS) Project consists of three primary areas of activity, namely:

- e-Filing
- Supervision
- Case Management

These three high-level “workstreams” or “sub-projects” ultimately combine to deliver an integrated solution for participating district and municipal courts (and some other entities such as violations bureaus). However, work in each sub-project is being planned and conducted as a separate activity with a keen awareness of interdependencies and the interrelationships that will eventually come into play. For these reasons, much of our risk analysis will assess the three sub-projects individually. For consistency in terminology, we will reserve the term “CLJ-CMS” to refer to the three combined sub-projects and use the terms “e-Filing,” “Supervision,” and “Case Management” to refer to the individual efforts.



1. Executive Summary

1.1 Executive Overview

In May, our risk assessment found that the CLJ-CMS Project is working to make progress while addressing a number of obstacles to keeping on the planned timeline. In our assessment, ***the highest priority risks for the Project leadership, sponsors, and Steering Committee at this time*** are the following:

- **Questions and concerns** continue to be raised by judges, court managers, and attorneys **about e-Filing fees, mandatory e-Filing rules, and implementation schedules**. In an effort to keep the project on-schedule, the CLJ-CMS Project Team and Project Steering Committee continue to gather information, meet regularly, analyze the issues, and respond to the concerns. In the meantime:
 - ✓ Courts have been advised of the rapidly approaching deadline to post their proposed local rules for comment.
 - ✓ The project team, AOC staff, members of the JISC, and members of the Attorney General's Office are reviewing a variety of challenges to the proposed rules and e-Filing processes.
 - ✓ The project team is reaching out to courts to assist in their implementation processes.
- **Completing the integration required for e-Filing and obtaining Tyler "certification"** of the integration prior to the pilot courts going live with e-Filing. The certification was originally scheduled for May 10. The certification has now been pushed to June 18 with pilot court "Go-Live" now scheduled for June 21.
- Although Tyler is beginning to "catch-up" on its late deliverables, the **quality of the deliverables** is an issue. AOC has returned a number of deliverables for Tyler to address deficiencies identified by the project team.
- While progress has been made to rectify the deficiencies in the completeness of tasks and activities in the integrated schedule as originally delivered by Tyler, associated **resources are not identified in the schedule** as of yet. This portends likely over-allocation of available resources, which the Project Manager will need to monitor carefully.



1.2 Areas of Assessment

To determine the areas of highest priority risks for leadership as well as to identify risks that should be addressed at lower levels of the project, we have focused on 45 areas of assessment as depicted in Figure 1. We have grouped the areas into our familiar categories of :

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

In keeping with our dislike of “cookie cutter” approaches, we tailored the specific areas of assessment for relevance and importance to CLJ-CMS *at this stage of its program lifecycle*. Some of the areas noted in the diagram have been assessed at a relatively detailed level, while others are so early in their lifecycle that a more thorough assessment will come later.

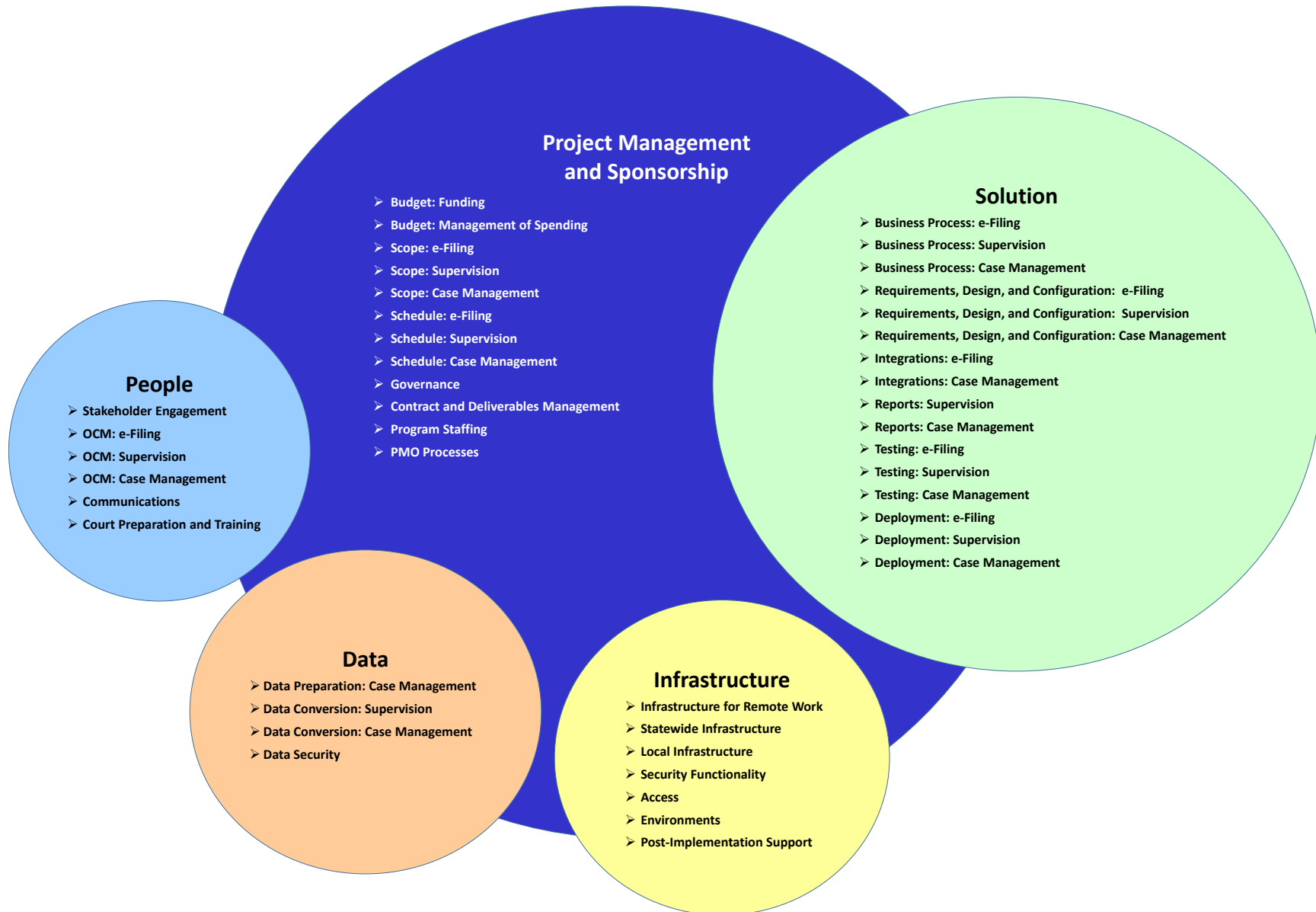


Figure 1. Areas of CLJ-CMS Project Assessed for Risks



1.3 Executive “At-a-Glance” QA Dashboard

The following table provides a summary of our risk assessment ratings for this month and the previous two months. Detailed findings, risk explanations, and recommendations for risk response are provided in Section 2 of this report. As a reminder to the reader, “blue” items indicate areas of ongoing risk; however, the mitigation and other response activities of the Program for blue items are assessed as adequate for the current review period.

