



WASHINGTON
COURTS

Judicial Information System Committee (JISC)
Friday, April 28, 2023 (10:00 a.m. – 12:05 p.m.)

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

[April 28th 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. Welcome New JISC Member – Judge Mann, COA Division 1	Justice Barbara Madsen, Chair	10:00 – 10:10	Tab 1
2.	Welcome New AOC Member – Robert Anteau, New Manager for the PMO & QA section of ISD	Ms. Veronica Diseth, ISD Director	10:10 – 10:15	
3.	JIS Budget Update a. 21-23 Budget Update b. 23-25 Decision Packages Update c. 23-24 Supplemental Budget Process	Mr. Chris Stanley, MSD Director	10:15 – 10:30	
4.	Review of Bills Impacting JIS Systems	Mr. Kevin Ammons, ISD Associate Director	10:30 – 10:35	Tab 2
5.	Decision Point: Proposed Changes to GR 15	Mr. Kevin Cottingham, Data Dissemination Coordinator	10:35 – 10:55	Tab 3
6.	Decision Point: Prioritize ITG 1308 – Integrated eFiling for Odyssey DMS Superior Courts	Mr. Kevin Ammons, ISD Associate Director	10:55 – 11:05	Tab 4
7.	Present and Future State of Person Records	Mr. Dexter Mejia, CSD Associate Director	11:05 – 11:35	Tab 5
8.	JIS Priority Project #1 (ITG 102): Courts of Limited Jurisdiction Case Management System (CLJ-CMS) a. Project Update	Mr. Garret Tanner, Project Manager	11:35 – 11:55	Tab 6

	b. QA Assessment Report	Mr. Allen Mills, Bluecrane		
9.	Committee Reports Data Dissemination Committee (DDC)	Judge John Hart, DDC Chair	11:55 – 12:00	Tab 7
10.	Meeting Wrap Up	Justice Barbara Madsen, Chair	12:00 – 12:05	
11.	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:

2023 – Schedule

June 23, 2023

August 25, 2023

October 27, 2023

December 1, 2023

April 28th Judicial Information System Committee (JISC) Meeting

- Please note that all audio has been muted; we ask that attendees only unmute when speaking.
- As a courtesy to our speakers and presenters, we ask that all JISC Members have their video feeds turned on for the duration of the meeting.
- Likewise, non-member presenters and speakers are asked to turn on their video only when speaking; please remember to turn off your video and mute yourself when finished speaking.
- Should you have a question, please utilize the ‘raise hand’ function in the ‘Reactions’ menu. Once finished, please remember to lower your hand.

JUDICIAL INFORMATION SYSTEM COMMITTEE

February 24, 2023
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
Chief Brad Moericke
Judge Robert Olson
Ms. Paulette Revoir
Mr. Dave Reynolds
Ms. Dawn Marie Rubio
Ms. Margaret Yetter

Members Absent:

Judge Beth Andrus

AOC Staff Present:

Mr. Kevin Ammons
Ms. Brittanie Collinsworth
Ms. Vonnie Diseth
Mr. Rob Eby
Mr. Arsenio Escudero
Mr. Phil Gonzales
Mr. Sriram Jayarama
Mr. Jamie Kambich
Mr. Combiz Khatiblou
Mr. Dirk Marler
Mr. Dexter Mejia
Ms. Aryn Nonamaker
Ms. Haily Perkins
Ms. Anya Prozora
Mr. Chris Stanley
Mr. Garret Tanner
Ms. Natalia Veiga Zonatto

Guests Present:

Ms. Laurie Garber
Judge David Mann
Mr. Allen Mills
Ms. Heidi Percy
Mr. Christopher Shambro

Call to Order & Approval of Meeting Minutes

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

Justice Madsen welcomed Judge David Mann, who is in the process of being appointed to replace Judge Beth Andrus on the JISC as a representative for the Court of Appeals, as Judge Andrus is retiring. Though she was not able to be present, Justice Madsen thanked Judge Andrus for her service on the Committee and to the judiciary. Judge Mann will be officially introduced at the April 28th meeting, once his appointment has been finalized.

Justice Madsen asked if there were any changes or additions to be made to the December 2, 2022 meeting minutes. One minor grammatical change was made, and the meeting minutes were approved as otherwise written.

JIS Budget & JIS 23-25 IT Decision Packages Update

Mr. Chris Stanley provided a brief 21-23 budget and JIS 23-25 decision packages update. With the Legislative session in full swing, budget discussions are ongoing. Mr. Stanley reported that discussions are going well, and he has a solid degree of confidence in the judicial branch's highest priorities. These

include the integration package, maintaining of certain staffing positions, and the JIS relief package. AOC has requested \$11.8 million a year as a deposit from the General Fund into the JIS account. There are discussions behind the scenes of potentially fully funding the JIS account from the General Fund; Mr. Stanley reiterated that this is a longshot, but that discussions are happening. Revenue is on track as had been forecasted; it is still down 40-50% each month from pre-pandemic levels as traffic infractions continue to decrease. The expected proposed budgets from both the Senate and the House are expected in mid- to late March, at which time AOC will have a better understanding of how this biennium's budget requests have fared. Mr. Stanley will notify the Committee at that time.

2023 Legislative Session Update

Ms. Haily Perkins gave an update on the current Legislative session. Ms. Perkins highlighted important cutoff dates, top AOC request legislation, BJA and AOC positions taken on current legislation, and legislative topics of interest to the judiciary in 2023 (including juvenile justice, *State v. Blake*, housing and homelessness, and protections for victims of domestic violence. Ms. Perkins noted that not all of these bills have moved forward out of their house of origin, and some are not expected to move. Details are available in the full Legislative report, which can be found in the JISC meeting packet.

Review of Proposed Bills That May Impact JIS Systems

Mr. Kevin Ammons reviewed six key proposed legislative bills that may have significant impacts to JIS systems, should they be signed into law. These bills concerned juvenile justice (SB 5474), road safety (HB 1674), protections for domestic violence victims (HB 1715), debts arising from infractions and cameras (HB 1651), juvenile records (SB 5644), and creating a housing court pilot (SB 5707).

Justice Madsen asked if there was any was any legislation left related to the Protection Order Document Sharing project. Mr. Ammons stated that the next phase of the project has an implementation date of January 1, 2026, and will make protection order documents viewable from courts of limited jurisdiction.

Protection Order Document Sharing (PODS) Project Final Update

Mr. Sriram Jayarama gave a presentation on the Protection Order Document Sharing (PODS) for Judicial Officers project. As was mentioned previously, this project implements the legislatively mandated in mechanism for all judicial officers statewide to be able to electronically view Protection Order (PO) documents (HB 1320/1901). JABS is being used as the statewide viewer for PO documents; only public POs will be available, and these documents will be viewable by any judicial officer if their JABS profile already allows them to access such information across courts. Because POs are stored in multiple Document Management Systems (DMS) across the state, AOC has built a "proxy" mechanism to go between JABS and the various DMSs to "fetch" the document images for JABS display. PO documents will not be stored by AOC.

Mr. Jayarama announced that the project went live on January 1, 2023 and document images are now available for viewing in JABS for all judicial officers from both superior and CLJ courts. Documents images from 37 out of 39 superior courts are available at this time. AOC continues to work with the last

two courts to make their document images available. The functionality is working well; AOC has been tracking the weekly transaction volume.

Justice Madsen asked where the project is in terms of development for the next phase of the project to make CLJ PO documents available. Mr. Jayarama said AOC will be reusing the same solution as was used for superior courts. However, there are some distinct business requirements that need to be identified. Following the stabilization period for the current implementation, the team will begin determining what requirements are needed.

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; he reminded the Committee of the Pilot courts go-live delay and the project team's next steps going forward, including completing Solution Validation (end-to-end testing) to ensure the system meets the needs of the CLJs, completing data exchanges with Justice Partners, and reviewing go-live tasks and assumptions to identify a new data for Pilot courts go-live.

The project is currently halfway through Solution Validation, which was extended from five weeks to six weeks to allow for some additional testing around the project's financial configuration. No additional scope changes have been made to the project's testing efforts. Solution Validation is going very well, and the team has identified a number of issues (as is to be expected), most of which are able to be addressed by the project team; some others have been escalated to be addressed by the project vendor, Tyler Technologies. As soon as Solution Validation concludes, the project will be reviewing all issues, etc. and reprioritizing what is required pre- go-live and what is required post- go-live. This will better allow the project team to calculate how much time is needed to resolve outstanding issues and will assist project leadership in identifying a pilot go-live date.

Mr. Tanner then gave details on recent eFiling and CMS activities, project outreach, and other work in progress; he then highlighted updates to the project issues and risks.

Quality Assurance Assessment Report

Mr. Allen Mills, with the project's QA vendor Bluecrane, provided an overview of the January 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 11:24 a.m.

Next Meeting

The next meeting will be April 28, 2023, via Zoom from 10:00 a.m. to 12:00 p.m.

Action Items

	Action Items	Owner	Status

DRAFT



Proposed Bills With JIS Impacts

C. KEVIN AMMONS, ISD ASSOCIATE DIRECTOR
April 28, 2023

HB 1715 – Protections for Domestic Violence Victims

Description: Strengthens the protections and simplifies the process for protection orders for DV survivors; includes victim monitoring and notification technology requirements.

JIS Impacts: Requires numerous codes changes.

Systems Impacted:

DISCIS

SCOMIS

EDR

Web

SC-CMS

CLJ-CMS

JCS

HB 1766 – Hope Card Program

Description: Creates a program to provide credit card-sized summaries of protection orders and requires a scannable component such as a barcode. Must be implemented by January 1, 2025.

JIS Impacts: Completing the scannable component by required date could be problematic.

Systems Impacted: TBD



April 28, 2023

TO: Judicial Information System Committee (JISC)
FROM: Brittany Gregory, AOC Associate Director, Judicial and Legislative Relations
RE: 2023 Legislative Update

2023 Legislative Session

The 2023 Legislative session concluded on Sunday, April 23. The Governor has begun to sign bills that have passed out of both chambers.

2023 BJA Request Legislation

The Administrative Office of the Courts (AOC), on behalf of the Board for Judicial Administration (BJA), filed four agency request bills in the 2023 legislative session.

- **HB 1023**- Eliminating wiretap authorization reporting to the administrative office of the courts
 - Prime Sponsor: Representative Walen
 - Summary: Increases court efficiency by eliminating AOC and the Chief Justice's reporting requirements for wiretap authorizations.
 - Passed out of the Senate (48-0-1) on 4/5
- **HB 1102**- Concerning judge pro tempore compensation
 - Prime Sponsor: Representative Taylor
 - Summary: Addresses the pay disparity that exists for retired Superior Court Judges and Supreme Court Justices when they return to pro tem in a Superior Court. Currently, retired Superior Court judges and Supreme Court Justices make 60% of what is paid to private attorneys who serve as pro tems.
 - Signed by the Governor on 4/6
- **SB 5003**- Increasing the number of district court judges in Snohomish county
 - Prime Sponsor: Senator Lovick
 - Summary: Changes the number of District Court Judges in Snohomish County in statute from eight to nine.
 - Signed by the Governor on 3/30
- **SB 5128** - Concerning jury diversity
 - Prime Sponsor: Senator Trudeau and Representative Hackney
 - Summary: This is an omnibus bill with 4 subproposals aimed at increasing jury diversity by removing barriers to jury service. Barriers such as juror pay, dependent

or child care, and electronic service of jury summons. This bill also continues pertinent data collection regarding juror demographics in Washington and forms a workgroup to study the potential implementation of a childcare voucher assistance program or jurors.

