

# **Judicial Information System Committee (JISC)**

Friday, October 22, 2021 (10:00 a.m. - 12:00 p.m.)

Register in advance for this meeting:

October 22<sup>nd</sup> 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.

ACENDA								
1.	Call to Order  a. Introductions b. Approval of Minutes	Justice Barbara Madsen, Chair	10:00 – 10:05	Tab 1				
2.	Introduction of New JISC Member - Mr. Donald Graham (WSBA)	Justice Barbara Madsen, Chair	10:05 – 10:10					
3.	Decision Point: JIS Link Fee Schedule Proposal	Mr. Phil Brady, Contracts Manager Mr. Kevin Cottingham, Data Dissemination Administrator	10:10 – 10:30	Tab 2				
4.	JIS Budget Update  a. 21-23 Budget Update b. 2022 Supplemental Budget Update	Mr. Christopher Stanley, MSD Director	10:30 – 10:45					
5.	Juvenile Detention Data Guidelines	Mr. Dave Reynolds	10:45 – 10:55	Tab 3				
6.	Enterprise Data Repository (EDR) - Operational Status Update	Ms. Tammy Anderson, Enterprise Data Services Manager	10:55 – 11:20	Tab 4				
7.	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	11:20 – 11:40	Tab 5				
8.	Committee Reports  Data Dissemination Committee (DDC)	Judge John Hart, DDC Chair	11:40 – 11:55	Tab 6				
9.	Meeting Wrap Up	Justice Barbara Madsen, Chair	11:55 – 12:00					
10.	Informational Materials			Tab 6				

Judicial Information System Committee Meeting Agenda, October 22, 2021 Page | 2

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

Persons with a disability, who require accommodation, should notify Anya Prozora at <a href="mailto:Anya.Prozora@courts.wa.gov">Anya.Prozora@courts.wa.gov</a> 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

**December 3, 2021** 

# October 22<sup>nd</sup> 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 <u>turned off unless you are asking a question and speaking.</u>
  - 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: October 22, 2021, 10:00 AM Pacific Time

# Register in advance for this meeting:

October 22<sup>nd</sup> 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 <u>required</u> 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
  - I. **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=hlkCmbvAHQQ&feature=youtu.be

# JUDICIAL INFORMATION SYSTEM COMMITTEE

# August 27, 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 Mr. Joseph Brusic Mr. Derek Byrne

Judge John Hart, Vice-Chair Judge Kathryn Loring

Mr. Frank Maiocco Ms. Barb Miner Chief Brad Moericke Judge Robert Olson Mr. Dave Reynolds Ms. Dawn Marie Rubio Judge Lisa Worswick

# **Members Absent:**

Ms. Margaret Yetter

Ms. Mindy Breiner
Ms. Paulette Revoir

# **AOC Staff Present:**

Mr. Kevin Ammons
Mr. Kevin Cottingham
Ms. Vicky Cullinane
Mr. Keith Curry
Ms. Vonnie Diseth
Mr. Curtis Dunn
Mr. Rob Eby

Ms. Christy Hunnefield
Mr. Mike Keeling
Mr. Dirk Marler
Mr. Dexter Mejia
Ms. Isabelle Molamphy
Ms. Anya Prozora
Ms. Cat Robinson
Mr. Christopher Stanley

#### **Guests Present:**

Mr. Allen Mills Ms. Heidi Percy Mr. Terry Price Mr. Donald Graham

# Call to Order

Justice Barbara Madsen called the Judicial Information System Committee (JISC) meeting to order at 10:02 a.m. This meeting was held virtually on Zoom.

# **Introduction of Reappointed JISC Members**

Justice Madsen recognized four JISC members who have been reappointed for new terms. The members are Judge Scott Ahlf, Judge John Hart, Chief Brad Moericke, and Ms. Margaret Yetter. Justice Madsen thanked them for their continued willingness to serve on the JISC. She also noted that the appointment process was underway for the vacant WSBA representative position. The new member will be introduced at the October JISC meeting.

# **Updated JISC Executive Committee Members**

Justice Madsen reminded the Committee of the two new positions that were added to the Executive Committee as part of the JISC Bylaws amendment the Committee approved in August. Justice Madsen appointed Mr. Frank Maiocco as the representative for the Association of Washington Superior Court Administrators (AWSCA) and Ms. Paulette Revoir as the representative for the District and Municipal Court Management Association (DMCMA).

# Introduction of AOC's New MSD Director – Mr. Christopher Stanley

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Ms. Dawn Marie Rubio introduced Mr. Christopher Stanley as AOC's new Management Services Division Director and Chief Financial Officer (CFO). Mr. Stanley succeeds Mr. Ramsey Radwan, who retired at the end of July. Mr. Stanley brings with him a wealth of knowledge and experience. He was previously the CFO at the Washington State Gambling Commission, and has held positions at the Department of Children, Youth, and Families and the Office of Financial Management.

# **JIS Budget Update**

Mr. Stanley gave an update on the 21-23 Budget and the 2022 Supplemental Budget. Mr. Stanley stated that he is in the process of reviewing and familiarizing himself with the JIS Budget and will provide more detailed budget information at the next JISC meeting. As such, Mr. Stanley gave a more general update for the current 21-23 biennium, noting that financial and state economies are continuing to recover from the pandemic.

AOC is still finalizing the allotted budget for this fiscal year and is also working on 2022 supplemental budget requests. There are four packages impacting JIS this year. The first package relates to the Appellate Court Enterprise Content Management System (AC-ECMS) system request to upgrade to OnBase. This would usually be paid for out of the JIS account, but there are some revenue issues with the JIS account, so all the IT requests are being moved to the General Fund temporarily. The second package is for the backfill of the revenue lost during the pandemic. The third package relates to Data Quality program funding. AOC has a data quality coordinator, but no team to review and analyze the data in the various systems to ensure comprehensive data quality. The fourth package is to fund eFiling for the CLJ-CMS project. Mr. Stanley said AOC is approaching this from a two-prong perspective: access to justice for those that cannot afford it and promotion of adoption, hoping that more courts will adopt the system.

Mr. Stanley clarified that there are two problems with the JIS account: there is a structural deficit due to declining revenue over years, and an event deficit from the pandemic impact. He also added that he and his team are working diligently to determine the full status of the JIS account so that AOC may advocate for stabilizing the funding source to the Legislature.

A question was asked on whether the request for funding for eFiling also included superior courts or if it just covered the CLJ-CMS project. Mr. Stanley said the request refers to eFiling for CLJ-CMS; funding for the superior courts would need to be reviewed at a later date. Justice Madsen noted that there are currently no funds for eFiling, and it has not been decided how eFiling will be paid for in the CLJ-CMS project. The superior courts should be talking about how to fund eFiling now, so they will be prepared to implement eFiling in the future. Ms. Vonnie Diseth added that approximately 12-15 clerks at the superior court level have expressed interest in eFiling at this time. Ms. Barb Miner and Judge Kathryn Loring volunteered to be a part of the discussion for eFiling funding at the superior court level. Justice Madsen said she would be in touch with Judge Loring and Ms. Miner about a funding discussion on Superior Court eFiling.

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. Since the delay was announced for the Odyssey File and Serve (OFS) component, the project team has provided the opportunity for all of the affected courts to ask questions about the delay. There was some feedback received from the courts but nothing unexpected. The project team made the decision to finish the integrations with JIS and OFS in anticipation of releasing OFS shortly. These integrations were accepted by Tyler and are deemed certified for use in production. The project leadership has been working closely with Tyler Technologies to finalize two change requests, one for the schedule and deliverable due dates and another memorializing the OFS delay. Both of these change requests are expected to be completed shortly.

The requirements traceability matrix and project design documents were approved recently. There are a couple of outstanding questions but nothing of concern to the project team. Tyler will now begin development work to enhance Odyssey to meet Washington CLJs needs. The first of five data conversion pushes for the CLJ pilot courts began in earnest in August. There will be another one in October after any deficiencies are noted and corrected. Finally, a CLJ-CMS newsletter was piloted. The first edition was released in early August, with a second one anticipated the first full week of September.

# **Quality Assurance Assessment Report**

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

# **HB 1320 Implementation Update**

Mr. Keith Curry provided an update on the implementation of House Bill 1320, which improves civil protection order processes. The bill consolidates six civil protection orders under once civil cause of action. The project impacts every AOC division as well as ten AOC-supported systems. AOC will be putting together the requirements for those systems, starting with JIS and SCOMIS. The requirements for these two systems will drive requirements for the remaining eight systems: Superior Court Odyssey, CLJ Odyssey, Case Replication, EDR, Statewide Data Warehouse, Judicial Access Browser System (JABS) and Juvenile and Correction System (JCS). Once the requirements have been documented, AOC will know if the given timeline of June 30, 2022 is sufficient to complete the changes.

Justice Madsen asked about tribal courts that use law enforcement to serve protection orders and how these new requirements would impact the tribal courts. Ms. Rubio said the Gender & Justice Commission is looking at this issue in one of their workgroups.

# **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.

# Meeting Minutes, Wrap Up & Adjournment

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

Justice Madsen adjourned the meeting at 11:21 am.

# **Next Meeting**

The next meeting will be October 22, 2021, via Zoom from 10:00 a.m. to 12:00 p.m.

# **Action Items**

Action Items	Owner	Status





JIS-LINK FEE SCHEDULE: Effective May 1, 2021

# **General Public and State Agencies:**

RCW 2.68.030 states in part: "The judicial information system committee shall develop a schedule of user fees for in-state non-court users and all out-of-state users of the judicial information computer system and charges for judicial information system products and licenses for the purpose of distributing and apportioning the full cost of operation and continued development of the system among the users."

# **County and City Governmental Agencies:**

RCW 2.68.010 states in part: ". . . no fee may be charged to county or city governmental agencies within the state of Washington using the judicial information system for the business of the courts." Therefore, all fees and transaction charges are waived for these agencies.

# **Authority**

The following schedule of user fees has been established pursuant to the requirement of RCW 2.68.030.

# **Installation Charges**

The Subscriber shall pay a non-refundable initial installation charge of Two Hundred Dollars (\$200.00). The installation charge is due prior to connection to any JIS-Link services.

The Subscriber will be furnished user IDs as requested. If additional user IDs are required, they shall be provided at no additional cost.

# **Monthly Usage Charges**

The Subscriber shall pay a charge of \$.145 (14½ cents) per transaction. A transaction equates to the execution of a command. A command is executed each time the user tells the system to respond; by pressing the ENTER key, or clicking to see additional case information.

Subscribers will be billed monthly for JIS-Link usage charges incurred during the billing period. The account is payable in full on the date shown on the front of the invoice, under the heading "Due Date" (30 calendar days from the Invoice Date).



The AOC will apply a minimum charge of \$13.00 to all JIS-Link invoices. If transaction charges are less than \$13.00, the subscriber will be billed \$13.00; if transaction charges total \$13.00 or more, actual charges will be billed with no additional charge. If a subscriber has no transaction charges for the month, and no invoice needs to be mailed, no charges will be billed.

Pursuant to subparagraph 12.c. of the JIS-Link Basic Access Subscription and License Agreement, an account maybe terminated, without notice, for non-payment if the account has not been paid in full within fifteen (15) calendar days of the "Due Date" (date shown on the front of the invoice under the heading "Due Date"). Accounts more than 30 days past due are subject to collection.

To have a terminated account reinstated, the subscriber will be required to re-apply, pay all amounts previously due, and pay the installation fee.

# **Taxes**

Installation and usage charges are not subject to tax.

# JIS-LINK CLICK-THROUGH AGREEMENT

# 1. Warranties to AOC

By accepting the terms of this Agreement:

- a. You warrant that you are at least eighteen (18) years of age and possess the legal authority to enter into this Agreement.
- b. You are acknowledging responsibility as an individual or as the legal representative of your company.