Table 1. Summary Dashboard of QA Assessment Results

Project Management and Sponsorship			
Assessment Area	May 2021	April 2021	March 2021
Scope: e-Filing	Risk	Risk	Risk
Scope: Case Management	No Risk Identified	No Risk Identified	No Risk Identified
Scope: Supervision	No Risk Identified	No Risk Identified	No Risk Identified
Schedule: e-Filing	Risk Being Managed	Risk Being Managed	Risk <i>(risk increasing)</i>
Schedule: Case Management	Risk Being Managed	Risk Being Managed	Risk <i>(risk increasing)</i>
Schedule: Supervision	Risk Being Managed	Risk Being Managed	Risk <i>(risk increasing)</i>
Budget: Funding	No Risk Identified	No Risk Identified	No Risk Identified
Budget: Management of Spending	No Risk Identified	No Risk Identified	No Risk Identified
Governance	No Risk Identified	No Risk Identified	No Risk Identified
Contract and Deliverables Management	Risk Being Managed	Risk Being Managed	Risk <i>(risk increasing)</i>
Project Staffing	Risk Being Managed	Risk Being Managed	Risk Being Managed



Project Management and Sponsorship

Assessment Area	May 2021	April 2021	March 2021
PMO Processes	No Risk Identified	No Risk Identified	No Risk Identified

People

Assessment Area	May 2021	April 2021	March 2021
Stakeholder Engagement	No Risk Identified	No Risk Identified	No Risk Identified
OCM: e-Filing	Risk	Risk	Risk <i>(risk increasing)</i>
OCM: Case Management	No Risk Identified	No Risk Identified	No Risk Identified
OCM: Supervision	No Risk Identified	No Risk Identified	No Risk Identified
Communications	No Risk Identified	No Risk Identified	No Risk Identified
Court Preparation and Training	No Risk Identified	No Risk Identified	No Risk Identified

Solution

Assessment Area	May 2021	April 2021	March 2021
Business Process: e-Filing	No Risk Identified	No Risk Identified	No Risk Identified
Business Process: Case Management	No Risk Identified	No Risk Identified	No Risk Identified



Solution			
Assessment Area	May 2021	April 2021	March 2021
Business Process: Supervision	No Risk Identified	No Risk Identified	No Risk Identified
Requirements, Design, and Configuration: e-Filing	No Risk Identified	No Risk Identified	No Risk Identified
Requirements, Design, and Configuration: Case Management	No Risk Identified	No Risk Identified	No Risk Identified
Requirements, Design, and Configuration: Supervision	No Risk Identified	No Risk Identified	No Risk Identified
Integrations: e-Filing	Risk Being Managed	Risk Being Managed	No Risk Identified
Integrations: Case Management	Risk Being Managed	Risk Being Managed	Risk
Reports: Case Management	No Risk Identified	No Risk Identified	No Risk Identified
Reports: Supervision	No Risk Identified	No Risk Identified	No Risk Identified
Testing: e-Filing	No Risk Identified	No Risk Identified	Not Started
Testing: Case Management	No Risk Identified	No Risk Identified	Not Started
Testing: Supervision	No Risk Identified	No Risk Identified	Not Started
Deployment: e-Filing	No Risk Identified	No Risk Identified	No Risk Identified
Deployment: Case Management	No Risk Identified	No Risk Identified	No Risk Identified
Deployment: Supervision	No Risk Identified	No Risk Identified	No Risk Identified



Data			
Assessment Area	May 2021	April 2021	March 2021
Data Preparation: Case Management	No Risk Identified	No Risk Identified	No Risk Identified
Data Conversion: Case Management	Not Started	Not Started	Not Started
Data Conversion: Supervision	No Risk Identified	No Risk Identified	No Risk Identified
Data Security	No Risk Identified	No Risk Identified	No Risk Identified

Infrastructure			
Assessment Area	May 2021	April 2021	March 2021
Infrastructure for Remote Work	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed
Statewide Infrastructure	No Risk Identified	No Risk Identified	No Risk Identified
Local Infrastructure	No Risk Identified	No Risk Identified	No Risk Identified
Security Functionality	No Risk Identified	No Risk Identified	No Risk Identified
Access	No Risk Identified	No Risk Identified	No Risk Identified
Environments	No Risk Identified	No Risk Identified	Risk
Post-Implementation Support	No Risk Identified	No Risk Identified	No Risk Identified



2. Detailed Assessment Report

2.1 Project Management and Sponsorship

2.1.1 Scope: e-Filing

Project Management and Sponsorship			
Scope: e-Filing	Three-Month Rolling Risk Levels		
	May 2021	Apr 2021	Mar 2021
	Risk	Risk	Risk

Findings

The scope of the e-Filing activity is defined in the Tyler Statement of Work (SOW) and anticipates that e-Filing will be implemented in all CLJ courts within calendar year 2021, prior to the roll-out of supervision and case management.

Some courts are questioning the “mandate” for e-Filing. In particular, courts that will be implementing case management toward the latter periods of the five-year project are questioning the need for an “interim” solution.

In May, questions and concerns continued to be raised by judges, court managers, and attorneys about e-Filing fees, mandatory e-Filing rules, and implementation schedules. In an effort to keep the project on-schedule, the CLJ-CMS Project Team and Project Steering Committee continued to gather information, meet regularly, analyze the issues, and respond to the concerns. In the meantime:

- Courts have been advised of the rapidly approaching deadline to post their proposed local rules for comment.
- The project team, AOC staff, members of the JISC, and members of the Attorney General’s Office are reviewing a variety of challenges to the proposed rules and e-Filing processes.
- The project team is reaching out to courts to assist in their implementation processes.

Risks and Issues

If some courts delay their implementation of e-Filing, then the original scope of the effort to implement e-Filing first in all CLJ-CMS courts may be in jeopardy.

bluecrane Endorsement of Current Mitigation Activities

To maintain the originally planned scope of e-Filing and to keep the project on schedule, the CLJ-CMS Project Team and Project Steering Committee should continue their excellent efforts to gather information, meet regularly, analyze the issues, and respond to the concerns as quickly as practical.



2.1.2 Scope: Case Management

Project Management and Sponsorship			
Scope: Case Management	Three-Month Rolling Risk Levels		
	May 2021	Apr 2021	Mar 2021
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

The scope of the CLJ-CMS Project is established in the deliverables defined in the SOW in the Tyler contract. AOC, the CUWG, and Tyler continue to validate requirements and to identify any requirements that require custom development by Tyler. Scope will be managed through the Requirements Traceability Matrix, system vendor contract deliverables, and the Project Change Management process.