- Passed out of the House (89-8-1) on 4/7

Positions taken by the Board for Judicial Administration and/or the Administrative Office of the Courts

- **2SSB 5046**- Concerning postconviction access to counsel
 - **Prime Sponsor:** Senator Saldana
 - **Summary:** Directs the director of the Office of Public Defense to administer additional state-funded services for appellate and postconviction indigent defense. Requires counsel to be appointed at state expense to indigent persons filing a first, timely personal restraint petition; for petitions authorized by the Legislature; or if a final decision of an appellate court creates an ability to challenge a conviction or sentence. Clarifies when counsel may be appointed at state expense to file or prosecute second or subsequent personal restraint petitions or other collateral attacks. Tasks the Office of Public Defense to study the barriers to providing postconviction counsel to indigent persons.
 - **Status:** Passed out of the House (58-40) on 4/10
 - BJA Signed-in Pro
- **SSB 5087**- Defects and Omissions
 - **Prime Sponsor:** Senator Pedersen
 - **Summary:** Removing language from the Revised Code Washington that has been identified by the Justices of the Supreme Court or Judges of the Superior Courts as defects and omissions in the laws pursuant to Article IV, section 25 of the Washington state Constitution.
 - **Status:** Passed out of the House (58-39-1) on 4/7
 - BJA testified Pro
- **SB 5155**- Concerning the court of appeals
 - **Prime Sponsor:** Senator Wagoner
 - Court of Appeals request legislation
 - **Summary:** Removes certain language from state law addressing the administrative matters of the Court of Appeals for: providing that panels of judges in the first division are to be comprised of judges as directed by the chief judge of that panel; and providing for the transfer of judges or cases between divisions as directed by the Chief Justice of the State Supreme Court.
 - **Status:** Passed out of the House (98-0) on 4/10
 - BJA Signed-in Pro
- **SB 5347**- Concerning access to abstract driving records
 - **Prime Sponsor:** Senator Wagoner
 - DMCJA request legislation

- Summary: Authorizes the Department of Licensing to provide an abstract of the full driving record, and all alcohol related offenses to an alcohol or drug assessment or treatment agency for an individual who has applied for evaluation or treatment. Permits probation officers and probation clerks employed by a court to provide an abstract driving record to a treatment agency. Permits courts to waive production and copying fees for the abstract driving records of indigent persons.
- Status: Passed out of the House (96-0-2) on 4/7
- BJA Signed-in Pro
- **SB 5392**- Concerning overpayments for certain matters
 - Prime Sponsor: Senator Schoesler
 - WSACC request legislation
 - Summary: Permits courts to retain overpayments in amounts of \$10 or less in connection with any litigation. Overpayments shall be remitted by the clerk of the court to the local treasurer for deposit in the Local Current Expense Fund.
 - Status: Passed out of the House (96-1-1) on 4/12
 - BJA & AOC Signed-in Pro
- **SSB 5415**- Concerning public defense services for persons committed as not guilty by reason of insanity
 - Prime Sponsor: Senator Trudeau
 - Summary: Transfers the responsibility to provide representation for persons acquitted by reason of insanity and committed to state psychiatric care to the Washington State Office of Public Defense (OPD); directs OPD to contract with attorneys and other entities for legal representation for such persons throughout their term of commitment, and to pay costs related to expert witnesses, investigation, and litigation.
 - Status: Passed out of the House (96-1-1) on 4/7
 - BJA signed in Pro

Legislative Topics of Interest to the Judiciary in 2023

This session the legislature focused on bills that address homelessness, legal financial obligations, and the Blake decision. Notable bills that passed this session are included below:

- **E2SHB 1715**- Enacting comprehensive protections for victims of domestic violence
 - Prime Sponsor: Representative Davis
 - Summary: Strengthens the protections and simplifying the process for protection orders for domestic violence survivors; adds victim monitoring and notification technology in all courts/jurisdictions in Washington.
- **ESSB 5197**- Addressing landlord-tenant relations by providing technical changes
 - Prime Sponsor: Senator Kuderer
 - Summary: Makes technical fixes to the Eviction Resolution Pilot Program; mandates that courts allow remote participation by any party in forcible and unlawful detainer actions.

- [**ESSB 5272**](#)- Concerning speed safety cameras in highway work zones
 - Prime Sponsor: Senator Liias
 - Summary: Authorizes law enforcement officers to issue a traffic infraction when it is detected through the use of a speed safety camera system (safety camera) in highway work zones through June 30, 2030. Refers notices of infraction that have not been paid within 30 days of receipt or that have been disputed to the Office of Administrative Hearings for adjudication by an administrative law judge.
- [**E2SSB 5536**](#)- Concerning controlled substances, counterfeit substances, and legend drug possession and treatment
 - Prime Sponsor: Senator Robinson
 - Summary: Makes knowingly possessing a controlled substance a misdemeanor, encourages prosecutor to divert cases to treatment services, court and prosecutor must advise defendant of available pretrial diversion programs, and vacates convictions with proof of completion of a use disorder program; directs AOC to collect and report on a number of recidivism and pretrial diversion elements.

BJA Legislative Committee Next Steps

- The Board for Judicial Administration (BJA) has begun soliciting proposals for the 2024 legislative session.
- Proposals will be due in June.
- Selected proposals will be presented to the Board in August or September depending on the number of proposals.

cc: Dawn Marie Rubio, State Court Administrator
Haily Perkins, Court Program Analyst

GR 9 COVER SHEET

Suggested Amendment to

General Rule 15 - Destruction, Sealing, and Redaction of Court Records, Section (c)(4) and Section (d)

Submitted by the Data Dissemination Committee

- A. **Name of Proponent:** Data Dissemination Committee (DDC) of the Judicial Information Systems Committee
- B. **Spokespersons:** David Reynolds, Whatcom County Juvenile Court Administrator & DDC Member
Judge John Hart, Chair
- C. **Purpose:** Standardize language and resolve ambiguity in light of current statutes and Washington State Supreme Court decisions

The DDC suggests changes to GR 15 that clarify statutory protections for sealed juvenile records contained within Washington’s Judicial Information System. The proposed additions are largely commentary, and are intended to make no substantive change to the effect of the rule as it currently stands.

GR 15(c)(4) requires that minimal data be shown regarding the existence of a sealed case on public indices, unless a statute specifies otherwise.

Because the language in RCW 13.50.260 differs so dramatically from how sealed adult criminal cases are treated under GR 15, the DDC finds compelling reason to name one such protective statute in a comment to the rule itself, and offers brief language about substantive provisions from the particular statute.

GR 15(d) provides similar guidance for cases where charges have been vacated and an order to seal the case has been entered. The DDC suggests several changes.

First, “unless protected by statute” is proposed to be added, mirroring existing language in section (c)(4) that already applies when cases have been sealed. Second, the same language used in the proposed addition to Section (c)(4) regarding Chapter 13.50 RCW is proposed to be added in a comment to this section. Finally, recognizing recent confusion regarding the vacation of juvenile offenses, the DDC finds it prudent to reference *State v. Garza* (2022), in which the Supreme Court clarified that juvenile offenses may be vacated and borrows language from the opinion.

The proposed changes to the rule may be found below:

(c)(4) Sealing of Entire Court File. When the clerk receives a court order to seal the entire court file, the clerk shall seal the court file and secure it from public access. All court records filed thereafter shall also be sealed unless otherwise ordered. The existence of a court file sealed in its entirety, unless protected by statute, is available for viewing by the public on court indices. The information on the court indices is limited to the case number, names of the parties, the notation “case sealed,” the case type and cause of action in civil cases and the cause of action or charge in criminal cases, except where the conviction in a criminal case has been vacated, section (d) shall apply. The order to seal and written findings supporting the order to seal shall also remain accessible to the public, unless protected by statute.

COMMENT: See, e.g. Chapter 13.50 RCW, which requires that sealed juvenile adjudications be “treated as if they never occurred”, and no information can be given about the existence or nonexistence of records concerning an individual.

...

(d) Procedures for Vacated Criminal Convictions. In cases where a criminal conviction has been vacated and an order to seal entered, unless protected by statute, the information in the public court indices shall be limited to the case number, case type with the notification “DV” if the case involved domestic violence, the adult or juvenile’s name, and the notation “vacated.”

COMMENT: See, e.g. Chapter 13.50 RCW, which requires that sealed juvenile adjudications be “treated as if they never occurred”, and no information can be given about the existence or nonexistence of records concerning an individual. Per State v. Garza (2022), a juvenile adjudication is an order within the meaning of Chapter 13.50 RCW and is eligible for vacation.

D. Hearing: A hearing is not requested.

E. Expedited Consideration: Expedited consideration is requested.

Judicial Information System Committee Meeting

April 28, 2023

DECISION POINT – Propose changes to GR 15

MOTION:

I move that the JISC approve the Data Dissemination Committee’s (DDC) proposed changes to GR 15 with the associated cover sheet and that it be filed with the Supreme Court Rules Committee for approval.

I. BACKGROUND

Whatcom County Juvenile Court Administrator Dave Reynolds reported potential confusion among county staff regarding the status of sealed juvenile offender cases. GR 15 requires that the existence of a sealed case be disclosed in public indices, unless protected by statute, but mentions no statutes in particular. One such statute is RCW 13.50.260, which requires that a sealed juvenile offender case “be treated as if it never occurred.” Additionally, Mr. Reynolds alerted the committee to State v. Garza, illustrating some prior confusion over whether juvenile offender adjudications may be vacated.

II. DISCUSSION

The DDC voted to approve small additions to the rule with the intent of making no substantive changes. Both sections (c)(4) and (d) received proposed comments, and section (d) received “unless protected by statute”, mirroring language found in section (c)(4). The full text of the changes is found below, underlined:

(c)(4) Sealing of Entire Court File. When the clerk receives a court order to seal the entire court file, the clerk shall seal the court file and secure it from public access. All court records filed thereafter shall also be sealed unless otherwise ordered. The existence of a court file sealed in its entirety, unless protected by statute, is available for viewing by the public on court indices. The information on the court indices is limited to the case number, names of the parties, the notation “case sealed,” the case type and cause of action in civil cases and the cause of action or charge in criminal cases, except where the conviction in a criminal case has been vacated, section (d) shall apply. The order to seal and written findings supporting the order to seal shall also remain accessible to the public, unless protected by statute.

COMMENT: See, e.g. Chapter 13.50 RCW, which requires that sealed juvenile adjudications be “treated as if they never occurred”, and no information can be given about the existence or nonexistence of records concerning an individual.