# 2. Alterations and Amendments

The AOC in its sole discretion may modify the terms and conditions of this Agreement, as well as discontinue or change the JIS-Link service, upon notice by the AOC published through the <u>JIS-Link Web site</u> or sent to you by e-mail. It is your responsibility to periodically review the <u>JIS-Link Web site</u>, including any updated Agreement, to be aware of such modifications. Your continued use of JIS-Link following the publication of any such notice shall constitute acceptance of modifications. If you do not agree with any modification to the JIS-Link service or Agreement, you may terminate this Agreement by discontinuing to use the JIS-Link service and by sending notice of such choice by e-mail to Admin.JISLink@courts.wa.gov.

# 3. Effective Date

This Agreement shall be effective on the date the AOC accepts your application and receives payment of the non-refundable initial installation charge detailed in the Fee Schedule. If your account does not require an installation charge, this Agreement is effective on the date you first access the system.

# 4. Grant of License

- a. Subject to your performance of your obligations under this Agreement, the AOC hereby grants you a limited, revocable, non-exclusive, non-transferable license (without the right to grant sublicenses) to use the JIS-Link service to access public court data from JIS-Link and to distribute such data to your clients, customers, and other third parties.
- b. You do not gain any proprietary right to, nor interest in, any information and data provided by the JIS-Link service. Any rights or interest, or any portion thereof, derived by you under this Agreement are exclusive to you, or your company, and may not be transferred, assigned, or sold for any purpose whatsoever to any person, corporation, partnership, association, or organization of any kind.

# 5. **Fees**

- a. You agree to pay the fees as set forth in the <u>Fee Schedule</u> at the published rates in effect when the charges were incurred.
- b. Fees are subject to change without notice, and will be reviewed for adjustment at least annually.

# 6. Payments

- a. You will be billed monthly for JIS-Link usage charges incurred during the prior month.
- Your account is payable in full on the date shown on the front of the invoice under the heading "Due Date" (30 calendar days from the Invoice Date).
- c. You acknowledge that your access to JIS-Link services may be terminated for non-payment of your bill and that you will be subject to all current installation charges for reinstatement pursuant to paragraph 12.c of this Agreement.
- d. You agree to make all payments for JIS-Link services payable to the AOC by check, cash, money order, or credit card. All amounts are to be in U.S. dollars and are to be drawn on a U.S. bank. The remittance address for payments is shown on the front of the JIS-Link invoice. To ensure payment is properly credited to your account, you should include your JIS-Link account name and invoice number with the payment.

# 7. Disclosure Statement

You agree to provide a disclosure statement to each customer, client, or other third party at the time any information from JIS-Link is provided to them. You agree that a statement is displayed or provided every time information is provided which states, at a minimum:

The data or information provided is based on information obtained from the Washington State courts as of \_\_\_\_\_\_ (insert date the information was obtained from JIS-Link). The Administrative Office of the Courts and the Washington Courts:

- 1) Do not warrant that the information is accurate or complete except for court purposes;
- 2) Make no representations regarding the identity of any persons whose names appear in the information; and
- 3) Deny liability for any damages resulting from release or use of the data or information.

The user should verify the information by personally consulting the "official" record reposing at the court of record.

# 8. Lawful Use of JIS-Link Service Data and Information

- a. You may only use JIS-Link for lawful purposes, in compliance with all applicable laws, treaties, court rules, and administrative rules and policies.
- b. You are responsible for ensuring that access and use of the JIS-Link Service data and information by your customers, clients, or other third parties is conducted in a proper and legal manner.
- c. You agree not to use the data accessed under this Agreement to create any automated database.

d. You agree to not use the data obtained through JIS-Link for commercial solicitation purposes, and to not provide it to other entities for the use of commercial solicitation purposes.

# 9. Disclaimer of Warranties

- a. The AOC provides no warranties, express or implied, including without limitation, the implied warranties of merchantability and fitness for a particular purpose, with respect to any computer programs or any information or data provided under this Agreement.
- b. The AOC provides no warranties, express or implied, that the information or data provided is accurate, current, correct, or complete. It is expressly understood by the parties that it is the responsibility of the Subscriber and/or its customers, clients, or other third parties to whom the information and data was supplied, to verify information or data obtained under this Agreement against official court information at the court of record.

# 10. Limitation of Liability

You acknowledge and accept that all information and data provided under this Agreement is provided on an "As Is" basis and that the information and data may be subject to error or omission and correspondingly agree that the AOC shall not be responsible nor liable in any way whatsoever for the validity of any data provided or for the use of the information and data provided. Specifically:

- a. The AOC shall not be liable for any demand or claim, regardless of form of action or venue thereof, for any damages resulting from the use by you of any information, data, or other materials provided under this Agreement.
- b. The AOC shall not be liable for any demand or claim, regardless of form of action or venue thereof, for any damages arising from incorrect or incomplete information or data provided under this Agreement.
- c. The AOC shall not be liable to you or any other party for any loss, including revenue, profits, time, goodwill, computer time, destruction, damage or loss of data, or any other indirect, special or consequential damage which may arise from the use, operation, or modification of data provided under this Agreement.

# 11. Indemnification

You hereby agree to defend, indemnify, and hold harmless the AOC, its employees, and the State of Washington from all loss, risk of loss, and damages (including expenses, costs, and attorney fees) sustained or incurred because of, or by reason of, any claims, demands, suits, actions, judgments, or executions for damages of any and every kind and by whomever and whenever made or obtained, allegedly caused by, arising out of, or relating in any manner to any use made of the information or data obtained under this Agreement.

# 12. Termination

a. **Termination Without Cause -** Either you or the AOC may terminate this Agreement by providing written notice of such termination to the other

- party. Notice must specify the effective date of termination, which must be at least thirty (30) calendar days after such notice was provided. If this Agreement is so terminated, you shall be liable only for payment for usage charges and for other services rendered, if any, prior to the effective date of termination.
- b. **Termination For Cause -** You accept full responsibility and liability for any violations of this Agreement by you or any officer, employee, or agent of yours, and any such violation shall result in immediate termination of your access to JIS-Link services without notice. In such event, you shall be liable for damages as authorized by law.
- c. **Termination For Non-payment -** If an invoice has not been paid in full within fifteen (15) calendar days of the "Due Date" (see paragraph 6.b), the AOC may terminate your access to JIS-Link services without notice. You will be required to re-apply and pay all amounts previously due and the installation fee, for service to be reinstated.
- d. **Termination For Inactivity -** If you have not accessed your account for more than 365 days, the AOC may terminate your JIS-Link services without notice. You will be required to re-apply and pay the installation fee, if applicable, for service to be reinstated.

# 13. Miscellaneous

- a. Before you provide any information from JIS-Link to your customers, clients, or other third parties, you agree to delete any Social Security Number inadvertently included in the JIS-Link data.
- b. AOC shall not be responsible for providing support or assistance of any nature to you or to any third party acting on your behalf.
- c. You are responsible for protecting the security of your user IDs and passwords. You are responsible for the payment of any fees incurred under your user IDs.

# 14. General Terms and Conditions

- a. **Conflict of Authority -** If any provision of this Agreement shall be deemed in conflict with any statute or rule of law, such provision shall be deemed modified to conform to said statute or rule of law.
- b. Governing Law This Agreement shall be governed in all respects by the laws and statutes of the State of Washington. The jurisdiction for any action hereunder shall be the Superior Court for the State of Washington. The venue of any action hereunder shall be in the Superior Court for Thurston County, Washington.
- c. Records Maintenance You agree to retain all books, records, documents, and other materials relevant to this Agreement, including records of all recipients of information obtained from you, for six years after termination of this Agreement and make them available at all reasonable times to inspection, review, or audit by personnel authorized by the AOC, the Office of the State Auditor, federal officials and other officials so authorized by law.

- d. **Severability -** If any term, condition, or application of this Agreement is held invalid, such invalidity shall not affect any other terms, conditions, or applications of this Agreement which can be given effect without the invalid term, condition, or application; to this end the terms and conditions of this Agreement are declared severable.
- e. **Survival -** The provisions of Paragraphs 5, 6, 8, 9, 10, and 11 of this Agreement shall survive the termination of this Agreement.
- f. **Waiver/Modification -** Any failure of AOC to enforce any provision of this Agreement shall not constitute a waiver of any rights under such provision or any other provisions under this Agreement.
- 15. **Entire Agreement -** This Agreement sets forth the entire agreement between you and the AOC regarding the JIS-Link service and supersedes all previous discussions and agreements. Understanding, representations, or warranties not contained in this Agreement shall not be binding on either party.





**Judicial Information System Committee Meeting** 

October 22, 2021

# **DECISION POINT - JIS-Link Fees**

# **MOTION:**

One of:

- [AOC set fees]: I move that the JISC ratify the current JIS-Link fees set by AOC effective May 1, 2021, approve the updated click-through agreement drafted by AOC, and grant AOC the authority to set JIS-Link fees moving forward."
- [Fees tied to fiscal growth factor]: I move that the JISC approve the current JIS-Link fees set by AOC effective May 1, 2021, approve the updated click-through agreement drafted by AOC, and grant AOC the authority to adjust JIS-Link fees according to the fiscal growth factor."
- **[Fees set by JISC annually]:** I move that the JISC approve the current JIS-Link fees set by AOC effective May 1, 2021, approve the updated click-through agreement drafted by AOC, and add JIS fees as a standing item for future October JISC meetings.

# I. BACKGROUND

The JIS-Link fee schedule was last set in February 2003. In May 2021, AOC adopted an updated fee schedule to increase the per-transaction fee rate in an attempt to align the fees more closely with the costs of maintaining the system. Shortly thereafter, AOC adopted a temporary transitional billing model to permit JIS-Link users to use both the legacy system as well as a new web-based system without penalty. The transitional billing model is a flat fee for each account based on the newly-adopted transaction fee and a discounted calculation of that individual account's historic usage of the system.

AOC and the JISC have received a few complaints from users regarding the updated fees, either the increased per-transaction fee or the structure of the transitional billing system.



# II. Discussion

While AOC believes that it was granted authority by the JISC to set JIS-Link fees in 2003 (either explicitly or through approval of the click-through agreement that states fees are subject to change at any time), there is no documentation of that in JISC records. AOC staff spoke to two former AOC employees involved in that process as well as the former chairs of the JISC and the DDC at the time. All four noted that this would have been the standard practice at the time, but did not specifically recall this decision point.

AOC is asking the JISC to do three things:

- 1) Ratify the fee schedule AOC adopted in May 2021.
- 2) Approve the updated click-through agreement.
- 3) Provide AOC with direction on future fee increases. Options include, but are not limited to:
  - a. Affirm AOC's authority to set fees in the future.
  - b. Authorize AOC to increase fees in the future based on the fiscal growth factor.
  - c. Make the JIS-Link fees a standing item on the October JISC meeting each year so the JISC can consider and approve the fees.

# III. OUTCOME IF NOT PASSED -

If the JISC declines to ratify the AOC's new fee schedule, approve the new click-through, and provide guidance to the AOC on future fee increases, it would increase the risk of challenges to JIS-Link invoicing and create confusion in the user community. The May 2021 fee increase was intended to get the JIS-Link closer to a cost-recovery model, and anything that negatively impacts revenues or rolls fees back to the ones set in 2003 may require additional funding from another source, potentially the JIS account.

# **Washington State**



Juvenile Detention

Data Guidelines

2021

# **INTRODUCTION**

This data dictionary serves as a resource for juvenile courts and detention centers in Washington State. These definitions were adapted from the Indiana JDAI Data Dictionary; the Washington State JDAI Data Work Group made additions and changes so the definitions accurately reflect practices in Washington State. The Work Group is thankful to the creators of the Indiana JDAI Data Dictionary for allowing Washington State's use of the document.

This document provides definitions we hope will be adopted by all juvenile court jurisdictions to ensure accurate and consistent data collection, reporting, and analysis. This document has been reviewed and approved by the Washington State JDAI Steering Committee (2021).

# **DEFINITIONS**

# **ABSCOND**

Describes the act of, while subject to the juvenile court jurisdiction, running away or making oneself unavailable for supervision.

# **ADJUDICATION**

A judicial determination in which a youth has been found guilty of committing a criminal act.

# **ADJUDICATION STATUS**

For reporting purposes, adjudication status (i.e., pre- vs. post-adjudication) is determined by the status of the case tied to the DETENTION ADMISSSION REASON (see definition).

