![Washington Courts logo]	**Judicial Information System Committee (JISC)** **Friday, June 24, 2022 (10:00 a.m. – 12:00 p.m.)** **Register in advance for this meeting:** **June 24th JISC Meeting Registration Link** *Once registered, you will receive a confirmation email with details on how to join the meeting. Additional Zoom tips and instructions may be found in the meeting packet.*

AGENDA

1.	**Call to Order**
	
	  a. Introductions
	  b. Approval of Minutes
	  c. Members with expiring terms July 31st:
	     • Ms. Mindy Breiner
	     • Mr. Derek Byrne
	     • Mr. Frank Maiocco
	     • Ms. Paulette Revoir
	     • Judge Lisa Worswick
		Justice Barbara Madsen, Chair	10:00 – 10:05	Tab 1

2.	**JIS Budget Update**
	
	  a. 21-23 Budget Update
	  b. JIS Funding Subcommittee Update
		Mr. Christopher Stanley, MSD Director	10:05 – 10:20	Tab 2

3.	<mark>Decision Point</mark>: JIS-Link Billing	Mr. Christopher Stanley, MSD Director Mr. Kevin Cottingham, Data Dissemination Administrator	10:20 -10:35	Tab 3
4.	<mark>Decision Point:</mark> **Approval of New CLJ-CMS Project Steering Committee Member**	Judge Kimberly Walden, CLJ-CMS Project Steering Committee Interim Chair	10:35 – 10:45	Tab 4
5.	**JIS Enterprise Impacts**	Mr. Kevin Ammons, ISD Associate Director	10:45 – 11:05	Tab 5
6.	**HB 1320 Implementation Update**	Mr. Kevin Ammons, ISD Associate Director Mr. Keith Curry, Project Manager	11:05 – 11:25	Tab 7

7.	**JIS Priority Project #1 (ITG 102):**
	
	Courts of Limited Jurisdiction Case Management System (CLJ-CMS)
	  a. Project Update
	  b. QA Assessment Report
		Mr. Garret Tanner, Project Manager
		Mr. Allen Mills, Bluecrane
			11:25 – 11:45	Tab 6

8.	**Committee Reports** Data Dissemination Committee (DDC)	Judge John Hart, DDC Chair	11:45 – 11:55	Tab 8
9.	**Meeting Wrap Up**	Justice Barbara Madsen, Chair	11:55 – 12:00	
10.	**Informational Materials** a. Board for Judicial Administration (BJA) Meeting Minutes b. ITG Status Report			Tab 8

Persons with a disability, who require accommodation, should notify Anya Prozora at Anya.Prozora@courts.wa.gov to request or discuss accommodations. While notice 5 days prior to the event is preferred, every effort will be made to provide accommodations, as requested.

Future Meetings:

2022 – Schedule

August 26, 2022

October 28, 2022

December 2, 2022

June 24ᵗʰ Judicial Information System Committee (JISC) Meeting

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

JISC Zoom Meeting Instructions

When: June 24, 2022, 10:00 AM Pacific Time

Register in advance for this meeting:

June 24th JISC Meeting Registration Link

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

- In order to attend the Judicial Information System Committee (JISC) meeting you will be **required to register in advance.**
- After registration you will receive an email with your options to attend the meeting.
- You can attend via a computer, cellphone, or tablet
- **All video should be disabled** except for the JISC Chair, Vice Chair, and the presenters **(*please do not turn on your video feed during the meeting)***
- You can use the audio from your laptop, cellphone and tablet or use the dial in numbers provided in the registration email
- It is recommended you download the Zoom app for the best experience viewing the meeting materials
- You do **not have to sign in to join the meeting – Click "not now" if prompted**
- Once you have entered in the required information you will be placed on hold until admitted into the meeting.

1. **Attendance via laptop** – Using your laptop microphone and speakers
   a. Click on "Click Here to Join"
   b. Click "Open Zoom" or Cancel and Click "join browser" at the bottom of the screen
   c. Enter the meeting password from the registration email
   d. Laptops will generally ask to test your computer audio and microphone.
   e. Once you have confirmed your audio and microphone work you can close this window and wait for the meeting to start
   f. Once you have been admitted to the meeting you can choose to join with your Computer Audio or Phone Call
   g. Choose Computer Audio if your sound settings you tested worked
   h. Choose Phone Call
   i. Choose one of the numbers provide
   j. When prompted enter the meeting ID
   k. When prompted enter your **unique** participant ID
   l. **IF** prompted enter the meeting password (you may not be prompted to do this)
   m. Confirm you want to join with dial in rather than computer audio
2. **Attendance via Desktop** (No computer audio) – Using the dial in conference number
   a. Click on "Click Here to Join"
   b. Click "Open Zoom" or Cancel and Click "join browser" at the bottom of the screen
   c. Enter the meeting password from the registration email
   d. Choose "Phone Call" if prompted on the next screen
   e. Choose one of the numbers provide
   f. When prompted enter the meeting ID
   g. When prompted enter your **unique** participant ID
   h. **IF** prompted enter the meeting password (you may not be prompted to do this)

3. **Attendance via cellphone/tablet** – Download the Zoom app for IOS or Android

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

4. **Attend via Dial in only**
   a. Choose one of the Telephone numbers listed on your registration email
   b. Enter the Meeting ID when prompted
   c. Enter # at the next prompt (you will **not** have a Participant ID when attending via telephone only
   d. Enter the meeting Password when prompted
   e. Wait to be admitted into the meeting

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

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

JUDICIAL INFORMATION SYSTEM COMMITTEE

April 22, 2022
10:00 a.m. to 12:00 p.m.
Online Zoom Meeting

Minutes

Members Present:
Justice Barbara A. Madsen, Chair
Judge Scott K. Ahlf
Ms. Mindy Breiner
Mr. Joseph Brusic
Mr. Derek Byrne
Mr. Donald Graham
Judge John Hart, Vice-Chair
Judge Kathryn Loring
Mr. Frank Maiocco
Ms. Barb Miner
Judge Robert Olson
Ms. Paulette Revoir
Mr. Dave Reynolds
Ms. Dawn Marie Rubio
Judge Lisa Worswick
Ms. Margaret Yetter

Members Absent:
Chief Brad Moericke

AOC Staff Present:
Mr. Kevin Ammons
Mr. Phil Brady
Mr. Kevin Cottingham
Ms. Vonnie Diseth
Mr. Rob Eby
Mr. Arsenio Escudero
Ms. Brittany Gregory
Mr. Jamie Kambich
Mr. Mike Keeling
Mr. Dirk Marler
Mr. Dexter Mejia
Ms. Anya Prozora
Mr. Christopher Stanley
Mr. Garret Tanner
Ms. Angie Wirkkala

Guests Present:
Ms. Kym Foster
Mr. Allen Mills
Ms. Heidi Percy

Call to Order & Approval of Meeting Minutes

Justice Barbara Madsen called the Judicial Information System Committee (JISC) meeting to order at 10:03 a.m. This meeting was held virtually on Zoom.

Justice Madsen asked if there were any changes or additions to be made to the February 2022 meeting minutes. Hearing none, the meeting minutes were deemed approved as written.

Introduction of New JIS Business Liaison

Mr. Kevin Ammons introduced Mr. Arsenio Escudero to the Committee. Mr. Escudero is AOC's new JIS Business Liaison for the courts of limited jurisdiction and the JISC.

JIS Budget Update & JIS IT Budget Concept Papers (Decision Point)

JIS Budget Update
Mr. Christopher Stanley provided a brief 21-23 budget update. The Legislature's budget provided $17.5 billion for the JIS Account bailout. However, revenue continues to decline. In February and March, the account collected only half of the projected amount; the projected amount was less than half of the historical average. As such, AOC will be reviewing the "revenue side of the equation" in order to have a better estimate for the end of the biennium. At this time the current fiscal year is projected to end will a small fund balance. The biennium is still projected to end slightly in the red; as revenue continues to decline, the problem continues to compound.

Additionally, Mr. Stanley announced the JIS Funding Subcommittee will be meeting May 6th for the first time. This workgroup was established to look into and devise new or reworked revenue streams for the JIS Account.

JIS IT Budget Concept Papers & Decision Point

Mr. Stanley then led the Committee through a high-level review of the recommended IT Concept Papers, which involve IT expenditures traditionally made from the JIS Account. The decision before the JISC is whether or not to approve these concept papers to become decision packages that would then be forwarded on to the Supreme Court Budget Committee for further action.

It was clarified that the concept papers are a means to generate ideas for IT work needing to be done without going through the full decision package process for each item from the onset. The concept papers are the first step in the process of determining what will be developed into decision packages for budget requests. Some members expressed concern over how the concept paper/decision package process intersects with the ITG process (which involves the input of Court Level User Groups (CLUGs)). Justice Madsen asked that there be more coordination between the two processes, specifically relating to when an item is ready for a budget request. Mr. Ammons clarified that coordination between the ITG process and the concept paper/decision package process is in place. Some of the concept papers have ITGs assigned to them already, and those without will be assigned shortly. Analysis and the CLUG participation will then begin. This will be happening in tandem with the decision package process, should the JISC approve these concept papers to be forwarded to the Supreme Court Budget Committee for further action.

Discussion on the concept papers followed, focusing primarily on four concept papers: Develop a Uniform Statewide Electronic Protection Order System, Continue External Equipment Replacement Program, Develop Statewide Court Interpreter Scheduling System, and Fund Integration Needs for CLJ-CMS System. Justice Madsen mentioned there have been concerns over the possibility of potential legal ramifications on the interpreter scheduling system and integration funding for CLJ-CMS concept papers. She recommended asking the Attorney General's Office for legal advice on these two papers.

Justice Madsen asked if there was a motion to approve this set of IT-related concept papers for forwarding to the Supreme Court Budget Committee.

> **Motion:** **Ms. Paulette Revoir**
>
> I move to adopt the recommended IT related "concept papers" and move them forward to the Supreme Court Budget Committee for further action.

> **Second:** **Ms. Barb Miner**

Mr. Donald Graham proposed a friendly amendment to include in the motion the intention to ask the Attorney General's office for legal advice (informal decision) for the Develop Statewide Court Interpreter Scheduling System, and Fund Integration Needs for CLJ-CMS System concept papers. Both the mover and seconder accepted the friendly amendment.

Voting in Favor: Judge Scott Ahlf, Ms. Mindy Breiner, Mr. Joseph Brusic, Mr. Derek Byrne, Mr. Donald Graham, Judge John Hart, Judge Kathryn Loring, Justice Barbara Madsen, Mr. Frank Maiocco, Ms. Barb Miner, Judge Robert Olson, Ms. Paulette Revoir, Mr. Dave Reynolds, Ms. Dawn Marie Rubio, Judge Lisa Worswick, Ms. Margaret Yetter

Opposed: None.

Absent: Chief Brad Moericke

The motion passed.

Legislative Summary

Ms. Brittany Gregory provided a summary on the conclusion of the 2022 Legislative Session. The session concluded on March 10th. AOC staff are now transitioning from legislative analysis to legislative implementation. The 2022 Legislative Session Summary has been produced and was sent out to the wider judicial community in mid-April. One bill signed into law was SB 5490, which created the Inter-Branch Advisory Committee. This committee was set up to foster communication and cooperation amongst the branches of government and will provide a good opportunity for the branches to discuss issues of mutual concern. The first committee meeting will be on June 17th in lieu of the Judicial Leadership Summit.

Some of the key bills with judicial impacts that passed this session include: HB 1412 – authorizing courts to waive restitution and interest in certain situations, HB 1735 – modifying the standard use of force by peace officers, HB 1901 – the trailer bill for HB 1320 for modernizing laws concerning civil protection orders, and SB 5788 – concerning uniform guardianship protection acts. Additionally, three of the BJA's request bills also passed.

Appellate Court – Public Document Web Access Portal Demonstration

Mr. Ammons provided some background information on the current appellate court strategic plan; the public document web access portal is part of Phase 3. The portal will provide public access to appellate case documents; only public documents on non-confidential and non-sealed case types will be available, there will be no access to the trail court record, the portal only provides access to appellate cases filed after January 1, 2020, and there is no charge for access to the documents. The portal implementation is planned for the week of June 6, 2022.

Mr. Jamie Kambich then gave a demonstration of the public document web access portal.