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(d) Procedures for Vacated Criminal Convictions. In cases where a criminal conviction has been vacated and an order to seal entered, unless protected by statute, the information in the public court indices shall be limited to the case number, case type with the notification “DV” if the case involved domestic violence, the adult or juvenile’s name, and the notation “vacated.”

COMMENT: See, e.g. Chapter 13.50 RCW, which requires that sealed juvenile adjudications be “treated as if they never occurred”, and no information can be given about the existence or nonexistence of records concerning an individual. Per State v. Garza (2022), a juvenile adjudication is an order within the meaning of Chapter 13.50 RCW and is eligible for vacation.

III. OUTCOME IF NOT PASSED –

If the JISC declines to approve, confusion may still exist regarding the status of sealed juvenile offender cases.



Prioritize ITG 1308 - Integrated eFiling for Odyssey DMS Superior Courts

C. KEVIN AMMONS, ISD ASSOCIATE DIRECTOR

April 28, 2023

Summary of ITG 1308 Progress

- Request was created in Dec 2020 to implement Tyler's eFiling service in all Superior Courts using Odyssey and the Odyssey Document Management System
- 23-25 budget decision package was submitted and approved by the JISC in Aug 2022
- As of late Mar 2023, the decision package has been fully funded in budget bills from both houses of the legislature
- The request now needs to be prioritized against other requests approved by the JISC

Current JISC ITG 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	1340	Enterprise Integration Platform and External API	Authorized	Non-JIS

Request to be Prioritized

1308	Integrated eFiling for Odyssey DMS Superior Courts
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 Authorized  In Progress  Completed  Withdrawn or Closed

Judicial Information System Committee Meeting

April 28, 2023

DECISION POINT – Prioritize Information Technology Governance (ITG) Request #1308- Integrated eFiling for Enterprise Justice (formally Odyssey) Document Management System (DMS) Superior Courts

MOTION:

I move that ITG Request #1308 be prioritized as JISC priority #4.

I. BACKGROUND

This ITG request was created in December 2020 to implement Tyler's eFiling service in all superior courts using Enterprise Justice and the Enterprise Justice Document Management System. To fund this request, a decision package was submitted and approved by the JISC on August 26, 2022. As of late March 2023, the decision package for this request has been fully funded in the proposed budget bills from both houses of the legislature.

With the expectation that this request will be fully funded, this request now needs to be prioritized relative to other requests approved by the JISC in order to inform the scheduling of this work when funding and resources are made available.

II. DISCUSSION

Filings for the superior courts that implemented the Enterprise Justice document management system average around 100,000 per year. These cases include: Adult Criminal, Civil, Domestic, Probate/Guardianship, Adoption/Parentage, Mental Illness/Alcohol, Juvenile Dependency, and Juvenile Offender. These superior courts still rely on a largely paper-based process in the Enterprise Justice document management system. Documents must be hand-delivered during standard court business hours and then manually processed by court personnel. This is inconvenient and expensive for the public and inefficient for the courts. The eFiling service requires nothing to be printed, physically stored, or transported to the courthouse. Electronic documents can be prepared and filed remotely from anywhere and at any time, making justice more accessible particularly for victims and working people. Additionally, eFiling provides better services to the public, greater efficiency in our courts, and supports the ability to continue conducting essential court business remotely during emergencies such as a pandemic.

After implementation of this request, it will have a direct positive impact on populations that file documents with these superior courts. It will provide a means of filing that would eliminate the need to physically drive to the courts and file paperwork with the county clerk. This would also have a positive impact on how documents are received by reducing the need for document scanning and paper storage. All of these benefits can substantially ease filing burdens.

III. OUTCOME IF NOT PASSED –

AOC would not have the JISC's prioritization available to inform decisions regarding scheduling and implementation of this ITG request.



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

GARRET TANNER, PROJECT MANAGER
April 28, 2023

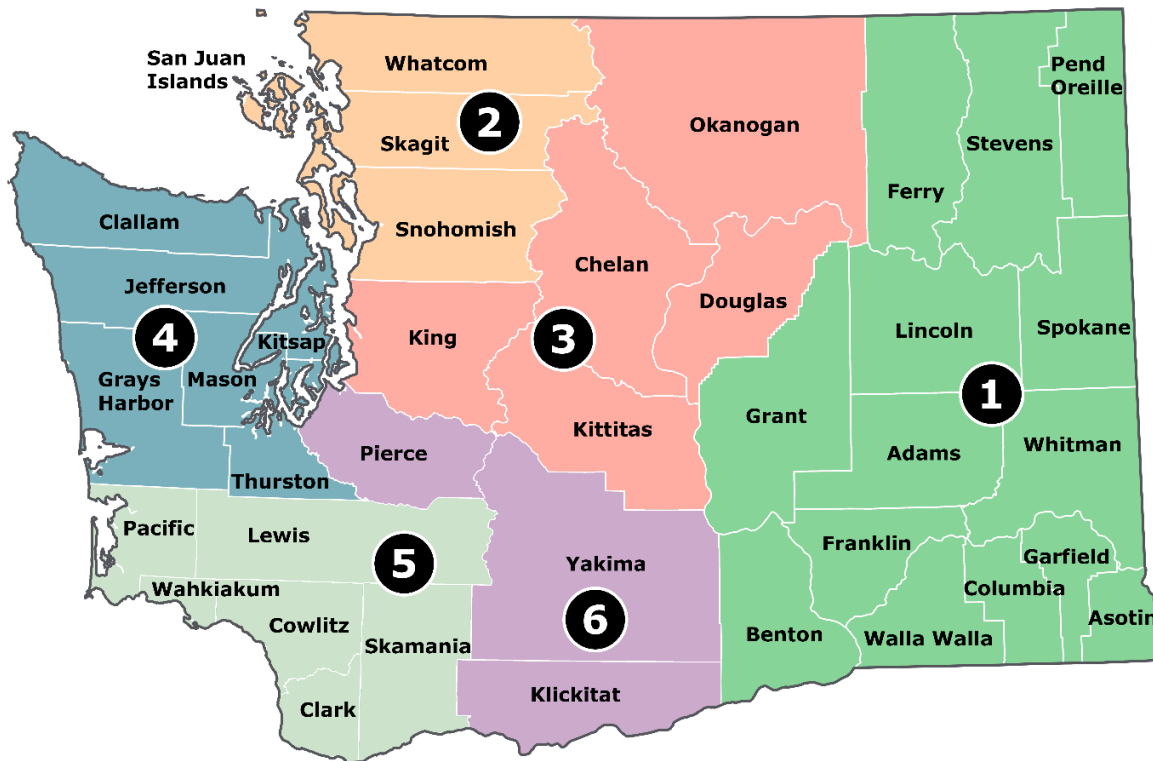
Project Scope

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

Go Live Delay Update

- Pilot Courts Go Live event delayed from October 17, 2022
- Next Steps
 - Complete Legacy Data Exchanges
 - Enterprise Data Repository – In Progress
 - DOL / Person Lookup - Testing
 - eCitation & VRV – In Progress
 - Others - Testing
 - Identify Pilot Go Live Date
 - Resolve outstanding issues (AOC + vendor)
 - Review Assumptions
 - Review & Update Go Live Tasks

Project Timeline



Counties by Phase

Pilot Courts

Pierce District, Tacoma Municipal, Gig Harbor Municipal, Fircrest/Ruston Municipal

Phase 1

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

Phase 2

North Washington - Island, San Juan, Skagit, Snohomish, and Whatcom

Phase 3

North Central Washington - Chelan, Douglas, King Municipals, Kittitas, and Okanogan

Phase 4

Western Washington - Clallam, Grays Harbor, Jefferson, Kitsap, Mason, and Thurston

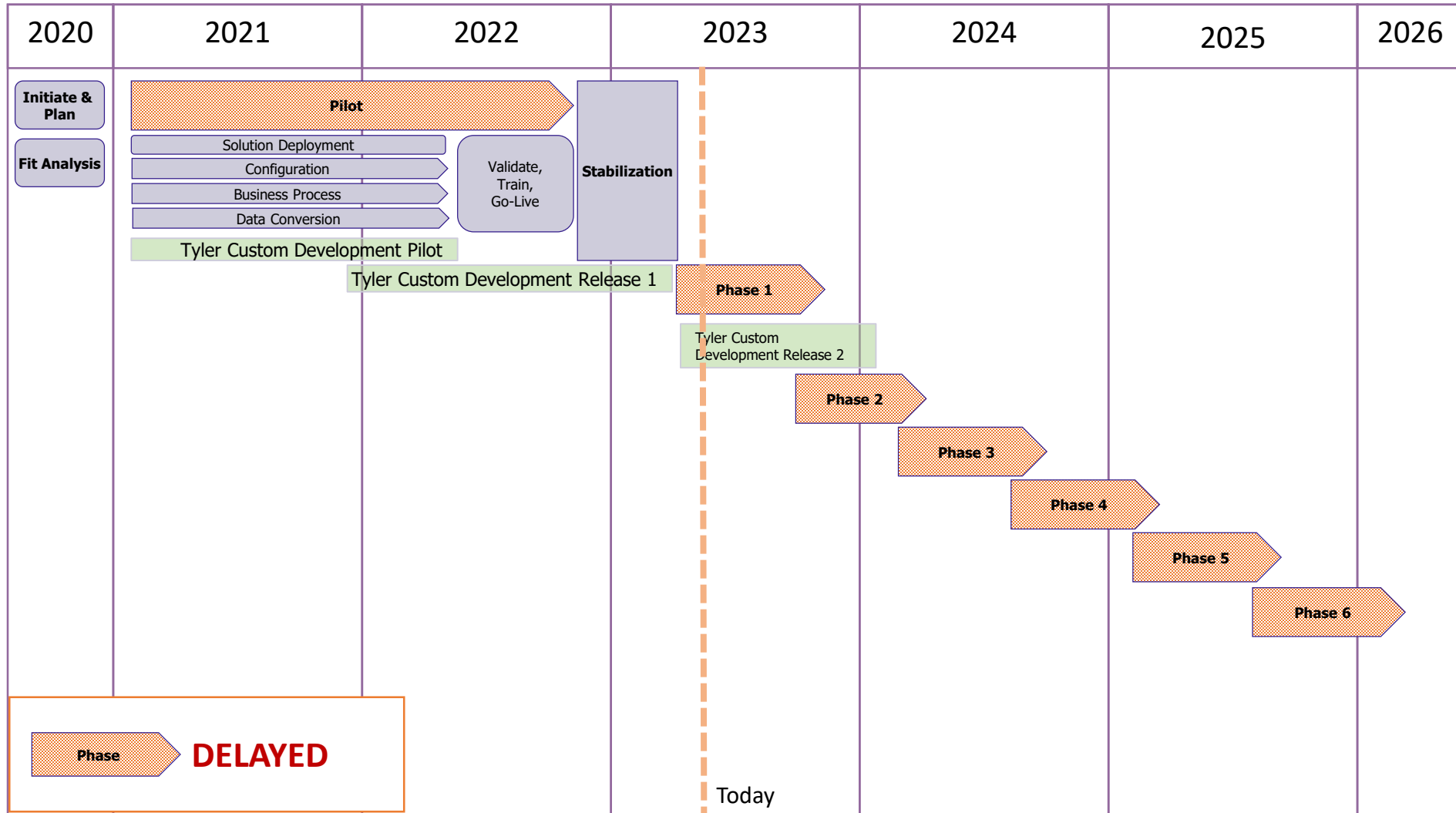
Phase 5

Southwest Washington - Clark, Cowlitz, Lewis, Pacific, Skamania, and Wahkiakum

Phase 6

South Central Washington - Klickitat, remainder of Pierce Municipals, and Yakima

Previous Project Timeline



Go Live Readiness*

Focus Area	Status	Risk to Timeline
eFile & Serve	Ready	Low Risk
Development Enterprise Justice	Testing	Medium Risk
Development Enterprise Supervision	Testing	High Risk
Configuration Enterprise Justice	Testing	
Configuration Supervision	Testing	
Data Conversion Enterprise Justice	Ready	
Data Conversion Enterprise Supervision	Testing	
Data Exchanges (EDR)	Testing	
Data Exchanges (Other)	In Development	
Enterprise Justice Financials	Ready	
Enterprise Justice Reporting	Ready	
Enterprise Supervision Reporting	Ready	
Pilot Court Readiness	On Hold	