2.1.3 Scope: Supervision

Project Management and Sponsorship			
Scope: Supervision	Three-Month Rolling Risk Levels		
	May 2021	Apr 2021	Mar 2021
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

The scope of the supervision activity is defined in the Tyler SOW. A fit-gap analysis was conducted in early January by AOC, the CUWG, and Tyler to validate requirements and to identify any requirements that require custom development by Tyler. Scope will be managed through the Requirements Traceability Matrix, system vendor contract deliverables, and the Project Change Management process.



2.1.4 Schedule: e-Filing

Project Management and Sponsorship			
Schedule: e-Filing	Three-Month Rolling Risk Levels		
	May 2021	Apr 2021	Mar 2021
	Risk Being Addressed	Risk Being Addressed	Risk (risk increasing)

Findings

While progress has been made to rectify the deficiencies in the completeness of tasks and activities in the integrated schedule as originally delivered by Tyler, associated **resources are not identified in the schedule** as of yet. This portends likely over-allocation of available resources, which the Project Manager will need to monitor carefully.

The questions and concerns being raised by judges, court managers, and attorneys about e-Filing fees, mandatory e-Filing rules, and implementation schedules (noted above under “Scope: e-Filing”) have the potential to impact the e-Filing schedule. At the present time, the Go-Live for the e-Filing pilot courts has been pushed to June 21 (for reasons related to the required integration, discussed later in this report). Other than the delay for pilot courts, there have been no changes to the implementation dates for other groups of courts.

Risks and Issues

- **Risk 1:** If the questions and concerns related to e-Filing are not resolved in a timely manner, the e-Filing sub-project timeline is at risk.
- **Risk 2:** If resources are not associated with specific tasks and activities in the integrated schedule, there is a likelihood of over-allocation of available resources, eventually leading to staff burn-off, or worse, staff departures.

bluecrane Endorsement of Current Mitigation Activities

To maintain the originally planned scope of e-Filing and to keep the project on schedule, the CLJ-CMS Project Team and Project Steering Committee should continue their excellent efforts to gather information, meet regularly, analyze the issues, and respond to the concerns as quickly as practical.

bluecrane Recommendation

AOC should collaborate with Tyler to assign resources to tasks and activities in the schedule in order to monitor resource allocation and ensure that the level of planned resources is adequate for the anticipated work.



2.1.5 Schedule: Case Management

Project Management and Sponsorship			
Schedule: Case Management	Three-Month Rolling Risk Levels		
	May 2021	Apr 2021	Mar 2021
	Risk Being Addressed	Risk Being Addressed	Risk (risk increasing)

Findings

As noted under “Schedule: e-Filing” above, while progress has been made to rectify the deficiencies in the completeness of tasks and activities in the integrated schedule as originally delivered by Tyler, associated **resources are not identified in the schedule** as of yet. This portends likely over-allocation of available resources, which the Project Manager will need to monitor carefully.

Risks and Issues

If resources are not associated with specific tasks and activities in the integrated schedule, there is a likelihood of over-allocation of available resources, eventually leading to staff burn-off, or worse, staff departures.

bluecrane Recommendation

AOC should collaborate with Tyler to assign resources to tasks and activities in the schedule in order to monitor resource allocation and ensure that the level of planned resources is adequate for the anticipated work.

2.1.6 Schedule: Supervision

Project Management and Sponsorship			
Schedule: Supervision	Three-Month Rolling Risk Levels		
	May 2021	Apr 2021	Mar 2021
	Risk Being Addressed	Risk Being Addressed	Risk (risk increasing)

Findings

As noted under “Schedule: e-Filing” above, while progress has been made to rectify the deficiencies in the completeness of tasks and activities in the integrated schedule as originally delivered by Tyler, associated **resources are not identified in the schedule** as of yet. This portends likely over-allocation of available resources, which the Project Manager will need to monitor carefully.



Risks and Issues

If resources are not associated with specific tasks and activities in the integrated schedule, there is a likelihood of over-allocation of available resources, eventually leading to staff burn-off, or worse, staff departures.

bluecrane Recommendation

AOC should collaborate with Tyler to assign resources to tasks and activities in the schedule in order to monitor resource allocation and ensure that the level of planned resources is adequate for the anticipated work.

2.1.7 Budget: Funding

Project Management and Sponsorship			
Budget: Funding	Three-Month Rolling Risk Levels		
	May 2021	Apr 2021	Mar 2021
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

Funding allocated to the project is consistent with the approved plan.

2.1.8 Budget: Management of Spending

Project Management and Sponsorship			
Budget: Management of Spending	Three-Month Rolling Risk Levels		
	May 2021	Apr 2021	Mar 2021
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

The project is being managed within the approved budget.



2.1.9 Governance

Project Management and Sponsorship			
Governance	Three-Month Rolling Risk Levels		
	May 2021	Apr 2021	Mar 2021
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

The implementation of the CLJ-CMS project involves and impacts many stakeholders at the courts, AOC, and other state agencies. The complexity of the diverse stakeholder community is a challenge to the efficient and effective decision-making that will be needed to keep the project progressing successfully through the implementation.

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

Business functionality governance is achieved through the Court User Workgroup (CUWG).

2.1.10 Contracts and Deliverables Management

Project Management and Sponsorship			
Contract and Deliverables Management	Three-Month Rolling Risk Levels		
	May 2021	Apr 2021	Mar 2021
	Risk Being Addressed	Risk Being Addressed	Risk (<i>risk increasing</i>)

Findings

The “process” of deliverables management by the AOC contracts staff is appropriate and sufficient. AOC staff are doing a diligent job of managing the Tyler contract, including addressing the current situation with late deliverables. In addition, the project team is reviewing the contents of deliverables for compliance and quality.

However, notwithstanding the adequacy of the process, Tyler has consistently failed to meet deliverable due dates. The list of late deliverables quickly accumulated in March of this year. Although Tyler is beginning to “catch-up” on its late deliverables, the **quality of the deliverables** is an issue. AOC has returned a number of deliverables for Tyler to address deficiencies identified by the project team.



Risks and Issues

If the quality of Tyler deliverables does not improve quickly, then the overall project timeline is at-risk due to re-work and multiple reviews of deliverables.

bluecrane Endorsement of Current Mitigation Activities

AOC and the project team should continue to insist on high-quality deliverables and monitor the time it takes to remediate inadequate quality for any impacts to the overall project schedule.

2.1.11 Project Staffing

Project Management and Sponsorship			
Project Staffing	Three-Month Rolling Risk Levels		
	May 2021	Apr 2021	Mar 2021
	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed

Findings

Staffing has been going well, despite the challenges posed by the current remote work environment. In fact, significant progress was made in May with a Deputy Project Manager and a Communications Lead joining the project team.

Risks and Issues

If the challenges to recruiting and hiring in the COVID-19 remote work environment delay critical hires for the project team, then AOC may need to fill some positions with contractors (at least temporarily) or risk delays in the project’s timeline.

bluecrane Endorsement of Current Mitigation Activities

The project team should continue to manage through the recruiting and hiring challenges.

bluecrane Recommendation

If specific positions pose hurdles, escalate the need to utilize contractors for those positions (at least temporarily) to AOC management as early as practical—and before the staff openings jeopardize the project’s timeline.



