



Judicial Information System Committee (JISC)

Friday, October 27, 2017 (10:00 a.m. – 2:00 p.m.)

CALL IN NUMBER: 877-820-7831 PC: 394116#

SeaTac Facility: 18000 INTERNATIONAL BLVD, SUITE 1106, SEATAC, WA 98188

AGENDA

1.	Call to Order <ol style="list-style-type: none"> a. Introductions b. Approval of Minutes c. Decision Point: New appointment to the CLJ-CMS Project Steering Committee d. New JISC Member Tenures: <ol style="list-style-type: none"> 1. Judge John Hart, CLJ (DMCJA) 2. Paulette Revoir, CLJ (DMCMA) 	Chief Justice Mary Fairhurst, Chair	10:00 – 10:05	Tab 1
2.	New JISC Vice-Chair/DDC Chair Election <ol style="list-style-type: none"> a. Nominations and Election 	Chief Justice Mary Fairhurst, Chair	10:05 – 10:15	
3.	JIS Budget Update <ol style="list-style-type: none"> a. 17-19 Budget Update b. 2018 IT Supplemental Budget Request Update 	Mr. Ramsey Radwan, MSD Director	10:15 – 10:25	Tab 2
4.	Self-Represented Litigant Presentation <ol style="list-style-type: none"> a. Decision Point: Odyssey Portal Access for Self-Represented Litigants 	Ms. Elaine McLaughlin, Court Records, Access Coordinator Mr. Sart Rowe, ATJ Tech Committee Ms. Linda Myhre Enlow, Thurston Co. Clerk Ms. Sonya Kraski, Snohomish Co. Clerk	10:25 – 10:35	Tab 3
5.	JIS Priority Project #1 (ITG 2): Superior Court Case Management System (SC-CMS) Update <ol style="list-style-type: none"> a. General Project Update b. Decision Point: Superior Court Case Management System – Financial Assistance for USB Cash Drawers 	Ms. Maribeth Sapinoso, PMP Mr. Keith Curry	10:35 – 10:50	Tab 4
Break			10:50 – 11:00	
6.	JIS Priority Project #4 (ITG 102): Courts of Limited Jurisdiction Case Management System (CLJ-CMS) Update <ol style="list-style-type: none"> a. General Project Update Executive Session – Closed b. Contract Negotiations Update 	Mr. Mike Walsh, PMP Mr. Ramsey Radwan, MSD Director	11:00 – 12:00	Tab 5
Working Lunch			12:00 – 12:20	

7.	AOC Expedited Data Exchange (EDE) Pilot Implementation Project a. INH EDE QA Report b. AOC Project Update c. King County District Court Project Update d. King County Clerk's Office Project Update	Mr. Tom Boatright, ISG Ms. Gena Cruciani, ISG Mr. John Anderson, ISG Mr. Kevin Ammons, PMP Mr. Othniel Palomino, Court Administrator Ms. Barb Miner, King Co. Clerk	12:20 – 1:20	Tab 6
8.	DOL DRIVES Project Impacts	Ms. Keturah Knutson, ISD Associate Director	1:20 – 1:35	Tab 7
9.	Committee Reports a. Data Dissemination Committee (DDC)	Judge Thomas Wynne	1:35 – 1:50	
10.	BJA Update a. June 16 th Meeting	Chief Justice Fairhurst, Chair	1:50 – 1:55	Tab 8
11.	Meeting Wrap Up a. 2018 JISC Calendar Invite Follow-up	Chief Justice Fairhurst, Chair	1:55 – 2:00	
12.	Informational Materials a. 2018 JISC Meeting Schedule b. ITG Status Report c. SeaTac Evacuation Map			Tab 9

Persons with a disability, who require accommodation, should notify Brian Elvin at 360-705-5277 brian.elvin@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:

2017 – Schedule

December 1, 2017

JUDICIAL INFORMATION SYSTEM COMMITTEE

August 25, 2017
10:00 a.m. to 12:00 p.m.
Conference Call

Minutes

Members Present:

Chief Justice Mary Fairhurst, Chair
Mr. Larry Barker
Ms. Lynne Campeau
Judge Jeanette Dalton
Ms. Callie Dietz
Judge J. Robert Leach
Judge G. Scott Marinella
Ms. Barb Miner
Ms. Brooke Powell
Judge David Svaren
Mr. Bob Taylor
Ms. Aimee Vance
Judge Thomas J. Wynne

Members Absent:

Mr. Rich Johnson
Mr. Frank Maiocco
Chief Brad Moericke
Mr. Jon Tunheim

AOC Staff Present:

Mr. Kevin Ammons
Ms. Kathy Bradley
Ms. Vicky Cullinane
Ms. Vonnie Diseth
Mr. Brian Elvin
Mr. Mike Keeling
Ms. Keturah Knutson
Mr. Dirk Marler
Mr. Ramsey Radwan
Mr. Kumar Yajamanam

Guests Present:

Mr. Tom Boatright
Mr. Othniel Palomino
Mr. Sart Rowe

Call to Order

Chief Justice Fairhurst called the meeting to order at 10:00 a.m. Since this was a conference call, Chief Justice Fairhurst took roll call reading of the names of JISC members and AOC staff with guests announcing their presence when roll call was finished.

June 23, 2017 Meeting Minutes

Chief Justice Fairhurst asked if there were any changes or corrections to the June 23rd, 2017 meeting minutes. Hearing none, Chief Justice Fairhurst deemed them approved.

JIS Budget Update

Mr. Ramsey Radwan reported on the 17-19 budget and the 2018 supplemental budget. Mr. Radwan gave a recap of the 17-19 Budget with the AOC generally doing okay with their requests. Mr. Radwan pointed to the Blue Sheet showing the request for approximately \$5.3 million in General Funds (GF) to back fill for the EDE expenditures. The legislature did not provide GF monies, however they did carryover \$4.3 million to continue the EDE project and the funding comes out of the JIS account. Mr. Radwan alerted the committee that AOC has stated in the past, and will continue to state that this adversely impacts existing projects such as SC-CMS, on-going operations for SC-CMS, once the Go-Lives are completed, as well as the CLJ-CMS. Mr. Radwan reported the legislature basically allocated

all of the anticipated resources from the JIS account which is why you only see three numbers on the sheets. One is the \$4.3 million for the EDE, \$12 million for the SC-CMS (the amount requested) and \$10 million for other JIS projects. The legislature allocated all the funding, as anticipated, as the money does not come out of their pocket. As, previously stated, revenues are going down and will require more discussion to strategize for the future. However, even though the legislature did not appropriate monies for ongoing SC-CMS operations, internal equipment replacement, or the full amount of the CLJ-CMS, AOC will be able to cover most of those in the \$12 million from the SC-CMS without adversely impacting the organization or any of the projects. As usual, Mr. Radwan will continue to watch the budget on a daily basis to ensure any extra dollars are prioritized to the highest priorities. In addition, through contract negotiations with JTI, AOC is seeing the initial two year expenditure level, which was anticipated at approximately \$13.1 million, will be about \$10 million, which will firm up as negotiations progress. It is anticipated if the contract is executed with JTI, AOC will not need the full \$13.1 million that was requested for the CLJ-CMS project. As a whole the 17-19 Information Technology budget, as passed by the legislature, is okay for AOC. The assumption was we wouldn't get general funds for the EDE but there is still a possibility, coming out of the House, where one of the representatives put approximately \$1.2 million GF in the budget but it was stripped from the agreed upon Senate version. Mr. Radwan asked if there were any questions concerning the current biennial budget and the amounts appropriated. No questions were asked at this time.

Mr. Radwan moved on to the AOC 2018 Information Technology Supplemental Budget Request. The supplemental request is similar to the 17-19 request with the first two items being the EDE Request for state GF monies for the EDE Project. At the budget committee meeting, with Chief Justice Fairhurst and Callie Dietz in attendance, a discussion was held on the best strategy to pay back the JIS account, with regard to the \$4.3 million and the \$1.1 million requests. The agreement and continuing strategy with the stakeholders, between now and January, will be pointing out this is not just a pay back of funds, but if AOC does not receive those funds, the current technology projects will be adversely impacted. It is extremely important that we have a consistent message from AOC and the stakeholders to bring to the legislature as soon as possible. Part of the message should include the importance of these statewide systems, the fact that the branch has fully participated in revenue increases and expenditure decreases over the past 10 or more years. Mr. Radwan also cited the fact that the legislature has taken \$30 million out of the account over the last 10+ years. Mr. Radwan will be working on the decision packages and be passing them along for review in the next couple of weeks following this meeting. The focus will be on the importance of getting general fund monies to supplement the JIS account. Next, Mr. Radwan moved to the Equipment Replacement request. Because the legislature allocated one hundred percent of the funding in the JIS account, a placeholder request for external equipment replacement is being considered. Inclusion of this request will depend upon the final JIS account balance. Mr. Radwan will be looking at multiple options, including having the state treasurer issue certificates of participation for the equipment or delaying equipment replacement for at least two years. The third is for the continuation of the AC-ECMS project in fiscal year 2019.

A motion was presented to approve the 2018 budget request. The JISC voted to approve the budget request.

Motion: Judge David Svaren

I move that the JISC approve the 2018 budget request as presented, with the understanding that the dollar amounts will change and that the final amount per request will be presented to the JISC once determined.

Second: Callie Dietz

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

Opposed: None

Absent: Mr. Rich Johnson, Mr. Frank Maiocco, Chief Brad Moericke, Mr. Jon Tunheim

2015-2017 ATJ Technology Principles Report to the Supreme Court

Mr. Kumar Yajamanam, ISD Architecture and Strategy Manager reported on the Washington State Access to Justice Board (ATJ) Technology Principles report to the Supreme Court. Mr. Yajamanam stated that the Supreme Court adopted the ATJ Principles in 2004 and had ordered the AOC, the ATJ board, and the JISC to report on the use of the technology principles in the court system across the state. This report documents the activities across the state involving the use of ATJ Technology Principles and is produced on a biennial basis. Mr. Yajamanam highlighted that the 2015-17 ATJ Technology Principles Report was developed with contributions from ATJ Technology Committee members, in particular, Mr. Sart Rowe, Ms. Diana Singleton, Ms. Emily McReynolds, Ms. Bonnie Sterken, and Mr. Donald Horowitz as well as a number of other AOC and ATJ Tech Committee staff. The 2015-17 was a very active period for the work of the ATJ Technology Committee, and the report has documented all the activities ranging from workshops to symposiums as well as several projects. Mr. Sart Rowe, added that the ATJ Board has a subcommittee that is looking at updating the ATJ Technology Principles, given that they were adopted in 2004, with technology changing since that time. Currently, they are looking for feedback from members of the JISC or other groups on ways to improve the principles.

A motion was presented to approve the ATJ Technology Principles Report to the Supreme Court. The JISC voted to approve the request.

Motion: Callie Dietz

I move to approve the 2017 Access to Justice Technology Principles Report to the Supreme Court.

Second: Judge Jeanette Dalton

Voting in Favor: Chief Justice Mary Fairhurst, Mr. Larry Barker, Ms. Lynne Campeau, Judge Jeanette Dalton, Ms. Callie Dietz, Judge J. Robert Leach, Judge G. Scott Marinella, Ms. Barb

Miner, Ms. Brooke Powell, Judge David Svaren, Mr. Bob Taylor, Ms. Aimee Vance, and Judge Thomas J. Wynne.

Opposed: None

Absent: Mr. Rich Johnson, Mr. Frank Maiocco, Chief Brad Moericke, Mr. Jon Tunheim

ITG Endorsing Group Update for Appellate Courts

Ms. Kathy Bradley, JIS Business Liaison, reported on the ITG Endorsing Group update for the Appellate Courts. Ms. Bradley began with an overview of the current Information Technology Governance (ITG) process. Ms. Bradley referred to the packet containing the JIS ITG Policy, which was put into place in 2010. The policy defines a process framework for IT governance bodies to do three things: make effective investment decisions, process IT requests, and address IT governance challenges. The policy also identifies two types of governance bodies. One, the endorsing groups, which are representative of key stakeholder communities. Ms. Bradley pointed out that when the JIS ITG Policy was put into place, there were two separate endorsing groups identified for the Appellate courts: one for the Supreme Court and one for the Court of Appeals. It also addresses Court Level User Groups (CLUGs) of which there are four - one representing each court level and one representative of all court levels called the Multi-level User Group. Ms. Bradley then gave a high level overview of what the ITG process, is from Step 1 (Initiate), Step 2 (Endorse), Step 3 (Analyze), Step 4 (Recommend), and Step 5 (Schedule). Depending on the level of request, it could go to Vonnie Diseth, Callie Dietz, or the JISC for review and approval. If requests are above certain time and cost thresholds, an ITG request would be brought to the JISC for approval. Ms. Bradley pointed the committee to the diagram of the Endorsing Groups, included in the packet, with the flip side containing the CLUGs. The diagram indicates who is involved for each of the Endorsing Groups, to best meet the needs of the Appellate Courts, they would like to combine the Supreme Court and Court of Appeals Endorsing Groups into one Endorsing Group called the Appellate Courts Endorsing Group. This would best represent their ongoing operational structure. Ms. Bradley asked for questions. Hearing none, Ms. Bradley turned to Vonnie Diseth for more information on the decision point. Ms. Diseth let the committee know the policy has not been updated for the past seven years and the suggested edits are fairly minor changes to the process and will better meet the needs of the appellate courts and how they would like to operate.

A motion was presented to approve the amendments to the JIS IT Governance Policy.

Motion: Chief Justice Fairhurst

I move that the JISC approve the JIS IT Governance Policy as amended.

Second: Mr. Larry Barker

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

Opposed: None

Absent: Mr. Rich Johnson, Mr. Frank Maiocco, Chief Brad Moericke, Mr. Jon Tunheim

CIO Update

Ms. Diseth gave the CIO report to the JIS Committee

Appellate Court Enterprise Content Management System (AC-ECMS) Project (Phase 1)

At the last JISC meeting in June, Court of Appeals – Division 1 had not yet gone live with the new OnBase system. Since that time, all four implementations of OnBase to the Appellate Courts (Release 1) have been successfully completed. All Appellate Courts are now using a single common DMS. The contract with ImageSoft has ended. However, ImageSoft is continuing to work on a couple of system issues under the warranty period of the contract that involve document indexing and Optical Character Recognition (OCR):

During the next fiscal year (July 2017 – June 2018), AOC and the Appellate Courts will focus on the stabilization and continued maturation of the system (a.k.a. Release 2). Release 2 will be completed with the existing AOC support staff and does not require additional funding.

In addition, AOC and the Appellate Court Clerks developed an *Appellate Courts Technology Strategic Plan* that lays out a phased approach for the next five years for requesting funding to continue implementation of the long-term comprehensive vision for electronic Appellate Courts.