*As of April 10

Recent eFiling Activity

- ✓ Solution Validation Completed
- Public-facing filer website and updates underway

Recent Case Manager Activity

- ✓ Solution Validation Completed
- Data Push 9 Scheduled
- Receiving & Testing fixes from the vendor

Project Outreach

- Continue working with Pilot Courts on internal court communications
- Attending Spring Conferences
 - Misdemeanant Probation Association April 23 – 26
 - District and Municipal Court Management Association May 7 – 10
 - District and Municipal Court Judges' Association June 4 – 7

Work in Progress

- Solution Validation Analysis
- Issue Resolution
 - Enterprise Justice Priority 1 defects due late July
 - Enterprise Supervision Priority 1 defects early May
- Go Live Task Review
- Go Live Planning

Project Issues – April 2023

Issue	Mitigation
Pilot Go Live – Delaying Pilot Go Live will impact future Phases.	(March 31, 2023) Tyler has completed Priority 1 defect analysis. AOC to accept fixes through July 2023.
Solution Validation (Pilot) – Delaying Solution Validation will delay Pilot Go Live and beyond.	(March 17, 2023) Solution Validation concluded March 17.
Local Rule – In order for eFiling to be mandatory courts need 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.

Project Issues – April 2023

Active Issues	
Issue	Mitigation
Enterprise Supervision/Enterprise Justice Integrations (Alliance) – The two products are not yet seamlessly integrated.	(April 7, 2023) 17 Open issues pending resolution. Expected delivery by vendor in May 2023.
Staffing / Hiring – CLJ-CMS has been unable to fill several key positions. As of December 2022, CLJ-CMS has 9 project positions open. If these positions are not filled there may be impacts to the schedule.	(February 6, 2023) 7 pre-Pilot vacancies. Additional AOC resources have been reassigned to CLJ-CMS.

Project Issues – April 2023

Active Issues	
Issue	Mitigation
WSP Law Table Updates – WSP needs to update their law tables to accept two versions (one for JIS Courts and one for Enterprise Justice Courts).	(April 11, 2023) Technical Analysis started.

Project Risks – April 2023

Total Project Risks			
Low Probability	Moderate Probability	High Probability	Closed
0	3	3	19
High Risk Status			
Risk	Probability / Impact	Mitigation	
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 – April 2023

High Risk Status		
Risk	Probability / Impact	Mitigation
<p>Enterprise Supervision – Tyler has not done a statewide implementation of their new Supervision module. Previous implementations have always been with individual probation departments.</p>	High / Major	<p>(March 17, 2023) Solution Validation concluded March 17.</p>
<p>Third Party Integrations – Some courts have local systems that they would like integrated with Enterprise Justice.</p>	High / High	<p>(August 26, 2022) JISC has approved ITG 1340 to build an enterprise integration platform pending funding. ITG 1345 has been approved by CIO pending ITG 1340 funding.</p>

Project Risks – April 2023

High Risk Status		
Risk	Probability / Impact	Mitigation
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	(November 9, 2022) Tyler now recommends version 2024.x for Phase 1. Upgrade needs to be analyzed and planned for.

Project Risks – April 2023

High Risk Status		
Risk	Probability / Impact	Mitigation
Efficiency Concerns – It is expected that some users will 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.

Project Risks – April 2023

High Risk Status		
Risk	Probability / Impact	Mitigation
Performance Issues – It is possible that users will feel that Enterprise Justice works less efficiently than legacy system due to changing processes and procedures.	Moderate / Moderate	(March 17,2023) Software performance was acceptable during Solution Validation. Performance will be monitored as additional testing is completed.

Next Steps

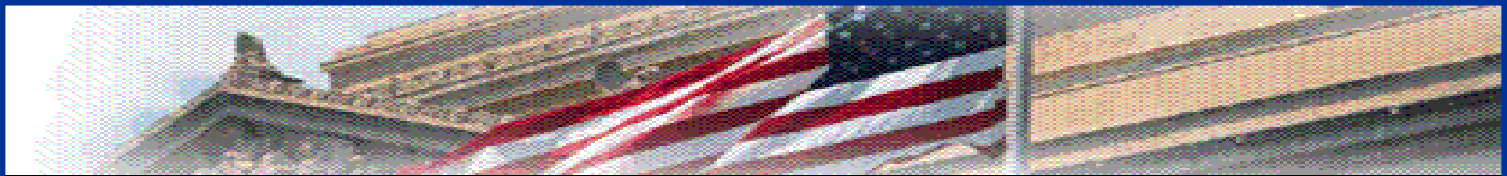
Milestone	Date
Fixes due from vendor	July 2023
Go-live Pilot Courts	TBD

Independent Quality Assurance Update



ALLEN MILLS, BLUECRANE, INC.

April 28, 2023



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

March 2023

Prepared by

Bluecrane, Inc.



bluecrane ®



Corporate Headquarters
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310-793-0000

March 31, 2023

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 March 2023.

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 who 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

This report provides the March 2023 Quality Assurance (QA) assessment by Bluecrane, Inc. (“bluecrane”) for the Washington State Administrative Office of the Courts (AOC) Courts of Limited Jurisdiction – Case Management System (CLJ-CMS) Project.

As noted in our February report, Solution Validation (SV) began February 6, 2023, after the CLJ-CMS Project Team completed their review and initial testing of the Priority 1 fixes delivered by Tyler Technologies (Tyler) at the end of December 2022. This was a very significant milestone for the CLJ-CMS Project as it strives to get to Pilot Court Go-Live.

On March, 17, 2023, SV concluded. Unfortunately, but not surprisingly, a number of challenges have arisen during SV and the project team is focused on addressing those. The most critical issues involve data conversion for the Enterprise Supervision (“probation”) product from Tyler and completing fixes and testing for certain legacy data exchanges. While these remaining challenges are resolved, the CLJ-CMS Project deferred Pilot Court participation in SV, sending a notice to them on March 2.

With SV concluded, the CLJ-CMS Project has entered a period of “bug” fixes and final readiness in preparation for Pilot Court Go-Live. An important aspect of that work will be Tyler’s delivery of fixes for most, if not all, Go-Live critical defects in its 2022.1.6 release which is currently targeted for mid-April 2023. **We strongly recommend that AOC executives meet with Tyler executives as soon as practical** to validate what will be delivered by mid-April and to obtain a firm commitment on the delivery of fixes to any remaining issues that must be addressed by Pilot Court Go-Live. With a firm commitment in-hand, AOC should be in a position to work with Pilot Courts to select and announce a Go-Live date.

From our high-level, independent perspective, the two “areas” of activities that are most significant at the current time are:

- 1. Fixes for Go-Live Critical Issues:** AOC is expecting that most, if not all, Go-Live Critical Issues will be addressed in the mid-April release from Tyler. As noted above, AOC executive management should confirm with Tyler executive management that this is the case. If there are issues that will not be fixed by Pilot Court Go-Live, then AOC and Tyler should collaborate on a plan and schedule for delivery of those fixes as soon after Go-Live as practical. Almost all systems “go live” with some open issues remaining. That is acceptable as long as (1) the solution that is implemented at go live meets an acceptable level of quality, (2) the business users (in this case, the four Pilot Courts) of the new solution are willing and able to utilize “work-arounds” for the open issues for some defined period of time, (3) there is a plan to address open issues in a timely fashion post-go-live (which helps prevent the “institutionalization” of any work-arounds utilized in the interim), and, of course, (4) there is a plan to prioritize and address new issues that arise post go live (in this case, during the Pilot Court phase).
- 2. Data Exchanges and Data Conversion:** Complete necessary work to utilize the Enterprise Data Repository (EDR) and ensure all legacy data exchanges are viable in the new solution’s



environment. As has been previously reported, data conversion for Enterprise Supervision has become a complex undertaking, given the manner in which probation information is stored in JIS. The CLJ-CMS Project Team’s testing of Alliance (the Tyler-internal effort that includes assimilation of the new Enterprise Supervision solution with Enterprise Justice) continues.

As we have noted for many months, staffing continues to be a risk for the CLJ-CMS Project. Labor market challenges that are beyond AOC’s control continue to be a challenge. However, we are able to report that other projects in the Olympia and Seattle areas with which *bluecrane* is involved are beginning to see increased numbers of qualified applicants, apparently due to the large layoffs that have occurred (and are continuing to occur) in the technology business sector.

We continue to encourage limited jurisdiction judges and other stakeholders to lobby the legislature to approve the Decision Package (DP) for the integration platform project (which is an internal infrastructure project separate from the CLJ-CMS Project) as well as other budgetary requests essential to keeping the JIS fully funded. At this time, the integration platform effort is progressing through appropriate governance processes without impacting the performance and delivery of the CLJ-CMS Project.

Critical risks at this time remain those that are related to data conversion for Enterprise Supervision and the legacy data exchanges as noted above. The data conversion risk is being worked on by the CLJ-CMS Project Team and Tyler Technologies. With the initiation of SV, risks to schedule are continuing to decrease. While we are not ready to reduce the assessment level of schedule from “red” yet, we are cautiously optimistic that, when the remaining challenges in SV are resolved, a Pilot Go-Live date can be announced at that time.