2.1.12 PMO Processes

Project Management and Sponsorship			
PMO Processes	Three-Month Rolling Risk Levels		
	May 2021	Apr 2021	Mar 2021
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

The project team is establishing processes, consistent with industry “best practices,” to manage and track the project. Project communications are occurring at regularly scheduled project team, sponsor, and steering committee meetings.

2.2 People

2.2.1 Stakeholder Engagement

People			
Stakeholder Engagement	Three-Month Rolling Risk Levels		
	May 2021	Apr 2021	Mar 2021
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

The OCM and Communications Lead for the CLJ-CMS Project, CLJ-CMS Business Liaison, and AOC leadership team are doing an admirable and diligent job of reaching out to and engaging with the diverse CLJ stakeholder community.

As noted under “Scope: e-Filing,” some courts are questioning the “mandate” for e-Filing. In particular, courts that will be implementing case management toward the latter periods of the five-year project are questioning the need for an “interim” solution. This situation creates challenges for Stakeholder Engagement but, for now, we view the risk as primarily related to the scope of the e-Filing effort.



2.2.2 OCM: e-Filing

People			
OCM: e-Filing	Three-Month Rolling Risk Levels		
	May 2021	Apr 2021	Mar 2021
	Risk	Risk	Risk <i>(risk increasing)</i>

Findings

OCM is vital to addressing the scope risk related to e-Filing raised earlier in this report. OCM activities in this area are numerous, professional, and clear. Despite the admirable efforts, the court community is “pushing back” on:

- Costs and mandatory aspects of fees
- Timing, especially among courts that may be five years away from the implementation of case management with Odyssey
- Nature of the mandate for e-Filing (i.e., can a court “opt-out” or not?)
- Other aspects of e-Filing

Risks and Issues

If some courts delay their implementation of e-Filing, then the original scope of the effort to implement e-Filing first in all CLJ-CMS courts may be in jeopardy.

bluecrane Endorsement of Current Mitigation Activities

To maintain the originally planned scope of e-Filing and to keep the project on-schedule, OCM activities should continue to focus on supporting the CLJ-CMS Project Team and Project Steering Committee in their efforts to gather information, meet regularly, analyze the issues, and respond to concerns as quickly as practical.



2.2.3 OCM: Case Management

People			
OCM: Case Management	Three-Month Rolling Risk Levels		
	May 2021	Apr 2021	Mar 2021
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

OCM activities in this area are numerous, professional, and clear.

2.2.4 OCM: Supervision

People			
OCM: Supervision	Three-Month Rolling Risk Levels		
	May 2021	Apr 2021	Mar 2021
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

OCM activities in this area are numerous, professional, and clear.

2.2.5 Communications

People			
Communications	Three-Month Rolling Risk Levels		
	May 2021	Apr 2021	Mar 2021
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

The OCM and Communications Lead for the CLJ-CMS Project, CLJ-CMS Business Liaison, and AOC leadership team are doing an admirable and diligent job of reaching out to and engaging with the diverse CLJ stakeholder community. Communications is an area of particular focus for the project Steering Committee.



2.2.6 Court Preparation and Training

People			
Communications	Three-Month Rolling Risk Levels		
	May 2021	Apr 2021	Mar 2021
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

The current focus is on the e-Filing pilot courts which will go live in June.

2.3 Solution

2.3.1 Business Process: e-Filing

Solution			
Business Process: e-Filing	Three-Month Rolling Risk Levels		
	May 2021	Apr 2021	Mar 2021
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

The business processes for e-Filing are minimal and relatively procedural in nature.

2.3.2 Business Process: Case Management

Solution			
Business Process: Case Management	Three-Month Rolling Risk Levels		
	May 2021	Apr 2021	Mar 2021
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

The business processes for case management are documented. The project is making any changes that are needed as a result of the CUWG's ongoing review of requirements.



2.3.3 Business Process: Supervision

Solution			
Business Process: Supervision	Three-Month Rolling Risk Levels		
	May 2021	Apr 2021	Mar 2021
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

The business processes for supervision are documented. The project is making any changes that are needed as a result of the CUWG's ongoing review of requirements.

2.3.4 Requirements, Design, and Configuration: e-Filing

Solution			
Requirements, Design, and Configuration: e-Filing	Three-Month Rolling Risk Levels		
	May 2021	Apr 2021	Mar 2021
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

Requirements for e-Filing are minimal and relatively procedural in nature.

2.3.5 Requirements, Design, and Configuration: Case Management

Solution			
Requirements, Design, and Configuration: Case Management	Three-Month Rolling Risk Levels		
	May 2021	Apr 2021	Mar 2021
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

The CUWG conducted a fit-gap analysis with Tyler. Fifty-six requirements will need custom development by Tyler. The effort is estimated to be within the hours bid by Tyler for custom development work.



2.3.6 Requirements, Design, and Configuration: Supervision

Solution			
Requirements, Design, and Configuration: Supervision	Three-Month Rolling Risk Levels		
	May 2021	Apr 2021	Mar 2021
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

Supervision requirements are included in the requirements reviews being conducted over time by the CUWG.

2.3.7 Integrations: e-Filing

Solution			
Integrations: e-Filing	Three-Month Rolling Risk Levels		
	May 2021	Apr 2021	Mar 2021
	Risk Being Addressed	Risk Being Addressed	No Risk Identified

Findings

e-Filing requires a single integration which was originally scheduled to be completed and “certified” by Tyler on May 10. The certification has now been pushed to June 18 with pilot court “Go-Live” now scheduled for June 21. The integration is required so that data can be shared between Tyler’s Odyssey File and Serve service for e-Filing and AOC legacy systems that courts will continue using until the Odyssey Case Management product for CLJ-CMS is installed and operational.

Risks and Issues

If the required integration is not completed and certified by Tyler by June 18, then the pilot courts go-live date of June 21 is at-risk.

bluecrane Endorsement of Current Mitigation Activities

The AOC project team should continue its daily check-points on this effort to help ensure that the June 18 deadline is met.



2.3.8 Integrations: Case Management

Solution			
Integrations: e-Filing	Three-Month Rolling Risk Levels		
	May 2021	Apr 2021	Mar 2021
	Risk Being Addressed	Risk Being Addressed	Risk

Findings

On June 5, 2020, the AOC Architecture Review Board (ARB) made the decision to utilize a “middleware” approach to CLJ-CMS integrations rather than a “point-to-point” approach. Generally speaking, a middleware approach should be an efficient and effective approach since a point-to-point approach, while simple in nature, requires a software development effort for each integration and a middleware approach does not.

The issue is complicated by the fact that AOC’s current middleware solution is a version of the product Biztalk that will be out-of-support *during the CLJ-CMS Project*. AOC is currently considering whether to move to a newer version of Biztalk or to move to a more modern platform such as Amazon Web Services (AWS) or Microsoft’s Azure solution. Moving to a new, modern middleware platform would require expertise that AOC does not currently possess.