Decision Point: Motion to Submit the Proposed Rule Change to GR31

Mr. Phil Brady presented two proposed amendments to General Rule 31 that, if approved, will be submitted for recommendation to the Supreme Court for review and potential adoption. The proposed amendments would clarify that AOC has no duty to review or redact court documents filed in systems connected to the JIS, and would clarify that AOC is not responsible for the content of any court documents filed in systems connected to the JIS as part of projects reviewed and approved by the JISC. Mr. Brady provided some background information on these proposed changes, noting that the

existing rule explicitly states that neither the appellate clerks nor the courts have any obligation to review or redact any information from these types of documents. The proposed amendments would grant AOC the same protection.

Clarifying discussion followed, primarily focusing on the clearness of the language in one of the proposed amendments. A suggested change striking the last phrase "as part of projects approved by the JIS Committee" was made to the proposed revision language in the redline GR31 rule revision document, page 4, (g)(4), as shown: "The Administrator for the Courts is not responsible for the content of any court documents published through the JIS as part of projects approved by the JIS Committee."

Justice Madsen asked for a motion to approve the proposed amendments for recommendation to the Supreme Court, with the suggested change striking the last phrase as mentioned.

Motion: **Judge Scott Ahlf**

I move that the JISC propose two amendments to GR 31 to the Supreme Court for their review and potential adoption. The proposed amendments to GR 31 would have two effects:
- Clarify that AOC has no duty to review or redact court documents filed in systems connected to the JIS.
- Clarify that the AOC is not responsible for the content of any court documents filed in systems connected to the JIS.

Second: Ms. Dawn Marie Rubio

Voting in Favor: Judge Scott Ahlf, Ms. Mindy Breiner, Mr. Joseph Brusic, Mr. Derek Byrne, Mr. Donald Graham, Judge John Hart, Judge Kathryn Loring, Justice Barbara Madsen, Mr. Frank Maiocco, Ms. Barb Miner, Judge Robert Olson, Ms. Paulette Revoir, Mr. Dave Reynolds, Ms. Dawn Marie Rubio, Judge Lisa Worswick, Ms. Margaret Yetter

Opposed: None.

Absent: Chief Brad Moericke

The motion passed.

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

CLJ-CMS Project Update

Mr. Garret Tanner provided an update on the CLJ-CMS project. Mr. Tanner noted that Tyler Technologies has rebranded their product names: Odyssey File & Serve is now eFile & Serve, Odyssey is now Enterprise Justice, and Tyler Supervision is now Enterprise Supervision. EFiling was fully funded in the legislative budget as "ongoing"; AOC is working with Tyler to amend the contract to reflect this. EFiling will be rolled out to courts based on their phased implementation. The project team has begun work on Data Review 4 (of 5), and continues to prepare for Solution Validation. The communications

plan for the second and third quarter has also been drafted, and the team is working with pilot courts on staff readiness. Mr. Tanner then reviewed the active project risks and next steps.

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

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 Wrap Up & Adjournment

Justice Madsen adjourned the meeting at 12:12 p.m.

Next Meeting

The next meeting will be June 24, 2022, via Zoom from 10:00 a.m. to 12:00 p.m.

Action Items

	Action Items	Owner	Status

Judicial Information System Committee Meeting   June 24, 2022

DECISION POINT – JIS-Link Fees

MOTION:

- **[AOC set fees]:** I move that the JISC approve AOC ending transitional billing and returning to the regular, transaction-based fee model for JIS-Link and New JIS-Link.

I. BACKGROUND

In May 2021, AOC adopted the first JIS-Link fee increase since February of 2003, setting the fee at $0.145 per transaction in an attempt to align the fees more closely with the costs of maintaining the system. Shortly after adopting the increased per-transaction, AOC went live with the new, web-based JIS-Link (New JIS-Link), and adopted a temporary transitional billing model to permit JIS-Link users to continue using legacy JIS-Link and experiment with New JIS-Link without incurring additional cost as part of the new system rollout. The transitional billing model is a flat fee for each account based on the new per-transaction fee and a discounted calculation of that individual account's historic usage of the system.

In October 2021, JISC reviewed and approved the fee increase and the updated click-through agreement. Members of the JISC also suggested that AOC should bring future fee changes to the JISC at its June meeting, so the effective date of any change could coincide with the new fiscal year.

Particularly over the last six months, AOC has received a number of complaints from users dissatisfied with the transitional billing model and asking to return to the transactional-based fee model.

Transitional billing has served its purpose, users have had a chance to practice using both systems, and AOC is ready to return to the regular, transaction-based billing model. This would be in line with much of the feedback it has received from users of the systems.

II. Discussion

The transitional billing process was adopted to permit users of the JIS-Link system to explore the New JIS-Link system without incurring additional costs on top of their regular, on-going usage. New JIS-Link has been live for a sufficient time for users to experiment with and adjust to the new system.

AOC is asking the JISC to approve ending transitional billing and returning to the normal, transaction-based fee model (currently $0.145 per transaction).

AOC is still determining what the total economic impact of returning to the transaction-based fee model will be. Many users are being charged less in transitional billing than they would in the normal transaction-based system, but others (particularly those whose usage dropped substantially in the last year) are paying more in the transitional billing model. Some users may have changed their usage patterns based on the transitional billing model and may return to prior usage in a transaction-based model. Overall, revenue is likely to increase based on this transition, but that increase is difficult to predict.

III.   OUTCOME IF NOT PASSED

If the JISC declines to approve the return to the regular, transaction-based fee model, AOC would remain with the transitional billing model.

Judicial Information System Committee Meeting　　　　June 24, 2022

DECISION POINT – Appoint a Courts of Limited Jurisdiction- Case Management System (CLJ-CMS) Project Steering Committee Member

MOTION:

> I move that the JISC appoint Frankie Peters, Court Executive Officer of Thurston County District Court, to the CLJ-CMS Project Steering Committee to replace outgoing committee member Paulette Revoir.

I.　BACKGROUND

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

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

As stated in the CLJ-CMS Project Steering Committee Charter, the committee will not exceed ten members, and are all appointed by the JISC. Members will elect a chair of the Committee from their membership. Current membership can be found on the Project Steering Committee website and consists of:

- Two judicial officers nominated by the District and Municipal Judges Association
- Three court managers nominated by the District and Municipal Court Management Association
- Two Misdemeanant Probation Association representatives nominated by the Misdemeanant Probation Association
- Three Administrative Office of the Courts Members

II.　Discussion

On May 2022, CLJ-CMS Project Steering Committee member Paulette Revoir resigned her position from the committee. She was nominated by the District and Municipal Court

Management Association (DMCMA). In order for a new member to be appointed to fill her position, the DMCMA sent a letter with their nomination that will be included in the JISC packet. This letter nominates Frankie Peters, Court Executive Officer of Thurston County District Court, to replace Ms. Paulette Revoir on the CLJ-CMS Project Steering Committee.

OUTCOME IF NOT PASSED –

If the JISC declines to appoint the new member of the CLJ-CMS Project Steering Committee, the committee will continue to operate with one less member and would not be in compliance with the membership stated in the CLJ-CMS Project Steering Committee Charter.

DISTRICT AND MUNICIPAL COURT MANAGEMENT ASSOCIATION

PRESIDENT   Ellen Attebery
Puyallup and Milton Municipal Court
929 E Main St. STE-120
Puyallup, WA 98372-3116
(253) 841- 5450
Fax (253) 770-3365
Ellen.Attebery-pres@dmcma.org

PRESIDENT ELECT   LaTricia Kinlow
Tukwila Municipal Court
6200 Southcenter Blvd
Tukwila, WA 988188-2544
(206) 433-1840
Fax (206) 433-7160
Latricia.Kinlow-pres-elect@dmcma.org

VICE PRESIDENT   Jennefer Johnson
Des Moines Municipal Court
21630 11th Ave South, Ste C
Des Moines, WA 98198
(206)870-6726
Fax (206)870-4387
Jennefer.Johnson-vpres@dmcma.org

SECRETARY   Serena Daigle
Des Moines Municipal Court
21630 11th Ave South, Ste C
Des Moines, WA 98198
(206)870-6726
Fax (206)870-4387
Serena.Daigle-secretary@dmcma.org

TREASURER   Judy Ly
Pierce County District Court
930 Tacoma Ave S Rm 239
Tacoma, WA 98402
(253) 798-2974
Fax (253) 798-7603
Judy.Ly-treasurer@dmcma.org

PAST PRESIDENT   Kris Thompson
Colfax Municipal Court
PO BOX 229
Colfax, WA 99111
(509)397-3861
Fax (509)397-3044
Kris.Thompson-pastpres@dmcma.org

June 7, 2022

RE: CLJ - Case Management System Steering Committee, primary chair

Dear Justice Madsen,

The DMCMA representative to the CLJ – CMS Steering Committee, Paulette Revoir, has resigned her role as of May 23, 2022. Frankie Peters, with Thurston County District Court, has accepted this position to represent all CLJ courts. I believe he is equally as passionate and knowledgeable as Paulette.

Thank you for your consideration.

Respectfully,

Ellen Attebery

Ellen Attebery
DMCMA President

Entities Impacting the JIS Enterprise Applications

Vonnie Diseth, AOC Chief Information Officer/Director, Information Services Division
Kevin Ammons, AOC Associate Director, Information Services Division
June 24, 2022

Teams at AOC

Some teams of business and technical staff are focused on supporting specific court levels, application, or lines of business. Because of their focus, they may not easily be reassigned to other areas.
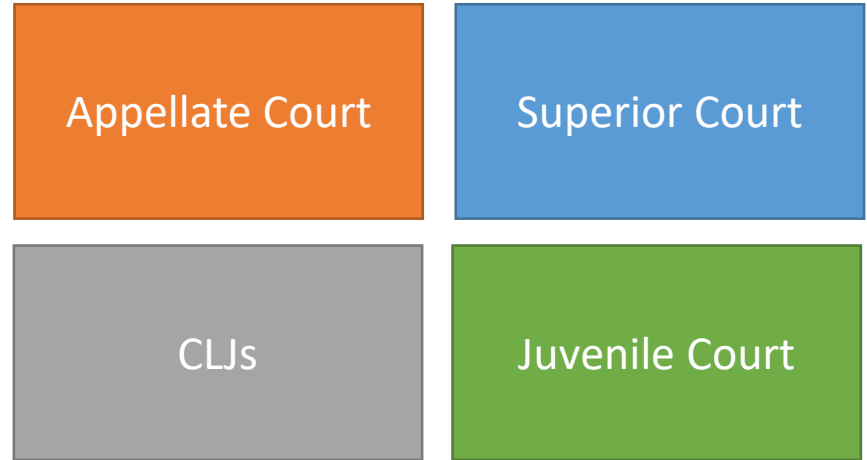
Other teams support multiple court levels, applications, and lines of business. These staff often apply their expertise to support efforts in multiple areas.

Appellate Court	Superior Court
CLJs	Juvenile Court

Infrastructure	Software Quality Assurance
Cyber Security	Enterprise Data
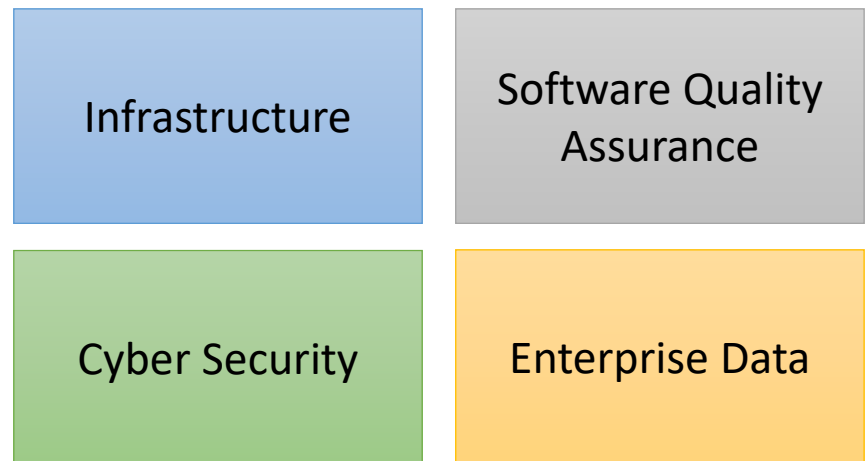
Where Does Work Come From?

ITG Requests
(All Court Levels)

JIS Operations and
Maintenance Work

Legislative Changes
(e.g., HB1320/1901,
SB5226, Blake
Legislation, etc.)