Courts of Limited Jurisdiction Case Management System (CLJ-CMS) Project – RFP & Contract Negotiation Status Update

On 6/23, the JISC approved the award of the CLJ-CMS RFP to the Apparent Successful Vendor (ASV) – Journal Technologies. Following that decision, AOC received two letters of protest from Tyler Technologies regarding the contract award to Journal Technologies. The first was received on 7/26 and the second on 8/2. According to the terms of the RFP, the protest went to the Deputy Commissioner of the Supreme Court for review and a decision on its validity. The Deputy Commissioner has 15 business days to review the protest and make a decision (unless more time is needed). Currently, the date for the decision has been extended to no later than August 24th due to the second protest letter (unless it is extended).

Meanwhile, AOC has continued preparations with our Contracts Office and our Special Assistant Attorney General, Rich Wyde, for contract negotiations with Journal Technologies. The first round of negotiations occurred August 8-10.

Expedited Data Exchange (EDE) Project

The EDE Program continues to prepare for the planned case management system implementations in King County. Since the last JISC meeting in June, there have been two noteworthy changes to report:

1. At the last Project Steering Committee meeting in July, King County District Court announced a schedule delay to their planned implementation date. The original implementation was planned for August 17 – 21, 2017 but is rescheduled for October 27 – 30, 2017. The planned Phase 1 implementation by King County District Court will consist of limited civil case, which includes civil cases that do not have well-identified persons.

The King County Clerk's Office (KCCO) planned implementation date for all King County Superior Court cases has not changed and is still scheduled for January 2, 2018.

2. AOC is in the process of simplifying the Enterprise Data Repository (EDR) data model to reduce the level of effort required to integrate with the EDR. There are many benefits to simplifying the data model; however, a significant amount of work remains to be completed to prepare the EDR, integrate the two King County case management systems, and modify the JIS applications and data exchanges to source data from the EDR. Even with the simplification underway, it presents a significant risk to the project because we are running out of time before the King County case management systems are implemented. AOC is mitigating the risk by having project staff working closely together to identify and resolve roadblocks as early as possible.

Superior Court Case Management System (SC-CMS) Project

The SC-CMS project team is working hard to prepare for the next Go-Live Event 6 in October with seven counties (Clallam, Island, Jefferson, Kitsap, San Juan, Skagit, and Whatcom). In addition, the project team has started meeting with the Event 7 counties to begin planning for their implementations. The team is also continuing discussions with Spokane County to address their implementation needs. The project team continues to do a lot of traveling throughout the state to demonstrate *Odyssey* and meet with each county.

AOC Interfaces with Partner Agencies

AOC has a great working relationship with our agency partners. The CIO's and their Deputies from AOC, DOL, and WSP meet quarterly to discuss each agency's internal projects that will have an impact on partner agencies. Both DOL and WSP have been engaged in numerous internal projects to modernize/replace their legacy systems, similar to AOC. Historically, AOC has been able to manage many of the hours required to make system changes without impacting other internal projects. However, the volume and timing of these interagency technology requests is becoming more and more of a concern as they may/will impact our internal staffing resources assigned to other high priority AOC projects. While AOC does not necessarily have control over the timing for when interagency work needs to be completed; many of these interagency system changes must take place to continue to keep the court systems functioning properly and sharing information.

Ms. Diseth alerted the committee to a request by some members to receive calendar invites for JISC meetings. Historically, the next year's calendar has been posted to the JISC meeting materials website

with an email sent to the JISC Listserv alerting the members the calendar has been posted. Prior to changing the long standing practice, Ms. Diseth requested the input of the committee. It was agreed the members would send an email with their preference to Brian Elvin to tally the votes. A decision will be made at the 10/27 JISC meeting.

Data Dissemination Committee Report (DDC)

Judge Thomas Wynne reported on the Data Dissemination Committee (DDC). Judge Wynne alerted the committee the DDC had a meeting directly prior to the 10 a.m. JISC meeting. The DDC received several requests to consider. One request came from King County pre-trial services, an executive agency providing pretrial release information for the district and superior courts, requesting JABS access. The DDC approved the request, consistent with the previous approval of requests of similar agencies in Snohomish and Spokane counties. King County Department of Public Defense requested access to involuntary commitment case types 6's. Judge Wynne stated this request is a little more complicated, as county clerks have the capability to provide that access on a county-by-county basis. As Mr. Mike Keeling has pointed out, there is no index dealing with case type 6's; they are not as well identified individuals as they are in criminal cases. The King County Clerk, Ms. Barb Miner, agrees with providing this access, so the committee approved the request and is including a recommendation that county clerks statewide consider providing such access on a broader basis. However, there may be statutory issues regarding restriction of access to court records and files in involuntary commitment cases. Those issues may need to be addressed before broader access is granted by county clerks.

Judge Wynne reported on an ongoing issue with Tacoma Municipal court dealing with the access by prosecutors to printing defendant case histories (DCH). Tacoma City Attorney's Office has exceeded its approved access and the DDC is restricting it to the previously approved access to print only calendars and dockets.

Also, Judge Wynne reported the language of public index contracts will be changing. Stephanie Happold has a draft of the change and the language, dealing primarily with the way agencies deal with restricted and sealed cases. The changes will update the language and make it more specific.

It was confirmed Judge Wynne will retire effect October 31st and the JISC will need a new co-chair. Judge Wynne confirmed that the procedure will be for the JIS Committee to elect a vice-chair, and the JISC vice-chair is also the chair of the DDC. Judge Wynne alerted the committee that he would be nominating Judge Leach, who has agreed to accept the nomination. Chief Justice Fairhurst asked the committee to alert her if others are interested in serving as vice-chair and chair of the DDC.

Board for Judicial Administration Report (BJA)

Chief Justice Fairhurst reported that in the future, she will be attaching BJA meeting minutes to the JISC packet, with the next meeting to be held on September 15. Chief Justice Fairhurst reported the last meeting's major accomplishments were the identification of two strategic initiatives the BJA will be working on: creation of legislation and budget proposals for the language interpreters, and judicial education, given the turnover in those working in the court system. Presently, chairs and members

have been identified, in addition Misty Butler and Jeanie Englert, who will be helping on those efforts. Judy Jasprica was elected to be co-chair, which alternates between the superior courts and courts of limited jurisdiction, and will co-chair with Chief Justice Fairhurst. The BJA is excited about accomplishing initiatives and working together with the JISC. The BJA would also like to be updated on the JISC, and Chief Justice Fairhurst intends to include JISC minutes in the BJA meeting materials to help enable the sharing of information between the two committees.

Adjournment

Due to the issues with traffic and construction at the SeaTac offices, Chief Justice Fairhurst stated she was pleased the committee was able to meet via a teleconference rather than SeaTac. However, the next JISC meeting, on 10/27, will contain the project updates and the committee should plan on meeting at the SeaTac location. Chief Justice Fairhurst declared the meeting adjourned at 11 a.m.

Next Meeting

The next meeting will be October 27, 2017, at the AOC SeaTac Facility from 10:00 a.m. to 2:00 p.m.

Action Items

	Action Items	Owner	Status

Judicial Information System Committee Meeting, October 27, 2017

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

MOTIONS:

- I move that the JISC approve the appointment of Paulette Revoir to represent the DMCMA on the CLJ-CMS Project Steering Committee.

I. BACKGROUND

On February 28, 2014, the JISC made IT Governance Request 102, the CLJ Case Management System, JISC Priority 4, the top priority request for courts of limited jurisdiction on the JISC priority list.

On April 25, 2014, the JISC approved the Project Charter, the Project Steering Committee Charter, and the Court User Workgroup Charter for the CLJ-CMS Project, and appointed members to the Project Steering Committee nominated by the District and Municipal Court Management Association (DMCMA), the District and Municipal Court Judges' Association (DMCJA), and the Misdemeanant Probation Association (MPA) (FKA Misdemeanant Corrections Association).

In 2014, the JISC appointed three DMCMA members to the CLJ-CMS Project Steering Committee: Cynthia Marr, Lynne Campeau, and Aimee Vance.

The CLJ-CMS Project Steering Committee provides project oversight and strategic direction for the CLJ-CMS project over the life of the project. The CLJ-CMS Project Steering Committee plays a key leadership role within the project governance structure and is responsible for business decisions regarding the project and for making project recommendations to the JISC.

II. DISCUSSION

Aimee Vance left the CLJ-CMS Project Steering Committee on October 23, 2017. The CLJ-CMS Project Steering Committee Charter requires members to be appointed by the JISC. The DMCMA has nominated Paulette Revoir to replace Aimee Vance.

III. OUTCOME IF NOT PASSED –

If the JISC does not appoint a new member to replace Aimee Vance, the DMCMA will not have full representation on the CLJ-CMS Project Steering Committee.



DISTRICT AND MUNICIPAL COURT MANAGEMENT ASSOCIATION

PRESIDENT Cynthia Marr

Pierce County District Court
930 Tacoma Ave S Rm 239
Tacoma, WA 98402
(253) 798-7419
Fax (253) 798-3329
cmarr@co.pierce.wa.us

October 23, 2017

Honorable Mary E. Fairhurst
Chief Justice, Washington State Supreme Court
JISC Chair
PO Box 40929
Olympia WA 98504-0929

PRESIDENT ELECT Margaret Yetter

Kent Municipal Court
1220 Central Ave S
Kent, WA 98032
(253) 856-5735
Fax (253) 856-6730
myetter@kentwa.gov

RE: DMCMA CLJ-CMS Project Steering Committee Member Nominee

Dear Chief Justice Fairhurst:

It is with great pleasure that I nominate Paulette Revoir, Administrator, Lynnwood Municipal Court, as a District and Municipal Court Management Association member of the CLJ-CMS Project Steering Committee. This nomination is necessary due to Ms. Aimee Vance's parting.

VICE PRESIDENT Dawn Williams

Bremerton Municipal Court
550 Park Ave
Bremerton, WA 98337
(360) 473-5262
Fax (360) 473-5262
dawn.williams@ci.bremerton.wa.us

I trust you and other JISC members will find Ms. Revoir's tenure as DMCMA president, experience as a CLJ-CMS evaluator and current voting member of the CLJ-CMS Court User Work Group (CUWG) equips her with an excellent background to promote the mission of the project steering committee. With this nomination, the DMCMA representatives continue to depict the diversity of our constituent group, including district and municipal courts of various sizes.

SECRETARY Sonia Ramirez

Yelm Municipal Court
206 McKenzie Ave SE
Yelm, WA 98597
(360) 458-3242
Fax (360) 458-3566
soniar@ci.yelm.wa.us

Ms. Revoir is committed to being available throughout the entire project and able to act on behalf of DMCMA during her tenure. Paulette will confidently make the difficult and challenging decisions needed to keep the project on budget, on schedule, and within scope.

TREASURER Judy Ly

Pierce County District Court
930 Tacoma Ave S Rm 239
Tacoma, WA 98402
(253) 798-2974
Fax (253) 798-7603
jly@co.pierce.wa.us

Thank you for consideration of Ms. Revoir, for including the DMCMA in this project's leadership, and for the JISC's continued support in implementing a modern case management system for courts of limited jurisdiction.

PAST PRESIDENT Paulette Revoir

Lynnwood Municipal Court
19321 44th Ave W
Lynnwood, WA 98036
(425) 670-5102
prevoir@lynnwoodWA.gov

Sincerely,

Cynthia Marr
DMCMA President

cc: Ms. Callie T. Dietz, State Court Administrator, Administrative Office of the Courts
Mr. Dirk Marler, Director, Court Services Division
Ms. Vonnie Diseth, Director, Information Services Division
Ms. Paulette Revoir, Administrator, Lynnwood Municipal Court

The Supreme Court
State of Washington

MARY E. FAIRHURST
CHIEF JUSTICE
TEMPLE OF JUSTICE
POST OFFICE BOX 40929
OLYMPIA, WASHINGTON
98504-0929



(360) 357-2053
E-MAIL MARY.FAIRHURST@COURTS.WA.GOV

September 12, 2017

Honorable John H. Hart
Colfax Municipal Court
400 N. Mills St.
Colfax, WA 99111

Re: Appointment to the Judicial Information System Committee

Dear Judge Hart:

At the request of the District and Municipal Court Judges' Association (DMCJA), I am pleased to appoint you as a DMCJA representative to the Judicial Information System Committee (JISC). JISC Rule 2 provides for the appointment of five members from the courts of limited jurisdiction to the JISC. This appointment will fill the remaining term of Judge Thomas Wynne. Your appointment is effective November 1, 2017, and continues through July 31, 2018.

Thank you for your interest in serving on the JISC. I appreciate your willingness to serve, and I am sure you will be a valuable asset to the committee.

Very truly yours,

MARY E. FAIRHURST
Chief Justice

cc: Judge Scott K. Ahlf, DMCJA President
Callie Dietz, Court Administrator
Vonnie Diseth, ISD Director, AOC

The Supreme Court
State of Washington

MARY E. FAIRHURST
CHIEF JUSTICE
TEMPLE OF JUSTICE
POST OFFICE BOX 40929
OLYMPIA, WASHINGTON
98504-0929



(360) 357-2053
E-MAIL MARY.FAIRHURST@COURTS.WA.GOV

October 24, 2017

Paulette Revoir
Lynnwood Municipal Court
19321 44th Ave W
Lynnwood, WA 98036

Re: Appointment to the Judicial Information System Committee

Dear Ms. Revoir:

At the request of the District and Municipal Court Management Association (DMCMA), I am pleased to appoint you as a DMCMA representative to the Judicial Information System Committee (JISC). JISC Rule 2 provides for the appointment of five members from the courts of limited jurisdiction to the JISC. This appointment will fill the remaining term of Aimee Vance. Your appointment is effective November 1, 2017, and continues through July 31, 2019.

Thank you for your interest in the success of the JISC. I appreciate your willingness to serve, and I am sure you will be a valuable asset to the committee.