Pre-adjudication: the case status from the time a referral has been received until a youth has been found guilty of an offense (or the case has been resolved in some other manner).

Post-adjudication: the case status after the youth has been adjudicated guilty.

**NOTE**: because a violation of a court order is not considered to be a new case, the adjudication status of a detention admission for a violation is determined by the status of the case linked to the violation (e.g., an admission for a probation violation would be considered a post-adjudication admission).

# ALTERNATIVE TO DETENTION (ATD)

A program that increases supervision by the juvenile justice system in the community in an effort to reduce the likelihood of a new offense or a probation violation.

A program may qualify as an Alternative to Detention program (and part of the detention continuum) if the following conditions are met:

Some level of supervision by the juvenile justice system is provided But for this program, the youth would likely have been securely detained

**NOTE**: The standard for successful completion of an ATD program is that a youth completes the program without committing a new offense or a probation violation.

#### ARRAIGNMENT HEARING

A hearing scheduled after the initial finding of probable cause where the juvenile is informed of the charges being filed and the right to be represented by an attorney. A juvenile may enter a plea during

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<sup>&</sup>lt;sup>1</sup> RCW 13.40.140

this hearing. If a juvenile is detained or released with conditions, the arraignment hearing must occur within 14 days of the information being filed.<sup>2</sup>

# ARREST

A youth is considered to be arrested when the youth is taken into custody by a law enforcement agency.

# **AUTOMATIC DETENTION**

Circumstances/Offenses/Reasons that automatically result in a decision to detain a youth regardless of the score on the DETENTION RISK ASSESSMENT INSTRUMENT (see definition). This may also be referred to as a "Mandatory Override."

**NOTE**: reasons for overrides must be tracked as part of the data collection.

# **AVERAGE DAILY POPULATION (ADP)**

The average number of youth within a secure detention facility or alternative to detention (ATD) program during any specified period of time.

Detention ADP = Total number of days in detention (rounded up to a full day for each admission) by all youth in detention during the specified time period divided by the number of days in the specified time period (this will provide the average number of youth per day who spent any part of the day in detention).

**NOTE**: alternatively, jurisdiction may calculate and report the detention ADP using only the actual time (down to minutes) that the youth spends in secure detention, rather than rounding up to a full day for each admission. In this case the ADP would be calculated by adding the total number of minutes in detention for all youth in detention during the specified time period, converting this figure to days, and then dividing by the number of days in the specified time period (this will provide the average number of youth in detention at any given time during the reporting period). Jurisdictions must include the method they used to calculate ADP when reporting ADP figures.

# **AVERAGE LENGTH OF STAY (ALOS)**

The average length of time that youth spend in secure custody (either physically in the detention facility or in-person custody of a court or detention staff member) from the admission time to release time per detention episode for any specified period of time.

ALOS = Total lengths of stay for all youth released during the specified time period divided by the total number of youth released during the specified time period.

# **BECCA PETITION**

A non-offender petition filed with the juvenile court for youth who are engaging in high risk behavior, but have not been charged with a criminal offense for that behavior. There are three types of petitions

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<sup>&</sup>lt;sup>2</sup> JuCR 7.6(a)

allowed under the Becca Bills:<sup>3</sup> truancy petitions (filed by the schools), at-risk youth (ARY) petitions (usually filed by parents when youth run away, or have substance abuse or mental health problems), and child in need of services (CHINS) petition (filed by the child when there is significant conflict at home). Youth subject to these petitions are considered non-offenders, as Washington State does not have a "status offender" category. Through June 2020 statute also allowed for youth in the dependency system to be brought to detention in certain circumstances, and these youth are recorded as non-offenders, along with youth who have an active Becca petition, for reporting purposes (see NON-OFFENDER YOUTH definition).

**NOTE**: A youth may have a concurrent, but non-related, Becca petition and referral/case for a criminal matter.

# **COMMITMENT**

A dispositional order committing a youth to the Washington Department of Children, Youth and Families for housing in a Juvenile Rehabilitation Facility. Commitment is one of two disposition types allowed by statute (the other is LOCAL SANCTIONS – see definition). The length of commitment is determined by a sentencing grid.<sup>4</sup> or otherwise allowed by statute.

# DAY/EVENING REPORTING PROGRAM

A program providing supervision and structure for pre-adjudicated or adjudicated youth during day and/or evening hours.

# **DECLINATION OF JUVENILE JURISDICTION**

A case brought against a person under eighteen (18) years of age at the time of case filing over which the Juvenile Court does not have jurisdiction either due to automatic declination.<sup>5</sup> or as the result of a declination hearing.<sup>6</sup>

**Note**: For JDAI reports, declined youth are not counted in admission totals and thus, do not contribute to calculations of ADP or ALOS. Local reporting practices may vary.

# **DETENTION ADMISSION**

A detention admission occurs when a youth undergoes the juvenile detention center's formal admission process and is assigned a bed in the facility, as a result of court order, risk screener results, or risk screener override.

# **DETENTION ADMISSION REASON**

For reporting purposes, reasons for detention are classified into five categories based on the reason at the time of admission:

• new criminal offense (i.e., youth is held pre-adjudication)

<sup>4</sup> RCW 13.40.0357

<sup>&</sup>lt;sup>3</sup> RCW 13.32A

<sup>&</sup>lt;sup>5</sup> RCW 13.04.030

<sup>6</sup> RCW 13.40.110

- dispositional order to detention as a result of a criminal offense
- violation of a court order related to a criminal offense (including violation of release conditions, violation of probation, contempt of court, and failure to appear to a court hearing). These may also be called technical reasons.
- violation of a court order related to a non-offender matter
- hold for another in-state jurisdiction (e.g., hold for another juvenile court, Juvenile Rehabilitation, or a district/municipal court)
- hold for a non-Washington State jurisdiction (e.g., holds for out of state jurisdictions or tribes, where applicable)

**NOTES**: In instances where the reason changes (e.g., the youth is admitted pre-adjudication, is adjudicated during his/her stay, and is then ordered to remain in detention as part of a dispositional order) only the original admission reason is reported.

In instances where there are two or more reasons linked to a single admission, only one is reported as the primary reason. Admission reasons are ranked from most to least serious as indicated below (for information on the MOST SERIOUS OFFENSE, see definition).

- Criminal offense (pre-adjudication or dispositional order), including holds for other in-state jurisdictions that are not due to a violation of a court order or a non-offender matter
- Violation of a court order related to a criminal offense
- Violation of a court order related to a non-offender matter
- Hold for a non-Washington State jurisdiction

# **DETENTION EPISODE**

For reporting purposes, a detention episode begins at secure detention admission and concludes upon the order of the court for release.

**NOTE**: If a youth is physically released and reenters under the same court action (e.g., youth is serving weekend detention, released for school, etc.) it is still considered a single detention episode, unless there is a new violation of a court order.

# **DETENTION HEARING**

A hearing for detained youth to determine whether a youth should remain in detention or be released. Washington statute requires that a Detention Hearing be held within 72 hours (weekends and holidays excluded), though the hearing typically occurs on the next judicial day after a youth is detained.<sup>7</sup>

# **DETENTION ORDER**

A court order requiring a youth to be placed or maintained in detention after a finding of probable cause that the youth committed a criminal act or after the adjudication of an offense.

# **DETENTION RISK ASSESSMENT INSTRUMENT (DRAI)**

<sup>&</sup>lt;sup>7</sup> RCW 13.40.050(1)(b)

The Detention Risk Assessment Instrument (DRAI) is a screening tool that guides the initial detention decision made either at intake following arrest/referral or at an initial court hearing. The tool weights criteria such as seriousness of the alleged offense and the youth's prior offense/supervision history. A score is produced that assigns the youth to one of two categories: Release or Secure Detention. Scores can be overridden (up or down). Best practice indicates that a reason for the override must be provided and reviewed by a supervisor before the override is executed.

# DISMISSAL

An order of the court that removes the case from the court docket and releases a youth from the jurisdiction of the court.

# **DISPOSITION ORDER**

The juvenile court equivalent of "sentence" in adult court. A dispositional order specifies requirements of a plan for the youth's care, treatment and rehabilitation.

# **DISPOSITION STATUS**

For reporting purposes, disposition status (i.e., pre- vs. post-disposition) is determined by the status of the case tied to the detention admission reason (see DETENTION ADMISSION REASON definition).

Pre-disposition: the case status prior to a dispositional order being entered by the court.

Post-disposition: the case status after a dispositional order has been entered (or modified from the original disposition) by the court.

**NOTE**: because a violation of a court order is not considered to be a new case, the disposition status of a detention admission for a violation is determined by the status of the case linked to the violation (e.g., an admission for a probation violation would be considered a post-disposition admission).

#### DIVERSION

A diversion is the handling of a referral without a case filing to include formal diversion and informal diversion (Warn and Release, Counsel-Closed at Intake, etc.).

**NOTE**: A formal diversion results in a diversion agreement between the court and the youth.<sup>8</sup> An informal diversion can result in any of the following:

- No charges filed/no action taken
- Letter adjustment
- Counsel and release
- Recommendation or referral to an agency for programs and/or services

# **ELECTRONIC MONITORING**

7

<sup>8</sup> RCW 13.40.080

A level of home detention or home confinement supervision, which uses technology to track the youth's whereabouts.

# EMERGENCY SHELTER CARE

A non-secure, residential facility, such as a non-secure Crisis Residential Center or HOPE facility, that is utilized for the short-term, temporary placement of status offenders and/or youth in need of shelter on an emergency basis.

#### **ETHNICITY**

A social, not biological, category referring to social groups, often sharing a sense of common ancestry based on cultural attachments, past linguistic heritage, religious affiliations, claimed kinship and/or some physical traits. Ethnicity and race are considered distinct, as race focuses primarily on physical traits. Best practice indicates that a youth's ethnicity is documented by self-identification and is always paired with inquiry regarding race.

**NOTE**: For JDAI reporting purposes, Washington currently uses the only two US Census ethnicity categories available: Hispanic and Non-Hispanic.

# FAILURE TO APPEAR (FTA)

The act of not successfully appearing for a court hearing, either pre- or post-adjudication.

**NOTE**: An FTA rate can be calculated by dividing the number of FTAs by total court hearings during a specified period (case-level FTA rate) or the total number of youth who fail to appear for at least one scheduled hearing divided by the total number of youth with a court hearing during the same period (youth-level FTA rate)

#### **GENDER**

A person's self-identified classification along the gender continuum, either conforming or not conforming with their biological sex assigned at birth.

**NOTE**: For reporting purposes, Washington equates an individual's biological sex with gender.

# **HOME DETENTION**

A level of supervision by the court/probation department that requires a youth to remain in his/her home and does not include electronic monitoring. Generally, school attendance and court-related appearances are exceptions to remaining in the home. Home Detention is also referred to as House Arrest or Home Confinement.

# INFORMATION FILED

A filing of a written charge(s) alleging the youth has committed an offense by the Prosecuting Attorney.9

# **ISOLATION**

Confinement that occurs when a youth is separated from the youth population and placed in a room for longer than fifteen minutes for the purpose of discipline, behavior modification, or due to an imminent threat to the safety of the youth or others; and in a room other than the room assigned to the youth for sleeping. Juveniles are in isolation from the moment they are separated from others until they have rejoined the population. <sup>10</sup>

**NOTE:** Solitary Confinement, Isolation, and Room Confinement are not one in the same per Washington State Statute, please see definitions on Pages 11 and 12 for Room Confinement and Solitary Confinement.

# JDAI ANNUAL DETENTION REPORTS

The JDAI Data Work Group produces an annual report that, at a minimum, includes the following elements for both JDAI sites (individually and collectively) and non-JDAI sites (collectively, for comparison): number of admissions, demographic characteristics of youth in detention, reason for detention, and average length of stay.

# JUVENILE COURT REFERRAL

Any written report or document received by the juvenile court for an alleged criminal act. 11

# JUVENILE CRIME INDICATOR

A means of measuring whether juvenile crime is increasing or decreasing in a jurisdiction. The Annie E. Casey Foundation allows any of the following indicators: number of felony juvenile court referrals; number of felony juvenile court cases filed; number of juvenile offender court referrals; or number of juvenile offender court cases filed.