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	March 2023	February 2023	January 2023
Schedule: Case Management	High Risk <i>(risk decreasing)</i>	High Risk <i>(risk decreasing)</i>	High Risk <i>(risk decreasing)</i>
Schedule: Supervision	High Risk <i>(risk decreasing)</i>	High Risk <i>(risk decreasing)</i>	High Risk <i>(risk decreasing)</i>



Project Management and Sponsorship

Assessment Area	March 2023	February 2023	January 2023
Schedule: eFiling	High Risk <i>(risk decreasing)</i>	High Risk <i>(risk decreasing)</i>	High Risk <i>(risk decreasing)</i>
Scope: Case Management	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed
Scope: Supervision	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed
Scope: eFiling	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed
Project Staffing	Risk	Risk	Risk
Governance	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed
Budget: Funding	No Risk Identified	No Risk Identified	No Risk Identified
Budget: Management of Spending	No Risk Identified	No Risk Identified	No Risk Identified
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	March 2023	February 2023	January 2023
Stakeholder Engagement	No Risk Identified	No Risk Identified	No Risk Identified
OCM: Case Management	No Risk Identified	No Risk Identified	No Risk Identified



People			
Assessment Area	March 2023	February 2023	January 2023
OCM: Supervision	No Risk Identified	No Risk Identified	No Risk Identified
OCM: eFiling	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	March 2023	February 2023	January 2023
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
Business Process: 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
Requirements, Design, and Configuration: eFiling	No Risk Identified	No Risk Identified	No Risk Identified
Integrations: Case Management	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed
Integrations: eFiling	No Risk Identified	No Risk Identified	No Risk Identified



Solution			
Assessment Area	March 2023	February 2023	January 2023
Reports: Case Management	No Risk Identified	No Risk Identified	No Risk Identified
Reports: Supervision	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
Testing: eFiling	No Risk Identified	No Risk Identified	No Risk Identified
Deployment: Case Management	Risk	Risk	Risk
Deployment: Supervision	Risk	Risk	Risk
Deployment: eFiling	Risk	Risk	Risk

Data			
Assessment Area	March 2023	February 2023	January 2023
Data Preparation: Case Management	No Risk Identified	No Risk Identified	No Risk Identified
Data Conversion: Case Management	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed
Data Conversion: Supervision	Risk Being Addressed	Risk Being Addressed	No Risk Identified
Data Security	No Risk Identified	No Risk Identified	No Risk Identified



Infrastructure			
Assessment Area	March 2023	February 2023	January 2023
Infrastructure for Remote Work	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed
Statewide Infrastructure	No Risk Identified	No Risk Identified	No Risk Identified
Local Infrastructure	No Risk Identified	No Risk Identified	No Risk Identified
Security Functionality	No Risk Identified	No Risk Identified	No Risk Identified
Access	No Risk Identified	No Risk Identified	No Risk Identified
Environments	No Risk Identified	No Risk Identified	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 Schedule: Case Management

Project Management and Sponsorship			
Schedule: Case Management	Three-Month Rolling Risk Levels		
	Mar. 2023	Feb. 2023	Jan. 2023
	High Risk <i>(risk decreasing)</i>	High Risk <i>(risk decreasing)</i>	High Risk <i>(risk decreasing)</i>

Findings

As noted in our February report, Solution Validation (SV) began February 6, 2023, after the CLJ-CMS Project Team completed their review and initial testing of the Priority 1 fixes delivered by Tyler Technologies (Tyler) at the end of December 2022. This was a very significant milestone for the CLJ-CMS Project as it strives to get to Pilot Court Go-Live.

On March, 17, 2023, SV concluded. Unfortunately, but not surprisingly, a number of challenges have arisen during SV and the project team is focused on addressing those. The most critical issues involve data conversion for the Enterprise Supervision (“probation”) product from Tyler and completing fixes and testing for certain legacy data exchanges. While these remaining challenges are resolved, the CLJ-CMS Project deferred Pilot Court participation in SV, sending a notice to them on March 2.

With SV concluded, the CLJ-CMS Project has entered a period of “bug” fixes and final readiness in preparation for Pilot Court Go-Live. An important aspect of that work will be Tyler’s delivery of fixes for most, if not all, Go-Live critical defects in its 2022.1.6 release which is currently targeted for mid-April 2023. ***We strongly recommend that AOC executives meet with Tyler executives as soon as practical*** to validate what will be delivered by mid-April and to obtain a firm commitment on the delivery of fixes to any remaining issues that must be addressed by Pilot Court Go-Live. With a firm commitment in-hand, AOC should be in a position to work with Pilot Courts to select and announce a Go-Live date.

From our high-level, independent perspective, the two “areas” of activities that are most significant at the current time are:

1. **Fixes for Go-Live Critical Issues:** AOC is expecting that most, if not all, Go-Live Critical Issues will be addressed in the mid-April release from Tyler. As noted above, AOC executive management should confirm with Tyler executive management that this is the case. If there are issues that will not be fixed by Pilot Court Go-Live, then AOC and Tyler should collaborate on a plan and schedule for delivery of those fixes as soon after Go-Live as practical. Almost all systems “go live” with some open issues remaining. That is acceptable as long as (1) the solution that is implemented at go live meets an acceptable level of quality, (2) the business users (in this case, the four Pilot Courts) of the new solution are willing and able to utilize “work-



arounds” for the open issues for some defined period of time, (3) there is a plan to address open issues in a timely fashion post-go-live (which helps prevent the “institutionalization” of any work-arounds utilized in the interim), and, of course, (4) there is a plan to prioritize and address new issues that arise post go live (in this case, during the Pilot Court phase).

- 2. Data Exchanges and Data Conversion:** Complete necessary work to utilize the Enterprise Data Repository (EDR) and ensure all legacy data exchanges are viable in the new solution’s environment. As has been previously reported, data conversion for Enterprise Supervision has become a complex undertaking, given the manner in which probation information is stored in JIS. The CLJ-CMS Project Team’s testing of Alliance (the Tyler-internal effort that includes assimilation of the new Enterprise Supervision solution with Enterprise Justice) continues.

Risks and Issues

Open defects that are critical to Pilot Court Go-Live continue to delay the selection and announcement of a Pilot Court Go-Live date.

bluecrane Recommendation

As noted above, we strongly recommend that AOC executives meet with Tyler executives as soon as practical to validate what will be delivered by mid-April and to obtain a firm commitment on the delivery of fixes to any remaining issues that must be addressed by Pilot Court Go-Live. With a firm commitment in-hand, AOC should be in a position to work with Pilot Courts to select and announce a Go-Live date.

2.1.2 Schedule: Supervision

Project Management and Sponsorship			
Schedule: Supervision	Three-Month Rolling Risk Levels		
	Mar. 2023	Feb. 2023	Jan. 2023
	High Risk <i>(risk decreasing)</i>	High Risk <i>(risk decreasing)</i>	High Risk <i>(risk decreasing)</i>

Findings

Findings related to the schedule for Case Management are identical to those described above under 2.1.1 Schedule: Case Management.

As we have said in previous reports, it is important to note that Washington State and Bexar County, Texas, are the first two customers of Tyler’s “Alliance” work to, among other things, tightly link the Supervision product that it acquired (now known as “Enterprise Supervision”) with Enterprise Justice (formerly “Odyssey”). As has been previously reported, data conversion for Enterprise Supervision has become a complex undertaking, given the manner in which probation information is stored in JIS. The CLJ-CMS Project Team’s testing of Alliance continues.



Risks and Issues

Open defects that are critical to Pilot Court Go-Live continue to delay the selection and announcement of a Pilot Court Go-Live date.

bluecrane Recommendation

As noted above, we strongly recommend that AOC executives meet with Tyler executives as soon as practical to validate what will be delivered by mid-April and to obtain a firm commitment on the delivery of fixes to any remaining issues that must be addressed by Pilot Court Go-Live. With a firm commitment in-hand, AOC should be in a position to work with Pilot Courts to select and announce a Go-Live date.

2.1.3 Schedule: eFiling

Project Management and Sponsorship			
Schedule: eFiling	Three-Month Rolling Risk Levels		
	Mar. 2023	Feb. 2023	Jan. 2023
	High Risk <i>(risk decreasing)</i>	High Risk <i>(risk decreasing)</i>	High Risk <i>(risk decreasing)</i>

Findings

Findings related to the schedule for eFiling are identical to those described above under 2.1.1 Schedule: Case Management.

Risks and Issues

Open defects that are critical to Pilot Court Go-Live continue to delay the selection and announcement of a Pilot Court Go-Live date.

bluecrane Recommendation

As noted above, we strongly recommend that AOC executives meet with Tyler executives as soon as practical to validate what will be delivered by mid-April and to obtain a firm commitment on the delivery of fixes to any remaining issues that must be addressed by Pilot Court Go-Live. With a firm commitment in-hand, AOC should be in a position to work with Pilot Courts to select and announce a Go-Live date.



2.1.4 Scope: Case Management

Project Management and Sponsorship			
Scope: Case Management	Three-Month Rolling Risk Levels		
	Mar. 2023	Feb. 2023	Jan. 2023
	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed

Findings

The scope of the CLJ-CMS Project is defined by the deliverables delineated in the SOW in the Tyler contract and the already-planned and approved AOC work to manage and support the project. 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 expansion of the CLJ-CMS Project’s scope to include the development of an integrations platform and a pilot implementation of an integration with OCourts creates substantial risk to the CLJ-CMS Project. At this time, established governance processes are being respected and utilized to approve separate project efforts to accomplish this work, thereby helping to mitigate the risks.

bluecrane Recommendation

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 Scope: Supervision

Project Management and Sponsorship			
Scope: Supervision	Three-Month Rolling Risk Levels		
	Mar. 2023	Feb. 2023	Jan. 2023
	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed

Findings

The scope of the Supervision effort is defined in the Tyler SOW and the already planned and approved AOC work to manage and support the project. 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 expansion of the CLJ-CMS Project’s scope to include the development of an integrations platform and a pilot implementation of an integration with OCourts creates substantial risk to the CLJ-CMS Project. At this time, established governance processes are being respected and utilized to approve separate project efforts to accomplish this work, while helping to mitigate the risks.

bluecrane Recommendation

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 Scope: eFiling

Project Management and Sponsorship			
Scope: eFiling	Three-Month Rolling Risk Levels		
	Mar. 2023	Feb. 2023	Jan. 2023
	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed

Findings

As previously reported, Pilot Courts posted local rules for eFiling. Meanwhile, DMCJA is championing a statewide rule for mandatory eFiling.

As noted below under “Governance,” the risks to the CLJ-CMS Project’s scope continue but appear to be decreasing as established governance processes are being respected and utilized to approve separate project efforts to address the courts’ needs.

Risks and Issues

The potential expansion of the CLJ-CMS Project’s scope to include the development of an integrations platform and a pilot implementation of an integration with OCourts creates substantial risk to the CLJ-CMS Project. At this time, established governance processes are being respected and utilized to approve separate project efforts to accomplish this work, thereby helping to mitigate the risks.

bluecrane Recommendation

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 Project Staffing

Project Management and Sponsorship			
Project Staffing	Three-Month Rolling Risk Levels		
	Mar. 2023	Feb. 2023	Jan. 2023
	Risk	Risk	Risk

Findings

As we have noted for many months, Staffing continues to be a risk for the CLJ-CMS Project. Labor market challenges that are beyond AOC’s control continue to be a challenge. However, we are able to report that other projects in the Olympia and Seattle areas with which *bluecrane* is involved are beginning to see increased numbers of well-qualified applicants, apparently due to the large layoffs that have occurred (and are continuing to occur) in the technology business sector.