Sincerely,

Mary E. Fairhurst
Chief Justice

cc: Ms. Cynthia Marr, DMCMA President
Ms. Callie Dietz, Court Administrator
Ms. Vonnie Diseth, ISD Director, AOC

**Administrative Office of the Courts
Information Services Division Project Allocation & Expenditure Update
2017-2019 Allocation**

Biennial Balances as of 09/30/2017

Initiatives--JIS Transition	ALLOTTED	EXPENDED	VARIANCE
Expedited Data Exchange (EDE)			
17-19 Allocation	\$4,339,000	\$1,648,207	\$2,690,793
Information Networking Hub (INH) - Subtotal	\$4,339,000	\$1,648,207	\$2,690,793
Superior Court CMS			
17-19 Allocation	\$12,000,000	\$7,838,934	\$4,161,066
Superior Court CMS Subtotal	\$12,000,000	\$7,838,934	\$4,161,066
Courts of Limited Jurisdiction CMS			
17-19 Allocation	\$10,000,000	\$322,252	\$9,677,748
Courts of Limited Jurisdiction CMS - Subtotal	\$10,000,000	\$322,252	\$9,677,748
TOTAL 2015-2017	\$26,339,000	\$9,809,393	\$16,529,607

**Administrative Office of the Courts
2018 Supplemental Budget Request
October 2017**

Administrative Office of the Courts – General Fund State Requests		
Title	FTE	Amount Requested
Staff Support for SCJA	2.0	\$240,000
Funding is requested for SCJA policy support staff.		
Thurston County Impact Fee	FTE 0.0	\$811,000
Funding is requested to reinstate monies eliminated in the 2017-2019 budget for impacts associated with disproportionate case filings in Thurston County.		
Judicial Stabilization Trust Account	FTE 0.0	\$1,840,000
Funding is requested to ensure that the Administrative Office of the Courts, Office of Public Defense and Office of Civil Legal can continue to meet constitutional and statutory obligations.		
Unemployment Compensation	FTE 0.0	\$182,000
Funding is requested to reimburse Employment Security for unemployment claims paid.		
Total-Non-IT Request SGF	2.0	\$3,073,000

Administrative Office of the Courts – Information Technology <u>General Fund State Request</u>		
Title	FTE	Amount Requested
EDE Carryover	FTE 0.0	\$4,339,000
Funding is requested to continue the Expedited Data Exchange. General Fund State.		
EDE Fund Shift	FTE 0.0	\$1,123,000
Fund shift from the state general fund to the JIS Account for EDE costs during the 2015-2017 biennium. General Fund State.		
Total Information Tech. Requests SGF	FTE 0.0	\$5,462,000

**Administrative Office of the Courts
2018 Supplemental Budget Request
October 2017**

Administrative Office of the Courts - <u>JIS Requests</u>		
Title	FTE	Amount Requested
Equipment Replacement	FTE 0.0	\$2,265,000
Funding is requested to replace aged computer equipment at the courts.		
AC-ECMS	FTE 0.0	\$390,000
Funding is requested for ongoing maintenance, maturation, and enhancement of the Appellate Court Enterprise Content Management System (AC-ECMS).		
Total Information Tech. Requests JIS	FTE 0.0	\$2,655,000
Total All Information Tech. Requests	FTE 0.0	\$8,118,000
Total All Requests-AOC	FTE 2.0	\$11,190,000

Judicial Information System Committee Meeting

October 27, 2017

DECISION POINT – Odyssey Portal Access for Self-Represented Litigants

MOTION:

I move that the JISC approve the Self-Represented Litigants (SRL) Workgroup's proposal for SRL access to the Odyssey Portal.

I. BACKGROUND

In July 2016, the SC-CMS Court User Workgroup (CUWG) asked the SC-CMS Project Steering Committee to review a request from the Access to Justice Board (ATJ) to address the needs of self-represented litigants (SRL) who will access court records through Odyssey Portal (Portal). The Steering Committee requested that designees from the ATJ, Administrative Office of the Courts (AOC), and Washington State Association of County Clerks (WSACC) create a proposal for SRL access to the Odyssey Portal for consideration by the Judicial Information System Committee (JISC). This SRL workgroup consisted of John Bell, Kathy Bradley, Vicky Cullinane, Thurston County Clerk Linda Myhre Enlow, Snohomish County Clerk Sonya Kraski, Elaine McLaughlin, and Sart (Brian Rowe).

II. DISCUSSION

The SRL Workgroup's goal is to provide recommendations that allow SRLs equal access, wherever possible, to the existing Portal "attorney of record" (AOR) security role. The proposed SRL security role addresses GR 22 requirements and confidentiality and safety risks for parties and participants in all case types, including those with active protection orders.

The SRL Workgroup's proposal is as follows: Upon registration, the proposed Self-Represented Litigant (SRL) Portal role would provide access to all publicly available case information (court dockets), without access to case documents, similar to the Portal JIS-Link Level-01 role. For all cases where the SRL is a party of record, county clerks would grant elevated access, including access to case documents.

Access to the Odyssey Portal by SRLs will require AOC staff to create a new Portal SRL security role and Party ID override. A new "Pro Se" or "SRL" party type would need to be created on the "Manage Odyssey Portal User Access page. The proposal assumes that AOC and county clerk staff will use existing resources to develop and implement the SRL role. The proposal assumes that the WSACC and/or county clerk's offices will create instructional materials for the SRL registration process. The proposal also assumes ongoing AOC business and technical support.

III. PROPOSAL

The JISC should approve the self-represented litigant roles and access process as proposed by the Self-Represented Litigants Workgroup.

IV. OUTCOME IF NOT PASSED

If the JISC does not approve an access role for self-represented litigants in the Odyssey Portal, self-represented litigants who are parties of record on cases will not have access to electronic documents for those cases.

Online Record Access to Superior Court For Self-Represented Litigants Project Group Scoping Document

Project Overview: In July 2016, the SC-CMS Court User Workgroup (CUWG) asked the SC-CMS Project Steering Committee to review a request from the Access to Justice Board (ATJ) to address the needs of self-represented litigants (SRL) who will access court records through Odyssey Portal (Portal). The Steering Committee requested that designees from the ATJ, Administrative Office of the Courts (AOC), and Washington State Association of County Clerks (WSACC) create a proposal for SRL access to the Odyssey Portal for consideration by the Judicial Information System Committee (JISC). This SRL workgroup consisted of John Bell, Kathy Bradley, Vicky Cullinane, Thurston County Clerk Linda Myhre Enlow, Snohomish County Clerk Sonya Kraski, Elaine McLaughlin, and Sart (Brian) Rowe.

The SRL workgroup's goal is to provide recommendations that allow SRLs equal access, wherever possible, to the existing Portal "attorney of record" (AOR) security role. The proposed SRL security role addresses GR 22 requirements and confidentiality and safety risks for parties and participants in all case types, including those with active protection orders. Additionally, the recommendations and associated processes are executable across County Clerk's offices with varied staff and resources that use the Odyssey Document Management System (Odyssey DMS).

In order for JISC to prioritize the development of a SRL Portal security access role the following information is provided:

- Overview of Basic Processes & Roles – SRL Identification, Registration Requirements and Tracking.
- System and Schedule Impacts - Impacts to Odyssey and Odyssey Portal.
- Resources – Short-term and long-term support needed to create and maintain a SRL Portal security access role.

The ATJ, AOC, CUWG, WSACC, and the Project Steering Committee have reviewed the SRL workgroup's recommendations and documentation. Robert Taylor, representing the WSBA, also served as a consultant to this group. Security recommendations were submitted to Team Child and the Family Law Section of the Washington State Bar Association (WSBA) for consideration, but no responses were received from either organization. JISC's Data Dissemination Committee (DDC) provided a courtesy review of materials. The DDC suggested clarifying language revisions which were adopted and noted the access recommendations included creative solutions to provide equal access for SRLs.

The creation of the SRL Portal role is a policy issue that needs to be negotiated by and between the JISC, WSACC and the ATJ, with information regarding staff and financial resource requirements, processes, and procedures provided by the AOC.

The SRL workgroup’s recommendations to the JISC are outlined in the following pages. If you have questions about this proposal, please contact Elaine McLaughlin via email at Elaine.McLaughlin@courts.wa.gov

Overview of Basic Processes & Roles

Administrative Roles & Processes: [The Proposed SRL Processes Overview – Appendix A](#), compares the existing Portal registration process with the proposed SRL registration process. Each phase of the registration process is mapped into a separate section and any variances in process are documented side-by-side; these phases include: registration, identification, on-boarding, tracking, adding and removing a Party ID, access removal, and best practices.

SRL Security Access Recommendations: Upon registration, the proposed Self-Represented Litigant (SRL) Portal role provides access to all publicly available case information (court dockets), without access to case documents, similar to the Portal JISLink Level-01 role. Further, County Clerks will grant elevated access, including access to case documents, to all cases where the SRL is a Party of Record by entering the SRL’s Odyssey Party Identification Number (Party ID) into Odyssey Case Manager (Odyssey).

The detailed SRL role recommendations can be found at [Proposed SRL Security Access – Appendix B](#).

The SRL Party ID will function the same way a WSBA bar number does for the Attorney of Record (AOR) override.

Portal User	Initial Portal Role	Override	Override Access Granted
Attorney	Attorney	WSBA Bar No.	Attorney of Record
SRL	JISLink Level 01	Party ID	SRL Proposed Access

Case Type Access Variances: A small percentage of case types were deemed inappropriate or not useful for SRLs. These case types are noted on the ‘Access Variance’ tab of [Appendix B](#).

Proposed Changes to AOR Party Information Access: In order to create equal access and protect personally identifying information, the workgroup proposes limiting AOR access to select Party information (gender, height, ethnicity, state ID, weight, physical descriptors, and vehicle information).

SRL Portal View: [The Portal Role Comparison – Appendix C](#), illustrates how the proposed security rights will populate in Portal. The comparison shows search results for case number and name searches. Appendix C includes the proposed changes to the AOR Security access noted above.

Odyssey case types: ‘Civil’ versus ‘Well Identified’. In some instances, it will be necessary for an SRL to maintain two separate email addresses and Portal logins. Odyssey does not

allow adding a Well Identified Person (WIP) to a civil (Civil) case type. If an SRL requests access to both WIP and Civil cases, they will need to maintain two separate Portal logins tied to two separate email addresses.

SRL Access Need:	Emails Required:
One case (WIP or civil)	1
Multiple WIP or civil cases	1
One WIP and one civil case	2
Multiple WIP and civil cases	2

Civil Person (not well identified) is an unknown individual record in the JIS Person database which may include a name or address.

Individual WIP (Well Identified Person) is a known individual record in the JIS Person database, and JIS Person Business Rules require: name, address, and at least one of the following identifiers: date of birth (DOB), Washington Department of Corrections number (DOC#), State Criminal ID number (SID#), Driver’s License (DL#), Federal Bureau of Investigation number (FBI#), Juvenile number JUV#, or other court assigned identifier.

Additional information regarding JIS Person Business Rules can be found [here](#).

Odyssey and Portal Impacts – General:

1. Development required to implement the proposed SRL Portal Access.

A new Portal SRL security role and Party ID override will need to be created for Odyssey and Odyssey Portal. AOC staff have the ability to create Security roles without intervention from Tyler Technologies (a similar role and override for Guardian Ad Litem has already been created and implemented). The role will need to be created, tested, and piloted before it may be utilized; and

A new selection choice must be implemented on InsideCourts ‘Manage Odyssey Portal User Access’ page user type “Pro Se” or “SRL”.

2. Identification and tracking of Self-Represented Litigants in the system.

Odyssey will not specifically track SRLs. The SRL’s Party ID will be used as the mechanism to initiate the access override like an attorney’s WSBA bar number. However, County Clerks may request that AOC establish ‘SRL’ as an agency type. Creating a unique agency type will give County Clerk’s the ability to search for SRLs using an ‘other agency number.’

3. Role development prioritization.

To Be Determined- Per JISC.

4. Information display.

Please see [Appendix C – Portal Role Comparison](#) for reference.

5. Security necessary to allow, augment, or prevent access to confidential and protected documents.

Please see [Appendix B – Proposed SRL Security Access](#) for reference.

Resources Required for Development –

1. Project funding.

Funding is not available. AOC and County Clerk staff will need to use existing resources to develop and implement this role. However, this workgroup recommends pursuing outside grants to assist in funding these SRL access efforts.

2. Adequacy of staffing.

It is anticipated that both the AOC and County Clerks have sufficient staff resources to develop and manage this activity. However project prioritization will be needed to begin implementation. It should be noted that waiting until the completion of the SC-CMS Implementation will allow those County Clerks who use the Odyssey DMS to participate in the additional role and process development.

Short Term Resources necessary for SRL role development:

1. Ongoing engagement from AOC and participating County Clerk's staff for additional role development and to articulate business processes into procedures and other guidance;
2. AOC and County Clerk's staff to test and implement the new role; and
3. Ongoing AOC business and technical support.

Long Term Resource necessary for SRL role development:

4. WSACC and/or County Clerk Office(s) to create SRL specific registration and deactivation materials written in plain English which outline SRL specific registration needs, including:
 - Verification of existing access;
 - Email and login requirements;
 - Case number(s);
 - State or federally issued ID numbers;
 - Party ID numbers (if known); and
 - How to remove and restore Portal SRL access.
5. Ongoing AOC Business and Technical Support.
6. Future Sizing Request to Tyler Technologies to investigate if SRL WIP and non-WIP logins can be combined into a single access login to view both Civil and Well Identified Person cases.

If you have questions about this proposal, please contact Elaine McLaughlin via email Elaine.McLaughlin@courts.wa.gov

Proposed Self-Represented Litigant (SRL) Process Recommendations:

Processes must be executable across County Clerk’s offices with varied staff and resources. Best practices are noted at the bottom of each section.

Portal Subscriber Registration & Identification Requirements

Current Process	Proposed SRL Process
<p><u>Registration Requirements:</u> County Clerk specific Portal registration documents and fees received via USPS, or in-person.</p> <p><u>Identification:</u></p> <p><u>VIA USPS:</u> perform Subscriber identification research via web to verify job title and/or size of organization or firm.</p> <p><u>In-person:</u> valid picture identification is required.</p> <p><u>Registration Review:</u> documents are reviewed and designated as incomplete or complete.</p> <p><u>Incomplete Registrations:</u> user is notified of missing material(s) via form letter. Documents may either be kept, or returned to requestor.</p>	<p><u>Registration Requirements:</u> County Clerk specific SRL Portal registration documents received: via USPS, in-person.</p> <p><u>Identification:</u> SRL must provide a valid state or federally issued picture identification.</p> <p><u>VIA USPS,</u> a copy of the SRL’s valid state or federally issued identification. Notarized signatures are required for USPS requests.</p> <p><u>In-person,</u> valid state or federally issued identification required. Original signatures are required for in-person requests.</p> <p><u>Registration Review:</u> SRL documents are reviewed and designated as incomplete or complete.</p> <p><u>Verification:</u> verify if the SRL already has a Portal account, and if:</p> <ol style="list-style-type: none"> 1. They need a new account created for access to the requested case(s) 2. If they have registered for a portal account in any other County, or 3. If a new account will need created with a separate email address. <p><u>Incomplete Registrations:</u> SRL is notified of missing material(s) or need for additional email address and login via form letter. Documents may either be kept, or returned to requestor.</p>

Best Practice: SRL registration materials to use plain language and include specified guidance regarding the length of access, how to deactivate and re-activate access if needed. Registration materials must verify if: this is the first time the SRL has requested Portal access; and if the SRL has an existing Party ID.

Best Practice: County Clerks keep a return log of all incomplete requests.