# LOCAL SANCTIONS

Local sanctions are one of two disposition types allowed by statute (the other is COMMITMENT – see definition). Local sanctions can include any of the following: juvenile detention, community supervision (probation), community restitution, or a fine. <sup>12</sup>

# **MODIFICATION**

A change in the dispositional decree ordered by the court. The change can be made upon the court's own motion, motion of the youth, the youth's parent/guardian/custodian, the probation counselor, the prosecuting attorney, or anyone providing services to the youth or parent under the dispositional decree.

<sup>9</sup> RCW 13.40.070(3); JuCR 7.1

<sup>&</sup>lt;sup>10</sup> SSHB 2277

<sup>&</sup>lt;sup>11</sup> RCW 13.40.040

<sup>&</sup>lt;sup>12</sup> RCW 13.40.020

# **MOST SERIOUS OFFENSE**

The most serious offense is the alleged criminal offense, violation of a court order, or non-offender matter tied to the primary DETENTION ADMISSION REASON (see definition).

**NOTE**: If the admission reason is a criminal offense and there are two or more charges, the more serious, as defined by the law severity code, is used as the most serious offense.

# **NON-OFFENDER YOUTH**

Non-offender youth are youth whose involvement in the juvenile court stems solely from a Becca petition (Truancy, At-Risk Youth, or Child in Need of Services) or a violation of a court order related to a dependency matter.

**NOTE**: For reporting purposes, youth with a concurrent offender matter are considered offender youth.

# **OVERRIDE**

A decision to detain, release with conditions or release a youth prior to their detention hearing contrary to the jurisdiction's booking criteria or outcome recommended by the Detention Risk Assessment Instrument (DRAI). Best practice indicates that a reason for override must be provided and that supervisor approval is required before the override is executed. Some jurisdictions have provision for "mandatory override" or "automatic detention" in the DRAI for identified offenses.

# PROBABLE CAUSE HEARING

A hearing, which must take place within 48 hours of arrest, to determine if the judge finds probable cause that the youth committed a criminal act. <sup>13</sup> Following determination of probable cause, charges must be filed within 72 hours of the youth's arrest (excluding weekends and holidays), or the youth is to be released without conditions. <sup>14</sup>

# PROBATION/COMMUNITY SUPERVISION

Court-ordered supervision following a juvenile court disposition.

# POSITIVE ACHIEVEMENT CHANGE TOOL (PACT)

A validated risk assessment tool that was created in Washington State and is administered to all youth ordered to probation in every jurisdiction (and additionally to referred youth in some jurisdictions) to assess the youth's risk to reoffend. A pre-screen is administered to all youth and a full assessment is administered to all youth identified as moderate or high risk. The PACT is also used to identify appropriate referrals to block grant funded evidence-based programs.

# **RACE**

<sup>&</sup>lt;sup>13</sup> JuCR 7.3(a)

<sup>&</sup>lt;sup>14</sup> JuCR 7.3(c) and RCW 13.40.050(1)(a)

A social construct created to categorize people into designated groups (e.g. Black, White) based primarily on appearance. Best practice indicates that a youth's race is documented by self-identification. For JDAI reporting purposes, Washington uses the following race categories.

- Asian
- American Indian or Alaska Native
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Multi-racial
- Other

Best practice is to first have youth self-identify where their identity belongs in one of the available race categories. The second part of the inquiry is to have the youth identify which of the two available options related to ethnicity (see ETHNICITY definition) are relevant:

- Hispanic
- Non/not Hispanic

# **RE-OFFENSE**

A referral for an offense that occurs during the pre-adjudication stage of the case process.

Re-offense Rate Calculation = Total number of youth released pre-adjudication who were referred for a new offense during the reporting period divided by the total number of youth who were released pre-disposition during the reporting period.

# REFERRING AGENCY

The agency that sends a juvenile referral to the juvenile court regarding an alleged criminal act.

# RELEASE

The act or condition, documented by date and time, of being freed from a juvenile detention facility. Temporary absences from secure detention should not be documented as releases due to the impact this will have on the calculation of Average Length of Stay (ALOS) and the number of admissions in the reporting period.

# **ROOM CONFINEMENT**

Occurs when a juvenile is separated from the youth population and placed in a room or cell that the juvenile is assigned to for sleeping, other than during normal sleeping hours or interim rest hours. "Room confinement" does not include time a youth requests to spend in his or her room or rest periods in between facility programming. Juveniles are in room confinement from the moment they are separated from others until they are permitted to rejoin the population. 15

**NOTE:** Solitary Confinement, Isolation, and Room Confinement are not one in the same per Washington State Statute, please see definitions on Pages 8 and 12 for Isolation and Solitary Confinement.

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<sup>&</sup>lt;sup>15</sup> SSHB 2277

# SCREEN AND RELEASE

A screen and release episode occurs when: 1. a youth undergoes a screening process to determine the appropriateness of detention; 2. the youth is determined not to have met criteria for admission; and 3. the youth is not admitted to detention (see definition for DETENTION ADMISSION).

**NOTE**: if a youth is screened out and held at the detention facility while staff wait for a responsible adult to pick him/her up, but is not admitted as defined in this document, the episode does not count as an admission.

# SECURE CRISIS RESIDENTIAL CENTER

Physically secure, short-term residential facilities for runaway youth or youth found in "dangerous circumstances." The use of these facilities is authorized under the Becca Bills. <sup>16</sup>

# SECURE DETENTION

A physically secure detention facility used to house juvenile justice-involved youth both pre- and post-adjudication.

**NOTES**: The secure detention facility may be public or private. Detention does not include youth held in shelters, group homes, Crisis Residential Centers (CRCs) or Secure Crisis Residential Centers (SCRCs), or other alternatives to detention which might include a liberty restriction. Detention also does not include time spent screening the youth to determine whether or not to detain. JDAI considers detention to be a continuum of limits on liberty, including secure detention as the most restrictive setting.

# **SOLITARY CONFINEMENT**

Involuntary separation from the youth population and placement in a room or cell other than the room assigned to the youth for sleeping for longer than fifteen minutes for punitive purposes.<sup>17</sup>

**NOTE:** Solitary Confinement, Isolation, and Room Confinement are not one in the same per Washington State Statute, please see definitions on Pages 8 and 11 for Isolation and Room Confinement.

**NOTE:** SSHB 2277 passed the WA State Legislature in 2020 and became effective on June 11, 2020, and removes the ability for all detention centers and state juvenile institutions to utilize solitary confinement.

# **VIOLATION OF A COURT ORDER/TECHNICAL VIOLATION**

An alleged failure to comply with a condition that has been ordered by the court that is not filed as a new criminal case. A technical violation may result from the youth's failure to comply with conditions of probation and/or conditions of release.

<sup>&</sup>lt;sup>16</sup> RCW 13.32A

<sup>&</sup>lt;sup>17</sup> SSHB 2277

# WARRANT

An order issued by the court mandating that a youth be apprehended.



# AOC Enterprise Data Repository (EDR)

# **Integration and Operational Update**

Tammy Anderson
Enterprise Data Services/
EDR Program Manager (ISD)

October 22, 2021



# Background

# **Enterprise Data Repository (EDR)**

- Local courts implementing their own case management systems (CMS)
- Required collection of statewide judicial data from their CMS – JIS Standard Data Elements
- Need to share public safety data (warrants, protection orders, criminal history)
- Used for statewide statistical analysis and reporting
- Data exchange with judicial partner agencies reporting needs



# Successful Court CMS Integrations to the EDR

- October 25, 2017 JIS integration to the EDR
- July 15, 2019 KCCO began sending their case management system data to the EDR.
- November 2, 2020 KCDC began sending their case management system data to the EDR.



# Integrations in Progress

- Odyssey CLJ-CMS
  - JIS data standard mapping (approximately 40% complete)
  - Source reference to standard reference mapping
  - Integration Solution Phase I (Proof of Concept)
- Seattle Municipal Court (SMC) On Hold
  - JIS data standard mapping
  - Source reference to standard reference mapping started
  - Integration solution platform acquisitioned
  - Frequent meetings with SMC technical staff
  - Quarterly meetings with SMC leadership
- Kitsap County District Court In Planning
  - JIS data replication connected to their target server
  - Received integration code base from KCDC



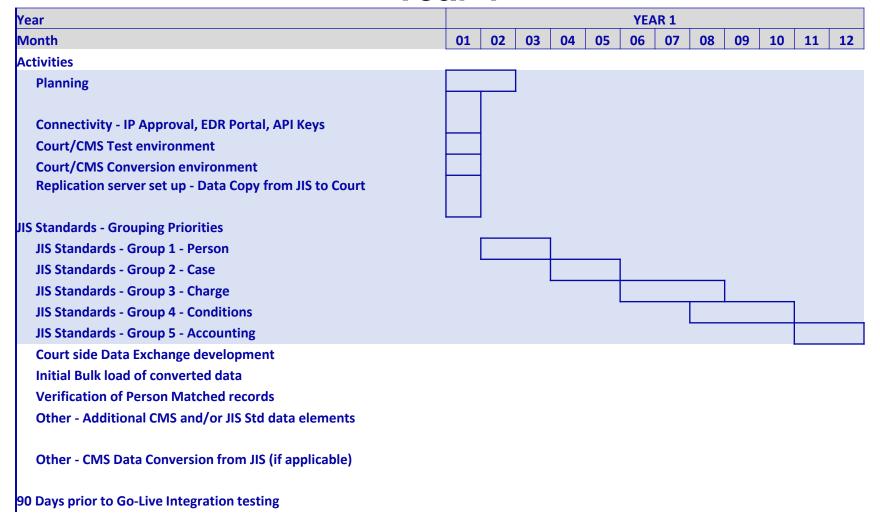
# **Challenges and Concerns**

# **Court CMS Integration to EDR**

- Integration to the EDR could take up to 2½ years
- CMS project plans do not include integration tasks
- Court CMS project implementation delays also delay integration work
- These delays interfere with planned work for integrations with statewide systems

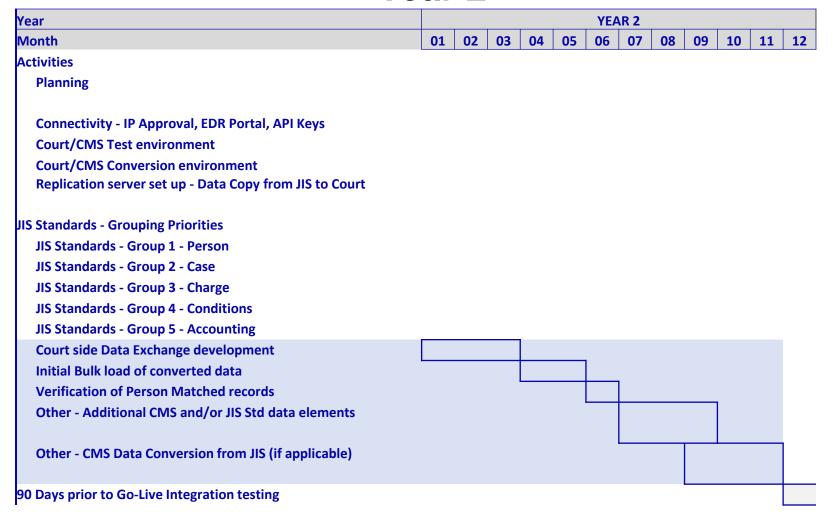


# Recommended Integration Timeline for Courts Year 1





# Recommended Integration Timeline for Courts Year 2





# Recommended Integration Timeline for Courts Year 3 – 90-Day End-to-End Testing





# Challenges and Concerns (continued)

## Disparate CMS's – Data Quality/Integrity

- SCOMIS and DISCIS (JIS) applied court business and validation rules to ensure data integrity
- New Court CMS's (COTS) do not have the same level of builtin safeguards as JIS legacy systems
- Court CMS implementation decisions have caused the loss of some historical case and party data
- The design of local court CMS's complicate statewide person matching
- The resulting decrease in data quality makes complying with statewide data requests nearly impossible (e.g., legislative fiscal notes)