Risks and Issues

If the filling of CLJ Project positions becomes a prolonged effort, the project’s timeline may be further 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.

2.1.8 Governance

Project Management and Sponsorship			
Governance	Three-Month Rolling Risk Levels		
	Mar. 2023	Feb. 2023	Jan. 2023
	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed

Findings

At its August 26, 2022 meeting, the JISC approved a motion for AOC to seek funding from the legislature and begin planning activities while awaiting funding to develop an “Enterprise Integration Platform.” The platform will adopt a common communication standard for all systems, thereby enabling new systems to “be plugged into” existing systems at a lower cost with a much faster development time. The platform is essential to protect the state’s network, servers, and systems from unauthorized access and intrusion when third-party systems are allowed to retrieve and update data that is protected



for confidentiality purposes. It is expected that the platform will provide logging, auditability, and support features, including reporting and tracking mechanisms for problem resolution.

During the summer months of 2022, a significant risk to the CLJ-CMS Project was the potential expansion of project scope that was being contemplated by the Project Steering Committee (PSC) as tolerable and permissible. At this time, the risks continue but appear to be decreasing as established governance processes are being respected and utilized to approve separate project efforts to address the courts' needs.

All parties 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, we applaud all parties for adhering to approved governance processes to initiate work in this area.

Risks and Issues

The potential expansion of the CLJ-CMS Project’s scope to include the development of an integrations platform and a pilot implementation of an integration with OCourts creates substantial risk to the CLJ-CMS Project. At this time, established governance processes are being respected and utilized to approve separate project efforts to accomplish this work, thereby mitigating the risks.

bluecrane Recommendations

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.

Additionally, we encourage limited jurisdiction judges and other stakeholders to lobby the legislature to approve the DP for the integrations platform project as well as other budgetary requests essential to keeping the JIS fully funded.

2.1.9 Budget: Funding

Project Management and Sponsorship			
Budget: Funding	Three-Month Rolling Risk Levels		
	Mar. 2023	Feb. 2023	Jan. 2023
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

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

In addition, the 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.

AOC’s Decision Packages (DPs) for the 2024–2025 Biennium are with the legislature now.



2.1.10 Budget: Management of Spending

Project Management and Sponsorship			
Budget: Management of Spending	Three-Month Rolling Risk Levels		
	Mar. 2023	Feb. 2023	Jan. 2023
	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			
Contracts and Deliverables Management	Three-Month Rolling Risk Levels		
	Mar. 2023	Feb. 2023	Jan. 2023
	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			
PMO Processes	Three-Month Rolling Risk Levels		
	Mar. 2023	Feb. 2023	Jan. 2023
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

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



2.2 People

2.2.1 Stakeholder Engagement

People			
Stakeholder Engagement	Three-Month Rolling Risk Levels		
	Mar. 2023	Feb. 2023	Jan. 2023
	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.

2.2.2 OCM: Case Management

People			
OCM: Case Management	Three-Month Rolling Risk Levels		
	Mar. 2023	Feb. 2023	Jan. 2023
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

The OCM activities in this area are numerous, professional, and clear. Collaboration with Pilot Courts will be critical as SV concludes.

2.2.3 OCM: Supervision

People			
OCM: Supervision	Three-Month Rolling Risk Levels		
	Mar. 2023	Feb. 2023	Jan. 2023
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

The OCM activities in this area are numerous, professional, and clear. Collaboration with Pilot Courts will be critical as SV concludes.



2.2.4 OCM: eFiling

People			
OCM: eFiling	Three-Month Rolling Risk Levels		
	Mar. 2023	Feb. 2023	Jan. 2023
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

The OCM activities in this area are numerous, professional, and clear. Collaboration with Pilot Courts will be critical as SV concludes.

2.2.5 Communications

People			
Communications	Three-Month Rolling Risk Levels		
	Mar. 2023	Feb. 2023	Jan. 2023
	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.

2.2.6 Court Preparation and Training

People			
Court Preparation and Training	Three-Month Rolling Risk Levels		
	Mar. 2023	Feb. 2023	Jan. 2023
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

Training for Pilot Courts is planned to be conducted after SV and prior to the initiation of Go-Live activities.



2.3 Solution

2.3.1 Business Process: Case Management

Solution			
Business Process: Case Management	Three-Month Rolling Risk Levels		
	Mar. 2023	Feb. 2023	Jan. 2023
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

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

2.3.2 Business Process: Supervision

Solution			
Business Process: Supervision	Three-Month Rolling Risk Levels		
	Mar. 2023	Feb. 2023	Jan. 2023
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

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

2.3.3 Business Process: eFiling

Solution			
Business Process: eFiling	Three-Month Rolling Risk Levels		
	Mar. 2023	Feb. 2023	Jan. 2023
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

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



2.3.4 Requirements, Design, and Configuration: Case Management

Solution			
Requirements, Design, and Configuration: Case Management	Three-Month Rolling Risk Levels		
	Mar. 2023	Feb. 2023	Jan. 2023
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

At this time, the project is making any changes that are needed as a result of the CUWG’s ongoing review of requirements.

2.3.5 Requirements, Design, and Configuration: Supervision

Solution			
Requirements, Design, and Configuration: Supervision	Three-Month Rolling Risk Levels		
	Mar. 2023	Feb. 2023	Jan. 2023
	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.

At the present time, configuration changes to Enterprise Supervision must be made by Tyler. The Enterprise Supervision solution is “in the ‘cloud,’” unlike Enterprise Justice which is hosted at and configurable by AOC. We are not identifying a risk with this arrangement at this time, but we are raising awareness of the potential for a “bottleneck” as the CLJ-CMS solution moves into production. We encourage AOC and Tyler to work to ensure the process is streamlined and that there is no “single-point-of-failure” for what will be ongoing Enterprise Supervision configuration needs.



2.3.6 Requirements, Design, and Configuration: eFiling

Solution			
Requirements, Design, and Configuration: eFiling	Three-Month Rolling Risk Levels		
	Mar. 2023	Feb. 2023	Jan. 2023
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

Requirements for eFiling are minimal and relatively procedural in nature.

2.3.7 Integrations: Case Management

Solution			
Integrations: Case Management	Three-Month Rolling Risk Levels		
	Mar. 2023	Feb. 2023	Jan. 2023
	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed

Findings

It is important that the CLJ-CMS Project and its partners complete necessary work to utilize the Enterprise Data Exchange (EDE) and to ensure all legacy data exchanges are viable in the new solution's environment. As has been previously reported, data conversion for Enterprise Supervision is becoming a complex undertaking, given the manner in which probation information is stored in JIS. The CLJ-CMS Project Team's testing of Alliance (the assimilation of the new Enterprise Supervision solution with Enterprise Justice) continues.

Another risk related to integrations is the potential expansion of project scope that was contemplated during the summer of 2022. The scope expansion included development of (1) an integration platform and (2) an integration with OCourts, each of which represents "new work" that is not included in the CLJ-CMS budget or timeline. At this time, the risks continue but appear to be decreasing as established governance processes are being respected. We encourage all parties to continue to follow the project governance processes that were approved at project initiation and the higher-level governance processes that are in place within Washington Courts.

Risks and Issues

The unforeseen complexity and manual processes required to utilize EDR create substantial risk to the CLJ-CMS Project. At this time, the legacy data exchange efforts have extended beyond the end of SV.



bluecrane Recommendations

1. AOC and the Project Team should re-assess the progress of EDR-related work as a part of the plan to resolve all Go-Live critical issues as soon as practical.
2. 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.

2.3.8 Integrations: eFiling

Solution			
Integrations: eFiling	Three-Month Rolling Risk Levels		
	Mar. 2023	Feb. 2023	Jan. 2023
	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.

2.3.9 Reports: Case Management

Solution			
Reports: Case Management	Three-Month Rolling Risk Levels		
	Mar. 2023	Feb. 2023	Jan. 2023
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

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



2.3.10 Reports: Supervision

Solution			
Reports: Supervision	Jan. 2023		
	Mar. 2023	Feb. 2023	Jan. 2023
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

Supervision reports are defined in the CLJ-CMS requirements.

2.3.11 Testing: Case Management

Solution			
Testing: Case Management	Three-Month Rolling Risk Levels		
	Mar. 2023	Feb. 2023	Jan. 2023
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

SV testing for Case Management has concluded. Testing is on-going post-SV as defects are resolved. At this time, no significant obstacles to completing the needed testing have been identified, and results from testing are good.

2.3.12 Testing: Supervision

Solution			
Testing: Supervision	Three-Month Rolling Risk Levels		
	Mar. 2023	Feb. 2023	Jan. 2023
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

SV testing for Supervision has concluded. Testing is on-going post-SV as defects are resolved. At this time, no significant obstacles to completing the needed testing have been identified, and results from testing are good.



2.3.13 Testing: eFiling

Solution			
Testing: eFiling	Three-Month Rolling Risk Levels		
	Mar. 2023	Feb. 2023	Jan. 2023
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

With eFiling now being rolled out in tandem with Case Management and Supervision, the necessary testing for eFiling has been a part of SV and is now part of the on-going testing effort in preparation for Pilot Court Go-Live.

2.3.14 Deployment: Case Management

Solution			
Deployment: Case Management	Three-Month Rolling Risk Levels		
	Mar. 2023	Feb. 2023	Jan. 2023
	Risk	Risk	Risk

Findings

At this time, it appears likely that the delay in the Pilot Court Go-Live date will impact the deployment schedule for subsequent courts. While we believe it is premature to assess the deployment schedule as an “issue,” it certainly is at risk. We will monitor progress on addressing Go-Live critical defects, the announcement of a new date for Pilot Court implementation, and, eventually, the CLJ-CMS Project’s revised schedule for future phases of the solution rollout.

The Associate Director of the Court Services Division (CSD) is identifying and analyzing emerging requirements for an eventual integration of OCourts with Enterprise Justice via the yet-to-be-developed Integration Platform. His analysis will include how OCourts will interact with Enterprise Justice and production data. The results of this analysis and the timing of SV are each likely to have an impact on the CLJ-CMS Project’s baseline schedule for deploying the new solution to various parts of the state. The work of determining whether the baseline deployment plan needs revising will also need to take into consideration those courts that desire to wait for the Integration Platform to be “productionalized” and the expected subsequent OCourts integration with the Integration Platform to be completed.

Risks and Issues

The delay in the Pilot Courts Go-Live date may impact planned dates for implementations in subsequent courts.



2.3.15 Deployment: Supervision

Solution			
Deployment: Supervision	Three-Month Rolling Risk Levels		
	Mar. 2023	Feb. 2023	Jan. 2023
	Risk	Risk	Risk

Findings

Findings related to the deployment for Supervision are identical to those described above under 2.3.14 Deployment: Case Management.

Risks and Issues

The delay in the Pilot Courts Go-Live date may impact planned dates for implementations in subsequent courts.