Discussions related to the technical approach continue. While there are differences of opinion on a preferred approach, timing and budget may dictate the solution. At the present time, the risk is manageable

Risks and Issues

If the integration approach for CLJ-CMS changes during the project, there will be a need for re-work of the integrations done prior to the change.

bluecrane Recommendation

AOC should determine a single consistent approach for integrations on all aspects of the CLJ-CMS Project.



2.3.9 Reports: Case Management

Solution			
Reports: Case Management	Three-Month Rolling Risk Levels		
	May 2021	Apr 2021	Mar 2021
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

Case management reports are defined in the CLJ-CMS requirements.

2.3.10 Reports: Supervision

Solution			
Reports: Supervision	Three-Month Rolling Risk Levels		
	May 2021	Apr 2021	Mar 2021
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

Supervision reports are defined in the CLJ-CMS requirements.

2.3.11 Testing: e-Filing

Solution			
Testing: e-Filing	Three-Month Rolling Risk Levels		
	May 2021	Apr 2021	Mar 2021
	No Risk Identified	No Risk Identified	Not Started

Findings

Planning for e-Filing testing is underway.



2.3.12 Testing: Case Management

Solution			
Testing: Case Management	Three-Month Rolling Risk Levels		
	May 2021	Apr 2021	Mar 2021
	No Risk Identified	No Risk Identified	Not Started

Findings

Planning for Case Management testing is underway.

2.3.13 Testing: Supervision

Solution			
Testing: Supervision	Three-Month Rolling Risk Levels		
	May 2021	Apr 2021	Mar 2021
	No Risk Identified	No Risk Identified	Not Started

Findings

Planning for Supervision testing is underway.

2.3.14 Deployment: e-Filing

Solution			
Deployment: e-Filing	Three-Month Rolling Risk Levels		
	May 2021	Apr 2021	Mar 2021
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

After the pilot court implementations, e-Filing deployment will follow the same regional rollout plan as the one that will be utilized for case management and supervision.



2.3.15 Deployment: Case Management

Solution			
Deployment: Case Management	Three-Month Rolling Risk Levels		
	May 2021	Apr 2021	Mar 2021
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

The CLJ-CMS Steering Committee has approved a regional rollout plan for case management and supervision.

2.3.16 Deployment: Supervision

Solution			
Deployment: Supervision	Three-Month Rolling Risk Levels		
	May 2021	Apr 2021	Mar 2021
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

The CLJ-CMS Steering Committee has approved a regional rollout plan for case management and supervision.

2.4 Data

2.4.1 Data Preparation: Case Management

Data			
Data Preparation: Case Management	Three-Month Rolling Risk Levels		
	May 2021	Apr 2021	Mar 2021
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

Business Analysts (BAs) on the CLJ-CMS Project team are sending reports to courts on a fairly regular basis, with requests that the courts review their data and clean it up as they are able. When the project's conversion begins, project technical staff will review data that is being converted and do additional clean-up at that time.



2.4.2 Data Conversion: Case Management

Data			
Data Conversion: Case Management	Three-Month Rolling Risk Levels		
	May 2021	Apr 2021	Mar 2021
	Not Started	Not Started	Not Started

Findings

As noted above, data clean-up activities are underway, prior to conversion.

2.4.3 Data Conversion: Supervision

Data			
Data Conversion: Supervision	Three-Month Rolling Risk Levels		
	May 2021	Apr 2021	Mar 2021
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

Thirteen courts are currently on the CaseLoad Pro probation system, 39 courts have “homegrown” solutions, and some number of courts are on Tyler’s supervision solution already. The data conversion plan for supervision is to **not** convert data from non-Tyler solutions. For the courts using Tyler’s supervision solution currently, their data is already housed at Tyler and will be transferred to the new CLJ-CMS supervision solution.

2.4.4 Data Security

Data			
Data Security	Three-Month Rolling Risk Levels		
	May 2021	Apr 2021	Mar 2021
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

The CLJ-CMS Project Technical Lead is meeting with AOC security staff on a monthly basis and validating the CLJ-CMS solution’s security. In addition, he is currently working on a “Threat Model” which will be reviewed by AOC for approval prior to go-live.



2.5 Infrastructure

2.5.1 Infrastructure for Remote Work

Infrastructure			
Infrastructure for Remote Work	Three-Month Rolling Risk Levels		
	May 2021	Apr 2021	Mar 2021
	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed

Findings

The CLJ-CMS Project has adapted well to the remote work environment implemented in response to the COVID-19 pandemic. While there are intermittent issues with bandwidth to/from certain geographic areas, the team has managed to move forward with project activities.

2.5.2 Statewide Infrastructure

Infrastructure			
Statewide Infrastructure	Three-Month Rolling Risk Levels		
	May 2021	Apr 2021	Mar 2021
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

Because e-Filing and supervision will be delivered via a “Software-as-a-Service” (SaaS) approach, those applications will be accessible through an internet browser, requiring little technical infrastructure. The case management solution will require personal computers (desktops and laptops) and networking bandwidth adequate to support the application.



2.5.3 Local Infrastructure

Infrastructure			
Local Infrastructure	Three-Month Rolling Risk Levels		
	May 2021	Apr 2021	Mar 2021
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

As noted above, the case management solution will require personal computers (desktops and laptops) and networking bandwidth adequate to support the application. The CLJ-CMS Project Manager has a list of technical infrastructure requirements that she will be sending out to the court community. In addition, she is starting conversations with AOC leadership regarding courts that have limited resources.

2.5.4 Security Functionality

Infrastructure			
Security Functionality	Three-Month Rolling Risk Levels		
	May 2021	Apr 2021	Mar 2021
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

The security functionality of Odyssey has been approved previously by AOC for the Superior Court – Case Management System (SC-CMS).

As noted above under Data Security, the CLJ-CMS Project Technical Lead is meeting with AOC security staff on a monthly basis and validating the CLJ-CMS solution’s security. In addition, he is currently working on a “Threat Model” which will be reviewed by AOC for approval prior to go-live.



2.5.5 Access

Infrastructure			
Access	Three-Month Rolling Risk Levels		
	May 2021	Apr 2021	Mar 2021
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

e-Filing and supervision access will be via browser. A computer will be required for access to the case management solution.

2.5.6 Environments

Infrastructure			
Environments	Three-Month Rolling Risk Levels		
	May 2021	Apr 2021	Mar 2021
	No Risk Identified	No Risk Identified	Risk

Findings

An agreement has been reached on the number of environments. This risk is now closed. The risk related to the number of tenets required for supervision has been resolved and closed.

2.5.7 Post-Implementation Support

Infrastructure			
Post-Implementation Support	Three-Month Rolling Risk Levels		
	May 2021	Apr 2021	Mar 2021
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

Based on “Lessons Learned” from the Superior Court – Case Management System (SC-CMS) Project, the CLJ-CMS Project staffing plan includes having four Business Analysts on-board before going live with pilot courts. These BAs will be able to develop expertise with the new solution that will be essential to post-go-live support.