# Challenges and Concerns (continued)

## Data Exchange Impacts to Judicial Partners

- Data quality issues create a high volume of exceptions in judicial partner systems (WSP, DOL, etc.)
- To correct data exceptions, judicial partners must contact each individual court with a local CMS

### There is No Statewide Data Governance

- The lack of statewide agreements on business rules causes increased work for both AOC and court staff
- AOC is unable to complete requests from the public for statewide court data due to data quality issues



# Challenges and Concerns (continued)

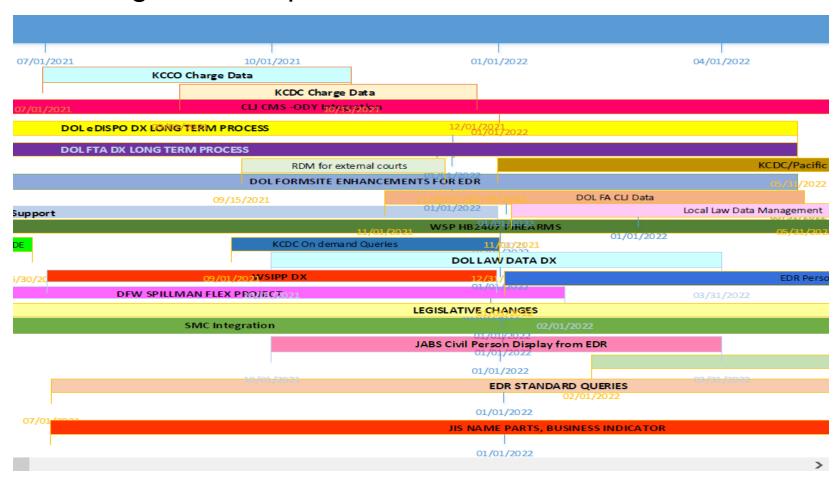
# 2022 Supplemental Budget Decision Package Request: Implement Data Quality

- Will address proactive vs. reactive data monitoring
- Will improve case history and person matching
- Will improve data integrity
  - Address missing code values
  - Identify mapping errors



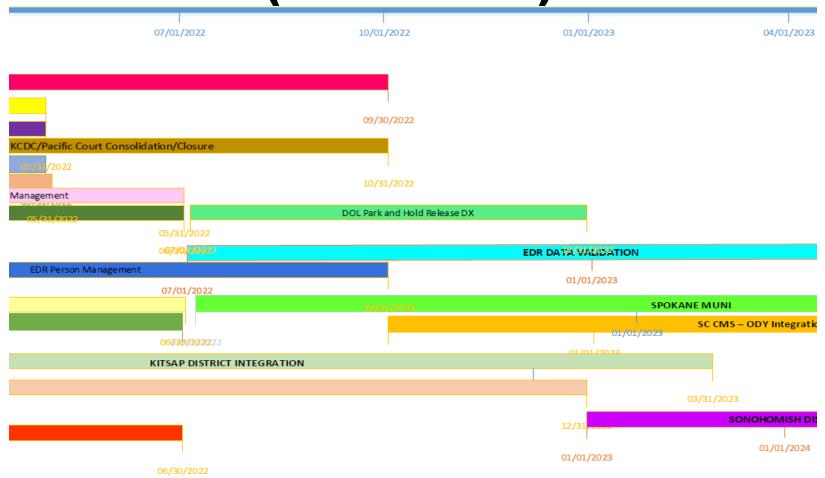
# **Operational Status**

Backlog of EDR operational maintenance tasks





# Operational Status (continued)





# Operational Status (continued)

- Not all KCCO reference data has been mapped to the EDR Standard values
  - AOC and KCCO continue to collaborate and map their unmapped data in the EDR, needed for statewide reporting
  - The Statewide Data Warehouse project team is working with KCCO staff to identify and correct data discrepancies in the EDR
  - This body of work is impacting AOC staff's ability to complete other priority projects
- The AOC team must load corrected data from KCCO every weekend
- The AOC team must also respond to annual legislative mandate changes



# **Future Integrations**

- Odyssey SC-CMS
  - Will build on the CLJ-CMS integration
- Spokane Municipal Court
  - eCourt CMS live since April 2021
  - Completing various refinements to external interfaces, documents, efiling and internal reports
  - Dual data entry to JIS continues
- Pierce County Superior Court
  - Earlier discussions indicated a county funding request for calendar year 2022



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

**Project Update** 

Cat Robinson, PMP CLJ-CMS Project Manager

October 22, 2021



# **Project Scope**

## Three components:

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



# Recent eFiling Project Activity

AOC submitted a change request to delay eFiling

 Tyler and AOC agreed to wait until after the result of the 2022 legislative budget request to engage in further negotiations



# Recent CMS Project Activity

- ✓ AOC project team completed training sessions
  - ✓ Electronic Court Records (ECR) Training
- ✓ Data validation 1 (of 5) complete
- ✓ Preparation for the first technical sprint



# **Project Outreach**

- ✓ Monthly newsletter completed
- ✓ New project website launched



# **Work in Progress**

- Technical Sprint 1 Refinement and proof of concept of integration from Odyssey to EDR
- Odyssey CMS configuration continues
- Data validation for pilot release number 2 (of 5) in progress



# Active Project Issues – September 2021

Active Issues Status				
Issue	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.	(September 30, 2021) The DMCMA/DMCJA are encouraging their associations to enact the rule. This will be dependent on how eFiling is funded.			
<b>Legality of charging for filings on cases</b> – A question was posed if it was legal to charge for filings on cases.	(September 30, 2021) The PSC made a decision to make eFiling on criminal cases optional with a fee charged if used. AOC is working with the AG to gain clarification on questions raised. If the funding model for eFiling is adjusted then this issue will be mitigated by the change as there will be no fees for filings.			



# Active Project Risks – September 2021

Total Project Risks					
Low Risk	Me	dium Risk	dium Risk High Risk		Closed
2		3 8			16
		High Risl	ks Status		
Risk		Probability/Impact			Mitigation
IT Constraints – When users experience technical difficulties IT support is not as readily available as if the user was working in the office.		experience issues, en them to reach out to l' and request assistance If additional support is		nber 22, 2020) If users nce issues, encourage reach out to IT support uest assistance. Onal support is required, the infrastructure team	
Equipment Funding – Ade funds may be needed to as some courts with the local equipment purchases.		Moderate/	Moderate	(September 22, 2020) If the Cl CMS project uses a similar fun model to the SC-CMS, then the are additional complexities to consider. There are significantl more CLJ courts which adds to need.	



# Active Project Risks – September 2021

High Risks Status				
Risk	Probability/Impact	Mitigation		
Tyler Supervision – Tyler has not done a statewide implementation of their new Supervision module. Previous implementations have always been with individual probation departments.	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.		
Tyler Supervision/Odyssey Integrations – The two products are not yet seamlessly integrated.	Likely/Moderate	(February 17, 2021) AOC PM and Tyler PM meeting regularly to discuss what is necessary for integrations.		
Local Integrations – Some courts have their own systems that they would prefer be integrated with Odyssey.	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 – September 2021

High Risks Status				
Risk	Probability/Impact	Mitigation		
Performance Issues – It is possible that users will feel that Odyssey works less efficiently than the legacy system due to changing processes and procedures.	Moderate/Moderate	(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		



# **Next Steps**

Milestone	Date
Approve data conversion push 2 of 5 (Pilot courts)	Est. complete December 21, 2021
Technical Sprint 1	Est. complete October 26, 2021
Technical Sprint 2	Est. complete November 9, 2021
Kick off for Pilot courts	January 2022
Go-live Pilot courts	Fall 2022



# Independent Quality Assurance Update

Mr. Allen Mills Bluecrane, Inc.



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** 

September 2021

Prepared by

Bluecrane, Inc.





September 30, 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 September 2021.

This document is structured as follows:

1 Mis

- 1. Executive Summary and Assessment Dashboard.
- 2. A detailed report of our CLJ-CMS assessment for the August reporting period.
- 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



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#### **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.



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#### 1. Executive Summary

#### 1.1 Executive Overview

September was another month of continued progress for the CLJ-CMS Project. Highlights include:

- Tyler certified the single integration required for e-Filing. This set of activities with a key
  milestone will not need to be repeated when e-Filing implementation resumes.
- Data conversion efforts continued with successful progress. Current conversion efforts are
  focused on data from the CMS and Supervision pilot courts. Achieving successful conversion
  early will position the project well for a smoother implementation effort when that time arrives.
- Organizational Change Management (OCM) and communications efforts continued with:
  - A second CLJ newsletter being distributed.
  - A continuation of discussions with a subset of the courts to ask for their input to the project's OCM Plan.
- Staff recruiting continued in what is a very competitive labor market for the required talent. This is a challenge for several Olympia-based and Seattle-based projects currently.

Also in September, the Steering Committee continued to address the issues that resulted in the delay of implementation of e-Filing. Discussions are continuing between AOC and Tyler to address the change in schedule and specific aspects of e-Filing. The Steering Committee and AOC continue to explore alternative funding models for e-Filing.

In addition to the above activities, the project began discussions to inform the development of a strategy for whether or not integrations of local court applications to Odyssey will be permitted and, if so, to what degree AOC will be able to support such integrations. Readers of prior monthly QA reports may recall that 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.

On the other hand, a middleware approach does require some level of technical support to implement. If the issue of whether or not to permit integrations of local court applications was merely a question of AOC providing a middleware solution and "exposing" what are known as Application Programming Interfaces (APIs) for Odyssey for local courts to use in their interface development approaches, the issue would be relatively simple to explore and resolve. The complicating factor is, as one key AOC technical staff member indicated from past experience with Odyssey on the Superior Court – Case Management System (SC-CMS), each interface requires a significant investment of AOC staff resources to complete, test, and implement the interface. With that being the case, a high demand for



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local court application integrations would be beyond the scope of what AOC could support. More discussions will be needed to formulate a viable strategy in this area.

The only new risks and recommendations in our September report are refinements of the risks and recommendations under "Integrations: Case Management" now that the topic has been further clarified by the activities noted above.





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#### 1.2 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	September	August	July	
	2021	2021	2021	
Scope: e-Filing	Risk Being	Risk Being	Risk Being	
	Managed	Managed	Managed	
Scope: Case Management	No Risk	No Risk	No Risk	
	Identified	Identified	Identified	
Scope: Supervision	No Risk	No Risk	No Risk	
	Identified	Identified	Identified	
Schedule: e-Filing	Risk Being	Risk Being	Risk Being	
	Managed	Managed	Managed	
Schedule: Case Management	Risk Being	Risk Being	Risk Being	
	Managed	Managed	Managed	
Schedule: Supervision	Risk Being	Risk Being	Risk Being	
	Managed	Managed	Managed	
Budget: Funding	No Risk	No Risk	No Risk	
	Identified	Identified	Identified	
Budget: Management of Spending	No Risk	No Risk	No Risk	
	Identified	Identified	Identified	
Governance	No Risk	No Risk	No Risk	
	Identified	Identified	Identified	
Contracts and Deliverables Management	No Risk	No Risk	No Risk	
	Identified	Identified	Identified	
Project Staffing	Risk Being	Risk Being	Risk Being	
	Managed	Managed	Managed	



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Project Management and Sponsorship				
Assessment Area September August July 2021 2021				
PMO Processes	No Risk Identified	No Risk Identified	No Risk Identified	

People				
Assessment Area	September	August	July	
	2021	2021	2021	
Stakeholder Engagement	No Risk	No Risk	No Risk	
	Identified	Identified	Identified	
OCM: e-Filing	Risk Being Addressed	Risk Being Addressed	Risk	
OCM: Case Management	No Risk	No Risk	No Risk	
	Identified	Identified	Identified	
OCM: Supervision	No Risk	No Risk	No Risk	
	Identified	Identified	Identified	
Communications	No Risk	No Risk	No Risk	
	Identified	Identified	Identified	
Court Preparation and Training	No Risk	No Risk	No Risk	
	Identified	Identified	Identified	