Registered User Portal On-Boarding

Current Process	Proposed SRL Process
<p><u>Inside Courts:</u> log into InsideCourts, Manage User IDs, Manage Odyssey-Portal access.</p> <p>Create e-Service request with new registration.</p> <p>Submit request to AOC.</p> <p>AOC requires 48 hours to process requests.</p> <p><u>AOC Registration:</u> Portal Administrator receives e-Service request, creates user account linking email to proper County and if override is required, adds attorney bar number to system.</p> <p>Once registered, an automated message is sent to registered user confirming registration with instructions to create password.</p> <p>Portal Administrator closes request ticket.</p> <p><u>County Clerk Administrative:</u> Print AOC confirmation.</p>	<p><u>Inside Courts:</u> log into InsideCourts, Manage User IDs, Manage Odyssey-Portal access.</p> <p>Create e-Service request with new registration, include the SRLs Party ID number, or indicate they have requested Portal access previously, in e-Service request notes.</p> <p>Submit request to AOC.</p> <p>AOC requires 48 hours to process requests.</p> <p><u>AOC Registration:</u> Portal Administrator receives e-Service request and creates SRL user account linking email to proper County and Party ID to system.</p> <p>Portal Administrator will contact Clerk if user exists in Portal.</p> <p>Once registered, an automated message is sent to registered user confirming registration with instructions to create password.</p> <p>Portal Administrator closes request ticket.</p> <p><u>County Clerk Administrative:</u> Print AOC confirmation.</p>

Best Practice: County Clerk notifies subscriber via form email that their request is in process and gives subscriber an overview of next steps and timelines.

Best Practice: County Clerk updates registration request and marks off when the request has been sent to AOC.

Registered User Individual Tracking & Coordination with AOC

Current Process	Proposed SRL Process
<p><u>Tracking</u>: County Clerk keep all Portal requests, approved and denied, on file.</p> <p>County Clerk opens Portal user file for each registered organization/ subscriber. A complete record of the Subscriber's access is noted in the file.</p>	<p><u>Tracking</u> County Clerk keep all Portal requests, approved and denied, on file.</p> <p>County Clerk opens Portal user file for SRL. A complete record of the Subscriber's access is noted in the file, including any associated Party IDs.</p>

Best Practice: County Clerk adds user to tracking sheet.

Processes for adding and removing assigned attorneys (Attorney of Record) to a case.

Current Process	Proposed SRL Process
<p>Follows the same process as a Notice of Appearance or Filing a Case</p> <p>County Clerks link and un-link attorneys via bar number in the CMS as requested.</p> <p>If there are issues with linking cases, County Clerk will contact AOC.</p>	<p>Follows the same process as a Notice of Appearance or Filing a Case</p> <p>County Clerk will need to ensure processes are in place so an SRL's specific Party ID is used on all of the SRL's cases in Odyssey Case Manager.</p> <p>County Clerk link and un-link SRLs Party ID in the CMS as requested.</p> <p>If there are issues with linking cases, County Clerk will contact AOC.</p>

Registered User Portal Removal

Current Process	Proposed SRL Process
<p><u>User Notification:</u> County Clerk sends an email to subscriber stating access is ending with instructions to continue subscription. If the required fees are not received by the email date, the subscription deactivation.</p> <p><u>Access Removal</u> County Clerk Logs into eService, submits e-Service Request to deactivate access.</p> <p>AOC receives e-Service Request or email from County Clerk indicating deactivation.</p> <p>Portal Administrator deactivates user in system and notifies County Clerk.</p> <p><u>Close User File:</u> County Clerk Updates internal files with cancellation verification.</p> <p>Deactivation confirmations are filed with the rest of a subscribers Portal Registration documents once they are processed and noted on tracking spreadsheet.</p>	<p>Same Process</p>

Best Practice: County Clerks may choose to provide a 'grace period' before closing the account

Best Practice: County Clerk keeps track of whether accounts are closed at the request of the subscriber and those closed due to non-payment. Instruction to SRL re how to access information once account is deactivated, including any associated Party IDs.

System Roles	Anonymous Access	Court Lobby Public Access	Registered Public Access	Prosecutor	Public Defender	Attorney	Attorney of Record (unique identifier override)	Self-Represented Litigant (Proposed)
Access to Portlets								
Administration Dashboard	N	N	N	N	N	N	N	N
Make Payments	N	N	N	N	N	N	N	N
Notifications	Y	Y	Y	Y	Y	Y	Y	Y
Smart Search	Y	Y	Y	Y	Y	Y	Y	Y
Search Hearings	Y	Y	Y	Y	Y	Y	Y	Y

System Roles & Rights

	Anonymous Access	Court Lobby Public Access	Registered Public Access	Prosecutor	Public Defender	Attorney	Attorney of Record (unique identifier override)	Self-Represented Litigant
Security Right Name								
Active Attorneys - Allows the user to view Active Attorneys.	N	Y	Y	Y	Y	Y	Y	Y
Attorney Email Address - Allows the user to view Attorney Email Addresses.	N	Y	Y	Y	Y	Y	Y	Y
Attorney Fax Number - Allows the user to view Attorney Fax Numbers.	N	Y	Y	Y	Y	Y	Y	Y
Attorney Phone Number - Allows the user to view Attorney Phone Numbers.	N	Y	Y	Y	Y	Y	Y	Y
Bond Information - Allows the user to view bond information.	N	Y	Y	Y	Y	Y	Y	Y
Bond Setting Conditions - Allows the user to view the settings information table and expanded conditions.	N	Y	Y	Y	Y	Y	Y	Y
Bond Setting Information - Allows the user to view bond setting information.	N	Y	Y	Y	Y	Y	Y	Y
Cash Bond - Allows the user to view cash bonds.	N	Y	Y	Y	Y	Y	Y	Y
Cash Bond Extended - Allows the user to view cash bonds additional information.	N	Y	Y	Y	Y	Y	Y	Y
Cause of Action - Allows the user to view cause of action information.	NA	NA	NA	NA	NA	NA	NA	NA
Charge Description - Allows the user to view Charge Descriptions.	N	Y	Y	Y	Y	Y	Y	Y
Charge Information - Allows the user to view Charge Information.	N	Y	Y	Y	Y	Y	Y	Y
Civil Defendants - Allows the user to view Civil Defendants.	Y	Y	Y	Y	Y	Y	Y	Y
Civil Plaintiffs - Allows the user to view Civil Plaintiffs.	Y	Y	Y	Y	Y	Y	Y	Y
Criminal Defendants - Allows the user to view Criminal Defendants.	Y	Y	Y	Y	Y	Y	Y	NA
Criminal Juveniles - Allows the user to view Criminal Juveniles.	N	Y	Y	Y	Y	Y	Y	NA
Criminal Plaintiffs - Allows the user to view Criminal Plaintiffs.	Y	Y	Y	Y	Y	Y	Y	NA
Events and Orders of the Court - Allows the user to view Events and Orders of the Court.	Y	Y	Y	Y	Y	Y	Y	NA
Events and Orders of the Court Comments - Allows the user to view Events and Orders of the Court Comments.	Y	Y	Y	Y	Y	Y	Y	NA
Documents - Allows the user to view view documents.	N	Y	Y	Y	Y	Y	Y	Y
Family Defendants - Allows the user to view Family Defendants.	Y	Y	Y	Y	Y	Y	Y	Y
Family Plaintiffs - Allows the user to view Family Plaintiffs.	Y	Y	Y	Y	Y	Y	Y	Y
Financial Information - Allows the user to view Financial Information.	N	N	N	Y	Y	N	Y	Y
Inactive Attorneys - Allows the user to view Inactive Attorneys.	Y	Y	Y	Y	Y	Y	Y	Y
Interview - Allows the user to view interview information on a Protection Order. NOT AVAILABLE	NA	NA	NA	NA	NA	NA	NA	NA
Lead Attorneys - Allows the user to view Lead Attorneys.	Y	Y	Y	Y	Y	Y	Y	Y
Non-Docketable Event - Allows the user to view Non-Docketable Events.	Y	Y	Y	Y	Y	Y	Y	Y
Property Bond - Allows the user to view property bonds.	N	Y	Y	Y	Y	Y	Y	Y
Property Bond Extended - Allows the user to view property bonds additional information.	N	Y	Y	Y	Y	Y	Y	Y
Protection Order - Allows the user to view Protection Orders.	N	N	Y	Y	Y	Y	Y	Y
Surety and Other Bond - Allows the user to view surety and other bonds.	N	Y	Y	Y	Y	Y	Y	Y
Surety and Other Bond Extended - Allows the user to view surety and other bonds additional information.	N	Y	Y	Y	Y	Y	Y	Y

System Roles & Rights	Anonymous Access	Court Lobby Public Access	Registered Public Access	Prosecutor	Public Defender	Attorney	Attorney of Record (unique identifier override)	Self-Represented Litigant (Proposed)
Security Right Name								
Filing Party - Allows the user to view Filing Parties.	Y	Y	Y	Y	Y	Y	Y	Y
Participant - Allows the user to view Participants	N	Y	Y	Y	Y	Y	Y	Y
Parties Present - Allows the user to view Parties Present on a Hearing.	N	Y	Y	Y	Y	Y	Y	Y
Party Address - Allows the user to view Party Addresses.	N	N	N	N	N	N	N	N
Party Address (Confidential) - Allows the user to view Confidential Party Addresses.	N	N	N	N	N	N	N	N
Party Aliases - Allows the user to view Party Aliases.	N	Y	Y	Y	Y	Y	Y	Y
Party Data Sheet - Allows the user to view Party Data Sheet.	N	N	N	Y	Y	N	Y	Y
Party Date of Birth (Month and Day) - Allows the user to view Party month and day of birth.	N	N	N	N	N	N	N	N
Party Date of Birth (Year) - Allows the user to view Party year of birth.	N	N	N	N	N	N	N	N
Party Date of Death - Allows the user to view Party Date of Death.	N	Y	Y	Y	Y	Y	Y	Y
Party Driver's License Number - Allows the user to view Party Driver's License Number.	N	N	N	Y	Y	N	N	N
Party Gender - Allows the user to view Party Gender.	N	N	N	Y	Y	N	N	N
Party Height - Allows the user to view Party Height.	N	N	N	Y	Y	N	N	N
Party Information - Allows the user to view Party Information.	N	Y	Y	Y	Y	Y	Y	Y
Party Name - Allows the user to view Party Name.	Y	Y	Y	Y	Y	Y	Y	Y
Party Other Agency Number - Allows the user to view Party Other Agency Number.	N	N	N	Y	Y	N	N	N
Party Race Ethnicity - Allows the user to view Party Race Ethnicity.	N	N	N	Y	Y	N	N	N
Party SSN - Allows the user to view Party SSN.	N	N	N	N	N	N	N	N
Party State ID Number - Allows the user to view Party State ID Number.	N	N	N	Y	Y	N	N	N
Party Weight - Allows the user to view Party Weight.	N	N	N	Y	Y	N	N	N
Petitioner - Allows the user to view Petitioners.	Y	Y	Y	Y	Y	Y	Y	Y
Physical Descriptors - Allows the user to view Party physical description information.	N	N	N	Y	N	N	N	N
Protected Party - Allows the user to view Protected Parties.	N	N	N	Y	N	N	N	N
Respondent - Allows the user to view Respondents.	Y	Y	Y	Y	Y	Y	Y	Y
Scars Marks Tattoos - Allows the user to view Party scars, marks, and tattoo information.	N	Y	Y	Y	Y	Y	Y	Y
Shielded Parties - Allows the user to see party information even if the party is shielded on a case. (Currently not being used)	N	N	N	N	N	N	N	N
Vehicle Information - Allows the user to view Party vehicle information.	N	N	N	Y	N	N	N	N
Victim - Allows the user to view Victims.	N	N	N	Y	N	N	N	N
Witness - Allows the user to view Witnesses.	N	N	N	Y	N	N	N	N

Self-Represented Litigant Online Record Access to Superior Court Role Comparison

The Administrative Office of the Courts (AOC), designees from the Washington State Association of County Clerks (WSACC), and the Access to Justice Board (ATJ) partnered to address the needs of self-represented litigants (SRL) who will access court records through Odyssey Portal (Portal). Our group's goal is create equal access, wherever possible, between the Self-Represented Litigant (SRL) and an Attorney of Record (AOR). This proposal includes changes to the current AOR access in order to meet the stated goal.

The screenshots below compare the existing Portal Registered Public Access (RPA) role and the proposed SRL role. For presentation purposes, the AOR access was used to show what SRL access will include once it is developed. The SRL will only have document access to cases in which they are the Party of Record.

Search Results Page Results tile, name search result:

Proposed changes will remove access for the AOR to the highlighted personally identifying information (specifically: gender, height, ethnicity, state ID, weight, physical descriptors, and vehicle information) to create equal access between the AOR and SRL while maintaining the safe guards to potentially sensitive or personally identifying information.

Existing AOR access:



RPA & recommendation for future for AOR and SRL access:

Party Search Results Print

Name: HANNON, JEFFERY REID Date of Birth: XX/XX/XXXX

Cases (1)

Case Number	File Date	Type	Location	Party Name
16-1-01187-34	01/05/2017	ADL Criminal Adult	Thurston	[REDACTED] JEFFERY REID

Search Results Page Results, case number: Equal access for RPA, SRL, and AOR:

Cases

Case Number	File Date	Type	Location	Party Name
16-1-01187-34	01/05/2017	ADL Criminal Adult	Thurston	[REDACTED] JEFFERY REID

Menus Information tile:

RPA:

AOR/SRL, includes financials:

- Case Information
- Party
- Charge
- Bond Settings
- Disposition Events
- Events and Hearings
- Documents

- Case Information
- Party
- Charge
- Bond Settings
- Disposition Events
- Events and Hearings
- Financial**
- Documents

Case Information tile: Equal access for RPA, SRL, and AOR:

Case Information

16-1-01187-34 | STATE OF WASHINGTON vs JEFFERY REID [REDACTED]

Case Number	Court	
16-1-01187-34	Thurston	
File Date	Case Type	Case Status
01/05/2017	ADL Criminal Adult	Completed/Re-Completed

Party Information tile:

Proposed Changes would remove access for the AOR to the highlighted personally identifying information (specifically: gender, height, ethnicity, state ID, weight, physical descriptors, and vehicle information) to create equal access between the AOR and SRL while maintaining the safe guards to potentially sensitive/ personally identifying information.