Appendix: Overview of *bluecrane* Risk Assessment Approach

For this Independent QA Assessment, we have focused on 45 areas of assessment as depicted in Figure 1 earlier in this report. We have grouped the areas into our familiar categories of :

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

In keeping with our dislike of “cookie cutter” approaches, we tailored the specific areas of assessment for relevance and importance to the CLJ-CMS Project *at this stage of its program lifecycle*.

Our risk ratings are summarized in Table 3 below.

Table 2. *bluecrane*'s Risk Assessment Categorization

Assessed Risk Status	Meaning
No Risk Identified	Program activities in the area assessed are not encountering any risks
Risk Being Addressed	A risk that is being adequately mitigated. The risk may be ongoing with the expectation it will remain blue for an extended period of time, or it may be sufficiently addressed so that it becomes green as the results of the corrective actions are realized
Risk	A risk that is significant enough to merit management attention but not one that is deemed a “show-stopper”
High Risk	A risk that project management must address or the entire planning effort is at risk of failure; these risks are “show-stoppers”



Assessed Risk Status	Meaning
Not Started	This particular activity has not yet started or is not yet assessed
Completed or Not Applicable	This particular item has been completed or has been deemed “not applicable” but remains a part of the assessment for traceability purposes



JISC DATA DISSEMINATION COMMITTEE
Friday, April 23, 2021, 9:30 a.m. – 9:55 a.m.
Zoom Teleconference
URL: provided via invite

AGENDA

Call to Order	Judge John Hart	Agenda Items with documents are indicated with an *
----------------------	-----------------	---

ACTION ITEMS

1. April 23, 2021, Meeting Minutes Action: Motion to approve the minutes	Judge Hart - All	*
2. Request for Fee-Waived JIS-Link site by Data Driven Safety	Mr. Kevin Cottingham Ms. Susanna Parker	*
3. Regarding the Washington National Guard's Elevated JIS-Link Site	Mr. Kevin Cottingham Mr. David Reynolds	*
4. Other Business	Judge Hart	



Board for Judicial Administration (BJA) Meeting
Friday, March 19, 2021, 9:00 a.m. – 12:30 p.m.
Videoconference

MEETING MINUTES

BJA Members Present:

Chief Justice Steven González
Judge Greg Gonzales, Member Chair
Judge David Estudillo
Judge Michelle Gehlsen
Judge Rebecca Glasgow
Judge Dan Johnson
Judge David Kurtz
Judge Mary Logan
Judge David Mann
Judge Bradley Maxa
Judge Rebecca Pennell
Judge Judith Ramseyer
Judge Rebecca Robertson
Dawn Marie Rubio
Judge Michael Scott
Judge Charles Short
Justice Debra Stephens

Guests Present:

Jim Bamberger
Barbara Carr
Timothy Fitzgerald
Robert Mead
Justice Raquel Montoya-Lewis
Senator Jamie Pedersen
Judge Kevin Ringus
Judge Cindy Smith

**Administrative Office of the Courts
(AOC) Staff Present:**

Kathryn Akeah
Crissy Anderson
Judith Anderson
Jeanne Englert
Penny Larsen
Dirk Marler
Stephanie Oyler
Ramsey Radwan
Caroline Tawes
Andrea Valdez

Call to Order

Chief Justice González called the meeting to order at 9:02 a.m.

Tribal State Court Consortium (TSCC) Presentation

Judge Cindy Smith, co-chair of the Tribal State Court Consortium (TSCC), presented a history and overview of the TSCC work.

TSCC goals include building relationships throughout state between Tribal and state courts, and partnering in administering justice in the state.

There was a discussion on the importance of state courts being able to see protection orders issued in Tribal Courts. Chief Justice González suggested forming a workgroup to come up with recommendations for solutions. Suggestions for membership in the

workgroup included a technical advisor from the AOC, court administrators from both the superior courts and courts of limited jurisdiction, and representatives from the county clerks, the Gender and Justice Commission, and the Northwest Justice Project. Justice Montoya-Lewis, Judge Logan, Judge Smith, and Dawn Marie Rubio will develop a proposed list of members.

Court Recovery Task Force (CRTF)

This is the end of the first year of the CRTF. The CRTF is compiling responses to the COVID-19 crisis regarding what has worked well and what has not worked well. At the June BJA meeting there will be a discussion on how the CRTF synthesizes the information that has been gathered and how to make that information available to the justice system.

There are currently three surveys being prepared. A survey for jurors will be ready early next week. Surveys for unrepresented litigants and for defendants are being translated and will be ready soon. The surveys will be available via paper copies and QR codes.

Court Security Task Force

Judge O'Donnell and members of the SCJA Legislative Committee met with Representative Tharinger to discuss the Court Security Task Force funding package. Task Force judges and administrators will participate in a security training conducted by a third party vendor via a scholarship from the BJA Education Committee to evaluate whether this is training the Task Force can recommend to the courts or consider for future funding.

Small group discussions

The meeting participants were divided into five breakout rooms to discuss the following questions from the agenda:

What are you doing now that is ONLY authorized by emergency orders and the Supreme Court that you want to keep doing?

How is your organization, association, or court preparing for operations post-COVID?

Discussion notes from each breakout team will be e-mailed to Jeanne Englert and distributed in a separate document. Highlights from the breakout discussions include:

- Some court rules might need to be reviewed. There should be additional capability to appear remotely such as kiosks, libraries, and community centers, all with a variety of software that could connect with the courts.

- Jury selection via Zoom seems to promote greater diversity and participation. There are concerns about the digital divide that need to be considered.
- Remote judicial education is going very well. The Court of Appeals has found that remote oral arguments reduce costs and work well. Remote meetings promote participation.
- Many courts hope to keep remote options including remote appearances, e-signatures, and e-submissions with options for local variances. There is still an urgent need for increased court staff and judicial officers and off-site facilities with technical support and security.
- Remote hearings and remote oral arguments are going forward. Some judges don't want remote hearings. There may be a need for two separate calendars, one remote and one in person.

Standing Committee Report

Budget and Funding Committee (BFC): The March 17 Economic Recovery Council updated the budget forecast with an increase of \$1.3 billion this year, and a \$1.9 billion increase for the biennium. This brings the forecast back to where it was in February 2020. BJA funding requests are expected to move forward. The Senate Operating Budget will be released March 26.

Washington will receive \$7.1 billion in federal funding, and \$1.7 billion of that is flexible funding. Chief Justice González, representatives from the Superior Court Judges' Association and the District and Municipal Court Judges' Association, Dawn Marie Rubio, and Ramsey Radwan will communicate that the judicial branch needs to participate in discussions on the distribution of the flexible funding.

There are still CARES funds to be distributed. Funds may be used on backlog issues, including facility rental, pro tempore, and staff costs and some technical costs. Funds will be issued in two-month increments. About \$2 million is left in the CARES package that may be distributed through the end of 2021.