Data Exchanges
with Non-JIS
Courts
(King, Pierce,
Seattle Municipal,
Kitsap District,
Spokane
Municipal)

**JIS
Enterprise
Applications**

Supreme Court
Decisions (e.g.,
Blake Decision)

Judicial Partner Agencies
(WSP, DOL, DOC, DOH, DSHS, DFW, etc.)

Supreme Court Rule
Changes (e.g., GR31)

Current Superior Court Work

Mandates

- HB1320/1901 – Civil Protection Orders

- Approximately 15 bills from the legislative session that require changes to systems

- Changes to GR 31

Maintenance and Operations

- SQL Server Upgrade

- JCS Platform Migration

- RightNow Replacement

- Internet Explorer End of Life

- Multiple eService tickets received daily

- Routine patching of systems

ITGs

- ITG 248 – Juvenile Court Assessments

- ITG 274 – Extended Foster Care Changes

- ITG 277 – Truancy Changes

- ITG 283 – Modify Odyssey Probation Categories

- ITG 284 –Domestic Violence Flag Changes

- ITG 1296 – Text/Email Notifications

Prioritizing Work

- **Critical Situations**
    - Break/Fix on JIS Applications
    - IT security monitoring and responses

- **Mandated changes**
    - New legislation
    - Changes to Court Rules
    - Law changes resulting from court decisions

- **Maintenance and operations**
    - All action necessary to run the existing systems on a daily basis
    - Working with justice partners with whom we exchange data
    - Infrastructure and operating system upgrades

- **Stakeholder priorities (IT Governance)**
    - Each team has a finite amount of work available to dedicate to established ITG priorities

Why IT Governance?

- **Resources available to accomplish ITG requests are limited**
  - Some teams at AOC may have capacity while other teams are fully utilized
  - AOC seeks to fully utilize all resource to the greatest extent possible

- **Project scheduling is based on ITG prioritizations from the JISC and the Court Level User Groups**
  - Provides AOC flexibility to begin projects when resources are available on specific teams
  - AOC schedules work for teams with available capacity based on the ITG prioritization
  - Large projects like CLJ-CMS do not stop smaller efforts from proceeding

IT Governance Categories

- **Small** projects (Pebbles) = $500,000 or less
  - Recommended and prioritized by the court level(s) impacted
  - Authorized by the Chief Information Officer
  - Accomplished with existing resources

- **Medium** projects (Rocks) = >$500,000 but < $1 million
  - Recommended and prioritized by the court level(s) impacted
  - Authorized by the Administrator for the Courts
  - May be accomplished with existing resources, but may require Decision Packages

- **Large** projects (Boulders) = >$1 million
  - Authorized and prioritized by the JISC
  - Recommended by the court level(s) impacted
  - Always require Decision Packages to go to the Legislature
  - Are often multi-biennium projects

HB 1320 – Improving Civil Protection Order Processes

Project Update

Keith Curry, PM
Project Manager

June 24, 2022

Overview

- E2SHB 1320 is intended to provide uniformity in rules and procedures for civil protection orders.

  - Consolidates all civil protection order case types (domestic violence, sexual assault, stalking, anti-harassment, vulnerable adult and extreme risk protection orders) under one new civil cause of action

  - Expands existing case types that can accept protection orders

- Schedule – must be completed by June 30, 2022

JIS Impacts

- Add **civil cause of action, Civil Protection Orders** (CPO), for petitions for domestic violence, stalking, sexual assault, harassment and end-dates existing causes of action (June 30)

- Modify **civil causes of action** for Extreme Risk PO allowing entry of order and information into JIS for judicial officer use

- Modify the **Enforcement of Canadian Domestic Violence PO** (ECP) cause of action allowing entry into JIS of the Canadian order and WA court's decision on recognition/enforcement

- Modify **causes of action** under Chapter 13.32A RCW (Dependency, At-Risk-Youth, and Child in Need of Services) to accept all protection orders available for entry in the CPO cause of action

Superior Court Impacts

SCOMIS

- Add new Civil Protection Order cause of action under Civil Case Type 2 and end-date DVP, SXP, STK, AHO, and VAP causes of action

Enterprise Justice (Odyssey) – Superior Court (also CLJ-CMS)

- Modifications necessary to implement the HB 1320 are handled through configuration

- Configuration is complete at the superior court level and will be completed for CLJ courts before October Enterprise Justice pilot implementation

Other System Impacts

JABS

- Modified to display the new CPO cause code

- ICH and DCH screens were modified as well as the case and participant tabs

- Will display order types for Extreme Risk and Canadian DV POs beginning July 1 but will continue to display previously filed cases as they currently display

JCS

- Updates are being made to protection orders screens in JCS

- Changes ensure that beginning July 1, protection orders will continue to display previously filed cases as they currently display

Other System Impacts (cont.)

EDR

- Updated to include new source and standard reference codes
- Charge table was updated to capture the new charges/laws as well as end dated existing laws
- DOL Firearms data exchanges were updated
- KCCO and KCDC source to standard mapping updated

Replication Services (Enterprise Justice Replication)

- Services are used to replicate data entered into Enterprise Justice into JIS, SCOMIS and ultimately the EDR
- Case File and Update packages are being updated to send DV flag when it exists on the new CPO case type

Other System Impacts (cont.)

Superior Court Data Exchange (SCDX)

- New protection order types added to Protection Order Add and Update schemas to support July 1 implementation

Electronic Ticketing Process

- No changes required for this application
- Must be tested to ensure changes in other systems do not cause errors

Systems Not Impacted

- JIS-Link

- Statewide Data Warehouse

- Public Case Search

- Judicial Receipting System (Pierce Superior Only)

Other Impacts

Published Caseload Reports

- The criteria and organization of the published caseload reports for superior courts and courts of limited jurisdiction are impacted

Pattern Forms

- 220 forms impacted by this legislation

- A subset of the forms will be published for the July 1 implementation with the remaining being implemented by January 1, 2023.

AOC Impact

- All divisions of AOC were impacted by this legislation

- Activities have been ongoing for a full year

- AOC has spent over 10,000 hours implementing this legislation

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

Project Update

Garret Tanner
CLJ-CMS Project Manager

June 24, 2022

Project Scope

Three components:

- eFile & Serve (Odyssey File & Serve)
- Enterprise Justice (Odyssey)
- Enterprise Supervision (Tyler Supervision)

Project Timeline
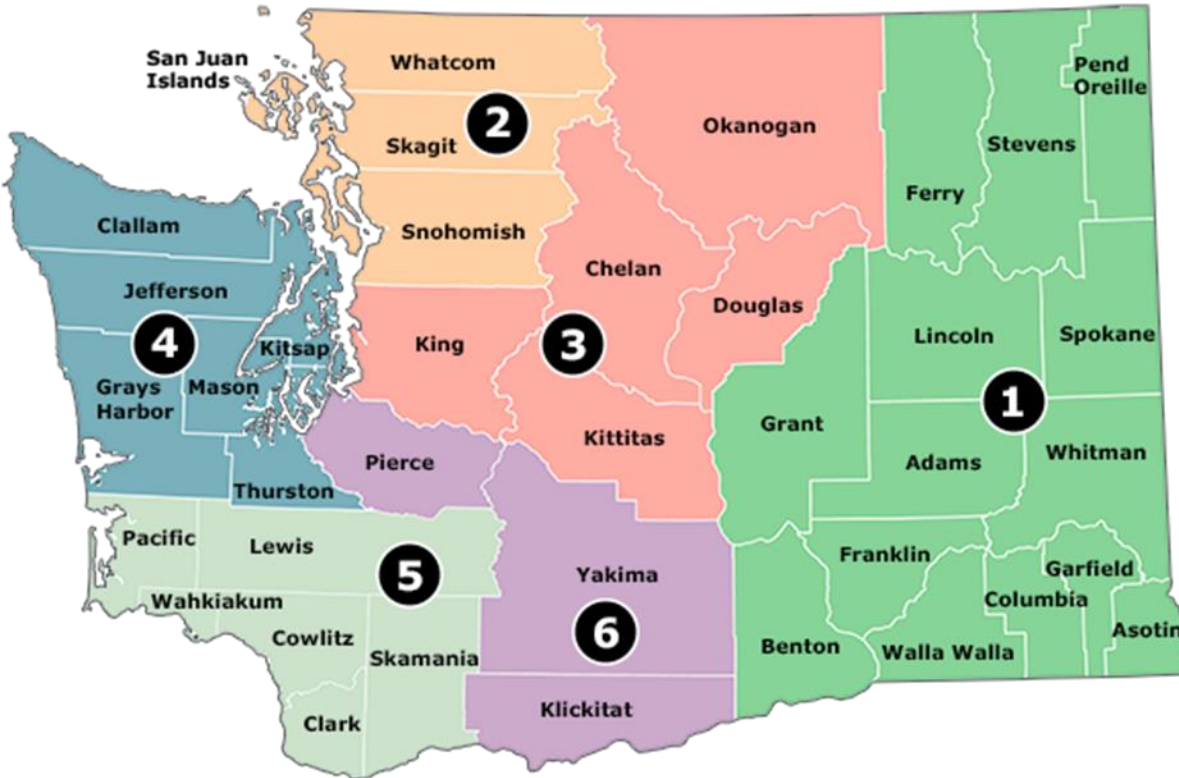
Pilot Courts: October 2022
Pierce District, Tacoma Municipal,
Gig Harbor Municipal, Fircrest/Ruston Municipal

Phase 1: September 2023
Eastern Washington - Adams, Asotin, Benton, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, and Whitman

Phase 2: April 2024
North Washington - Island, San Juan, Skagit, Snohomish, and Whatcom

Phase 3: September 2024
North Central Washington - Chelan, Douglas, King Municipals, Kittitas, and Okanogan

Phase 4: March 2025
Western Washington - Clallam, Grays Harbor, Jefferson, Kitsap, Mason, and Thurston

Phase 5: August 2025
Southwest Washington - Clark, Cowlitz, Lewis, Pacific, Skamania, and Wahkiakum

Phase 6: January 2026
South Central Washington - Klickitat, remainder of Pierce Municipals, and Yakima