Existing AOR access:

Party	
Plaintiff (Criminal) STATE OF WASHINGTON	Active Attorneys - Lead Attorney POWERS, JAMES C. Work Phone 360-786-5540
Defendant (WIP) [REDACTED] JEFFERY REID DOB XX/XX/XXXX Gender [REDACTED] Race [REDACTED] Height [REDACTED] Weight [REDACTED] State ID WA [REDACTED]	Active Attorneys - Lead Attorney HANSEN, JOHN JOSEPH Retained Work Phone 360-754-4897 Fax Phone 360-754-4469

RPA & Recommendation for future for AOR and SRL access:

Party

Plaintiff (Criminal)
STATE OF WASHINGTON

Active Attorneys-
Lead Attorney
POWERS, JAMES C.
Work Phone
360-788-5540

Defendant (WIP)
[REDACTED] JEFFERY REID

DOB
XX/XX/XXXX

Active Attorneys-
Lead Attorney
HANSEN, JOHN JOSEPH
Retained

Work Phone
360-754-4897

Fax Phone
360-754-4489

Charge tile: Equal access for RPA, SRL, and AOR:

Charge

Charges
[REDACTED] JEFFERY REID

	Description	Statute	Level	Date
▶ 1	Criminal Trespass 2nd Degree	9A.52.080	Misdemeanor	07/11/2016

Bond Settings tile: Equal access for RPA, SRL, and AOR:

Bond Settings

Setting Date



▼ 6/9/2017

Disposition Events tile: Equal access for RPA, SRL, and AOR:

Disposition Events

01/05/2017 Disposition ▾

Judicial Officer

Wilson, Mary Sue

1	Criminal Trespass 2nd Degree	Guilty
---	------------------------------	--------

01/05/2017 Judgment and Sentence ▾

1	Criminal Trespass 2nd Degree	Judgment and Sentence
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Confinement

Type: Local Jail

Effective Date: 01/05/2017

Term: 90 Days

Suspended: 70 Days

Comment: The suspended jail time on Count 1 is suspended for 12 months.

Restitution and Other Fees

Current Sentence Status:

Status: Active

Status Date: 01/05/2017

Signed Date: 01/05/2017

Effective Date: 01/05/2017

Fees and Fines: \$450.00

Events and Hearings tile, Equal access for RPA, SRL, and AOR:

Events and Hearings

07/12/2016 Preliminary Appearance ▾

Judicial Officer

Dixon, James J

Hearing Time

3:30 PM

07/12/2016 Disposition Report Received ▾

[View Document](#)

Disposition Report Received

07/12/2016 Affidavit of Probable Cause ▾

[View Document](#)

Affidavit of Probable Cause

07/12/2016 Pre-Trial Report ▾

[View Document](#)

Pre-Trial Report

07/12/2016 Order Establishing Conditions of Release ▾

[View Document](#)

Order Establishing Conditions of Release

Comment

Arrestment Hearing

Financial tile, existing AOR and proposed SRL only, no RPA access:

Financial		
[REDACTED] JEFFERY REID		
Total Financial Assessment		\$471.61
Total Payments and Credits		\$0.00
1/6/2017	Transaction Assessment	\$450.00
1/31/2017	Transaction Assessment	\$0.00

Documents tile, Equal access for RPA, SRL, and AOR:

Documents	
View Document	Pre-Trial Report
View Document	Affidavit of Probable Cause
View Document	Findings of Indigency
View Document	Order Establishing Conditions of Release
View Document	Affidavit of Indigency
View Document	Preliminary Appearance
View Document	Disposition Report Received
View Document	Information
View Document	Order Setting Trial Date
View Document	Initial Arraignment
View Document	Notice of Appearance
View Document	Motion Hearing
View Document	Order of Continuance

Person Business Rules

*** Indicates new or changed item.

Peach colored shading indicates a rule previously updated due to Legislation that affects the Person Database and for the addition of the Juvenile Departments using the Statewide Person Database. Currently there is not a JISC Person Business Rules sub-committee to formally approve the additions and changes so they are listed as proposed and are shaded pending formal approval by a governing body. However, all changes are valid changes to the rules and should be followed as documented.

1.00 TYPES OF PERSONS, CAUSES AND REFERRALS IN JIS PERSON DATABASE

1.01 Civil Type Person

(Applies only to JIS Juvenile Departments)

Definition: A CIVIL person in the JIS Person Database is a human being with a name and/or an address. Generally, a CIVIL person record is a non-identified JIS person record because it has insufficient identifying data for matching to other records and for compiling case history. A CIVIL person may have some additional identifying information or none. A CIVIL person can be converted to a well-identified INDIVIDUAL person record in JIS provided it has at least three identifiers, including name, address, and either date of birth, driver's license, DOC or SID number.

1.10 Individual Type Person

Definition: An INDIVIDUAL in the JIS Person Database is a human being with a name and an address who is known to the court. An INDIVIDUAL is either a True Name INDIVIDUAL or an Alias Name INDIVIDUAL. An INDIVIDUAL may have any of the following personal identifiers:

Date of Birth (DOB),

Dept. of Corrections number (DOC#),

State Criminal ID number (SID#),

Driver's License (DL#),

FBI number,

Juvenile number (JUV#),

or other specific identifier assigned by a court such as Seattle Municipal Court Defendant Number.

1.20 True Name

Definition: A TRUE NAME in the JIS Person Database is generally the first name added to the system for a person. The JIS TRUE NAME denotes neither the birth name nor official name status. It is the only name that has a DOC number or a SID number. It may have one or more Alias names linked to it. It cannot be associated with another TRUE NAME. See Person Business Rules [3.20](#), [7.10](#), and [7.20](#).

1.30 Alias Name

Definition: An ALIAS NAME is added in the JIS Person Database when an individual is also known as (AKA) or uses a name different from a JIS True Name. Multiple ALIAS NAMES may be associated with one True Name. An ALIAS NAME is generally different from the True Name and other ALIAS NAMES recorded on JIS for the same person. A name is considered different only if the first five characters of the last names, the first

letter of the first names and the first letter of the middle names are not identical. An ALIAS NAME may have different non-unique personal identifiers, like DOB, than the True Name. An ALIAS NAME may not have a DOC# or SID#.

1.31 Nicknames

(Applies only to JIS Juvenile Departments)

Definition: A nickname is a substitute name a person is called by. It is usually a single name without a last name. It can be a diminutive, derivative, familiar, gang, or shortened name. It is not considered an alias name in the context of rule [1.30](#). In the context of JIS, a nickname shall be recorded as a comment about a person, not as the person's name.

1.40 Causes Of Action Using JIS Person Database

The addition of cause SXP below is proposed in order to meet the requirements of HB 2576, the Sexual Assault Protection Order Act, Chapter 138, Laws of 2006. Addition of DPC (Case Type 3) and RVS (Case Type 7) proposed in order to comply with changes made in 2008 legislative session. *(6/12/2008)*
 Addition of GFC (Case Type 7) proposed in order to comply with SHB 2680-2010 Legislation. *(effective 6/10/2010)*
 References to “Paternity” in section 1.40 were changed to “Parentage” to comply with E2SHB 1267-2011 Legislation. *(Effective 7/22/2011)*
 Addition of EFC (Case Type 7) proposed in order to comply with changes made in the 2013 Legislative Session. *(Effective 7/28/2013)*

*** The addition of cause STK below is proposed in order to meet the requirements of ESHB 1383 – Stalking and Harassment Protection Orders, Chapter 84, Laws of 2013. *(effective 7/28/2013)*

Create one unique person record on the JIS Person Database for each individual named as a case litigant or order participant in the following types of actions. Data entry on JIS shall be enforced by system edits. By local option, courts may enter family/household members associated with the case provided the Person Business Rules are followed.

Case Type	Cause/Charge	Litigant/Participant Type
Criminal (CT,CN,CF,S1) Infraction (IN, IT) Probable Cause (PC)	Non-DV Charges	Defendant (DEF)
Criminal (CT,CN,CF,S1)	DV-Related Charges	Defendant (DEF) Victim (VCT)
Civil (CV, S2)	Domestic Violence (DVP) Foreign Protection Order (FPO) Unlawful Harassment (HAR) Vulnerable Adult Protection Order (VAP) Sexual Assault Protection (SXP) Stalking Protection Order (STK)***	Petitioner (PET) Respondent (RSP) Minor (MNR) Family/Household Member (FHM)

Domestic (S3)	Child Custody (CUS) Dissolution W/Children (DIC) Dissolution of Domestic Partnership – W/Children (DPC) Foreign Judgment (FJU) Modification (MOD) Out-of-State Child Custody (OSC) Parenting Plan / Child Support (PPS)	Petitioner (PET) Respondent (RSP) Parent (PAR) Minor (MNR) Family/Household Member (FHM)
Parentage (S5)	Confidential Name Change (CHN) Modification (MOD) Parentage/Parental Parental Determination (PAT) Parentage/URESAs (PUR) <i>(Parental Determination and URESA/UIFSAs Parentage cases may be entered in either JIS or SCOMIS based on local policy. If a Parental Determination or URESA/UIFSAs Parentage case is filed in SCOMIS, it must be converted to JIS when the order establishing parentage is issued.)</i>	Old Name (OLD) New Name (NEW) Petitioner (PET) Respondent (RSP) Minor (MNR) Family/Household Member (FHM)
Juvenile Dependency (7)	Guardianship for Foster Children (GFC)	Dependent (DEP) Parent (PAR) Family/Household Member (FHM) Guardian (GDN) Petitioner (PET) Involved (INV)
Juvenile Dependency (S7)	At Risk Youth (ARY) Child in Need of Services (CNS) Dependency (DEP) Developmental Disability Placement (DDP) Termination (TER)	Dependent (DEP) Parent (PAR) Family/Household Member (FHM)
Juvenile Dependency (S7)	Reinstatement of Parental Rights (RPR) Extended Foster Care (EFC)	Dependent (DEP) Parent (PAR) Family Household Member (FHM)

Juvenile Dependency (S7)	Truancy (TRU)	Petitioner (PET) Respondent (RSP) Parent (PAR) Truant (TRU) [not used after 5-22-05]
Juvenile Dependency (S7)	Relative Visitation (RVS)	Dependent (DEP) Petitioner (PET) Respondent (RSP)
Juvenile Diversion (SD)	N/A (Only when using JIS to record and track divertee/parent financial obligations.)	Divertee (DIV) Parent (PAR) Victim (VCT)
Juvenile Offender (S8)	Non-DV Charges	Defendant (DEF)
Juvenile Offender (S8)	DV-Related Charges	Defendant (DEF) Parent (PAR) Victim (VCT)

1.50 Converting Legacy SCOMIS Cases To Use JIS Person Database

Addition of DPN, SPD, and INP (Case Type 3) proposed in order to comply with changes made in 2008 legislative session. (6/12/2008)

For all case types and causes of action in which a protection-type order is issued, the case must be converted from SCOMIS to JIS, if necessary; parties specified in the order must be identified and added to the case in JIS; and the order must be filed in JIS. Case types and causes of action that can have protection orders and be converted to JIS, include:

- Civil (S2) Meretricious Relationship (**MER**)
- Domestic (S3) Dissolution with No Children (**DIN**)
- Domestic (S3) Dissolution (**DIS**)
- Domestic (S3) Dissolution of Domestic Partnership – With No Children (**DPN**)
- Domestic (S3) Annulment--Invalidity (**INV**)
- Domestic (S3) Invalidity – Domestic Partnership (**INP**)
- Domestic (S3) Legal Separation – Domestic Partnership (**SPD**)
- Domestic (S3) Modification--Support Only (**MDS**)
- Domestic (S3) Miscellaneous (**MSC**)
- Domestic (S3) Mandatory Wage Assignment (**MWA**)
- Domestic (S3) Reciprocal, Respondent in County (**RIC**)
- Domestic (S3) Reciprocal, Respondent Out of County (**ROC**)
- Domestic (S3) Separate Maintenance (**SEP**)

1.60 When Parental Determination Causes Must Use JIS Person Database

References to “Paternity” in section 1.60 were changed to “Parentage” to comply with E2SHB 1267-2011 Legislation. (Effective 7/22/2011)

Parentage Determination cases (S5-PAT) or URESA/UIFSA Parentage (S5-PUR) cases that are initiated in SCOMIS must be converted to JIS when the order establishing parentage is issued.

Protection orders in Parentage Determination cases (S5-PAT) or Parentage/URESAs (S5-

PUR) cases will be entered only when the order establishing parentage is issued. Prior to establishment of parentage, protection orders should be filed as a separate cause of action, Civil Domestic Violence Petition (S2-DVP).

1.70 Juvenile Referral Types Using JIS Person Database

Addition of RVS proposed in order to comply with changes made in 2008 legislative session. (6/12/2008)

Addition of GFC (Case Type 7) proposed in order to comply with SHB 2680-2010 Legislation. (effective 6/10/2010)

Create one unique person record on the JIS Person Database for each individual named as a juvenile referral participant in the following matters. Juvenile departments shall enter family/household members associated with the referral, especially parents and persons responsible for the child, provided the Person Business Rules are followed. Data entry on JIS shall be enforced by system edits.

Juvenile Referral Type

Cause/Charge

At Risk Youth/Child in Need of Services (JA)

At Risk Youth (ARY)

Child in Need of Services (CNS)

Dependency (JD)

Abandonment (ABN)

Abuse/Neglect (A/N)

No Parent/Guardian Willing/Capable (NPG)

Relative Visitation (RVS)

Termination of Parental Rights (TER)

Developmental Disability Placement (DDP)

Reinstatement of Parental Rights (RPR)

Guardianship for Foster Children (GFC)

Extended Foster Care (EFC)

Truancy (JT)

Truancy (TRU)

Offender (JO)

RCW-based; includes diversion

Infraction (JI)

RCW-based; includes traffic and other non-criminal violations

2.00 CREATING UNIQUE JIS PERSON RECORDS

2.10 Standard Procedures To Be Followed By All JIS Courts

All courts using the JIS Person Database shall follow standard procedures for:

- A. Entering names in the JIS Person Database; and,
- B. Entering case filings and linking cases to JIS Person records.

2.20 All Known Names And AKAs For A Person Shall Reside On JIS

All names and aliases for the same human being associated with cases on any JIS system shall be recorded on the JIS Person Database. Names and aliases for the same human being shall be connected as AKAs on the JIS Person Database.

2.30 Enter Only Individual Or Business Names On The JIS Person Database

Only names of individual human beings, business or corporate entities who are involved in legal cases shall be entered on the JIS Person Database. Addresses, dates, miscellaneous messages, and any other non-person data is disallowed.

2.40 One Person Name Only Per Individual Field

Enter only one name record per individual in the two-part name field when adding a person to the JIS Person Database. Use of any part of the name field for any data other than a single name is disallowed (the second part of the name field is for long names). In

particular, a person's Alias(es) shall always be recorded ONLY on the Alias (AKA) screen, and address data shall always be recorded ONLY in the address fields.

2.50 Person Records For Major Participant Types May Be Used As Other Participants In The Same Case

A defendant, diveree, parent, petitioner, or respondent participant type may be used as the payer and/or payee on the same case.