Solution				
Assessment Area September August July 2021 2021				
Business Process: e-Filing	No Risk	No Risk	No Risk	
	Identified	Identified	Identified	
Business Process: Case Management	No Risk	No Risk	No Risk	
	Identified	Identified	Identified	



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Solution				
Assessment Area	September	August	July	
	2021	2021	2021	
Business Process: Supervision	No Risk	No Risk	No Risk	
	Identified	Identified	Identified	
Requirements, Design, and Configuration: e-Filing	No Risk	No Risk	No Risk	
	Identified	Identified	Identified	
Requirements, Design, and Configuration: Case Management	No Risk	No Risk	No Risk	
	Identified	Identified	Identified	
Requirements, Design, and Configuration: Supervision	No Risk	No Risk	No Risk	
	Identified	Identified	Identified	
Integrations: e-Filing	No Risk	No Risk	No Risk	
	Identified	Identified	Identified	
Integrations: Case Management	Risk Being	Risk Being	Risk Being	
	Managed	Managed	Managed	
Reports: Case Management	No Risk	No Risk	No Risk	
	Identified	Identified	Identified	
Reports: Supervision	No Risk	No Risk	No Risk	
	Identified	Identified	Identified	
Testing: e-Filing	No Risk	No Risk	No Risk	
	Identified	Identified	Identified	
Testing: Case Management	No Risk	No Risk	No Risk	
	Identified	Identified	Identified	
Testing: Supervision	No Risk	No Risk	No Risk	
	Identified	Identified	Identified	
Deployment: e-Filing	No Risk	No Risk	No Risk	
	Identified	Identified	Identified	
Deployment: Case Management	No Risk	No Risk	No Risk	
	Identified	Identified	Identified	
Deployment: Supervision	No Risk	No Risk	No Risk	
	Identified	Identified	Identified	



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Data				
Assessment Area	September	August	July	
	2021	2021	2021	
Data Preparation: Case Management	No Risk	No Risk	No Risk	
	Identified	Identified	Identified	
Data Conversion: Case Management	No Risk	No Risk	No Risk	
	Identified	Identified	Identified	
Data Conversion: Supervision	No Risk	No Risk	No Risk	
	Identified	Identified	Identified	
Data Security	No Risk	No Risk	No Risk	
	Identified	Identified	Identified	

Infrastructure					
Assessment Area	September	August	July		
	2021	2021	2021		
Infrastructure for Remote Work	Risk Being	Risk Being	Risk Being		
	Addressed	Addressed	Addressed		
Statewide Infrastructure	No Risk	No Risk	No Risk		
	Identified	Identified	Identified		
Local Infrastructure	No Risk	No Risk	No Risk		
	Identified	Identified	Identified		
Security Functionality	No Risk	No Risk	No Risk		
	Identified	Identified	Identified		
Access	No Risk	No Risk	No Risk		
	Identified	Identified	Identified		
Environments	No Risk	No Risk	No Risk		
	Identified	Identified	Identified		
Post-Implementation Support	No Risk	No Risk	No Risk		
	Identified	Identified	Identified		



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#### 2. Detailed Assessment Report

#### 2.1 Project Management and Sponsorship

#### 2.1.1 Scope: e-Filing

Project Management and Sponsorship			
	Three-Month Rolling Risk Levels		
Scope: e-Filing	Sept. 2021	August 2021	July 2021
	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed

#### **Findings**

As previously reported, the CLJ-CMS Project Steering Committee made a unanimous decision in July 2021 to delay implementation of e-Filing in order to provide time to address the various issues that have arisen.

While this decision will necessarily require some re-planning and re-scheduling of the project's e-Filing activities, it does not prevent the project team from moving forward with CMS and Supervision tasks. In addition, the work done to-date for e-Filing (such as the single integration and its certification by Tyler in September 2021) will position the project well to resume e-Filing-specific tasks when appropriate.

#### Risks and Issues

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.

With the recent decision to delay e-Filing implementation, there will be a need to amend the Tyler contract. Communications have begun between AOC executive management and Tyler executive management about the e-Filing change.

#### bluecrane Acknowledgement of Current Mitigation Activities

We continue to encourage everyone involved to take advantage of the additional time provided by the delay and continue to work on the issues with a sense of urgency and to strive to achieve resolution of the most critical issues prior to e-Filing implementation work resuming.



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#### 2.1.2 Scope: Case Management

Project Management and Sponsorship			
	Three-Month Rolling Risk Levels		
Scope: Case Management	Sept. 2021	August 2021	July 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. The AOC, CUWG, and Tyler continue to validate requirements and to identify any requirements that require custom development by Tyler. Scope will be managed through a Requirements Traceability Matrix (RTM), system vendor contract deliverables, and the Project Change Management process.

Based on the ongoing excellent work by the CUWG, the project was able to send an RTM to Tyler in August 2021.

#### 2.1.3 Scope: Supervision

Project Management and Sponsorship			
	Three-Month Rolling Risk Levels		
Scope: Supervision	Sept. 2021	August 2021	July 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 2021 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.



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# 2.1.4 Schedule: e-Filing

Project Management and Sponsorship			
	Three-Month Rolling Risk Levels		
	Sept. 2021	August 2021	July 2021
Schedule: e-Filing	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed

#### **Findings**

The CLJ-CMS Project Steering Committee made a unanimous decision in July 2021 to delay implementation of e-Filing in order to provide time to address the various issues that have arisen.

#### Risks and Issues

As noted above under "Scope: e-Filing," the Tyler SOW 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.

With the recent decision to delay e-Filing implementation, there will be a need to amend the Tyler contract. Communications have begun between AOC executive management and Tyler executive management about the e-Filing change.

# bluecrane Acknowledgement of Current Mitigation Activities

We support the Steering Committee's decision to delay e-Filing and address outstanding policy issues prior to implementation.



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# 2.1.5 Schedule: Case Management

Project Management and Sponsorship			
Three-Month Rolling Risk Levels			k Levels
	Sept. 2021	August 2021	July 2021
Schedule: Case Management	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed

## **Findings**

Previous concerns with the project schedule have been largely addressed. However, until the revised timing of the e-Filing implementation is determined, the integrated project schedule cannot be baselined.

Regardless of this, the CMS and Supervision tasks in the yet-to-be-baselined schedule are moving forward.

# 2.1.6 Schedule: Supervision

Project Management and Sponsorship			
	Three-Month Rolling Risk Levels		
	Sept. 2021	August 2021	July 2021
Schedule: Supervision	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed

#### **Findings**

Previous concerns with the project schedule have been largely addressed. However, until the revised timing of the e-Filing implementation is determined, the integrated project schedule cannot be baselined.

Regardless of this, the CMS and Supervision tasks in the yet-to-be-baselined schedule are moving forward.



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## 2.1.7 Budget: Funding

Project Management and Sponsorship			
Three-Month Rolling Risk Leve			k Levels
	Sept. 2021	August 2021	July 2021
Budget: Funding	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			
	Three-Month Rolling Risk Leve		
	Sept. 2021	August 2021	July 2021
Budget: Management of Spending	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			
	Three-Month Rolling Risk Levels		
	Sept. 2021	August 2021	July 2021
Governance	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 CUWG.



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# 2.1.10 Contracts and Deliverables Management

Project Management and Sponsorship			
	Three-Month Rolling Risk Levels		
	Sept. 2021	August 2021	July 2021
Contracts and Deliverables Management	No Risk Identified	No Risk Identified	No Risk Identified

## **Findings**

The "process" of deliverables management by the AOC contracts staff is appropriate and sufficient. The AOC staff are doing a diligent job of managing the Tyler contract. In addition, the project team is reviewing the contents of deliverables for compliance and quality.

# 2.1.11 Project Staffing

Project Management and Sponsorship			
Three-Month Rolling Risk Leve			sk Levels
	Sept. 2021	August 2021	July 2021
Project Staffing	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed

# **Findings**

Staffing has been going well, despite the challenges posed by a highly competitive labor market and the current remote work environment.

#### Risks and Issues

If the challenges to recruiting and hiring 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 Acknowledgement 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.



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#### 2.1.12 PMO Processes

Project Management and Sponsorship			
Three-Month Rolling Risk Levels			k Levels
2002	Sept. 2021	August 2021	July 2021
PMO Processes	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			
	Three-Mo	onth Rolling Ris	k Levels
	Sept. 2021	August 2021	July 2021
Stakeholder Engagement	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.

There is a need for continuing communications with stakeholders regarding the e-Filing implementation delay in order to ensure the court community has accurate information about the issues that need to be resolved.



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# 2.2.2 OCM: e-Filing

People			
	Three-M	onth Rolling Ris	k Levels
	Sept. 2021	August 2021	July 2021
OCM: e-Filing	Risk Being Addressed	Risk Being Addressed	Risk

## **Findings**

The OCM program is vital to ensuring that the court community is informed with accurate information about the e-Filing delay and the issues that need to be addressed.

#### **Risks and Issues**

In the absence of an informed stakeholder community, rumors and inaccurate information may fill the void.

## bluecrane Acknowledgement of Current Mitigation Activities

We are supportive not only of the work being done by the project's OCM Lead and others but also of the outreach being performed by the Executive Sponsors, Sponsors, and the Project Steering Committee, all of whom are critical elements of a comprehensive OCM program.

# 2.2.3 OCM: Case Management

People			
	Three-M	onth Rolling Ris	k Levels
	Sept. 2021	August 2021	July 2021
OCM: Case Management	No Risk Identified	No Risk Identified	No Risk Identified

## **Findings**

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



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# 2.2.4 OCM: Supervision

People			
Three-Month Rolling Risk Leve			k Levels
	Sept. 2021	August 2021	July 2021
OCM: Supervision	No Risk Identified	No Risk Identified	No Risk Identified

#### **Findings**

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

#### 2.2.5 Communications

People			
	Three-M	onth Rolling Ris	k Levels
0	Sept. 2021	August 2021	July 2021
Communications	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, especially in sharing accurate information regarding the e-Filing delay. Two project newsletters have been distributed as of September 2021.

# 2.2.6 Court Preparation and Training

People			
	Three-M	onth Rolling Ris	k Levels
	Sept. 2021	August 2021	July 2021
Court Preparation and Training	No Risk Identified	No Risk Identified	No Risk Identified

# **Findings**

The project team is working with courts to systematically wrap up e-Filing activities and implementation tasks begun with pilot courts and Regions 1 through 5. The goal is to help ensure that work can resume from the point at which it was halted, minimizing the need for any re-work.



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#### 2.3 Solution

# 2.3.1 Business Process: e-Filing

Solution			
	Three-M	onth Rolling Ris	k Levels
5.1	Sept. 2021	August 2021	July 2021
Business Process: e-Filing	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			
	Three-Mo	onth Rolling Ris	k Levels
	Sept. 2021	August 2021	July 2021
Business Process: Case Management	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			
	Three-M	onth Rolling Ris	k Levels
	Sept. 2021	August 2021	July 2021
Business Process: Supervision	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.



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# 2.3.4 Requirements, Design, and Configuration: e-Filing

Solution			
	Three-Month Rolling Risk Levels		
	Sept. 2021	August 2021	July 2021
Requirements, Design, and Configuration: e-Filing	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			
	Three-M	onth Rolling Ris	k Levels
Requirements, Design, and Configuration: Case	Sept. 2021	August 2021	July 2021
Management	No Risk Identified	No Risk Identified	No Risk Identified

## **Findings**

Based on the ongoing excellent work by the CUWG, the project was able to send an RTM to Tyler in August 2021.

# 2.3.6 Requirements, Design, and Configuration: Supervision

Solution			
	Three-Month Rolling Risk Levels		
	Sept. 2021	August 2021	July 2021
Requirements, Design, and Configuration: Supervision	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.



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# 2.3.7 Integrations: e-Filing

Solution			
Three-Month Rolling Risk L			k Levels
	Sept. 2021	August 2021	July 2021
Integrations: e-Filing	No Risk Identified	No Risk Identified	No Risk Identified

#### **Findings**

Tyler certified the single integration required for e-Filing. Regardless of the delay in e-Filing, the integration will be needed eventually. The goal will be to leverage the work already done as well as the completed certification.