2.3.16 Deployment: eFiling

Solution			
Deployment: eFiling	Three-Month Rolling Risk Levels		
	Mar. 2023	Feb. 2023	Jan. 2023
	Risk	Risk	Risk

Findings

Findings related to the deployment for eFiling are identical to those described above under 2.3.14 Deployment: Case Management.

Risks and Issues

The delay in the Pilot Courts Go-Live date may impact planned dates for implementations in subsequent courts.



2.4 Data

2.4.1 Data Preparation: Case Management

Data			
Data Preparation: Case Management	Three-Month Rolling Risk Levels		
	Mar. 2023	Feb. 2023	Jan. 2023
	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		
	Mar. 2023	Feb. 2023	Jan. 2023
	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed

Findings

At the time of the writing of this report, there are outstanding Priority 1 issues that are related to data conversion rules. Tyler Technologies is working to get these issues resolved.

Risks and Issues

The Priority 1 issues with data conversion must be resolved prior to Pilot Court Go-Live.



2.4.3 Data Conversion: Supervision

Data			
Data Conversion: Supervision	Three-Month Rolling Risk Levels		
	Mar. 2023	Feb. 2023	Jan. 2023
	Risk Being Addressed	Risk Being Addressed	No Risk Identified

Findings

As has been previously reported, data conversion for Enterprise Supervision has become a complex undertaking, given the manner in which probation information is stored in JIS. The CLJ-CMS Project Team’s testing of Alliance (the assimilation of the new Enterprise Supervision solution with Enterprise Justice) continues.

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.

Risks and Issues

The Priority 1 issues with data conversion must be resolved prior to Pilot Court Go-Live.

2.4.4 Data Security

Data			
Data Security	Three-Month Rolling Risk Levels		
	Mar. 2023	Feb. 2023	Jan. 2023
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

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



2.5 Infrastructure

2.5.1 Infrastructure for Remote Work

Infrastructure			
Infrastructure for Remote Work	Three-Month Rolling Risk Levels		
	Mar. 2023	Feb. 2023	Jan. 2023
	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. At this time, more and more work is being conducted on-site with both AOC and Tyler Technologies staff present.

2.5.2 Statewide Infrastructure

Infrastructure			
Statewide Infrastructure	Three-Month Rolling Risk Levels		
	Mar. 2023	Feb. 2023	Jan. 2023
	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. At this time, no significant risks have been identified.



2.5.3 Local Infrastructure

Infrastructure			
Local Infrastructure	Three-Month Rolling Risk Levels		
	Mar. 2023	Feb. 2023	Jan. 2023
	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. Pilot courts have been provided a Technical Readiness checklist to help ensure, among other things, that all local technical infrastructure is in place.

2.5.4 Security Functionality

Infrastructure			
Security Functionality	Three-Month Rolling Risk Levels		
	Mar. 2023	Feb. 2023	Jan. 2023
	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			
Access	Three-Month Rolling Risk Levels		
	Mar. 2023	Feb. 2023	Jan. 2023
	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			
Environments	Three-Month Rolling Risk Levels		
	Mar. 2023	Feb. 2023	Jan. 2023
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

All environments have been implemented.

2.5.7 Post-Implementation Support

Infrastructure			
Post-Implementation Support	Three-Month Rolling Risk Levels		
	Mar. 2023	Feb. 2023	Jan. 2023
	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.

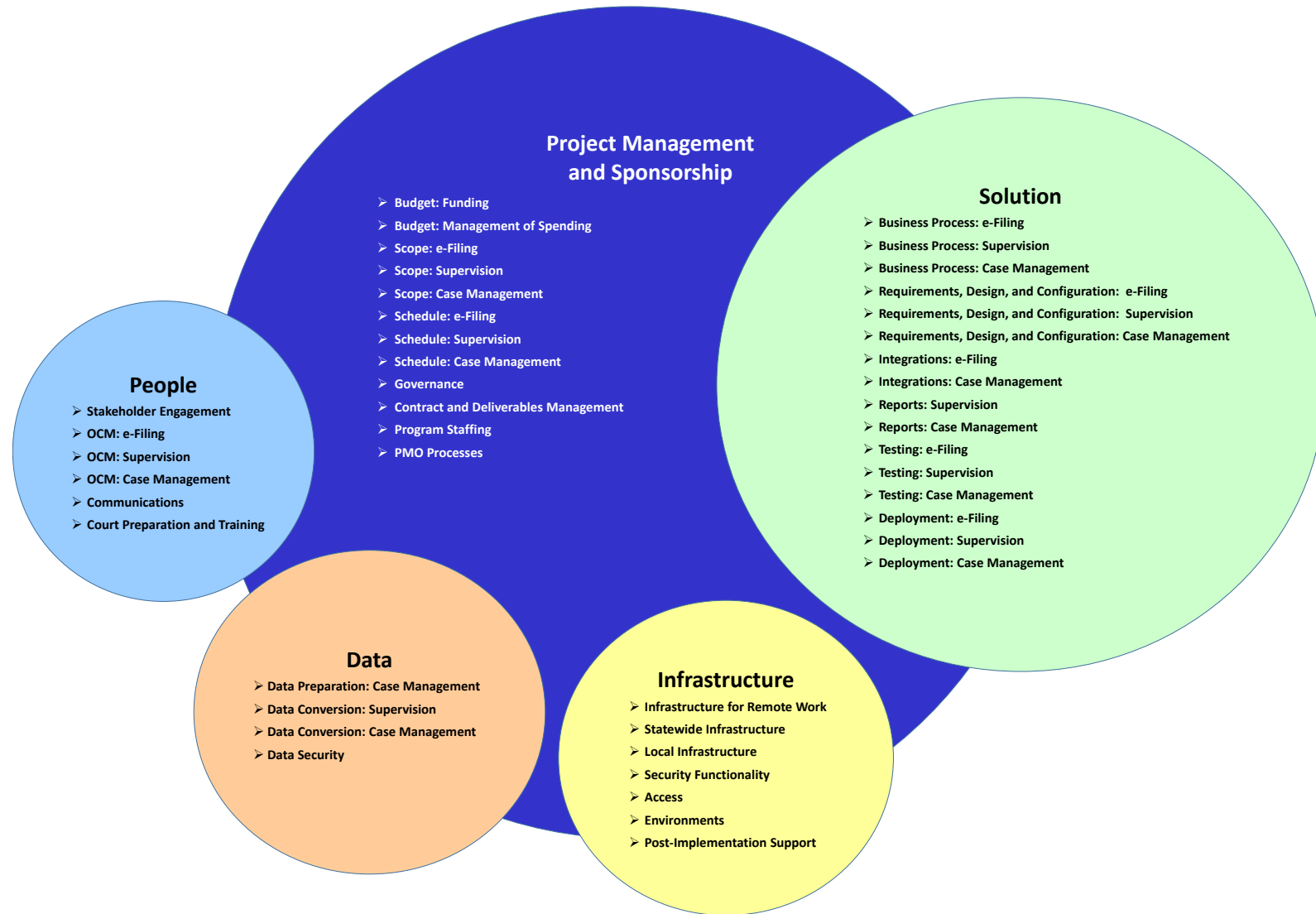


Figure 1. Areas of CLJ-CMS Project Assessed for Risks



Our risk ratings are summarized in Table 2 below.

Table 2. *bluecrane*'s Risk Assessment Categorization

Assessed Risk Status	Meaning
No Risk Identified	Program activities in the area assessed are not encountering any risks
Risk Being Addressed	A risk that is being adequately mitigated. The risk may be ongoing with the expectation it will remain blue for an extended period of time, or it may be sufficiently addressed so that it becomes green as the results of the corrective actions are realized
Risk	A risk that is significant enough to merit management attention but not one that is deemed a "show-stopper"
High Risk	A risk that project management must address or the entire planning effort is at risk of failure; these risks are "show-stoppers"
Not Started	This particular activity has not yet started or is not yet assessed
Completed or Not Applicable	This particular item has been completed or has been deemed "not applicable" but remains a part of the assessment for traceability purposes



Board for Judicial Administration (BJA) Meeting
Friday, February 17, 2023, 9:00 a.m. – 11:00 a.m.
Videoconference

MEETING MINUTES

BJA Members Present:

Chief Justice Steven González, Chair
Judge Tam Bui
Judge Alicia Burton
Judge Samuel Chung
Judge George Fearing
Judge Marilyn Haan
Judge Dan Johnson
Judge Mary Logan
Judge David Mann
Justice Raquel Montoya-Lewis
Terra Nevitt
Judge Rebecca Pennell
Judge Jacqueline Shea-Brown
Judge Rebecca Robertson
Dawn Marie Rubio
Judge Jeff Smith

Guests Present:

Ellen Attebery
Ashley Callan
Robert Mead
Tammie Ownbey
Tori Peterson
Judge Kevin Ringus
Kris Thompson

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

Nicole Ack
Crissy Anderson
Judith Anderson
Cynthia Delostrinos
Jeanne Englert
Heidi Green
Brittany Gregory
Kyle Landry
Penny Larsen
Carl McCurley
Dirk Marler
Stephanie Oyler
Christopher Stanley
Caroline Tawes
Frank Thomas

Call to Order

Judge Bui called the meeting to order at 9:01 a.m.

Presentation: Washington State Racial Justice Consortium

Cynthia Delostrinos and Frank Thomas reviewed the creation and focus of the Racial Justice Consortium, and identified key areas where the Consortium can have impact and where action may be taken. The 2022 Action Plan was included in the meeting materials, as were key areas of work recommended to the BJA.

Small Group Discussions

Meeting participants broke into groups to discuss the following questions:

1. Of the recommendations, what two should the BJA prioritize to help move the branch forward and why?

While all the issues are important, the groups tended to prioritize alternatives to incarceration, data collection, and legal financial obligations (LFOs).

- Improved data collection:
 - Data collection is a huge issue that needs to be discussed; is BJA the right place to discuss this?
 - Discussed the prioritization of improved data collection, both internal and external, which affects all the other bullet points. Data collection could start with data collection of the makeup of the judicial branch and using consistent terminology.
 - Language access;
 - Keeping families together (culture change in child welfare);
 - Alternatives to Incarceration and community-based services:
 - Give Superior Courts the option to provide probation services;
 - Resources in DOC are limited and classes occur late in the sentence, lives are already disrupted.
 - Eliminate court fines and fees:
 - Efforts could focus on LFOs, court funding, and budget packages;
 - The issue with fines and fees elimination is that the state would have to take on the funding of courts. Haven't seen any movement from the state and it becomes a local vs. state funding issue. Also, it does not feel like blanket elimination is right because it's a viable means for accountability.
 - Greater transparency and examination of pretrial and sentencing:
 - One group discussed the Sentencing Reform Act and how constraining it can be. Courts often operate in a low information environment, and it may be difficult for a judge to know the defendant in front of her or him. Having funding for more judges and law clerks would be helpful.
 - More resources and access to reentry services:
 - Although the judicial branch does not have jurisdiction over reentry programs, we should be at the table for that discussion.
2. What are actionable steps the BJA could take to advance these priorities?
 - State funding to support state mandates (sentencing, fines and fees);
 - Advocate for the data for justice package.
 3. What challenges do you anticipate and what are strategies to overcome them?