2.60 Exception: Creating Non-Unique Person Records For Account Participants

A person record may be created on the JIS Person Database without personal identifiers only when an individual's case participation status is a payee, payer, or restitution recipient and is not a case litigant.

2.70 Exception: Creating Unique Or Non-Unique Person Records For Parents Linked To Juvenile Referrals

A name, address, and one personal identifying number (PIN) is required for parents linked to a juvenile's referral record, to be entered in JIS as a unique Individual type person record. If only a name and address are available, the parent shall be entered as a Civil type person record. This shall be enforced by the system. (See also rule [1.10](#) for a definition of Individual type person and PINs, and rule [6.40](#) When A Civil Type Person Record Can Be Converted to Individual Type Person Record.)

3.00 MATCHING PERSONS

3.01 JIS Person Database Source Shall Be Consulted

The JIS Person Database source shall be consulted to validate person information for each litigant and order participant, named in the causes of action designated in rule [1.40](#), [1.50](#), [1.60](#), and [1.70](#), before adding a name to the JIS Person Database. If a JIS source name meets the matching criteria in rule [3.30](#) the existing JIS person record shall be used. This rule shall be enforced by system edits during case, juvenile referral, and order filing processes.

3.10 DOL Source Shall Be Consulted

If a matching person record does not exist on the JIS for a case litigant or order participant, then another statewide source (DOL) for person identification shall be consulted to validate person information before adding a name to the JIS Person Database. If a DOL source name meets the matching criteria in rule [3.30](#), the DOL name record shall be used and imported to JIS. This rule shall be enforced by system edits during case, juvenile referral, and order filing processes.

3.20 The JIS True Name Shall Match The Source Name

The JIS True Name on the JIS Person Database shall agree with the source name. When the source is DOL, it shall agree with DOL. When no DOL match is available, the JIS True Name shall match another available source, such as the name on the charging document, Police Report, Citation, Petition, Court Order, or Diversion Agreement, or a local records system.

3.30 Criteria For Matching A Person

The following criteria shall be used to identify a match between a name on the charging document, Police Report, Citation, Petition, Court Order or Diversion Agreement and a source name from JIS or DOL.

MATCHING CRITERIA:

When the same human being is represented by different name records, a match is

established if research indicates sameness (not necessarily exact) between at least three of the following personal identifiers present in each record:

Name

Date of Birth (DOB)

Physical Description

Address History

Other Identifiers (SID#, DOC#, Driver's License Number, FBI Number)

Exception: Person Merge Program that merges two identical Name and DOB records when only one of the records has a valid Driver's License Number.

3.40 Dropped As Of 7-1-1997

3.50 Dropped As Of 7-1-1997

3.60 Criteria For Creating A New Person Record On JIS

Add a new person record on JIS when no match can be established for the name on a court document, Police Report, Citation, Information, Petition, Court Order, or Diversion Agreement and the person records available in the JIS or DOL Person Databases.

4.00 ASSIGNING ALIAS (AKA) AND TRUE NAME STATUS TO A PERSON RECORD

4.10 Criteria For Creating An AKA

If no name exists on the DOL source, and the JIS source name is different (as defined in rule [1.30](#)) from the name on the charging document, Police Report, Citation, Petition, Court Order, or Diversion Agreement, and the JIS source name meets the matching criteria rule [3.30](#), then add the name on the charging document as an AKA.

4.20 AKA Different Name When SID# Matches For The Same Person

Add an AKA to the JIS Person Database when all the following conditions exist:

A. The SID# on the charging document or Court Order matches that on the JIS Person Database; AND

B. Name on the charging document, Court Order, or Diversion Agreement does not match that on DOL database; AND

C. Name on the charging document, court order, or diversion agreement does not match that on JIS Person Database.

4.30 AKA Different Spelling Of Name For The Same Person

If the Prosecuting Attorney declines to change the spelling of the name on the charging document, then the charging document spelling of the name shall be added to the JIS Person Database as an alias (AKA).

4.40 AKA Old Name For Name Changes In DV Name Change And Dissolution Actions

When the court orders a name change in a DV-related name change or dissolution action, create an AKA record for the old JIS name record for that person. Designate the new name as the JIS True Name record.

4.50 AKA Old Name For Non-Confidential Name Change

When the court orders a name change in a non-confidential name change action, and when the person is available, ask for the petitioner's identification. Search JIS for a matching person record under the old name; if one exists, then add the person's new name to JIS as the True Name and designate the old name as an alias.

5.00 SPELLING NAMES

5.10 DOL Name Spelling Prevails

The spelling of the DOL source name shall prevail if the spelling of the name for the same human being is different on the court document.

5.20 Instances Where Spelling Changes Are Disallowed

To preserve the integrity of the DOL and JIS source names, spelling changes shall be disallowed to the first five (5) characters of the last name, the first letter of the first name, and to the first letter of the middle name.

5.30 First And Middle Names On JIS May Be Enhanced

The most complete name possible shall reside on the JIS Person Database. Therefore, the name residing on the JIS Person Database, that is equivalent to the DOL source name, can be enhanced in the following instances:

A. A DOL '*' middle name may be replaced with a full middle name or middle initial(s) when such information is available on the charging document, Police Report, Citation, Petition, Court Order, or Diversion Agreement. (Note: '*' is displayed only on the DOL and not the JIS Person Database.)

B. A JIS or DOL first name initial may be completed when such information is available on the charging document, Police Report, Citation, Petition, Court Order, or Diversion Agreement and is consistent with the DOL first name initial;

C. A JIS or DOL name may be enhanced with a designation such as Jr, Sr, II, or III, etc. when such information is available on the charging document, Police Report, Citation, Petition, Court Order, or Diversion Agreement, and when the DOB on the charging document matches the DOB for the JIS or DOL name record

6.00 UPDATING PERSON RECORDS

6.10 Update JIS Names When DOL Changes Source Name And Driver's License Number

When DOL changes the source name and the Driver's License Number on its system, and notifies courts, the courts shall always conform the JIS True Name to the DOL name, move the PINs to the JIS True Name record, and establish AKA relationships for all pre-existing and matching JIS name records.

6.20 Update Person Record When Case Completion/Disposition Documents Are Filed

When a disposition court document, Judgment and Sentence, Disposition, No Contact, Protection, or Anti-Harassment Order is filed in the causes of action designated in rule [1.40](#), JIS Courts shall verify and, if necessary, update the person record on the JIS Person Database.

6.30 Record Date Of Death Based On Authoritative Documentation

Only enter a date of death for a person upon receipt of a death certificate, or a copy thereof, or notification from an authoritative agency that requires proof of death such as the Department of Corrections. A copy of the notice shall be placed in the court file. Use the date of death field only for human being, not business records.

6.40 When Civil Type Person Record Can Be Converted To Individual Type Record

A parent's Civil type person record linked to a juvenile referral can be converted to an

Individual type record when the name, address and one of the following personal identifying numbers (PINs) is entered in JIS; date of birth, driver's license number, DOC or SID number provided a JIS search is performed. This shall be enforced by system edits. (See also rule [2.70](#), Exception: Creating Unique or Non-Unique Person Records for Parents Linked to Juvenile Referrals.)

7.00 LINKING PERSONAL IDENTIFICATION NUMBERS TO PERSONS

7.10 Associate Unique Person Identification Numbers Only With The JIS True Name

Unique personal identification numbers (PINs), including DOC and SID numbers, shall only be associated with the JIS True Name person record and not an AKA person record on the JIS Person Database. This rule shall be enforced by system edits.

7.20 Link Only One Unique PIN To Each JIS True/AKA Name Chain

The DOC number and the SID number are considered unique personal identification numbers (PINs). Only one DOC number and one SID number shall be linked with each chain of associated JIS True Name and AKA Name records. This rule shall be enforced by system edits.

7.30 Associate Driver's License Number Only With A Matching JIS Name Record

A Driver's License number (DL#) shall be recorded with a JIS True Name INDIVIDUAL or an Alias Name INDIVIDUAL (AKA) only when the dates of birth match and when the first seven (7) characters of the DL# match the first five characters of the last name, the first character of the first name, and the first character of the middle name. This rule is supported by the system with warning messages.

7.40 Exceptions For Associating The Driver's License Number With The JIS True Name

It is a general business rule to associate the Driver's License Number (DL#) with the True Name. But there are valid exceptions to this rule. It is appropriate to record multiple name and multiple DL# records for the same human being on JIS when multiple name records are linked in an AKA relationship, and

1. DOL has notified the court that the person's name has changed and that DOL has assigned that person a new DL# (Refer to Rule 6.10).

Or,

2. The court establishes sameness between two separate JIS person records in accordance with Rules [3.30](#) and [9.20](#).

7.50 Social Security Numbers Are Confidential

Social Security Numbers shall be treated as confidential information by the courts and shall not be available for public access.

8.00 ADDRESSES

8.01 Mailing Address Is Required

One and only current mailing address shall always be recorded for a JIS person record, except as noted in rule [8.30](#). If a person has only one address, it shall be recorded as a mail type address. This shall be enforced by system edits.

8.02 Residence Address Is Optional

Multiple current residence addresses may be recorded for a JIS person record.

8.03 Use Standard Address Abbreviations And Data Entry Procedures

All courts shall utilize the United States Postal Service (USPS) Postal Addressing Standards when entering mailing and residence address information for JIS person records. This includes the USPS Preferred Addressing Standards and Abbreviations as documented in the current edition of the [USPS Postal Addressing Standards](#).

8.10 Case Participant Address To Be Kept Current

The best address for case participants on the JIS Person Database is the most recent known address. This address shall be considered the person's mailing address.

8.11 Use Of Person Address Fields Restricted

Only house/apartment/street/postal address data shall be entered in the two-part address field. All other notations are disallowed and should be entered ONLY on the case docket. (See also rule [8.13](#), Use Address Status Code to flag inadequate or undeliverable address.)

8.12 Use Address Status Code To Indicate The Reason For An Address Change.

When changing an address for an existing JIS person record, an address status code indicating the reason for the change shall be recorded. This will be enforced by the system. Whenever possible, retain a physical record of the address change authorization, especially when an address is used for financial transactions.

8.13 Use Address Status Code To Flag Inadequate Or Undeliverable Address.

Upon receipt of authoritative information that a person's current mailing address is inadequate, enter a Status Code on the address in JIS. An example of authoritative information is a postal endorsement on returned mail. Use the hold flag on payables to prevent checks from being mailed to a known 'bad address.' Whenever possible, retain a physical record of the inadequate or undeliverable address documentation in the court case file.

8.14 Addresses For Multiple Persons May Be Changed

Addresses for multiple persons linked in a family or AKA relationship may be changed on the Related Address/Phone Change screen (RAPC)

A. only after the address changes for all parties have been verified verbally by a credible source such as a probation officer, attorney, social worker, other criminal justice agency, or parent,

OR

B. When authoritative supporting documentation such as a court order, police report, or return mail from the post office with a forwarding address has been received.

All other Person Business Rules relating to changing an address (PBR [8.03](#), [8.10](#), [8.11](#), [8.12](#) and [8.20](#)) must also be followed.

8.20 Secretary Of State Confidential Address Program

When an individual demonstrates participation in the Secretary of State Confidential Address Program, the court to which evidence is presented is responsible for:

A. Changing the current mailing address contained in the statewide person record to the address issued by the Secretary of State, and

B. Entering an end effective date for current residence addresses in JIS.

8.30 Exception: When JIS Person Records Without Addresses Are Allowed

Record an address as unknown only when no address data is available or provided upon initiation of juvenile referrals or legal cases. Record an unknown address by entering U in

the street and city fields and ZZ in the state field.

9.00 NOTIFYING AGENCIES OF PERSON CHANGES AND IDENTIFICATION PROBLEMS

9.10 Notify DOL Of Name Differences

DOL shall be notified when there is evidence that one person uses different names and/or Driver's License numbers; evidence a person is using another person's Driver's License; or when there has been an address change.

DOL should not be notified when there is a typographical error on the DOL record or an enhancement to the name on the JIS record. (The Driver's License should match the DOL record. It is the licensee's responsibility to correct any errors with DOL.)

9.20 Notify DOL When Same Person Has Different Driver's License Numbers

When court documents indicate the same person has other DOL numbers that are associated with a different name, the court shall notify DOL.

9.30 Notify Department Of Corrections (DOC) Of New AKAs For Legacy Names

The Department of Corrections (DOC) shall be notified of the existence of any new AKAs added to existing SCOMIS cases.

9.40 Notify WSP When Same Person Has Different SID Numbers

When court documents indicate the same person has other SID numbers that are associated with a different name, the court shall notify WSP.

9.50 Notify Seattle Municipal Court (SMC) When JIS Person Records With SMC Defendant Numbers Need To Be Consolidated With Another JIS Person Record

When research indicates that a JIS Person record uploaded from SMC (i.e., one with an SMC#) is a duplicate of an existing JIS Person Record, SMC shall be notified to correct the duplication and replace its record with a record that matches the JIS record. (When this is done, the automated upload process will consolidate the duplicate records based on SMC's corrections to the person on its local system.)

10.00 CORRECTING JIS PERSON RECORDS

10.10 Responsibility For JIS Person Record Consolidation And NPC Activity

JIS COURTS

JIS Court Administrators and County Clerks are responsible for the statewide administration of all JIS Person Record consolidation and NPC activity. Performance of any name consolidation and NPC screen procedures shall be delegated to a limited set of experienced staff in each court by the Court Administrator and the County Clerk. The Court Administrator and County Clerk shall review regularly all NPC activity as listed on the Statewide Case/Person Change Audit Report.

Any JIS court that disallows access to its case/person links (Statewide NPC access set to "No" on CPFM) shall advise all other JIS courts of its NPC access restriction by notifying the AOC Customer Services. In addition, any JIS court with restricted NPC access shall be responsible for consolidating all duplicate person records connected to its cases when so requested in writing by any other JIS court.

NON-JIS COURTS

Non-JIS Court Administrators who regularly upload person information to JIS with court

identifiers shall cooperate with JIS courts in the state-wide administration of person record consolidation. Non-JIS courts shall accept and complete where possible all JIS court requests to modify local person records to assure person record conformity between JIS and the local system.

10.20 Duplicate JIS Person Records Shall Be Consolidated

To maintain the integrity of the JIS Person Database, name codes associated with any one JIS court's case(s) may be changed by other JIS courts only when the purpose of such changes is to consolidate one or more duplicate JIS Person records that are determined to represent the same individual.

10.21 Criteria For Consolidating Duplicate JIS Person Records

JIS Person records must meet the matching criteria in Rule [3.30](#) to qualify as duplicates and only then may the duplicate records be consolidated by following the standard documented procedures.