## 2.3.8 Integrations: Case Management

Solution			
	Three-Mo	onth Rolling Ris	sk Levels
	Sept. 2021	August 2021	July 2021
Integrations: Case Management	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed

#### **Findings**

The project has begun discussions to inform the development of a strategy for whether or not integrations of local court applications to Odyssey will be permitted and, if so, to what degree AOC will be able to support such integrations. Readers of prior monthly QA reports may recall that 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.

On the other hand, a middleware approach does require some level of technical support to implement. If the issue of whether or not to permit integrations of local court applications was merely a question of AOC providing a middleware solution and "exposing" what are known as Application Programming Interfaces (APIs) for Odyssey for local courts to use in their interface development approaches, the issue would be relatively simple to explore and resolve. The complicating factor is, as one key AOC technical staff member indicated from past experience with Odyssey on the Superior Court – Case Management System (SC-CMS), each interface requires a significant investment of AOC staff resources to complete, test, and implement the interface. With that being the case, a high demand for



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local court application integrations would be beyond the scope of what AOC could support. More discussions will be needed to formulate a viable strategy in this area.

#### **Risks and Issues**

- If integrations of local court applications to Odyssey are not allowed in the CLJ solution, then
  courts that perceive any functionality gaps between Odyssey's features and the applications
  they have been using locally will need time to prepare alternative business processes or other
  "workarounds" for addressing the gaps.
- 2. If integrations of local court applications to Odyssey are allowed in the CLJ solution, then AOC will need additional technical resources which have not been budgeted. In this case, there will need to be adequate time and resources to (a) develop estimates of interfaces that will be developed, (b) estimates of staff resources required, and (c) budget requests and approvals to support this expansion of project scope.

## **bluecrane** Recommendation

AOC and the Project Steering Committee should determine (1) whether or not integrations of local court applications will be allowed and (2) if so, to what degree AOC will be able to provide support to those efforts.

# 2.3.9 Reports: Case Management

Solution			
	Three-Mo	onth Rolling Ris	k Levels
	Sept. 2021	August 2021	July 2021
Reports: Case Management	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			
	Three-M	onth Rolling Ris	sk Levels
	Sept. 2021	August 2021	July 2021
Reports: Supervision	No Risk Identified	No Risk Identified	No Risk Identified

# **Findings**

Supervision reports are defined in the CLJ-CMS requirements.



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# 2.3.11 Testing: e-Filing

Solution			
	Three-Month Rolling Risk Levels		
	Sept. 2021	August 2021	July 2021
Testing: e-Filing	No Risk Identified	No Risk Identified	No Risk Identified

# **Findings**

Planning for e-Filing testing is underway.

# 2.3.12 Testing: Case Management

Solution			
	Three-M	onth Rolling Ris	k Levels
	Sept. 2021	August 2021	July 2021
Testing: Case Management	No Risk Identified	No Risk Identified	No Risk Identified

# **Findings**

Planning for Case Management testing is underway.

# 2.3.13 Testing: Supervision

Solution			
	Three-Month Rolling Risk Levels		
	Sept. 2021	August 2021	July 2021
Testing: Supervision	No Risk Identified	No Risk Identified	No Risk Identified

# **Findings**

Planning for Supervision testing is underway.



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# 2.3.14 Deployment: e-Filing

Solution			
	Three-Mo	onth Rolling Ris	k Levels
	Sept. 2021	August 2021	July 2021
Deployment: e-Filing	No Risk Identified	No Risk Identified	No Risk Identified

# **Findings**

e-Filing deployment will be a critical subject of the re-planning that is taking place in response to the Project Steering Committee's decision to delay e-Filing.

# 2.3.15 Deployment: Case Management

Solution			
	Three-M	onth Rolling Ris	k Levels
	Sept. 2021	August 2021	July 2021
Deployment: Case Management	No Risk Identified	No Risk Identified	No Risk Identified

# **Findings**

The CLJ-CMS Steering Committee has approved a regional rollout plan for CMS and Supervision.

# 2.3.16 Deployment: Supervision

Solution			
	Three-M	onth Rolling Ris	k Levels
	Sept. 2021	August 2021	July 2021
Deployment: Supervision	No Risk Identified	No Risk Identified	No Risk Identified

# **Findings**

The CLJ-CMS Steering Committee has approved a regional rollout plan for CMS and Supervision.



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#### 2.4 Data

# 2.4.1 Data Preparation: Case Management

Data			
	Three-M	onth Rolling Ris	k Levels
	Sept. 2021	August 2021	July 2021
Data Preparation: Case Management	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 actual ("production") 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			
	Three-M	onth Rolling Ris	k Levels
	Sept. 2021	August 2021	July 2021
Data Conversion: Case Management	No Risk Identified	No Risk Identified	No Risk Identified

#### **Findings**

Trial data conversion efforts continued with the first data file being sent to Tyler to execute a conversion. The conversion was successful with a few minor issues which are being worked on. Current conversion efforts are focused on data from the CMS and Supervision pilot courts. Achieving successful conversion early will position the project well for a smoother implementation effort when that time arrives.



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## 2.4.3 Data Conversion: Supervision

Data			
	Three-M	onth Rolling Ris	k Levels
	Sept. 2021	August 2021	July 2021
Data Conversion: Supervision	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			
	Three-M	onth Rolling Ris	k Levels
Data Occupito	Sept. 2021	August 2021	July 2021
Data Security	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.



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#### 2.5 Infrastructure

#### 2.5.1 Infrastructure for Remote Work

Infrastructure			
	Three-M	onth Rolling Ris	k Levels
	Sept. 2021	August 2021	July 2021
Infrastructure for Remote Work	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			
	Three-Mo	onth Rolling Ris	k Levels
	Sept. 2021	August 2021	July 2021
Statewide Infrastructure	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.



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#### 2.5.3 Local Infrastructure

Infrastructure				
	Three-M	onth Rolling Ris	k Levels	
Local Infrastructure	Sept. 2021	August 2021	July 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				
	Three-Month Rolling Risk Levels			
Security Functionality	Sept. 2021	August 2021	July 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.



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#### 2.5.5 Access

Infrastructure				
	Three-M	onth Rolling Ris	k Levels	
Access	Sept. 2021	August 2021	July 2021	
	No Risk Identified	No Risk Identified	No Risk Identified	

## **Findings**

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

#### 2.5.6 Environments

Infrastructure				
	Three-Mo	onth Rolling Ris	k Levels	
F	Sept. 2021	August 2021	July 2021	
Environments	No Risk Identified	No Risk Identified	No Risk Identified	

# **Findings**

An agreement has been reached on the number of environments.

# 2.5.7 Post-Implementation Support

Infrastructure			
	Three-M	onth Rolling Ris	k Levels
Post-Implementation Support	Sept. 2021	August 2021	July 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.



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# Appendix: Overview of bluecrane Risk Assessment Approach

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 over 40 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.



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bluecrane (R)



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





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Our risk ratings are summarized in Table 2 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"		
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		



# Board for Judicial Administration (BJA) Meeting Friday, May 21, 2021, 9:00 a.m. – 12:00 p.m.

Videoconference

#### **MEETING MINUTES**

#### **BJA Members Present:**

Chief Justice Steven González

Judge Greg Gonzales, Member Chair

Judge Tam Bui

Judge David Estudillo

Judge Jennifer Forbes

Judge Michelle Gehlsen

Judge Rebecca Glasgow

Judge Dan Johnson

Judge Mary Logan

Judge David Mann

Judge Rebecca Pennell

Judge Rebecca Robertson

Dawn Marie Rubio

Judge Michael Scott

Judge Charles Short

Justice Debra Stephens

#### **Guests Present:**

Esperanza Borboa

Barbara Carr

Timothy Fitzgerald

Chris Gaddis

Judge Heidi Heywood

Justice Charles Johnson

Justice Barbara Madsen

Sophia Byrd McSherry

Robert Mead

Justice Raquel Montoya-Lewis

Judge Kevin Ringus

Tristen Worthen

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

Crissy Anderson

Judith Anderson

Cindy Bricker

Jeanne Englert

Penny Larsen

Dirk Marler

Stephanie Oyler

Ramsey Radwan

**Caroline Tawes** 

Lorrie Thompson

#### Call to Order

Chief Justice González called the meeting to order at 9:00 a.m.

#### **Court Level Presentations**

## Supreme Court

The heating, air, and ventilation system at the Temple of Justice will be upgraded soon, requiring the residents to relocate.

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Chief Justice González thanked the *State v Blake* workgroups who are beginning their work.

The Supreme Court continues to work on rules. The emergency orders in place will be lifted, probably in September, so courts have time to plan. Justice Johnson or Justice Yu, co-chairs of the Rules Committee, can answer questions.

#### **Court of Appeals**

The Court of Appeals was able to move ahead more easily this past year due to their transition to electronic records. Filings are down. Richard Johnson retired as the Court Administrator/Clerk in Division I, and Lea Ennis was selected for that position. Renee Townsley, Administrator/Clerk in Division III, will be retiring at the end of July, and Tristen Worthen has been hired for that position. Division II moved into new location in downtown Tacoma.

The Court of Appeals is easing out of COVID restrictions, and live arguments are expected to begin in September. The option will remain for some remote oral arguments, especially in Division III.

The Court of Appeals is working with Superior Courts on *Blake* processes. All three Court of Appeals divisions have discussed internal processes regarding transferring certain Administrative Procedures Act (APA) and the Land Use Petition Act (LUPA) appeals to the Court of Appeals.

The Court of Appeals may request upgrades to the OnBase system for public access to records. They are also working on the electronic transfer of records to the state archives.

# Superior Court Judges' Association (SCJA)

The SCJA is committed to addressing racial justice issues including webinars and court trainings. The SCJA Legislative Committee identified two questions to guide their support of legislation: 1. What is the potential negative impact on people of color; and 2. Is the legislation a net positive or neutral in dismantling bias?

In 2021, the SCJA worked to secure funding for Uniform Guardian Act (UGA), and worked with the Court of Appeals on APA and LUPA cases. The SCJA hopes to continue a strong working relationship with District and Municipal Court Judges' Association (DMCJA) judges.

Three hundred thirty-three thousand dollars was appropriated to implement a statewide text messaging notification system. Some pilot counties will soon start to use the system, and the statewide rollout to interested Odyssey courts should occur before the end of the year.

The current focus is on resentencing issues in *Blake*. Efforts are focused on prioritizing incarcerated individuals without transporting them and those who may be eligible for immediate release. A scheduling referee will be used to coordinate this effort equitably across the state. The SCJA is working with justice partners to put a structure in place, and are working with the AOC to allocate funds.

The SCJA is currently working with the Unlawful Detainers Workgroup to help implement and advise members on SB 5160, and are working with the Office of Civil Legal Aid (OCLA) to develop judicial training and benchcards.

The AOC is working with the Department of Health (DOH) on developing industry-specific guidelines. Chief Justice González and Dawn Marie Rubio met with the DOH court liaisons, and discussed jury trials in particular. DOH is working on guidelines that AOC hopes to review early next week. In the meantime, Department of Labor and Industries guidelines have not changed.

## District and Municipal Court Judges' Association (DMCJA)

There is still \$1.9 million of CARES funding available. Judge Gehlsen reminded participants to look at Inside Courts and put in application.

Judge Gehlsen thanked Chief Justice González and Justice Stephens for the Friday morning presiding judge meetings.

DMCJA Lobbyist Melanie Stewart is retiring after 41 years in that position. Legislation of note included passing an interlocal probation bill so a defendant may be monitored in one jurisdiction instead of multiple, \$750,000 in court security funding, \$4.5 million for therapeutic courts, and retaining funding for the Courts of Limited Jurisdiction Case Management (CLJCMS) project.

DMCJA priorities include racial justice and adding two judges of color to the board. Future efforts will include adequate court funding and work on eFiling and the courts of limited jurisdiction case management system.

The DMCJA will create a workgroup to begin work on Blake.

#### **BJA Task Forces**

#### Court Recovery Task Force (CRTF)

The CRTF website has been updated. Reports and activities are posted there.