Project Timeline

2020	2021	2022	2023	2024	2025	2026

Initiate & Plan

Fit Analysis

Pilot

Solution Deployment
Configuration
Business Process
Data Conversion

Validate, Train, Go-Live

Stabilization

Tyler Custom Development Pilot

Tyler Custom Development Release 1

Phase 1

Tyler Custom Development Release 2

Phase 2

Phase 3

Phase 4

Phase 5

Phase 6

Today
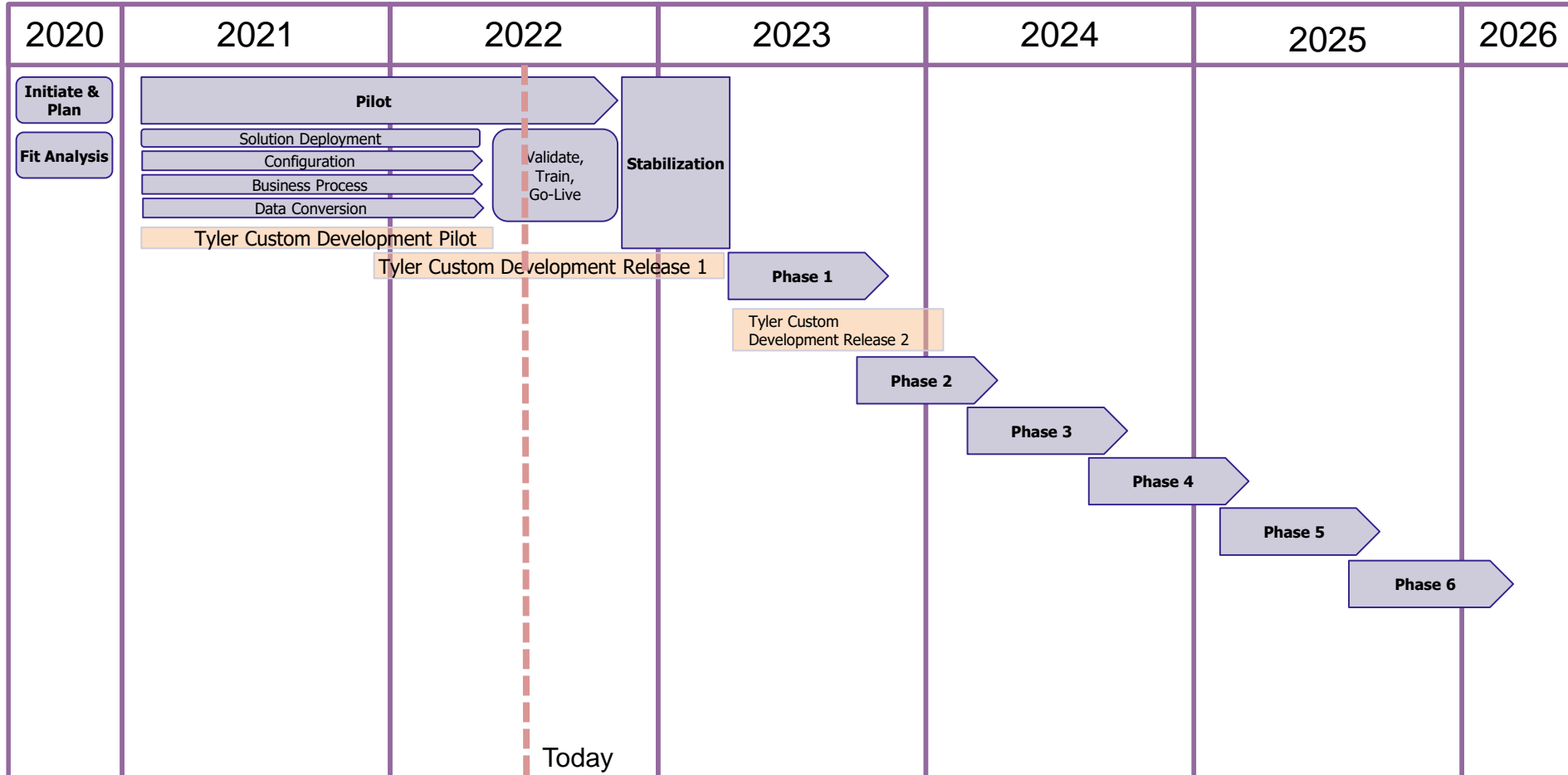
Recent eFiling Activity

✓   Pilot Courts have filed a Local Court Rule for comment

➢   CLJ-CMS and Pilot Courts reviewing eFiling configuration from last year

Recent CMS Activity

- ✓ Data Push 5 (of 5) completed
    - ✓ Pilot Courts participating in Data Review 5
    - ➢ Data Review est. complete June 24
- ✓ Pilot Courts configured following responses from Local Court Configuration Questionnaires
- ✓ Pilot Courts trained to build Enterprise Justice and Enterprise Supervision Forms

Project Outreach

✓ Bi-weekly communications to Pilot Courts being sent

- What was done since last check-in
- What to expect until the next check-in
- Change Management Tips & Tricks

✓ Pilot Court "Site Leadership" meetings scheduled

- Including Judges, Court Administrators, and other leadership from Pilot Courts

Work in Progress

- Technical Sprint 19 continues

- Data Review 5 (of 5) in progress

- Testing Business Processes

    – Preparing Job Aid Templates for pilot courts

- Preparing for Solution Validation

Project Issues – June 2022

Active Issues	
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.	(April 5, 2022) DMCJA is championing a Statewide rule for mandatory eFiling. Pilot Courts will need to enact a local rule in the meantime.
Enterprise Justice version to be used (Pilot) – In November 2021, Tyler determined that Enterprise Justice 2019 would not be compatible with some of the mandatory requirements.	(February 1, 2022) In January the vendor formally recommend Enterprise Justice version 2022.1 be used for Pilot Court Go-Live. Version 2022.1 has been installed on our Development environment and is currently being reviewed by our Quality Assurance and Business Analyst teams.
Enterprise Supervision/Enterprise Justice Integrations – The two products are not yet seamlessly integrated.	(May 25, 2022) Tyler Technologies provided a demo of "Alliance" project showing data exchange between Enterprise Justice and Enterprise Supervision. A lot of configuration still needs to be done, and this will not be completed for Solution Validation.
Staffing / Hiring – CLJ-CMS has been unable to fill several key positions. As of February 2022, CLJ-CMS has 11 project positions open. If these positions are not filled there may be impacts to the schedule.	(June 6, 2022) 1 new hire since April, and several second interviews scheduled in June.

Project Risks – June 2022

Total Project Risks			
Low Probability	Moderate Probability	High Probability	Closed
1	2	3	18
High Risks Status			
Risk	Probability/Impact		Mitigation
Court IT Constraints – When court users experience technical difficulties IT support is not as readily available as if the user was working in the office.	Low/Low		(June 1, 2022) Court and IT Staff have adopted hybrid and remote work environments and have proven capable of operating in such environments. Impact and probability reduced to Low/Low.
Equipment Funding – Additional funds may be needed to assist some courts with the local equipment purchases.	Moderate/Moderate		(September 22, 2020) If the CLJ-CMS project uses a similar funding model to the SC-CMS, then there are additional complexities to consider. There are significantly more CLJ courts which adds to the need.

Project Risks – June 2022

High Risks Status		
Risk	Probability/Impact	Mitigation
Enterprise Supervision – Tyler has not done a statewide implementation of their new Supervision module. Previous implementations have always been with individual probation departments.	High/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.
Third Party Integrations – Some courts have local systems that they would like integrated with Enterprise Justice.	High/High	(April 19, 2022) The Project Steering Committee held a session to discuss on the Integrations Feasibility Study on 4/19.
Enterprise Justice version to be used (Phase 1) – In November 2021, Tyler determined that Enterprise Justice 2019 would not be compatible with some of the mandatory requirements.	High/High	(May 31, 2022) Upgrade to version 2023.x ahead of Phase 1 needs to be analyzed and planned for.

Project Risks – June 2022

High Risks Status		
Risk	Probability/Impact	Mitigation
System Performance – It is possible that users will feel that Enterprise Justice works less efficiently than the legacy system due to changing processes and procedures.	Moderate/Moderate	(June 1, 2022) Performance of version 2022.1.x is improved over 2019.x. CLJ-CMS met on 6/1 to discuss load testing strategy, with testing to take place in preparation for Solution Validation.
Business Efficiency Concerns – It is expected that some users will be experience short-term reduced efficiencies when compared against legacy systems.	Moderate/Moderate	(May 17, 2022) It is well documented that it is common to experience a short-term efficiency slump when introducing new systems or business processes. Concerns that working in the new system will be slower than legacy systems are still present and will be addressed through training and change management activities.

Next Steps

Milestone	Date
Approve data conversion push 5 of 5 (Pilot courts)	Est. complete June 24, 2022
Technical Sprint 19	Est. complete July 4, 2022
Complete Business Process Documents	June 2022
Complete development of Statewide forms	July 2022
Technical Sprint 20	Est. complete July 18, 2022
Begin Solution Validation	July 2022
Go-live Pilot courts	October 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

May 2022

Prepared by

Bluecrane, Inc.

bluecrane ®

May 31, 2022

Honorable Barbara Madsen, Justice
Washington Supreme Court

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

Dear Justice Madsen and Ms. Rubio:

bluecrane has completed its Quality Assurance Assessment of the CLJ-CMS Project for the month of May 2022.

This document is structured as follows:

1. Executive Summary and Assessment Dashboard.
2. A detailed report of our CLJ-CMS assessment for the current 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:

➢ eFiling

➢ Case Management

➢ Supervision

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 "eFiling," "Supervision," and "Case Management" to refer to the individual efforts.

1. Executive Summary

1.1 Executive Overview

The CLJ-CMS Project continued to make good progress in May. The current focus of the project is on the Pilot Court implementations which are now approximately five months away. The project's work is extensive. A few highlights from May include:

- Work is continuing on training materials for local court subject matter experts (SMEs); training is planned to be conducted in mid-to-late June; more generally, the project's Training Team is working on a training calendar and is expected to provide training deliverables shortly

- Pilot courts have posted local rules for eFiling

- Responses to numerous pilot court questions on the questionnaires they are completing related to readiness for implementation have been received; the project's Organizational Change Management (OCM) and Communications Lead is aggregating responses for publication in an upcoming project newsletter

- A "roadshow" was conducted by the project for the DMCMA spring conference

- The project team has demonstrated the ability to extract and transform data from Enterprise Justice (formerly known as "Odyssey") and manually load the information to the Enterprise Data Repository (EDR); work is progressing to automate the data loading process

- Review of the results from the fourth data conversion trial run continues with good outcomes

Our primary concerns at the time of the writing of this report are the same as documented in our April report in the areas of Staffing and (Project) Governance, Scope, and Schedule.

As readers of our monthly QA reports are aware, Staffing has been a concern for some time. AOC has taken a number of positive steps to address aspects of resourcing that are within the agency's control (see our April 2022 report). Labor market challenges that are beyond AOC's control continue to be a challenge. *bluecrane* does not expect this risk to abate in the foreseeable future. For now, the project team is monitoring the project schedule carefully and taking all reasonable measures to ensure that the Pilot Court timeline is not impacted by staff shortages.

Our April 2022 monthly report provided fairly extensive details on the risks to project governance, scope, and schedule due to the expansion of project scope that is being contemplated by the Project Steering Committee (PSC). At this time, the risks continue. We encourage all parties to follow the project governance processes that they approved at project initiation and the higher level governance processes that are in place within Washington Courts. We believe the additional needs of the CLJ courts can be addressed through appropriate governance processes without jeopardizing the performance and delivery of the CLJ-CMS Project.

As this report was being written, the Chair of the CLJ-CMS PSC announced her resignation. While personnel changes in the governance structure of projects always introduces some level of risk, we

assume at this time that the CLJ-CMS PSC and other governing bodies such as the JISC will follow established procedures for filling the vacant position and approving a newly elected Chair.

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	**May 2022**	**April 2022**	**March 2022**
Governance	Risk *(Risk Increasing)*	Risk *(Risk Increasing)*	No Risk Identified
Scope: eFiling	Risk *(Risk Increasing)*	Risk *(Risk Increasing)*	Risk Being Addressed
Scope: Case Management	Risk *(Risk Increasing)*	Risk *(Risk Increasing)*	No Risk Identified
Scope: Supervision	Risk *(Risk Increasing)*	Risk *(Risk Increasing)*	No Risk Identified
Schedule: eFiling	Risk *(Risk Increasing)*	Risk *(Risk Increasing)*	Risk Being Addressed
Schedule: Case Management	Risk *(Risk Increasing)*	Risk *(Risk Increasing)*	Risk Being Addressed
Schedule: Supervision	Risk *(Risk Increasing)*	Risk *(Risk Increasing)*	Risk Being Addressed
Project Staffing	Risk	Risk	Risk *(Risk Increasing)*
Budget: Funding	No Risk Identified	No Risk Identified	No Risk Identified
Budget: Management of Spending	No Risk Identified	No Risk Identified	No Risk Identified

Project Management and Sponsorship

Assessment Area	May 2022	April 2022	March 2022
Contracts and Deliverables Management	No Risk Identified	No Risk Identified	No Risk Identified
PMO Processes	No Risk Identified	No Risk Identified	No Risk Identified

People

Assessment Area	May 2022	April 2022	March 2022
Stakeholder Engagement	No Risk Identified	No Risk Identified	No Risk Identified
OCM: eFiling	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed
OCM: Case Management	No Risk Identified	No Risk Identified	No Risk Identified
OCM: Supervision	No Risk Identified	No Risk Identified	No Risk Identified
Communications	No Risk Identified	No Risk Identified	No Risk Identified
Court Preparation and Training	No Risk Identified	No Risk Identified	No Risk Identified

Solution

Assessment Area	May 2022	April 2022	March 2022
Business Process: eFiling	No Risk Identified	No Risk Identified	No Risk Identified

Solution			
Assessment Area	**May 2022**	**April 2022**	**March 2022**
Business Process: Case Management	No Risk Identified	No Risk Identified	No Risk Identified
Business Process: Supervision	No Risk Identified	No Risk Identified	No Risk Identified
Requirements, Design, and Configuration: eFiling	No Risk Identified	No Risk Identified	No Risk Identified
Requirements, Design, and Configuration: Case Management	No Risk Identified	No Risk Identified	No Risk Identified
Requirements, Design, and Configuration: Supervision	No Risk Identified	No Risk Identified	No Risk Identified
Integrations: eFiling	No Risk Identified	No Risk Identified	No Risk Identified
Integrations: Case Management	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed
Reports: Case Management	No Risk Identified	No Risk Identified	No Risk Identified
Reports: Supervision	No Risk Identified	No Risk Identified	No Risk Identified
Testing: eFiling	No Risk Identified	No Risk Identified	No Risk Identified
Testing: Case Management	No Risk Identified	No Risk Identified	No Risk Identified
Testing: Supervision	No Risk Identified	No Risk Identified	No Risk Identified
Deployment: eFiling	No Risk Identified	No Risk Identified	No Risk Identified
Deployment: Case Management	No Risk Identified	No Risk Identified	No Risk Identified