Court Ed Committee (CEC): The new Learning Management System selection process will be in the demonstration phase the last two weeks of March. A vendor will be chosen after completion of the demonstrations. Spring programs start next week with the Court of Appeals and County Clerks programs. All spring programs will be virtual. The Annual Conference will be held in person September 12–14, 2021.

Legislative Committee (LC): The total number of bills introduced this year is 1,477. HB 1167, the BJA request for a ninth judge in Thurston County Superior Court, has moved from the Senate Law and Justice Committee to the Senate Ways and Means Committee. Devon Connor-Green, the Interim Legislative Liaison, is doing a good job. Interviews to hire a new AOC Legislative Liaison are set for April.

Policy & Planning Committee (PPC): This Committee continues to focus on the adequate funding project. They will report at the June BJA meeting on a survey to presiding judges and court administrators. The Committee also continues to focus on BJA Board diversity. They are reviewing the Committee charter and are discussing recruiting an at-large member from the community or a retired judge.

Judicial Leadership Summit

Jeanne Englert will send BJA voting and non-voting members an invitation to hold 9:00 a.m. to 2:00 p.m. on June 18, 2021 for the Judicial Leadership Summit. Ideas for the Summit include small group breakout sessions and discussions on a funding implementation plan, creating a better relationship with the Legislative Branch, how to deal with the courts' case backlog, rule changes necessary to emerge from pandemic, and the relationship between Tribal and state courts, especially regarding protection orders. Several Legislators will be invited to the Summit.

There will be further discussions on the Summit format and topics.

February 19, 2021 Meeting Minutes

It was moved by Judge Scott and seconded by Judge Gehlsen to approve the February 19, 2021, BJA meeting minutes. The motion carried unanimously.

Information Sharing

The Supreme Court has finished the last oral argument of the winter term. The one-year anniversary of the pandemic and of emergency court orders issued by the Supreme Court was noted.

The Appellate Conference will be held next week.

Fencing and restricted traffic around the capitol campus prevented the Law Library from continuing to offer curbside service. The public is now allowed back on campus on foot and circulation will begin again. The Law Library has continued to offer service to courts, attorneys, and self-represented litigants around the state.

The County Clerks spring conference will be held soon with a presentation from Tribal Courts. Lessons learned during the pandemic will be discussed.

Today is Judge Maxa's last BJA meeting. The new Court of Appeals Presiding Chief Judge will be Judge Marlin Appelwick. Chief Justice González and Judge Mann thanked Judge Maxa for his work.

The Court of Appeals is discussing distribution of the COVID-19 vaccine and the challenge of vaccine hesitancy and equitable distribution.

Dirk Marler stated he is grateful and proud of AOC staff who have stepped up and done good work under difficult circumstances over the past year.

Interbranch Relations

Senator Jamie Pedersen discussed how the Judicial Branch as a whole could benefit from a structure that creates opportunity for ongoing communication with the Legislature, especially on budget issues. Senator Pedersen would appreciate an opportunity to facilitate a process for more regular and better communication between the two branches.

Senator Pederson plans to participate in the June 18 Judicial Leadership Summit, and discussed other legislators who could be invited.

Other

There being no further business, the meeting was adjourned at 11:55 a.m.

Recap of Motions from the March 19, 2021 Meeting

Motion Summary	Status
Approve the February 19, 2021, BJA meeting minutes.	Passed

Action Items from the March 19, 2021 Meeting

Action Item	Status
A workgroup will be formed to come up with proposals for building relationships throughout state between Tribal and state courts. Justice Montoya-Lewis, Judge Logan, Judge Smith, and Dawn Marie Rubio will develop a proposed list of members.	
At the June BJA meeting there will be a discussion on how the CRTF synthesizes the information that has been gathered and how to make that information available to the justice system.	
The Policy & Planning Committee will report at the June BJA meeting on a survey to Presiding Judges and court administrators	
<u>February 19, 2021, BJA Meeting Minutes</u> <ul style="list-style-type: none"> • Post the minutes online. • Send minutes to the Supreme Court for inclusion in the En Banc meeting materials. 	Done Done



IT Governance

*"IT Governance is the framework by which
IT investment decisions are made, communicated and overseen"*

Summary of Changes Since Last Report

New Requests:	1320 - Public Case Search Modernization (AOC) 1329 - County Code Information (DMCMA)
Endorsements:	1319 - Implementation of NeoGov for AOC Employment Recruitment (AOC) 1321 - Send JCAT data to the Data Warehouse to Facilitate Reporting (WAJCA)
Analysis Completed:	265 - Kitsap District Court CMS to EDR (DMCJA/CLJ CLUG) 1306 - RightNow Replacement (AOC/Non-JIS CLUG) 1316 - ColdFusion 2021 Upgrade (AOC/Non-JIS CLUG)
Endorsement Confirmations:	1306 1316
CLUG Decision:	1306 1316
Authorized:	1306 (CIO) 1316 (CIO)

Summary of Changes Since Last Report

In Progress:	274 - EFC Extended Foster Care-Dependency - Modify Required Party of PAR Parent (WSACC/SUP CLUG) 277 - TRU Truancy - Modify Required Party of PAR Parent (WSACC/SUP CLUG) 1306 - RightNow Replacement (AOC/Non-JIS CLUG)
Completed:	None
Closed:	None

JISC ITG Strategic Priorities

JISC Priorities				
Priority	ITG#	Request Name	Status	Requesting CLUG
1	102	Courts of Limited Jurisdiction Case Management System	In Progress	CLJ
2	252	Appellate Electronic Court Records	In Progress	Appellate
3	27	Seattle Municipal Court CMS to EDR Data Exchange	In Progress	CLJ
4	270	Allow MH-JDAT data accessed through BIT from Data Warehouse	Authorized	Superior