10.22 AKA Duplicate JIS Person Records When NPC Access Is Restricted

JIS Person records that qualify as duplicate records and cannot be consolidated because statewide NPC access has been disallowed by a court shall be linked in an alias relationship (AKA) as a temporary connection. The court initiating the AKA action shall give written notice to the court that has restricted NPC access and request it to complete the appropriate name consolidation process.

10.30 Erroneous Case/Person Links Shall Be Corrected

To maintain the integrity of the JIS Person Database, name codes associated with any one court's case(s) shall be changed ONLY by that court when the purpose of the change is to correct an incorrect link between a case and a person record.

10.31 Criteria For Correcting Erroneous Case/Person Links

A case and person record may be unlinked when that link was made in error, when the error can be demonstrated by case documentation, and provided the case is re-linked to another and different JIS person record.

10.40 Uploaded DOC And SID Number Mismatches Shall Be Corrected

Mismatches reported by the JIS during the upload of DOC and SID number information from the Department of Corrections shall be researched and corrected. Corrective action shall include researching person information in systems maintained by DOC (FORS), DOL, WSP (WASIS), and the courts(JIS) to resolve the error and may require JIS person record consolidation.

11.00 DESIGNATING FAMILY RELATIONSHIPS BETWEEN PERSONS

Addition of DPC (Case Type 3) and RVS (Case Type 7) in section 11.00 proposed in order to comply with changes made in 2008 legislative session. (6/12/2008)

Addition of GFC (Case Type 7) in section 11.00 proposed in order to comply with SHB 2680-2010 Legislation. (effective 6/10/2010)

*** References to "Paternity" in section 11.00 were changed to "Parentage" to comply with E2SHB 1267-2011 Legislation. (Effective 7/22/2011)

11.10 Record Current Personal Relationships Between All Parties For Designated Actions

Record the family/household relationship between all parties who are case litigants or order participants for the causes of action listed below. When it is not known how the parties are related, designate the relationship as unknown (UNK). This rule shall be enforced by system edits that apply to cases filed in JIS and to cases converted to JIS.

FOR CASES FILED IN JIS

Case Type

Criminal(CT,CN,CF,S1)

Civil (CV,S2)

Domestic (S3)

Cause/Charge

DV-Related Charges

Domestic Violence (DVP)

Foreign Protection Order (FPO)

Unlawful Harassment (HAR)

Vulnerable Adult Protection Order (VAP)

Child Custody (CUS)

Dissolution w/Children (DIC)

Dissolution of Domestic Partnership w/Children (DPC)

Foreign Judgment (FJU)

Modification (MOD)

Out-of-State Child Custody (OSC)

Parenting Plan / Child Support (PPS)

Parentage (S5) ***

Confidential Change of Name (CHN)

Modification (MOD)

Parentage/Parental Determination (PAT) ***

Parentage/URESAs (PUR)

*(Parentage Determination or Parentage URESA cases may be filed in either JIS or SCOMIS based on local policy.) ****

Juvenile Dependency (S7)

At Risk Youth (ARY)

Child in Need of Services (CNS)

Dependency (DEP)

Developmental Disability Placement (DDP)

Guardianship for Foster Children (GFC)

Relative Visitation (RVS)

Termination (TER)

Reinstatement of Parental Rights (RPR)

Truancy (TRU)

Juvenile Diversion (SD)

N/A

(Filed in JIS only when using JIS to record and track divertee/parent financial obligations)

Juvenile Offender (S8)

DV-Related Charges

FOR CASES CONVERTED TO JIS

Addition of DPN, SPD, and INP (Case Type 3) proposed in order to comply with changes made in 2008 legislative session. (6/12/2008)

Case Type

Civil (S2)

Cause/Charge

Meretricious Relationship (MER)

Domestic (S3)

Dissolution with No Children (DIN)
Dissolution (DIS)
Dissolution of Domestic Partnership with No Children (DPN)
Annulment - Invalidity (INV)
Invalidity – Domestic Partnership (INP)
Legal Separation – Domestic Partnership (SPD)
Modification-Support Only (MDS)
Miscellaneous (MSC)
Mandatory Wage Assignment (MWA)
Reciprocal, Respondent In County (RIC)
Reciprocal, Respondent Out of County (ROC)
Separate Maintenance (SEP)

Parentage (S5)

Parentage/Parental Determination (PAT) ***
Parentage/URESA (PUR) ***
*(May be filed in either JIS or SCOMIS based on local policy. If filed in SCOMIS the case must be converted to JIS when the order establishing parentage is issued.) ****

11.20 Change Family Relationships When Parental Rights Are Terminated

When, pursuant to RCW 13.40, an order terminating parental rights is filed and entered in SCOMIS, the county clerk shall replace the “parent” code (PAR) with a “parental rights terminated” code (TRC/TRP) on the Family Relationship Case screen (FRC) in JIS, if a case exists for the parent whose rights have been terminated.

Note:

Terminated Parent/Child Relationships (**TRP/TRC**) are visible on the Family Relationship Case (FRC) and Family Relationship History (FRH) screens only by:

- Juvenile department staff statewide who have JIS security to the relationships granted on the Security Authorization Overrides (ATHX) screen for authorization type F (Relationships).
- County Clerk’s office staff in the county where the termination action took place who have JIS security to the relationships granted on the Security Authorization Overrides (ATHX) screen for authorization type F (Relationships).

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

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

October 27, 2017

Recent Activities

Event #6 - October 2017 Go Live (Clallam, Island, Jefferson, Kitsap, San Juan, Skagit, and Whatcom Counties)

- ✓ Completed business process reviews and technical on site reviews
- ✓ Completed on site Go Live meetings
- ✓ Completed end user training, judicial officer training, and on site training labs - September/October 2017
- ✓ Implemented Superior Court Juvenile staff individualized Odyssey training, webinars, and dedicated one day end user training – August/September 2017

Upcoming Activities

Event #6 - October 2017 Go Live

(Clallam, Island, Jefferson, Kitsap, San Juan, Skagit, and Whatcom Counties)

- Complete document image extracts – October 2017
- For Link-Only counties (Clallam, Jefferson, San Juan) – Complete document links and meta data extracts – October 2017
- **Go Live on-site Support - October 29 – November 9, 2017**
- On-site lessons learned meetings – November 2017
- On-site post Go Live support – Nov/Dec 2017
- Advanced financial training – December 2017
- Forms training – December 2017

Recent Activities

Event #7 - June 2018 Go Live

(Adams, Benton, Chelan, Douglas, Ferry, Grant, Kittitas, Lincoln, Okanogan, Pend Oreille, Stevens, Walla Walla Counties)

- ✓ Completed on-site Odyssey demonstrations – August 2017
- ✓ Completed technical kickoff reviews – August/September 2017
- ✓ Registered end users to begin using Tyler University
- ✓ Power users participated in Event #6 end user training
- ✓ Scheduled and confirmed business process reviews

Upcoming Activities

Event #7 - June 2018 Go Live

(Adams, Benton, Chelan, Douglas, Ferry, Grant, Kittitas, Lincoln, Okanogan, Pend Oreille, Stevens, Walla Walla Counties)

- Prepare for first conversion of case data from SCOMIS to Odyssey – November 2017
- Conduct Power User training – November 2017
- Conduct business process reviews – December 2017 thru February 2018

Other Activities

- ✓ Audit functionality successfully implemented in Odyssey.
- ✓ Judge Edition 2017 successfully implemented statewide to all Odyssey DMS Courts.

Event 6 Implementation

Clallam, Island, Jefferson, Kitsap, San Juan, Skagit, Whatcom

MILESTONES or PROJECT DELIVERABLES	CURRENT PLAN DATE
✓ Kickoff Completed	January 2017
✓ Local Configuration Begins	July 2017
✓ Second Conversion Push and Power User Review	July 2017
✓ 60 Day Go-Live Readiness Assessment	August 2017
✓ 30 Day Go-Live Readiness Assessment	September 2017
▪ Document Image Extracts Complete	October 2017
▪ Document Links and Meta Data Extract Complete	October 2017
▪ End User Training Complete	October 2017
▪ Go Live Implementation	October 2017

Event 7 Implementation

**Adams, Benton, Chelan, Douglas, Ferry, Grant, Kittitas,
Lincoln, Okanogan, Pend Oreille, Stevens, Walla Walla**

MILESTONES or PROJECT DELIVERABLES	CURRENT PLAN DATE
✓ Kickoff Completed	August 2017
▪ Power User Training	November 2017
▪ First Conversion Push and Power User Review	January 2018
▪ 60 Day Go-Live Readiness Assessment	April 2018
▪ 30 Day Go-Live Readiness Assessment	May 2018
▪ Document Image Extracts Complete	June 2018
▪ Document Links and Meta Data Extract Complete	June 2018
▪ End User Training Complete	June 2018
▪ Go Live Implementation	June 2018

Decision Point

- Provide reimbursement for one USB cash drawer to those counties implementing Odyssey and requesting financial assistance.

Judicial Information System Committee Meeting, October 27, 2017

DECISION POINT – Superior Court Case Management System – Financial Assistance for USB Cash Drawers

MOTION:

- I move that the JISC approve the SC-CMS Project Steering Committee’s recommendation to provide reimbursement for one USB cash drawer to those counties implementing Odyssey and requesting financial assistance.

I. BACKGROUND

The State has limited resources to apply to the SC-CMS project and counties across the state have limited resources to participate in the Odyssey rollout. Smaller local courts and clerks’ offices, in particular, may need State funding and assistance to ensure that no court implementing Odyssey is left behind.

On June 24, 2016, the JISC unanimously approved the SC-CMS Project Steering Committee’s recommendation regarding state and local implementation costs for the remainder of the statewide rollout of Odyssey (32) counties subject to the parameters set forth in the SC-CMS Implementation Cost Rules.

The 2016 approval of state and local implementation costs did not contemplate the business process need for a USB cash drawer.

II. DISCUSSION

SCOMIS currently records “no sale” transactions for the purpose of audit reporting.

A “no sale” transaction is used to open a cash drawer for any reason that is not based on receiving or disbursing cash. In order for this transaction to be recorded in Odyssey, a cash drawer connected by a USB cable is required.

The Odyssey courts are able to use the same cash drawers used with SCOMIS; however, an automated record is not created when accessing the cash drawer through a “no sale transaction”, thereby limiting audit functionality. The USB cash drawer resolves this issue. The use of USB cash drawers is a best practice and recommendation by the State Auditor’s Office to provide the full functionality of reporting for auditing purposes. The cost is approximately \$100 per USB cash drawer.

OUTCOME IF NOT PASSED –

This issue must be resolved so there are no schedule delays to the implementation of Event #7 and Event #8. If this issue is not resolved; the lack of financial support to purchase the USB cash drawers for those counties requiring assistance could have a negative impact on whether or not the SC-CMS project can be successfully implemented in the remaining 14 counties as scheduled.

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

Project Update

Michael Walsh, PMP - Project Manager

October 27, 2017

Project Activities

Project Preparation for CLJ-CMS is progressing.

- Continued court and probation site visits.
- Continued organizational change management with the courts and with AOC.
- Continued participation in contract negotiations.
- Establish focus groups on Probation and Accounting business processes.
- Hiring additional project staff.

Active Project Risks

Total Project Risks		
Low Exposure	Medium Exposure	High Exposure
2	1	0

Significant Risk Status

Risk	Probability/Impact	Mitigation

Active Project Issues

Total Project Issues			
Active	Monitor	Deferred	Closed
1	2	0	0

Significant Issues Status

Issue	Urgency/Impact	Action
Contract negotiations	High/High	TBD

Next Steps

Milestone	Date
Contract negotiation	July – November 2017
Anticipated contract start	January 2018
Project Schedule	TBD

Decision Point

Administrative Office of the Courts

Quality Assurance Consulting Services

Integrated Solutions Group LLC

INH-EDE Steering Committee Follow-on Report #6

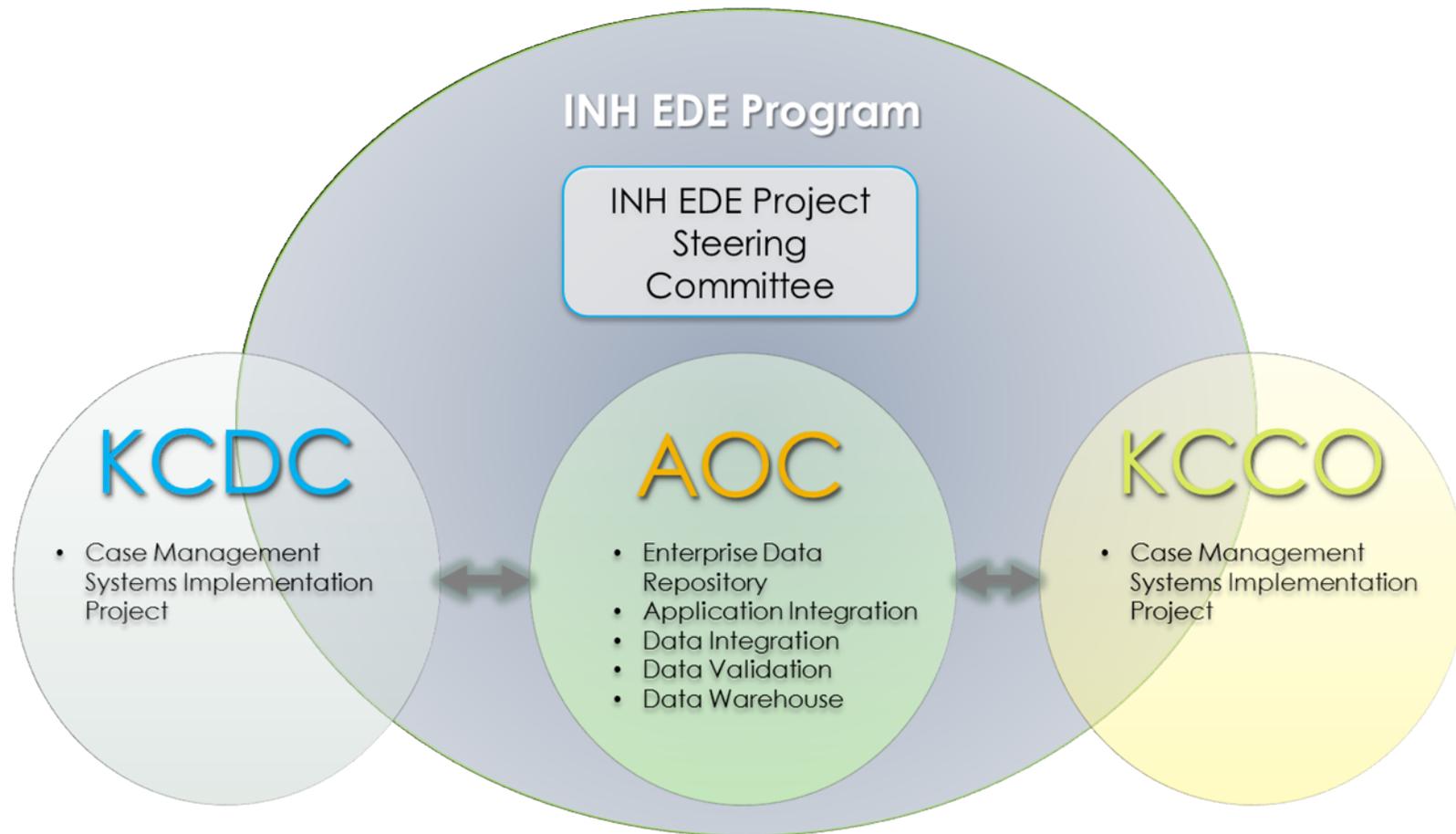
October 13th, 2017

INH EDE – QA Report Interim Findings Report #6

- Introduction 2 min.
- Executive Summary 10 min.
- Assessment 10 min.