Solution			
Assessment Area	**May 2022**	**April 2022**	**March 2022**
Deployment: Supervision	No Risk Identified	No Risk Identified	No Risk Identified

Data			
Assessment Area	**May 2022**	**April 2022**	**March 2022**
Data Preparation: Case Management	No Risk Identified	No Risk Identified	No Risk Identified
Data Conversion: Case Management	No Risk Identified	No Risk Identified	No Risk Identified
Data Conversion: Supervision	No Risk Identified	No Risk Identified	No Risk Identified
Data Security	No Risk Identified	No Risk Identified	No Risk Identified

Infrastructure			
Assessment Area	**May 2022**	**April 2022**	**March 2022**
Infrastructure for Remote Work	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed
Statewide Infrastructure	No Risk Identified	No Risk Identified	No Risk Identified
Local Infrastructure	No Risk Identified	No Risk Identified	No Risk Identified
Security Functionality	No Risk Identified	No Risk Identified	No Risk Identified
Access	No Risk Identified	No Risk Identified	No Risk Identified

Infrastructure			
Assessment Area	**May 2022**	**April 2022**	**March 2022**
Environments	No Risk Identified	No Risk Identified	No Risk Identified
Post-Implementation Support	No Risk Identified	No Risk Identified	No Risk Identified

2. Detailed Assessment Report

2.1 Project Management and Sponsorship

2.1.1 Governance

Project Management and Sponsorship			
	Three-Month Rolling Risk Levels		
	May 2022	**Apr. 2022**	**Mar. 2022**
Governance	**Risk** *(Risk Increasing)*	**Risk** *(Risk Increasing)*	**No Risk Identified**

Findings

The primary risk to the CLJ-CMS Project currently is the potential expansion of project scope that is contemplated by the Project Steering Committee (PSC) as tolerable and permissible. The CLJ-CMS Project's scope, like any project scope, is narrowly defined by the project's requirements. The scope is initially defined by broad, general statements in a project charter. The statements in the charter are "decomposed" during the project's Initiation and Planning phases to a more detailed and refined set of requirements that are then used by Governance bodies (steering committees, change control boards, and others), along with approved budgets and timelines, to review and assess proposals for expanding scope.

Over the past few months, the CMS-CLJ PSC has reverted to using the broad, general statements from the project charter to justify potential inclusion of additional work for the project. This goes against project management best practices and is a recipe for project failure.

The CLJ-CMS PSC exists to provide governance over the delivery of a CLJ-CMS solution *as defined by the approved, documented requirements for the case management system.* Project steering committees generally devote energy to "protecting" their projects from "scope creep," not advocating proposals that increase scope.

The approved, documented requirements define the scope of the CLJ-CMS Project. The "Imperatives" that were developed as over-arching guidelines and the broad, general statement of scope in the project charter (which is *always* used only as a starting point for further decomposition of scope) should not be used as justification for adding work to a project with an approved budget and timeline. If they are mis-used in that way, the project is highly likely to fail.

At the same time, we all acknowledge that "the world has changed" due to the COVID-19 pandemic. Members of the CLJ-CMS PSC deal with virtual operations every day—in ways that were not contemplated prior to the pandemic. However, if the "new reality" of daily operations has created the need for additional functionality that is not provided by the already-defined (and contracted-for) CLJ-CMS solution, *the approach to addressing the new needs should follow the Courts' defined governance processes and project management best practices.*

Risks and Issues

The potential addition of the development of an integrations platform and a pilot implementation of an integration with OCourt creates substantial risk to the CLJ-CMS Project.

bluecrane Recommendation

If the integration of OCourt—or any other software product utilized locally by various CLJs—is essential to the business needs of those courts, then we encourage proponents of those local solutions to prepare proposals with all due haste for consideration by established governance processes. If approved and funded, the development of an integrations platform should be governed and managed as an infrastructure project that is separate and apart from (although related to) the CLJ-CMS Project.

2.1.2 Scope: eFiling

Project Management and Sponsorship			
	Three-Month Rolling Risk Levels		
Scope: eFiling	**May 2022**	**Apr. 2022**	**Mar. 2022**
	Risk *(Risk Increasing)*	**Risk** *(Risk Increasing)*	**Risk Being Addressed**

Findings

Four motions approved by the CLJ-CMS PSC at its April 26 meeting related to adding **to the CLJ-CMS Project** the development of an "integrations platform" and the integration of a product known as "OCourt" as a pilot implementation using the integrations platform put the project's scope at highly increased risk.

In May, Pilot Courts posted local rules for eFiling. Meanwhile, DMCJA is championing a statewide rule for mandatory eFiling.

Risks and Issues

The scope of the eFiling activity is defined in the Tyler Statement of Work (SOW) and anticipates that eFiling will be implemented in all CLJ courts within calendar year 2021, prior to the roll-out of supervision and case management. With the July 2021 decision to delay eFiling implementation, AOC and the PSC anticipated a need to amend the Tyler contract. The AOC had already submitted a change request to delay eFiling. However, Tyler and AOC agreed to delay negotiations until after the results of the 2022 legislative budget process were announced. Now that the budget is final and includes funding for eFiling, we anticipate that negotiations will resume with a revised approach of implementing eFiling concurrent with Enterprise Justice in each local court.

At the same time, the potential addition of the development of an integrations platform and a pilot implementation of an integration with OCourt creates substantial risk to the CLJ-CMS Project.

bluecrane Recommendation

If the integration of OCourt—or any other software product utilized locally by various CLJs—is essential to the business needs of those courts, then we encourage proponents of those local solutions to prepare proposals with all due haste for consideration by established governance processes. If approved and funded, the development of an integrations platform should be governed and managed as an infrastructure project that is separate and apart from (although related to) the CLJ-CMS Project.

2.1.3 Scope: Case Management

Project Management and Sponsorship			
Scope: Case Management	**Three-Month Rolling Risk Levels**		
	May 2022	**Apr. 2022**	**Mar. 2022**
	Risk *(Risk Increasing)*	**Risk** *(Risk Increasing)*	**No Risk Identified**

Findings

Four motions approved by the CLJ-CMS PSC at its April 26 meeting related to adding **to the CLJ-CMS Project** the development of an "integrations platform" and the integration of a product known as "OCourt" as a pilot implementation using the integrations platform put the project's scope at highly increased risk.

The scope of the CLJ-CMS Project is defined by the deliverables delineated in the SOW in the Tyler contract. The scope is further "decomposed" by the detailed requirements that AOC, the Court User Work Group (CUWG), and Tyler continue to validate. Scope is being managed through a Requirements Traceability Matrix (RTM), system vendor contract deliverables, and the Project Change Management process. The project team delivered an RTM to Tyler in August 2021.

Risks and Issues

The potential addition of the development of an integrations platform and a pilot implementation of an integration with OCourt creates substantial risk to the CLJ-CMS Project.

bluecrane Recommendation

If the integration of OCourt—or any other software product utilized locally by various CLJs—is essential to the business needs of those courts, then we encourage proponents of those local solutions to prepare proposals with all due haste for consideration by established governance processes. If approved and funded, the development of an integrations platform should be governed and managed as an infrastructure project that is separate and apart from (although related to) the CLJ-CMS Project.

2.1.4 Scope: Supervision

Project Management and Sponsorship			
	Three-Month Rolling Risk Levels		
Scope: Supervision	**May 2022**	**Apr. 2022**	**Mar. 2022**
	Risk *(Risk Increasing)*	**Risk** *(Risk Increasing)*	**No Risk Identified**

Findings

Four motions approved by the CLJ-CMS PSC at its April 26 meeting related to adding **to the CLJ-CMS Project** the development of an "integrations platform" and the integration of a product known as "OCourt" as a pilot implementation using the integrations platform put the project's scope at highly increased risk.

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 identify any requirements that require custom development by Tyler. Scope is being managed through the RTM, system vendor contract deliverables, and the Project Change Management process.

Risks and Issues

The potential addition of the development of an integrations platform and a pilot implementation of an integration with OCourt creates substantial risk to the CLJ-CMS Project.

bluecrane Recommendation

If the integration of OCourt—or any other software product utilized locally by various CLJs—is essential to the business needs of those courts, then we encourage proponents of those local solutions to prepare proposals with all due haste for consideration by established governance processes. If approved and funded, the development of an integrations platform should be governed and managed as an infrastructure project that is separate and apart from (although related to) the CLJ-CMS Project.

2.1.6 Schedule: eFiling

Project Management and Sponsorship			
	Three-Month Rolling Risk Levels		
	May 2022	**Apr. 2022**	**Mar. 2022**
Schedule: eFiling	**Risk** *(Risk Increasing)*	**Risk** *(Risk Increasing)*	**Risk Being Addressed**

Findings

Four motions approved by the CLJ-CMS PSC at its April 26 meeting related to adding *to the CLJ-CMS Project* the development of an "integrations platform" and the integration of a product known as "OCourt" as a pilot implementation using the integrations platform put the project's approved deployment schedule at highly increased risk.

Risks and Issues

The potential addition of the development of an integrations platform and a pilot implementation of an integration with OCourt creates substantial risk to the CLJ-CMS Project's approved deployment schedule.

bluecrane Recommendation

If the integration of OCourt—or any other software product utilized locally by various CLJs—is essential to the business needs of those courts, then we encourage proponents of those local solutions to prepare proposals with all due haste for consideration by established governance processes. If approved and funded, the development of an integrations platform should be governed and managed as an infrastructure project that is separate and apart from (although related to) the CLJ-CMS Project.

2.1.7 Schedule: Case Management

Project Management and Sponsorship			
	Three-Month Rolling Risk Levels		
	May 2022	**Apr. 2022**	**Mar. 2022**
Schedule: Case Management	**Risk** *(Risk Increasing)*	**Risk** *(Risk Increasing)*	**Risk Being Addressed**

Findings

Four motions approved by the CLJ-CMS PSC at its April 26 meeting related to adding *to the CLJ-CMS Project* the development of an "integrations platform" and the integration of a product known as "OCourt" as a pilot implementation using the integrations platform put the project's approved deployment schedule at highly increased risk.

Risks and Issues

The potential addition of the development of an integrations platform and a pilot implementation of an integration with OCourt creates substantial risk to the CLJ-CMS Project's approved deployment schedule.

The risks noted below under "Project Staffing" have the potential to impact the CLJ Project's ability to remain on-schedule. We will monitor this carefully for delays that might impact the Pilot Courts' deployment schedule.

bluecrane Recommendation

If the integration of OCourt—or any other software product utilized locally by various CLJs—is essential to the business needs of those courts, then we encourage proponents of those local solutions to prepare proposals with all due haste for consideration by established governance processes. If approved and funded, the development of an integrations platform should be governed and managed as an infrastructure project that is separate and apart from (although related to) the CLJ-CMS Project.

2.1.8 Schedule: Supervision

Project Management and Sponsorship			
Schedule: Supervision	**Three-Month Rolling Risk Levels**		
	May 2022	**Apr. 2022**	**Mar. 2022**
	Risk *(Risk Increasing)*	**Risk** *(Risk Increasing)*	**Risk Being Addressed**

Findings

Four motions approved by the CLJ-CMS PSC at its April 26 meeting related to adding **to the CLJ-CMS Project** the development of an "integrations platform" and the integration of a product known as "OCourt" as a pilot implementation using the integrations platform put the project's approved deployment schedule at highly increased risk.

Risks and Issues

The potential addition of the development of an integrations platform and a pilot implementation of an integration with OCourt creates substantial risk to the CLJ-CMS Project's approved deployment schedule.

The risks noted above under "Staffing" have the potential to impact the CLJ Project's ability to remain on-schedule. We will monitor this carefully for delays that might impact the Pilot Courts' deployment schedule.

bluecrane Recommendation

If the integration of OCourt—or any other software product utilized locally by various CLJs—is essential to the business needs of those courts, then we encourage proponents of those local solutions to prepare proposals with all due haste for consideration by established governance processes. If approved and funded, the development of an integrations platform should be governed and managed as an infrastructure project that is separate and apart from (although related to) the CLJ-CMS Project.