The CRTF has issued three surveys, and courts are encouraged to share the surveys.

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The CRTF is meeting every two months.

# Court Security

The Court Security Task Force secured funding of \$750,000 for equipment and structural changes. They hope for more funding for equipment and staffing.

It was moved by Chief Justice González and seconded by Judge Gehlsen to extend the Court Security Task Force through June 2022. The motion carried unanimously.

## Presentation: Court Orders and Rules

Justice Stephens presented an overview of how the Supreme Court may envision the court order and rules process moving forward, and what is being worked on now.

In the materials sent to the members was a collection of responses received regarding what emergency processes currently in place should be continued after the health crises is over. Justice Stephens also prepared an Excel spreadsheet that loosely categorizes the information. The actual responses were included, as well as rule proposals received to date to make some of the emergency orders permanent.

The goal behind the CRTF was to gather information, to assess the success or not of emergency measures, and to gather lessons learned to make proposals for moving forward.

Three rules will be published for comment through the GR 9 process:

- 1. Criminal rules to permanently authorize remote *voir dire* as an opt-in process.
- 2. New civil rule CR 39 to authorize and set out procedures for full remote civil jury trials.
- 3. The SCJA recommended amendments to CrR 3.4. This would amend a new version that went into effect earlier this year. The rule would allow the judge to determine appearance of defendant.

These rules will be reviewed at the June 3, 2021, *en banc* with a recommendation to publish for comment through September 30.

Presentation: Access to Justice Board (ATJ)

Esperanza Borboa reviewed the work and goals of ATJ, and discussed the ATJ priorities for 2021–22. Specific priorities and an ATJ overview were included in the meeting materials.

The ATJ is looking for new board members, and asked for recommendations.

# Innovating Justice Award

The Innovating Justice Award was presented by Chief Justice González to Justice Barbara Madsen of the Washington State Supreme Court, and Judge Heidi Heywood presented the award to Kristy Hendrickson, Wahkiakum District Court Clerk.

Chief Justice González also acknowledged the work of Cindy Bricker and the COVID Rapid Response Workgroup.

# Standing Committee Report

**Budget and Funding Committee (BFC)**: Judge Logan thanked everyone involved in the 2021 Legislative Session.

Ramsey Radwan reviewed the items on the blue sheet included in the meeting materials and pointed out a new column on the blue sheet, the funding flag column. This column includes items categorized as custom, meaning those are items that the AOC has to work with legislative staff to find out what the Legislature intended and if those funds will automatically roll forward; if not, the AOC must develop a budget request for that item.

Ramsey Radwan will send instructions next week on the 2022 Supplemental Budget.

**Court Education Committee (CEC)**: The CEC report was included in the meeting materials. Spring programs have been completed, and the Search and Seizure program is continuing. The request to modify GR 26 is moving forward.

Judith Anderson thanked Judge Gonzales for his work as Committee Chair, and welcomed incoming chair Judge Bui.

**Legislative Committee (LC)**: Devon Connor-Green's Legislative Report was included in the meeting materials. BJA Request legislation request for a ninth Superior Court judge in Thurston County was successful. Work will continue on the Continuity of Operations in Single Judge Courts proposal for a subsequent legislative session.

Moving forward, there will be a workgroup for pretrial detention and release, civil protection, *Blake*, the LFO bill, and continuity of operations of single judge courts. A request for proposed legislative initiatives was sent by email in March. Request legislation proposals are due by June 15th.

Policy & Planning Committee (PPC): The PPC is focused on proposed plans for adequate funding for trial courts. The next step will be a survey sent to judges and

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court administrators. The PPC will come back to the BJA with recommendations from that survey.

The PPC is also focused on increasing membership diversity on the BJA Board. They have developed a flyer to recruit a new member on the PPC.

#### Judicial Leadership Summit

Chief Justice González encouraged members to register for the Summit. The focus of the Summit will be increasing communication between and among the branches of government. He encouraged the members to look at the questions in the meeting packet and be ready to discuss them during the Summit breakout sessions.

There will be a smaller number of invitees this year, and participants are welcome to check with their associations and groups to get additional feedback on the Summit questions included in the meeting materials.

#### March 19, 2021 Minutes

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

## Meeting Schedule

It was moved by Judge Bui and seconded by Judge Logan to approve next year's BJA meeting schedule. The motion carried unanimously.

#### Information Sharing

The Judicial Leadership Summit will be held on June 18, and there will not be a June BJA meeting.

Chief Justice González recognized Justice Montoya-Lewis, Judge Forbes, Judge Bui, and Judge Haan joining the BJA, and thanked Justice Stephens and Judge Gonzales for their work on the BJA. Judge Bui will be taking over as the BJA member chair and CEC chair.

Judge Gonzales thanked the BJA members for their time, and members thanked Judge Gonzales and the other departing members for their work.

The AOC is working to find a successor for retiring Chief Financial and Management Officer Ramsey Radwan. The job announcement has been published widely. They hope the successful candidate will have a one month overlap with Ramsey Radwan. Brittany Gregory has been hired as the new Associate Director of the Office of Judicial

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and Legislative Relations at AOC. She will begin work on June 1 and will attend the Judicial Leadership Summit.

# <u>Other</u>

There being no further business, the meeting was adjourned at 11:48 a.m.

Recap of Motions from the May 21, 2021 Meeting

Motion Summary	Status
Extend the Court Security Task Force through June	Passed
2022.	
Approve next year's BJA meeting schedule.	Passed
Approve the March 19, 2021, BJA meeting minutes.	Passed

Action Items from the March 19, 2021 Meeting

Action Item	Status
The PPC is focused on proposed plans for adequate	
funding for trial courts. The next step will be a survey	
sent to judges and court administrators, with a goal to	
come back to the BJA with recommendations from that	
survey.	
	Ongoing
look at the questions in the meeting packet and be ready	
to discuss them during the Judicial Leadership Summit	
breakout sessions.	
March 19, 2021, BJA Meeting Minutes	
Post the minutes online.	Done
Send minutes to the Supreme Court for inclusion in the	Done
En Banc meeting materials.	





JIS IT Governance Report August 2021

# 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:** 1327 - SCOMIS and JRS Retirement

1328 - Risk Assessments Sustainability

**Endorsements:** 1326 - Online Interpreter Scheduling (AOC)

1327 (AOC)

1328 (AOC)

**Analysis** 

Completed: 284 - Criminal cases w/HNO & DVP case types allow DV Y/N

(AOC)

1318 - Business Object Upgrade (AOC)

**Endorsement** 

Confirmations: 284 (AOC)

1318 (AOC)



# **Summary of Changes Since Last Report**

**CLUG Decision:** 269 - Installation of Clerks Edition for franklin county superior

court clerks office - SUP CLUG decision Priority #7

274 - EFC Extended Foster Care - Modify Required Party of

PAR Parent - SUP CLUG decision Priority #3

283 - Modify Odyssey Supervision Probation Category to

Support Non-Criminal Cases - SUP CLUG decision Priority #4

284 - SUP CLUG decision Priority #6

1318 Business Object Upgrade (Non-JIS)

**Authorized:** 256 - Spokane Municipal CMS to EDR (Administrator)

284 (CIO)

1318 (CIO)

In Progress: 241 - JIS Person - Business Indicator (AOC)\*

1316 - ColdFusion 2021 Upgrade (AOC)\*\*

1317 - BizTalk 2020 Upgrade (AOC)\*\*\*

Completed: 266 - Upgrade SC-CMS to Odyssey 2018 (AOC)\*\*\*\*

Closed: None

<sup>\*\*\*</sup> Actual project start date was 06/30/2021



# **JISC ITG Strategic Priorities**

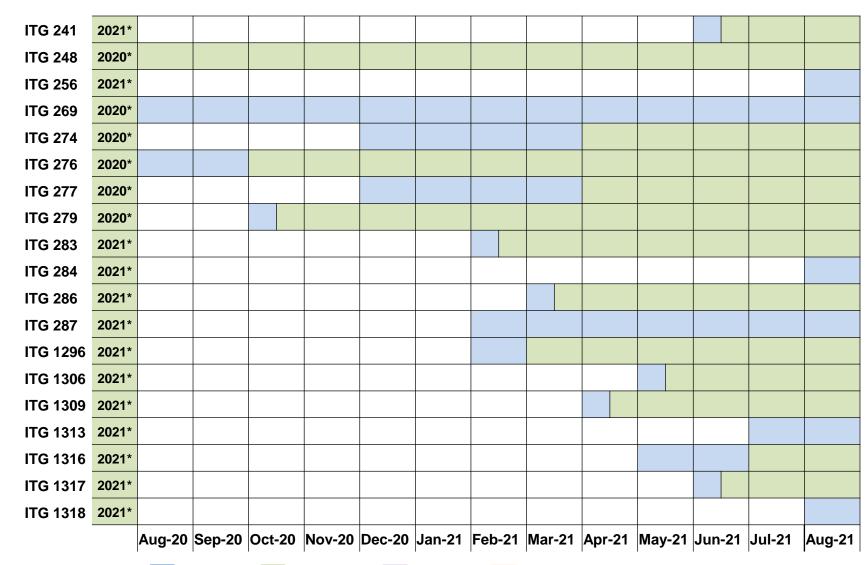
	JISC Priorities					
Priority	ITG#	Request Name	Status	Requesting CLUG		
1	102	Courts of Limited Jurisdiction Case Management System	In Progress	CLJ		
2	27	Seattle Municipal Court CMS to EDR Data Exchange	In Progress	CLJ		
3	270	Allow MH-JDAT data accessed through BIT from Data Warehouse	Authorized	Superior		



# **ITG Status Year in Review**



# **ITG Status Year in Review**





# **Current ITG Priorities by CLUG**

Priority	ITG#	Request Name	Status	Approving Authority	Importance
		Appellate CLUG	;		
1	1313	Supreme Court Opinion Routing/Tracking System	Authorized	CIO	High
		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	274	EFC Extended Foster Care-Dependency - Modify Required Party of PAR Parent	In-Progress	CIO	Medium
4	283	Modify Odyssey Supervision Probation Category to Support Non-Criminal Cases	In-Progress	Administrator	Medium
5	277	TRU Truancy - Modify Required Party of PAR Parent	In-Progress	CIO	Unspecified
6	284	Criminal cases w/HNO & DVP case types allow DV Y/N	Authorized	CIO	Medium
7	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



# **Current ITG Priorities by CLUG**

Priority	ITG#	Request Name	Status	Approving Authority	Importance
		Non-JIS CLUG			
N/A	241	JIS Person - Business Indicator	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	In Progress	CIO	Unspecified
N/A	1317	BizTalk 2020 Upgrade	In Progress	CIO	Unspecified
N/A	1318	Business Object Upgrade	Authorized	CIO	Unspecified



Online Interpreter Scheduling

SCOMIS and JRS Retirement

1327

ITG Request Progress					
Awaiting Analysis	Awaiting Analysis	Awaiting Endorsement Confirmation	Awaiting CLUG Recommendation	Awaiting Authorization	Awaiting Scheduling
220** Supplemental Race/Ethnicity Request 275* Odyssey to EDR 1297* Self-Represented Litigants (SRL) Access to SC & CLJ Courts 1307** Law Data Project 1308** Integrated eFiling for Odyssey DMS Superior Courts 1319* Implementation of NeoGov for AOC Employment Recruitment 1320* Public Case Search Modernization 1321** Send JCAT data to the Data Warehouse to Facilitate Reporting 1323* County Code Information 1324* Appellate Court Electronic Record Retention 1325* Appellate Court Online Credit Card Payment Portal 1326*	Risk Assessments Sustainability	Kitsap District Court CMS to EDR Data Exchange	None	None	Spokane Municipal Court CMS to EDR Data Exchange 269 Installation Of Clerks Edition Fo Franklin County Superior Court Clerks Office 270 Allow MH-JDAT/MAISI data to be accessed through BIT from the Data Warehouse 284 Criminal cases with HNO and DVP case types allow DV Y/N 287 OnBase Product Upgrade to v20.3 1313 Supreme Court Opinion Routing/Tracking System 1318 Business Object Upgrade