ITG Status Year in Review

JISC Authorized

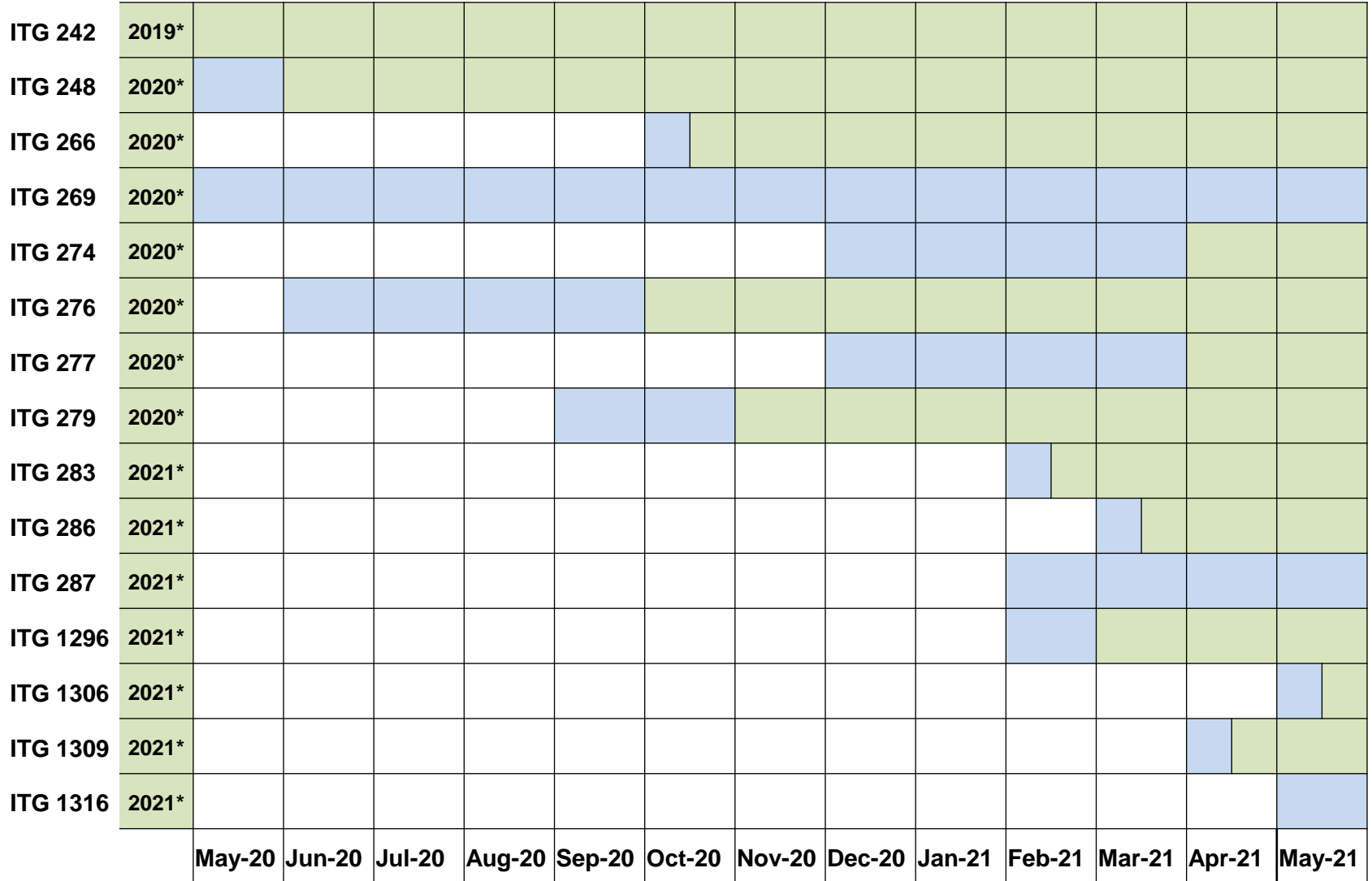
ITG 102	2011*													
ITG 252	2018*													
ITG 27	2011*													
ITG 270	2020*													
		May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21

■ Authorized
 ■ In Progress
 ■ Completed
 ■ Withdrawn or Closed

* Year ITG authorized

ITG Status Year in Review

AOC Admin/CIO Authorized



■ Authorized
 ■ In Progress
 ■ Completed
 ■ Withdrawn or Closed

* Year ITG authorized

Current ITG Priorities by CLUG

Priority	ITG #	Request Name	Status	Approving Authority	Importance
Appellate CLUG					
1	252	Appellate Electronic Court Records	In Progress	JISC	Unspecified
Superior CLUG					
1	248	Washington State Juvenile Court Assessment	In Progress	Administrator	High
2	270	Allow MH-JDAT data to be accessed through BIT from the Data Warehouse	Authorized	JISC	High
3	283	Modify Odyssey Supervision Probation Category to Support Non-Criminal Cases	In-Progress	Administrator	Medium
4	274	EFC Extended Foster Care-Dependency - Modify Required Party of PAR Parent	Authorized	CIO	Medium
5	277	TRU Truancy - Modify Required Party of PAR Parent	Authorized	CIO	Unspecified
6	269	Installation of Clerks Edition for Franklin County Superior Court Clerks Office	Authorized	CIO	Low
Courts of Limited Jurisdiction CLUG					
1	102	Courts of Limited Jurisdiction Case Management System	In Progress	JISC	High
2	27	Seattle Municipal Court CMS to EDR Data Exchange	In Progress	JISC	High

Authorized
 In Progress
 Completed
 Withdrawn or Closed

Current ITG Priorities by CLUG

Priority	ITG #	Request Name	Status	Approving Authority	Importance
Non-JIS CLUG					
N/A	242	WSP System Modernization	In Progress	JISC	Unspecified
N/A	266	Upgrade SC-CMS to Odyssey 2018	In Progress	CIO	Unspecified
N/A	276	Parking Tickets issued in SECTOR - Interim resolution	In Progress	Administrator	Unspecified
N/A	279	JIS Name Field Upgrade	In Progress	Administrator	Unspecified
N/A	286	Statewide Reporting	In Progress	Administrator	Unspecified
N/A	287	OnBase Product Upgrade to v20.3	Authorized	CIO	Unspecified
N/A	1296	Superior Court Text Messaging and E-mail Notifications	In Progress	CIO	Unspecified
N/A	1306	RightNow Replacement	In Progress	CIO	Unspecified
N/A	1309	SQL Server Upgrade 2019 Upgrade	In Progress	CIO	Unspecified
N/A	1316	ColdFusion 2021 Upgrade	Authorized	CIO	Unspecified

Authorized
 In Progress
 Completed
 Withdrawn or Closed

ITG Request Progress

Awaiting Endorsement	Awaiting Analysis	Awaiting Endorsement Confirmation	Awaiting CLUG Recommendation	Awaiting Authorization	Awaiting Scheduling
<p>1320 Public Case Search Modernization</p> <p>1323 County Code Information</p>	<p>220** Supplemental Race/Ethnicity Request</p> <p>275* Odyssey to EDR</p> <p>284* Criminal cases with HNO and DVP case types allow DV Y/N</p> <p>1297* Self-Represented Litigants (SRL) Access to SC & CLJ Courts</p> <p>1307* Law Data Project</p> <p>1308 Integrated eFiling for Odyssey DMS Superior Courts</p> <p>1313* Supreme Court Opinion Routing/Tracking System</p> <p>1317* BizTalk 2020 Upgrade</p> <p>1318* Business Object Upgrade</p> <p>1319 Implementation of NeoGov for AOC Employment Recruitment</p> <p>1321 Send JCAT data to the Data Warehouse to Facilitate Reporting</p>	<p>241 JIS Person Business Indicator</p> <p>265 Kitsap District Court CMS to EDR Data Exchange</p>	<p>256 Spokane Municipal Court CMS to EDR Data Exchange</p>	<p>None</p>	<p>269 Installation Of Clerks Edition For Franklin County Superior Court Clerks Office</p> <p>270 Allow MH-JDAT/MAISI data to be accessed through BIT from the Data Warehouse</p> <p>287 OnBase Product Upgrade to v20.3</p> <p>1316 ColdFusion 2021 Upgrade</p>