2.1.5   Project Staffing

Project Management and Sponsorship			
	Three-Month Rolling Risk Levels		
	May 2022	**Apr. 2022**	**Mar. 2022**
Project Staffing	**Risk**	**Risk**	**Risk** *(Risk Increasing)*

Findings

Staffing has been a concern for some time. While we are not ready to reduce the assessed risk of Staffing for the CLJ-CMS Project, AOC has taken a number of positive steps to address aspects of resourcing staff that are within the agency's control (see our April 2022 report). Labor market challenges that are beyond AOC's control continue to be a challenge. *bluecrane* does not expect this risk to abate in the foreseeable future. For now, the project team is monitoring the project schedule carefully and taking all reasonable measures to ensure that the Pilot Court timeline is not impacted by staff shortages.

Risks and Issues

If the filling of CLJ Project positions becomes a prolonged effort, the project's timeline may be at risk.

bluecrane Recommendation

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

2.1.9 Budget: Funding

Project Management and Sponsorship			
	Three-Month Rolling Risk Levels		
	May 2022	**Apr. 2022**	**Mar. 2022**
Budget: Funding	**No Risk Identified**	**No Risk Identified**	**No Risk Identified**

Findings

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

In addition, the recently-approved state budget for FY2023 continues funding for the CLJ-CMS Project and funds eFiling on an ongoing basis, eliminating the need to charge user fees.

2.1.10   Budget: Management of Spending

Project Management and Sponsorship			
	Three-Month Rolling Risk Levels		
	May 2022	**Apr. 2022**	**Mar. 2022**
Budget: Management of Spending	**No Risk Identified**	**No Risk Identified**	**No Risk Identified**

Findings

The project is being managed within the approved budget.

2.1.11 Contracts and Deliverables Management

Project Management and Sponsorship			
	Three-Month Rolling Risk Levels		
	May 2022	**Apr. 2022**	**Mar. 2022**
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.

2.1.12 PMO Processes

Project Management and Sponsorship			
	Three-Month Rolling Risk Levels		
PMO Processes	**May 2022**	**Apr. 2022**	**Mar. 2022**
	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-Month Rolling Risk Levels		
Stakeholder Engagement	**May 2022**	**Apr. 2022**	**Mar. 2022**
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

The Organizational Change Management (OCM) and Communications Lead for the CLJ-CMS Project and AOC leadership team are doing an admirable and diligent job of reaching out to and engaging with the diverse CLJ stakeholder community.

In May, the OCM and Communications Lead drafted responses to numerous pilot court questions on the questionnaires they are completing related to readiness for implementation. She is aggregating responses for publication in an upcoming project newsletter.

The CLJ-CMS Project conducted a "roadshow" for the DMCMA spring conference in May.

2.2.2 OCM: eFiling

People			
	Three-Month Rolling Risk Levels		
	May 2022	**Apr. 2022**	**Mar. 2022**
OCM: eFiling	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed

Findings

Given that the recently-approved state budget for FY2023 includes initial and ongoing funding for eFiling, OCM activities focused on the Pilot Courts' and subsequent deployments will include ensuring that the court community is informed about the deployment approach for eFiling as well as Enterprise Justice.

Risks and Issues

In the absence of an informed stakeholder community, rumors and inaccurate information may impede the successful rollout of eFiling.

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 PSC, all of whom are critical elements of a comprehensive OCM program.

2.2.3 OCM: Case Management

People			
	Three-Month Rolling Risk Levels		
	May 2022	**Apr. 2022**	**Mar. 2022**
OCM: Case Management	No Risk Identified	No Risk Identified	No Risk Identified

Findings

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

2.2.4 OCM: Supervision

People			
OCM: Supervision	**Three-Month Rolling Risk Levels**		
	May 2022	**Apr. 2022**	**Mar. 2022**
	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			
Communications	**Three-Month Rolling Risk Levels**		
	May 2022	**Apr. 2022**	**Mar. 2022**
	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. Project newsletters have been distributed monthly since September 2021, and a new project website was launched in October 2021.

2.2.6 Court Preparation and Training

People			
Court Preparation and Training	**Three-Month Rolling Risk Levels**		
	May 2022	**Apr. 2022**	**Mar. 2022**
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

Work is continuing on training materials for local court subject matter experts (SMEs). Training is planned to be conducted in mid-to-late June.

More generally, the project's Training Team is working on a training calendar and is expected to provide training deliverables shortly.

2.3   Solution

2.3.1 Business Process: eFiling

Solution			
	Three-Month Rolling Risk Levels		
	May 2022	**Apr. 2022**	**Mar. 2022**
Business Process: eFiling	**No Risk Identified**	**No Risk Identified**	**No Risk Identified**

<u>Findings</u>

The business processes for eFiling are minimal and relatively procedural in nature.

2.3.2 Business Process: Case Management

Solution			
	Jan. 2022		
	May 2022	**Apr. 2022**	**Mar. 2022**
Business Process: Case Management	**No Risk Identified**	**No Risk Identified**	**No Risk Identified**

<u>Findings</u>

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-Month Rolling Risk Levels		
	May 2022	**Apr. 2022**	**Mar. 2022**
Business Process: Supervision	**No Risk Identified**	**No Risk Identified**	**No Risk Identified**

<u>Findings</u>

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

2.3.4 Requirements, Design, and Configuration: eFiling

Solution			
Requirements, Design, and Configuration: eFiling	**Three-Month Rolling Risk Levels**		
	May 2022	**Apr. 2022**	**Mar. 2022**
	No Risk Identified	**No Risk Identified**	**No Risk Identified**

Findings

Requirements for eFiling are minimal and relatively procedural in nature.

2.3.5 Requirements, Design, and Configuration: Case Management

Solution			
Requirements, Design, and Configuration: Case Management	**Three-Month Rolling Risk Levels**		
	May 2022	**Apr. 2022**	**Mar. 2022**
	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. At this time, the project is making any changes that are needed as a result of the CUWG's ongoing review of requirements.

A key technology milestone was achieved by the CLJ-CMS Project in May when the transfer of data from Enterprise Justice (formerly known as "Odyssey") to the Enterprise Data Repository (EDR) became fully functional.

2.3.6 Requirements, Design, and Configuration: Supervision

Solution			
Requirements, Design, and Configuration: Supervision	**Three-Month Rolling Risk Levels**		
	May 2022	**Apr. 2022**	**Mar. 2022**
	No Risk Identified	**No Risk Identified**	**No Risk Identified**

Findings

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

2.3.7 Integrations: eFiling

Solution			
Integrations: eFiling	**Three-Month Rolling Risk Levels**		
	May 2022	**Apr. 2022**	**Mar. 2022**
	No Risk Identified	**No Risk Identified**	**No Risk Identified**

Findings

Tyler certified the single integration required for eFiling in September 2021. Now that the eFiling funding issue has been resolved, the project will be able to leverage the work already done as well as the completed certification.

2.3.8 Integrations: Case Management

Solution			
Integrations: Case Management	**Three-Month Rolling Risk Levels**		
	May 2022	**Apr. 2022**	**Mar. 2022**
	Risk Being Addressed	**Risk Being Addressed**	**Risk Being Addressed**

Findings

On April 19, the Associate Director of CSD provided the CLJ-CMS PSC with a presentation on the feasibility and cost analysis that he has performed regarding the development of an AOC integrations platform, including authentication services and other security issues, as a vehicle for enabling local courts to integrate third-party solutions with Enterprise Justice.

The PSC decision on whether to submit a proposal through the approved governance structure for an integrations project based on the data documented in the integrations analysis is pending. Any proposal is expected to:

- Request a separate project for the integrations work with its own charter, funding, and staff (in order to avoid a renegotiation of the CLJ-CMS Project contract with Tyler Technologies and the need to justify a change order for the increased costs to AOC and an extension of the six-year CLJ-CMS Project timeline)

- Consider the additional costs to the CLJ-CMS Project which will be incurred due to anticipated changes needed in the previously-approved Deployment Plan (such as moving courts that use the integration to "the back of the line") and a likely extension to the six-year CLJ-CMS Project timeline *even if the integrations project is a separate project*

- Present the proposed project to the JISC for approval, given the anticipated size of the integration project

Risks and Issues

1. If integrations of local court applications to Enterprise Justice *are* allowed in the CLJ solution, then AOC will need additional technical resources. In this case, there will need to be adequate time and resources to (a) develop estimates of interfaces that will be developed, (b) estimate staff resources required, and (c) prepare governance budget requests and approvals to support integration projects.

2. If integrations of local court applications to Enterprise Justice *are not* allowed in the CLJ solution, then courts that perceive any functionality gaps between Enterprise Justice'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.

bluecrane Recommendation

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

2.3.9 Reports: Case Management

Solution			
	Three-Month Rolling Risk Levels		
Reports: Case Management	**May 2022**	**Apr. 2022**	**Mar. 2022**
	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-Month Rolling Risk Levels		
Reports: Supervision	**May 2022**	**Apr. 2022**	**Mar. 2022**
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

Supervision reports are defined in the CLJ-CMS requirements.

2.3.11 Testing: eFiling

Solution			
	Three-Month Rolling Risk Levels		
Testing: eFiling	**May 2022**	**Apr. 2022**	**Mar. 2022**
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

Planning for eFiling testing is underway.

2.3.12 Testing: Case Management

Solution			
	Three-Month Rolling Risk Levels		
Testing: Case Management	**May 2022**	**Apr. 2022**	**Mar. 2022**
	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		
Testing: Supervision	**May 2022**	**Apr. 2022**	**Mar. 2022**
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

Planning for Supervision testing is underway.

2.3.14 Deployment: eFiling

Solution			
Deployment: eFiling	**Three-Month Rolling Risk Levels**		
	May 2022	**Apr. 2022**	**Mar. 2022**
	No Risk Identified	**No Risk Identified**	**No Risk Identified**

Findings

The approved state budget for FY2023 includes ongoing funding for eFiling that will subsidize the service with no need to charge user fees. Thus, the CLJ-CMS Project will move forward with including eFiling as part of each local court's implementation. The Project is well-positioned to include eFiling since much work (including testing) was done before eFiling was put "on hold," pending resolution of funding.

2.3.15 Deployment: Case Management

Solution			
Deployment: Case Management	**Three-Month Rolling Risk Levels**		
	May 2022	**Apr. 2022**	**Mar. 2022**
	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.

If one or more integration projects are approved through the governance structure, they may impact the Deployment schedule. For example, even assuming the integrations work is a project that is funded and performed separately and distinctly from CLJ-CMS, the composition and order of the approved court groupings for deployment may change (e.g., moving courts that will use an integration to "the back of the line"). At this time, we are not documenting a risk. However, we will monitor the ongoing integrations analysis and discussions at the PSC and will "open" a risk if and when warranted.

2.3.16 Deployment: Supervision

Solution			
Deployment: Supervision	**Three-Month Rolling Risk Levels**		
	May 2022	**Apr. 2022**	**Mar. 2022**
	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.

2.4 Data

2.4.1 Data Preparation: Case Management

Data			
Data Preparation: Case Management	**Three-Month Rolling Risk Levels**		
	May 2022	**Apr. 2022**	**Mar. 2022**
	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			
Data Conversion: Case Management	**Three-Month Rolling Risk Levels**		
	May 2022	**Apr. 2022**	**Mar. 2022**
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

Review of the results from the fifth data conversion trial run continues with good outcomes. Achieving successful "practice" conversions early will position the project well for a smoother implementation effort when the time arrives for the final, "production" conversion.

2.4.3 Data Conversion: Supervision

Data			
Data Conversion: Supervision	**Three-Month Rolling Risk Levels**		
	May 2022	**Apr. 2022**	**Mar. 2022**
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

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

2.4.4 Data Security

Data			
Data Security	**Three-Month Rolling Risk Levels**		
	May 2022	**Apr. 2022**	**Mar. 2022**
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

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

2.5   Infrastructure

2.5.1 Infrastructure for Remote Work

Infrastructure			
	Three-Month Rolling Risk Levels		
Infrastructure for Remote Work	**May 2022**	**Apr. 2022**	**Mar. 2022**
	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-Month Rolling Risk Levels		
Statewide Infrastructure	**May 2022**	**Apr. 2022**	**Mar. 2022**
	No Risk Identified	**No Risk Identified**	**No Risk Identified**

Findings

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

2.5.3 Local Infrastructure

Infrastructure			
	Three-Month Rolling Risk Levels		
	May 2022	**Apr. 2022**	**Mar. 2022**
Local Infrastructure	**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 he will send out to the court community. In addition, he is starting conversations with AOC leadership regarding courts that have limited resources.