Data Collection: Collecting data is the foundation for everything.

Challenges:

- Data identifies gaps; however, it needs to be collected accurately and consistently;
- We collect data, however there is so much to review and break down. How do we collect, manage, create meaningful data and utilize it?
- There is key data missing which we are unable to retrieve. Often the legislature is asking for data and are “shocked” when they find that we are not collecting it. We need to collect and share the information. For instance, Therapeutic Courts collect data but we have not taken a deep dive into it. The data collected needs to be consistent from every court and we need to determine if we are collecting the correct data beyond what the grant asks for;
- Other data that needs to be collected is information on judicial officers—race and gender—we do not have a good picture of our bench. The Minority and Justice Commission (MJC) developed a directory of judicial officers of color. It is the only data known at this time but we need to expand that information. For example, data is requested by the Salary Commission but we don’t have much to give them. Perhaps we can begin to ask those registering for our spring programs and/or Judicial College to fill out profiles. If the BJA and the court system is about diversity, equity and inclusion, this data is needed, we need to be transparent. Also suggested working with the various Associations.

Strategy: Training about the importance of correct and consistent data and more training on data collection in general.

Alternative to Incarceration: BJA has a Task Force focused on this issue.

Challenges:

- The biggest cost to these types of programs is running them. Who runs them, who monitors the individual, and who pays for it. At one court, the jail is understaffed so they cannot help with program so it doesn’t come out of the Executive budget, the courts are expected to find the funding. Can we get there, yes, but not without funding and a structure;
- The jail turnover on the East side of the state is high. One court would like to see litter crews back. They were terminated when COVID hit;
- Reentry resources. A lot of individuals come out of jail who don’t have access to resources. More access to parenting classes or drug treatment is key. These classes aren’t available until later in their sentence, so they aren’t fully internalized. Job resources could also help bolster the supports;
- We need to figure out what the court’s role is in working with/problem solving with the Department of Corrections (DOC);
- The community can be frustrated with the courts as well when someone is released or there are shifts in the way things are handled. Ideological differences mean education may not be the fix for community feedback.

Strategy: Perhaps this question can be presented and worked through via the Interbranch Advisory Committee (in conjunction with the Task Force).

Strategy: Would like to see counties pool/share their resources. For instance, Pierce County shares resources; the court level doesn't matter. We don't have to do this individually.

Strategy: BJA needs to be proactive in addressing and understanding limited DOC resources.

Language Access

Challenges:

- A court struggled with getting a Spanish-speaking interpreter yesterday. In-person resources are an issue sometimes (unpredictable);
- Is there a statewide resource for translating court forms? Would be great to have consistency in translation of forms across the state.

Strategy: AOC could coordinate/lead the way with forms translation. Courts may be willing to pay for it, but consistency is important.

Other Challenges: Financial challenges with keeping families together and modification of LFOs.

Strategy: There may be projects for the Public Engagement and Education Committee, such as increasing transparency on processes.

Strategy: There needs to be continued funding from the Legislature. BJA could have conversations on data collection and funding.

Judge Bui thanked Cynthia Delostrinos and Frank Thomas for their presentation.

BJA Task Forces

Alternatives to Incarceration Task Force

The Task Force will send a survey to court administrators in mid-March on what alternatives to incarceration are available and how those alternatives are funded.

Court Security Task Force

The Task Force is working on the Court Security budget request. Task Force members have been meeting with legislators and encouraged everyone to reach out to their legislators. The shared cost model has improved reception of the Court Security funding request.

Remote Proceedings Workgroup

The workgroup report was included in the meeting materials.

Standing Committee Reports

Budget and Funding Committee (BFC)

BFC members are meeting with legislators.

Court Education Committee (CEC)

The CEC report was included in the meeting materials. Judge Bui thanked staff and faculty for a successful Judicial College.

Legislative Committee (LC)

BJA request legislation has all passed out of the policy committees. Bills about housing, LFOs, and *Blake* topics are getting a lot of attention. A complete LC report was included in the meeting materials.

Policy and Planning Committee (PPC)

The PPC had no report.

November 18, 2022 Minutes

The November 18, 2022, meeting minutes were approved by consensus with no changes.

Information Sharing

- Judge Haan expressed concern about an issue she sees regularly. Some elderly court customers have problems with remote proceedings because they don't know how to work computers or access Zoom. This creates a large population without access to justice if they can't come to court physically.
- Judge Robertson added there are court customers who don't have access to technology or the ability to charge their phone. Several courts have also had problems with Zoom bombing, and Judge Robertson suggested courts create a plan to deal with this. Brittany Gregory said the Legislature is interested in working with courts on remote proceedings, and Penny Larsen will bring this issue to the attention of the Remote Proceedings Workgroup. These issues will be addressed in the Remote Proceedings Workgroup survey, and will be part of their best practices report.
- Dawn Marie Rubio noted an issue raised by the Department of Emergency Management regarding video auditors or "First Amendment auditors." Members of the public video or audio record state agencies and courts with the goal of testing the auditors' constitutional rights and government transparency. They generally do not engage in illegal activities, but may try to enter non-public areas or photograph employee desks. BJA members were encouraged to speak with their associations and develop a plan to respond to this situation. AOC is exploring how to offer suggestions or develop an information sheet for the courts.

Participants were asked to send their notes from the small group discussions to Jeanne Englert.

Adjourn

The meeting adjourned at 10:45 a.m.

Recap of Motions from the February 17, 2023 Meeting

Motion Summary	Status
Approve the November 18, 2022, meeting minutes.	Done

Action Items from the February 17, 2023 Meeting

Action Item	Status
BJA members were encouraged to speak with their associations and develop a plan to respond to video auditors or First Amendment auditors.	
Participants were asked to send their notes from the small group discussions to Jeanne Englert.	
<u>November 18, 2022, BJA Meeting Minutes</u> <ul style="list-style-type: none">• Post the minutes online• Send minutes to the Supreme Court for inclusion in the En Banc meeting materials.	Done



IT Governance Status

March 2023 Report

Summary of Changes

New Requests: None

Endorsements: 1308 - Integrated eFiling for Ody DMS Superior Courts

Analyzed: 1351 – Include Date of Death in New DOL Feed
1355 – Replace Appellate CMS and eFiling
1356 – Rebuild Appellate Inmate eFiling

CLUG Decision: 1350 – IT Modelling System

Authorized: 1360 – CICS Transaction Server for z/OS 5/6

In Progress: None

Completed: 220 – Supplemental Race/Ethnicity
277 – Truancy – Modify Required Party Parent
1349 – Pacific/Algona Munis to EDR

Closed: None

JISC ITG 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	1340	Enterprise Integration Platform and External API	Authorized	Non-JIS

 Authorized  In Progress  Completed  Withdrawn or Closed

ITG Priorities by CLUG

Priority	ITG #	Request Name	Status	Authority	Importance
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	CIO	High
3	283	Modify Odyssey Supervision Probation Category to Support Non-Criminal Cases	In-Progress	Administrator	Medium
4	284	Criminal cases w/HNO & DVP case types allow DV Y/N	In-Progress	CIO	Medium
5	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	1345	Integration of OCourt Platform into CLJ-CMS	Authorized	CIO	High
4	265	Kitsap District Court CMS to EDR Data Exchange	In-Progress	Administrator	High
5	256	Spokane Municipal Court CMS to EDR Data Exchange	Authorized	Administrator	High

■ Authorized
 ■ In Progress
 ■ Completed
 ■ Withdrawn or Closed

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
2	1325	Appellate Court Online Credit Card Payment Portal	In Progress	CIO	High
3	1324	Appellate Court Records Retention	Prioritized	CIO	High
Multi-Court Level CLUG					
1	1326	Online Interpreter Scheduling	Authorized	Administrator	Medium

Authorized
 In Progress
 Completed
 Withdrawn or Closed

ITG Priorities by CLUG

Priority	ITG #	Request Name	Status	Approving Authority	Importance
Non-JIS CLUG (ISD Maintenance Work & Legislative Mandates)					
1	1309	SQL Server Upgrade 2019 Upgrade	In Progress	CIO	Maintenance
2	287	OnBase Product Upgrade to v20.3	In Progress	CIO	Maintenance
3	1332	JCS Platform Migration	In Progress	CIO	Maintenance
4	286	Statewide Reporting	In Progress	Administrator	Maintenance
5	276	Parking Tickets issued in SECTOR - Interim resolution	In Progress	Administrator	Maintenance
6	1333	SharePoint Upgrade	In Progress	CIO	Maintenance
7	1348	Blake Certification System	In Progress	Administrator	Proviso
8	1346	Create Application Configuration Vault	In Progress	CIO	Maintenance
9	1352	Upgrade SC-CMS to Enterprise Justice 2023	In Progress	Administrator	Maintenance
10	1308	Integrated eFiling for Odyssey DMS Superior Courts	Authorized	JISC	Proviso
11	1296*	Superior Court Text Messaging and E-mail Notifications	On Hold	CIO	Maintenance
12	1340	Enterprise Integration Platform and External API	Authorized	JISC	Maintenance
13	275	Odyssey to EDR	Authorized	CIO	Maintenance
14	1331	Judicial Contract Tracking System	Authorized	CIO	Maintenance
15	1320	Public Case Search Modernization	Authorized	CIO	Maintenance
16	1327	SCOMIS and JRS Retirement	Authorized	CIO	Maintenance
17	1328	Risk Assessments Sustainability	Authorized	CIO	Maintenance
18	1297	Self-represented Litigants Access	Awaiting Authorization	Administrator	New Program

■ Authorized
 ■ In Progress
 ■ Completed
 ■ Withdrawn or Closed

ITG Request Progress

Awaiting Endorsement

Awaiting Analysis

Awaiting Endorsement Confirmation

Awaiting CLUG Recommendation

Awaiting Authorization

Awaiting Scheduling

1321** - Send JCAT data to the Data Warehouse to Facilitate Reporting
1338 - Store and provide access to historical RightNow ticket data
1353 - Build New Supreme Court Web Page
1357 - Guardianship Monitoring and Tracking

1351 - Enhance DOL Feed to Include Date of Death
1355 - Replace Appellate Court Case Management & E-Filing Systems
1356 - Rebuild the Appellate Inmate E-Filing Application

1297 - Self-Represented Litigants (SRL) Access to SC & CLJ Courts
1308 - Integrated eFiling for Odyssey DMS Superior Courts
1350* - IT Modelling System Replacement
1360 - CICS Transaction Server for z/OS 5/6

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
1320 - Public Case Search Modernization
1324 - Appellate Court Electronic Record Retention
1326 - Online Interpreter Scheduling
1327 - SCOMIS & JRS Retirement
1328 - Risk Assessments Sustainability
1331 - Judicial Contract Tracking System (JCTS)
1340 - Enterprise Integration Platform & Ext API
1345 - Integration of Ocourt into CLJ-CMS

** On Hold