2.5.4 Security Functionality

Infrastructure			
	Three-Month Rolling Risk Levels		
	May 2022	**Apr. 2022**	**Mar. 2022**
Security Functionality	**No Risk Identified**	**No Risk Identified**	**No Risk Identified**

Findings

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

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

2.5.5 Access

Infrastructure			
	Three-Month Rolling Risk Levels		
	May 2022	**Apr. 2022**	**Mar. 2022**
Access	**No Risk Identified**	**No Risk Identified**	**No Risk Identified**

Findings

eFiling 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-Month Rolling Risk Levels		
	May 2022	**Apr. 2022**	**Mar. 2022**
Environments	**No Risk Identified**	**No Risk Identified**	**No Risk Identified**

Findings

All environments have been implemented.

2.5.7 Post-Implementation Support

Infrastructure			
	Three-Month Rolling Risk Levels		
	May 2022	**Apr. 2022**	**Mar. 2022**
Post-Implementation Support	**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 specifically for Post-Implementation (or "Production") Support.

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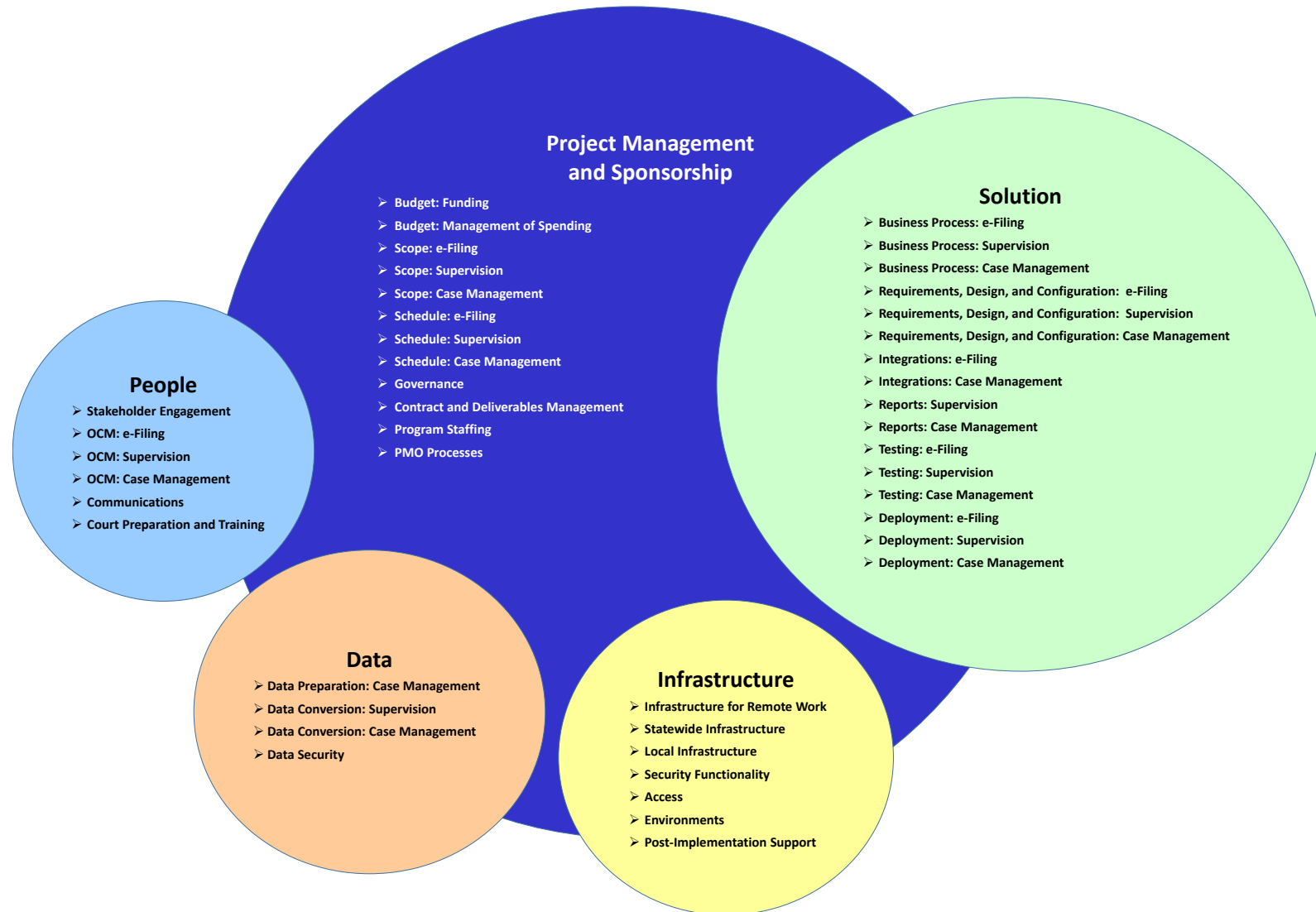
Figure 1. Areas of CLJ-CMS Project Assessed for Risks

Project Management and Sponsorship
- Budget: Funding
- Budget: Management of Spending
- Scope: e-Filing
- Scope: Supervision
- Scope: Case Management
- Schedule: e-Filing
- Schedule: Supervision
- Schedule: Case Management
- Governance
- Contract and Deliverables Management
- Program Staffing
- PMO Processes

Solution
- Business Process: e-Filing
- Business Process: Supervision
- Business Process: Case Management
- Requirements, Design, and Configuration: e-Filing
- Requirements, Design, and Configuration: Supervision
- Requirements, Design, and Configuration: Case Management
- Integrations: e-Filing
- Integrations: Case Management
- Reports: Supervision
- Reports: Case Management
- Testing: e-Filing
- Testing: Supervision
- Testing: Case Management
- Deployment: e-Filing
- Deployment: Supervision
- Deployment: Case Management

People
- Stakeholder Engagement
- OCM: e-Filing
- OCM: Supervision
- OCM: Case Management
- Communications
- Court Preparation and Training

Data
- Data Preparation: Case Management
- Data Conversion: Supervision
- Data Conversion: Case Management
- Data Security

Infrastructure
- Infrastructure for Remote Work
- Statewide Infrastructure
- Local Infrastructure
- Security Functionality
- Access
- Environments
- Post-Implementation Support

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

	JISC DATA DISSEMINATION COMMITTEE **Friday, June 24, 2022, <u>8:00 a.m. – 8:55 a.m.</u>** **Zoom Teleconference** **URL: provided via invite**		
AGENDA			
Call to Order		Judge John Hart	Agenda Items with documents are indicated with an *
ACTION ITEMS			
1. **April 22, 2022, Meeting Minutes** Action: Motion to approve the minutes		Judge Hart - All	*
2. **Request from Yakima County Superior Court for additional IT staff accounts** Action: Vote on requested access		Mr. Kevin Cottingham Mr. John Franklin	*
3. **Other Business**		Judge Hart	

WASHINGTON COURTS	**Board for Judicial Administration (BJA) Meeting** **Friday, March 18, 2022, 9:00 a.m. – 12:30 p.m.** Videoconference

MEETING MINUTES

BJA Members Present:
Chief Justice Steven González, Chair
Judge Tam Bui, Member Chair
Judge Rachelle Anderson
Judge Jennifer Forbes
Judge Rebecca Glasgow
Judge Dan Johnson
Judge Mary Logan
Judge Marilyn Haan
Commissioner Rick Leo
Terra Nevitt
Judge Rebecca Pennell
Judge Rebecca Robertson
Dawn Marie Rubio
Judge Michael Scott
Judge Charles Short
Judge Paul Thompson

Guests Present:
Kim Allen
Ellen Attebery
Esperanza Borboa
Ashley Callan
Judge Mike Diaz
Robert Mead
Judge Sean O'Donnell
David Reynolds
Judge Kevin Ringus

Administrative Office of the Courts (AOC) Staff Present:
Judith Anderson
Jeanne Englert
Heidi Green
Brittany Gregory
Sondra Hahn
Kyle Landry
Penny Larsen
Dirk Marler
Stephanie Oyler
Christopher Stanley
Caroline Tawes

Call to Order
Chief Justice González called the meeting to order at 9:01 a.m. and welcomed the participants.

Presentation: State of the State Courts: NCSC 2021 Poll Summary
Dirk Marler reviewed the key findings from the National Center for State Courts' (NCSC) 2021 survey of public opinion of state courts. The report indicated the lowest public confidence in courts since the survey began in 2012. A link to the full report and more information was provided in the meeting materials.

Small Group Discussions
Participants were divided into groups and asked to discuss one or more of the following questions:

1. The majority of voters said the state courts are not innovative and nearly half said they are not a good investment of taxpayer dollars. Do they have a point? What can we do to change the narrative?
   - Pre-pandemic there was not much innovation but there is now; courts have proved we can be innovative. Not sure how to change the narrative.
   - We could do a better job of advertising innovation in courts. The public hasn't seen all the innovations.
   - We started with a slow system and were forced to work faster. We responded but not quickly enough. Expectations from consumers are greater now.
   - Go to communities and schools and invite people to see how the courts work and the different things courts do.
   - We could publicize information about court innovation.
   - Communicate innovations to specific populations by targeting distribution.
   - Some innovations may be perceived as negative.

2. Many people report that travel and time off from work and school are barriers to accessing the justice system and disproportionately affect communities of color. What strategies can our courts employ to reduce those barriers? What role can BJA play?
   - Recruit courts to showcase what courts can look like in the future. CLJ courts would be a good place to start.
   - The BJA could develop model policies on how to set up alternative courts.
   - Getting locals on board is difficult. Traffic courts could be remote. Many court customers report travel time is an issue. Set up pilot courts to see how things work, especially at the CLJ level. Technology is key. Look at after-hours courts and the challenges that will bring.
   - Remote procedures will work for a lot but not all. Identify what works best for remote proceedings.
   - BJA can serve as the convener to share ideas.
   - There is an opportunity to consider different or specialized dockets for remote proceedings versus in person proceedings. Expand court hours. Expand use of kiosks at libraries and community centers and automation of forms and processes. Technology used should be more accessible with mobile devices. Use video chats. Overall think about a different focus than before; what does justice look like to consumers rather than us and what is traditional for us.
   - Make people wait less. Work with cities on better access to the Internet. Educate the consumer with a tutorial on how to use Zoom. Ask court users to log in early and have staff to assist. After two years, it may be time to gather all the information and access what works and put those in place.
   - Homeless customers may have limited access to Internet.
   - Remote proceedings may make it more difficult to talk to attorneys.
   - Expand court hours. Legal literacy; use common language. Court customers may have a general fear of being in a courthouse.

3. The surveys have shown a significant movement toward public openness to remote proceedings. However, there is concern that publicity or social media reports of poor implementation or bad experiences could quickly change that attitude. What can courts do to help ensure that participants in remote proceedings have a positive experience? What can BJA do to assist?
    - Don't lose sight of poor access to Wi-Fi. Courts can partner with libraries and community centers where people can come in and use the facility to increase access to Wi-Fi. Sign up times could avoid waiting.
    - There could be a benefit of using a consultant on a statewide level to work with courts on their issues.
    - Public openness; there is a need for a clear process. Courts must be clear ourselves.
    - Remote proceedings remove barriers, but some in-person factors may be lost like reading body language.

4. Most people would prefer to handle their traffic, consumer debt, and small claims cases remotely. Should all courts be doing this in the post-pandemic world? Are there legal or technical barriers? If so, what can BJA do to assist?
    - Put together tips and best practices; technical assistance; additional training on using remote technology; recognizing challenges with local IT professionals; and understand the needs of the judicial branch. Encourage IT professionals to share information.
    - The BJA can come up with their own proposals on what rules need to stay in place.
    - Change the narrative, do a better job of reaching out to communities and schools so they can see what we are doing.
    - Be transparent and open.

Judicial Leadership Summit (JLS)
The JLS is scheduled for June 17, 2022. The agenda for the JLS may be affected by whether or not an Interbranch Advisory Committee is formed. Chief Justice González suggested proceeding with the JLS to include the same people who would be on the Interbranch Advisory Committee.

Ideas and priorities can be collected to create an agenda for the JLS. Suggestions for JLS topics could include participants thinking about what policies or procedures from the last year they want to keep, how did you respond to the pandemic, and how does your response continue into current operations. Other topic areas include: a conversation about what future courts look like, court security, and other identified priorities from today's conversation.

The Court Management Council has discussed creating a survey for Washington State similar to the NCSC survey to inform decision-making in our state.

BJA Task Forces

<u>Court Security Task Force</u>
The Legislature did not provide funding for court security. Submitting a funding request during the biennial budget process might be more successful.

Judge O'Donnell thanked the Court Security Task Force team for their hard work. The Task Force expires in June; should the Task Force be extended or restructured?

After a discussion, there was a motion to extend the Task Force for one year.

> **It was moved by Chief Justice González and seconded by Judge Haan to extend the term of the Court Security Task Force by one year. The motion carried unanimously.**

<u>Court Recovery (CRTF)</u>
The CRTF charter will expire in June. The CRTF members are considering if there are any remaining items that need to be addressed and the best place for those discussions.

The Lessons Learned Committee of the CRTF is completing a final report that will summarize what actions were taken during the pandemic and lessons for moving forward.

<u>Standing Committee Reports</u>
<u>Policy and Planning Committee (PPC)</u>
The PPC report and the resolution on Language Access Services was included in the meeting materials.

> **It was moved by Chief Justice González and seconded by Judge Scott to approve the Resolution on Language Access Services as provided in the meeting materials. The motion carried unanimously.**

The Strategic Initiative Request for Proposals was sent to the court community and justice partners in early March. The deadline is April 21, 2022.

<u>Budget and Funding Committee (BFC)</u>
The Legislature provided funding of $110 million for the Judicial branch. Almost half of the funding is for *Blake* issues. A team will be formed to administer the *Blake* funds. This will be a seven- to ten-year project. Another $10 million was provided for trial court backlog reduction and audio visual enhancements.

The Legislature provided funding for the Judicial Information System account. There will be discussions about possible changes in the revenue structure of this account in relation to its funding through fines and fees.

Funding was provided for two policy analyst staff for the District and Municipal Court Judges' Association.

Chief Justice González thanked Christopher Stanley, Brittany Gregory, and Dawn Marie Rubio for their work during the Legislative session.

Court Education Committee (CEC)
The CEC report was included in the meeting materials. The CEC is looking at core values it should consider when presenting education programs. There has been a request that the Learning Management System go live next week and pilot learning will begin. The County Clerks' Spring Program will be held next week in person. The Appellate Spring Conference is also next week.

Legislative Committee (LC)
The LC report and the Legislative session update were included in the meeting materials. Judge Ringus thanked Brittany Gregory, Sondra Hahn, and Christopher Stanley for their work during the Legislative session. A request for proposals for the next Legislative session will be sent next week.

Legislative Session Update
There were successes in budget and policy this Legislative session. Three of the five BJA proposed request bills passed out of both chambers. There was a lot of turnover in the Legislature, and there will be more transitions next year.

Brittany Gregory thanked everyone for their work on improving communication with the legislative branch.

Proposals for BJA request legislation will be sent out next week. Please feel free to submit proposals, and Brittany Gregory can answer questions.

Judge Ringus will be stepping down as chair of LC but will remain on the committee. Judge Michael Scott agreed to be nominated for LC chair. Committee membership approvals go to the BJA, and the full BJA will vote for a new chair. Jeanne Englert will request an e-mail vote from BJA voting members this summer to approve all committee membership.

Discussion: Interbranch Committee
- How do we utilize this new opportunity?
- What do we want to see come out of it?
- How do we address membership
- What are the top priorities that we want to communicate in this group?

SB 5490, which creates an Interbranch Advisory Committee, passed out of both chambers but has not yet been signed by the Governor. There was a suggestion that if the bill is not signed, the judicial branch should move forward with forming a committee.

Dawn Marie Rubio suggested including court managers in the conversation or on a committee. SB 5490 includes administrators and management associations, and Chief Justice González would like to be sure we include representatives in each category included in the bill. The participants agreed.

Status of Emergency Orders
The Supreme Court emergency orders largely do not have expiration date. It is the intent not to lift the orders without advance notice so courts have time to prepare. The Supreme Court Rules Committee is considering rule proposals about remote proceedings, and participants were encouraged to communicate to the Rules Committee if they have input.

February 18, 2022 Meeting Minutes
Judge Pennell said the sentence "The Court of Appeals Division III has a new judge" in the February minutes is inaccurate. The sentence will be removed from the minutes.

> **It was moved by Chief Justice González and seconded by Judge Logan to approve the minutes of the February 18, 2022, meeting with the noted sentence struck. The motion carried with one abstention.**

Information Sharing
Judge Laurel Siddoway is the new Chief Judge in the Court of Appeals Division III and Judge Robert Lawrence-Berrey is the new Acting Chief Judge. They will know next week after the business meeting who the new Presiding Chief Judge will be.

Judge Rebecca Glasgow will be the new Chief Judge of the Court of Appeals Division II. Judge Anne Cruser will be the Acting Chief Judge and will be attending BJA meetings as the Division II representative.

Judge Jennifer Forbes will be the new Superior Court Judges' Association (SCJA) president effective April 27, 2022. The SCJA will hold a long range planning meeting in June to discuss priorities for next year.

Judge Short thanked Brittany Gregory, Christopher Stanley, the District and Municipal Court Judges' Association lobbyist, Judge Forbes, and AOC staff for their work during the Legislative session.

Chief Justice González would like to use some of the technology funding received this year to build the court of the future. Partner courts are needed for this effort, and he asked the meeting participants to start thinking about what courts would be good candidates for this project.

Judge Logan thanked Christopher Stanley for his leadership during the budget cycle.

Kim Allen said the County Clerks' Spring Program will be in person starting Monday in Leavenworth.

Dawn Marie Rubio thanked everyone for recognizing the work of AOC staff. AOC will experience a lot of growth in the next few months and is looking for good people to work at AOC. The AOC Executive Team is considering reopening plans for the AOC buildings. Dawn Marie Rubio reminded everyone of the celebration of life for Justice Mary Fairhurst will be on April 9, 2022, at 1:30 at St Martins University. A request was sent to the Governor's Office to have flags flown at half-staff in honor of Justice Fairhurst.

There is currently no plan for reopening the SeaTac office for meetings.

Judge Bui expressed her appreciation of Legislative Team, especially Judge Ringus and Christopher Stanley.

Other
The next BJA meeting is May 20, 2022, and the JLS will be on June 17, 2022.

Recap of Motions from the March 18, 2022 Meeting

Motion Summary	Status
Extend the term of the Court Security Task Force by one year.	Passed
Approve the Resolution on Language Access Services as provided in the meeting materials.	Passed
Approve the minutes of the February 18, 2022, meeting with the noted sentence struck.	Passed

Action Items from the March 18, 2022 Meeting

Action Item	Status
February 18, 2022 BJA Meeting Minutes • Post the minutes online • Send minutes to the Supreme Court for inclusion in the En Banc meeting materials.	Done Done

Strategic

Technology

Stakeholders

Priorities

Status

IT Governance

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

Summary of Changes Since Last Report

Draft: 1339 - Therapeutic Court Case Management (Court Research)

New Requests: 1338 - Store and provide access to historical RightNow ticket data (AOC)

1340 - Enterprise Integration Platform and Ext API (AOC)

Endorsements: 1338

Analysis Completed: 1297 - Self Represented Litigant (SRL) Access (AOC)

Endorsement Confirmations: 1297 (AOC)

CLUG Decision: 265 - Kitsap District Court CMS to EDR (CLJ)

1297 (Non-JIS)

Authorized: None

In Progress: 1313 - Supreme Court Opinion Routing/Tracking System (Appellate)

Completed: None

Closed: 1336 - Add email field for civil case participants (CLJ)

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

■ Authorized ■ In Progress ■ Completed ■ Withdrawn or Closed

ITG Status Year in Review

JISC Authorized			May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22
	ITG 102	2011*													
	ITG 027	2011*													
	ITG 270	2020*													

* Year ITG authorized

	Authorized		In Progress		Completed		Withdrawn or Closed

ITG Status Year in Review

AOC Admin/CIO Authorized

ITG	Year	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22
ITG 241	2021*		Authorized	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress
ITG 248	2020*	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress
ITG 256	2021*				Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized
ITG 269	2020*	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized
ITG 274	2020*	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress
ITG 275	2022*	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress		Authorized	Authorized	Authorized	Authorized
ITG 276	2020*	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress
ITG 277	2020*	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress
ITG 279	2020*	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress
ITG 283	2021*	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress
ITG 284	2021*				Authorized	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress
ITG 286	2021*	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress
ITG 287	2021*	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized
ITG 1296	2021*	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress
ITG 1306	2021*	Authorized	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress
ITG 1309	2021*	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress
ITG 1313	2021*		Authorized	Authorized	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress
ITG 1318	2021*				Authorized	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress
ITG 1319	2021*					Authorized	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress
ITG 1327	2022*									Authorized	Authorized	Authorized	Authorized	Authorized
ITG 1328	2022*									Authorized	Authorized	Authorized	Authorized	Authorized
ITG 1332	2022*									Authorized	In Progress	In Progress	In Progress	In Progress
ITG 1333	2022*									Authorized	In Progress	In Progress	In Progress	In Progress
ITG 1335	2022*									Authorized	In Progress	In Progress	In Progress	In Progress

Legend: **Authorized** · **In Progress** · **Completed** · **Withdrawn or Closed**

* Year ITG authorized

Current ITG Priorities by CLUG

Priority	ITG #	Request Name	Status	Approving Authority	Importance
Appellate CLUG					
1	1313	Supreme Court Opinion Routing/Tracking System	In-Progress	CIO	High
Superior CLUG					
1	248	Washington State Juvenile Court Assessment (JCAT)	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	Medium
6	284	Criminal cases w/HNO & DVP case types allow DV Y/N	In-Progress	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
3	256	Spokane Municipal Court CMS to EDR Data Exchange	Authorized	Administrator	High
4	265	Kitsap District Court CMS to EDR Data Exchange	In-Progress	Administrator	High

Authorized | In Progress | Completed | Withdrawn or Closed

Current ITG Priorities by CLUG

Priority	ITG #	Request Name	Status	Approving Authority	Importance
Non-JIS CLUG (ISD Maintenance Work & Legislative Mandates)					
01	1309	SQL Server Upgrade 2019 Upgrade	In Progress	CIO	Maintenance
02	1318	Business Object Upgrade	In Progress	CIO	Maintenance
03	1335	Office Upgrade	In Progress	CIO	Maintenance
04	1333	SharePoint Upgrade	In Progress	CIO	Maintenance
05	241	JIS Person - Business Indicator	In Progress	CIO	Maintenance
06	279	JIS Name Field Upgrade	In Progress	Administrator	Maintenance
07	1306	RightNow Replacement	In Progress	CIO	Maintenance
08	286	Statewide Reporting	In Progress	Administrator	Maintenance
09	1296	Superior Court Text Messaging and E-mail Notifications	In Progress	CIO	Maintenance
10	276	Parking Tickets issued in SECTOR - Interim resolution	In Progress	Administrator	Maintenance
11	1332	JCS Platform Migration	In Progress	CIO	Maintenance
12	287*	OnBase Product Upgrade to v20.3	Authorized	CIO	Maintenance
13	275	Odyssey to EDR	Authorized	CIO	Maintenance
14	1327	SCOMIS and JRS Retirement	Authorized	CIO	Maintenance
15	1328	Risk Assessments Sustainability	Authorized	CIO	Maintenance

Authorized　In Progress　Completed　Withdrawn or Closed

* On Hold

ITG Request Progress

Awaiting Endorsement	Awaiting Analysis	Awaiting Endorsement Confirmation	Awaiting CLUG Recommendation	Awaiting Authorization	Awaiting Scheduling
1337 Retire WSART Web Application (WAJCA)	**220**** Supplemental Race/Ethnicity Request **1307**** Law Data Project **1308**** Integrated eFiling for Odyssey DMS Superior Courts **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 **1326*** Online Interpreter Scheduling **1338** Store and provide access to historical RightNow ticket data	**1325** Appellate Court Online Credit Card Payment Portal	**None**	**1297** Self-Represented Litigants (SRL) Access to SC & CLJ Courts **1331** Judicial Contract Tracking System (JCTS)	**256**** Spokane Municipal Court CMS to EDR Data Exchange **269**** Installation Of Clerks Edition For Franklin County Superior Court Clerks Office **270**** Allow MH-JDAT/MAISI data to be accessed through BIT from the Data Warehouse **275** Odyssey to EDR **287**** OnBase Product Upgrade to v20.3 **1327** SCOMIS and JRS Retirement **1328** Risk Assessments Sustainability

* Analysis Underway   ** On Hold