Closing/Questions

INH EDE Program



Process for Report #6

- ✓ Assessment Interviews
- ✓ Documentation Discovery
- ✓ Operational Meetings and Observations

ISG Assessment Framework

1. Planning Oversight
2. Project Management
3. Quality Management
4. Requirements Management
5. Software Development
6. System and Acceptance Testing
7. Data Management
8. Operations Oversight

Assessment Trending

Impact Assessment rating has decreased from previous reporting period



Impact Assessment rating has not changed from previous reporting period



Impact Assessment rating has increased from previous reporting period



Assessment Category	Baseline Report	Report #2	Report #3	Report #4	Report #5	Risk Trending	Report #6
1.0 Planning Oversight	8.0	8.0	7.5	5.0	5.0	↓	3.0
2.0 Program Management	7.5	7.5	6.9	6.5	6.4	↑	6.75
3.0 Quality Management	6.0	7.0	7.0	7.0	9.0	=	9.0
4.0 Requirements Management	7.2	7.2	7.5	8.2	8.0	↓	6.5
7.0 Software Development	7.0	8.0	8.5	8.0	9.1	↓	8.0
8.0 Systems and Acceptance Testing	8.0	7.0	8.0	8.5	7.0	↑	8.0
10.0 Data Management	8.0	8.0	8.0	8.0	9.0	↑	9.0
11.0 Ongoing Operations	-	-	-	2.0	4.0	↑	8.0
Overall Assessment Rating	7.39	7.98	7.62	6.65	7.18	↑	7.62

Program Accomplishments

1) Technical Accomplishments

- ❑ Aligned JIS Data Standards to simplified EDR
- ❑ Simplified EDR is now in Production
- ❑ JIS to EDR Data Integration functioning
- ❑ Data Purge is ready for execution
- ❑ Person Search Standard Query can be utilized by consumers
- ❑ Person Matching and Data Validation Version 1 successfully demonstrated
- ❑ Data Exchanges progress regarding DX/BizTalk tools and JIS link

2) Program Controls

3) Team Communications

Program Challenges

1) Go-live Readiness

2) Visibility and Standard
Reporting

3) Cooperation and Teamwork

4) Decision to go Live

High Priority Recommendations

Recommendation Summary	Report Ref.
Require AOC and King County PMs to use standard tools for transparent status updates to support effective informed go-live decision making by Steering Committee	2.2.3, 2.2.5, 3.2.1, 4.1.1, 4.2.1, 4.3.1, 4.4.1
Promote team coordination and communication by using program's overarching control tools during team meetings to plan tasks and activities and to discover coordination points between projects	2.7.1, 2.7.2, 7.1.1, 7.2.1, 7.3.1
Prepare for implementation with a thorough go-live assessment mechanism that will aid the steering committee, executive stakeholders and managers in making the final go-live decision.	2.2.5, 8.1.1, 8.1.2, 11.1.1
Manage resources to focus on critical path activities across projects and tracks through effective management techniques (daily stand-ups, reoccurring weekly PM meetings); move resources across tracks as needed or escalate to management if needed	2.2.3, 2.5.2, 2.6.1

High Priority Recommendations

Recommendation Summary	Report Ref.
<p>Manage resources to focus on critical path activities across projects and tracks through effective management techniques (daily stand-ups, reoccurring weekly PM meetings); move resources across tracks as needed or escalate to management if needed</p>	2.2.3, 2.5.2, 2.6.1
<p>Complete the business impact analysis and prepare the program's stakeholders for the anticipated changes during the upcoming go-live phases of the program.</p>	2.4.1, 2.4.2
<p>Enact the communication plan and protocols. As go-live phases of the program near, it will be important that all project teams utilize the communication plans agreed to guides and protocols.</p>	2.2.3, 2.5.2, 2.6.1
<p>Develop and communicate data management plans in as streamlined, simplified manner as possible to ensure they are explained, understood and agreed to by all stakeholders.</p>	10.1.1

Close and Questions



Washington State Administrative Office of the Courts

Quality Assurance Consulting Services

INH EDE Program

Follow-on Assessment Report #6

October 16th, 2017



ISG Team

<i>Name</i>	<i>Title</i>	<i>Phone</i>	<i>E-mail</i>
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Revision History

<i>Revision</i>	<i>Revision Date</i>	<i>Name</i>	<i>Notes</i>
1.0	October	ISG Team	Draft Assessment #6

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Executive Summary

This follow-on report constitutes the sixth of nine (9) quality assurance assessment reports that will be conducted for the Administrative Office of the Courts (AOC) Information Networking Hub Expedited Data Exchange (INH EDE) Program. The final assessment will be comprised of a “lessons learned” report. This sixth report builds on the Baseline Assessment and subsequent reports provided by the Integrated Solutions Group (ISG) team starting in June of 2016. Assessment Report #6 addresses the three (3) month period following delivery of Assessment Report #5 (delivered in July 2017). Overall, during this three-month assessment period, there has been significant progress made within several of the program’s project tracks. The program is nearing its go-live phase and as a result many of the required deliverables to begin implementation are nearing finalization. In addition to the technical achievements being realized across the program, program staff have also made significant strides in the tools being used to manage the program, achieving noted growth within the program’s **planning processes, communications** and **program controls**. These three areas are also significant in that they have been the focus of several Quality Assurance (QA) recommendations in the baseline report as well as subsequent reports.

Program Accomplishments

ISG recognizes the accomplishments made by AOC during the three-month reporting period including:

- A. **Technical Analysis and Solutions:** The program realized progress on several milestones in preparations for its go-live phase:
 - A revision to JIS Data Standards in alignment with current EDR design was accomplished and is in review cycles.
 - The “simplified” version of EDR was successfully completed and is now running in a production environment.
 - Data Integration is aligned with the EDR simplification effort and data integration of JIS Person into the EDR went live on late September. The EDR is receiving live updates from JIS in the production environment.
 - Data Purge efforts have been completed and are ready to be implemented as planned within the program.
 - The Person Search standard query was developed and exposed to internal and external customers.
 - The first version of Person Matching and Data Validation was demonstrated to program stakeholders. The demonstration was aligned to the objectives of this defined check-point milestone. The demonstration session fostered additional design and functional dialog amongst the program teams. They continue to communicate with each other and are incorporating changes as ongoing development tasks.

- The Data Exchange team is realizing task objectives with the enterprise BizTalk tool being integrated into the DX framework and the JIS Link team successfully consumed data using the Person Search functionality.
- B. **Program Controls:** The Program Management team developed and implemented a program milestone status tool as well as an associated Integrated Program Schedule (IPS) Go-live Dependencies visual chart for each major milestone. The two tools form a foundation from which the program can facilitate critical communications regarding milestones delivery, status of tasks within the milestones, blocking issues as well as resource need and any other coordination points required to achieve successful completion. The Program Management team is working to fully utilize the tools developed. With full adoption and utilization of the tools by all Project Managers from AOC and King County, program status and transparency will be achieved.
- C. **Team Communications:** The program, at all levels within AOC, is functioning more effectively in terms of communication processes. Alignment between program staff and managers has improved and is producing tangible results. These results are represented in the velocity of tasks being completed and collaboration of team members in completing those tasks.

Emphasis of Follow-on Report #6

For this reporting period, ISG emphasizes several critical program areas to mitigate risks and improve the likelihood of success specific to scope, schedule, and budget. The following areas represent those themes and are a summary of the recommendations that follow in the detailed recommendations section of this report:

- 1) **Program Controls:** The program has made progress in the development of control tools as described in the accomplishment section. As the program nears a go-live decision point, all project managers within AOC and King County must be engaged and fully utilize the tools for transparent status updates and to support effective, informed decision making by the Steering Committee.
- 2) **Program Project Managers:** Project Managers utilizing the program's overarching control tools to update team members during team meeting, to plan tasks and activities and to discover coordination points between projects will enhance overall program performance.
- 3) **Preparations for go-live:** The program will require a thorough go-live assessment mechanism that will aid the steering committee, executive stakeholders and managers in preparing for the process of making the final go-live decision.
- 4) **Resource Allocation:** The program's AOC projects should focus resources on the most critical tasks to achieve go-live. AOC Project Managers along with the Program Manager should actively (e.g. daily stand-ups, reoccurring weekly PM meetings, etc.) evaluate status, needs and assignments to meet go-live critical milestones. Project

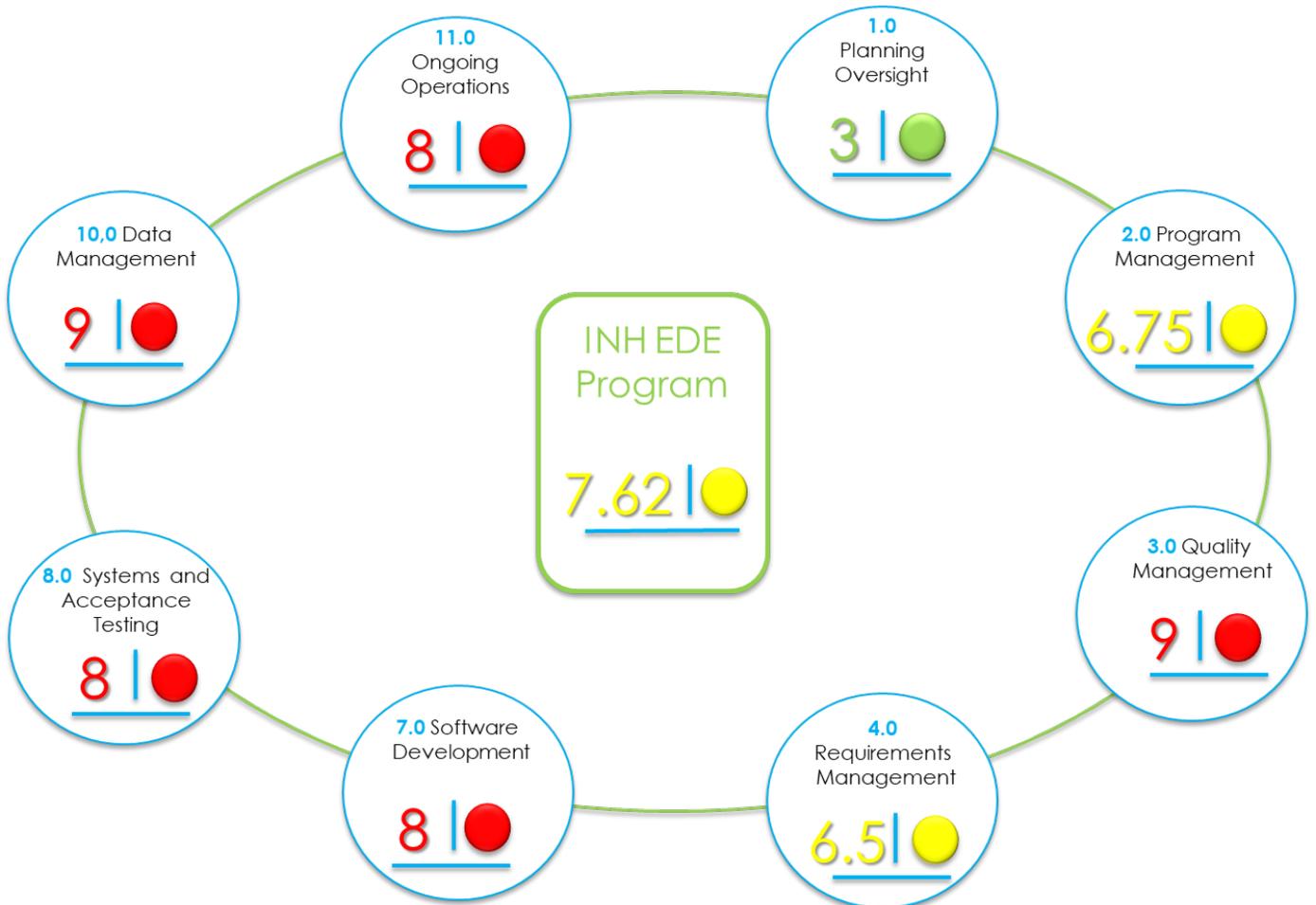
Managers working together along with the Program Managers guidance and decision making should also be very attentive to resource sharing and prevent resources on critical tasks from being disrupted or moved to other low priority tasks. If during the management of critical task completion, resources are needed and not available via the matrix system, Project Managers should escalate to the Program Manager for resolution.

- 5) **Business Impact Analysis:** As the program finalizes the business impact analysis document, a communication and training plan should rapidly follow. As the timing for a go-live events nears, fully understanding the business impact and developing a transition strategy should become a key point of evaluation for determining go-live readiness.
- 6) **Program Communication Planning:** As the program prepares for go-live, the communication plan and associated tasks (e.g. statewide stakeholder notification, information sharing and go-live preparations, etc.) will be a primary activity within project teams. It is important that teams work together, follow communications protocol, ensuring a unified program message.
- 7) **Data Management Plans:** The program should continue efforts to document and agree on the data management requirements for all stakeholders utilizing the EDR. Simple documentation and visual tools that convey plans and facilitate discussion are a recommended strategy. At this point in the project, promoting dialog and executing against the plan should be the main objectives in the data management documentation (e.g. JIS Data Replacement and Approval PowerPoint, JIS-EDR eCourt Person Matching).

The INH EDE program's impact assessment rating of **7.62** for the 6th assessment report reflects a **program that is inherently complex**. While the program has made progress in mitigating risks and executing against project plans, assessment of risk will likely remain high for the program throughout its entire lifecycle.

This rating should result in a continued urgency by executive sponsors and program managers to continue taking recommended actions to mitigate program risks. Overall risk of the INH EDE program and assessment categories for Follow-on Assessment Report #6 is represented below.

INH EDE Assessment Report #6 Dashboard



Green – 1 through 3 impact weighting – Best practices, expected processes, procedures and policy, and active application of management controls. No or very little adverse impact is anticipated.



1 to 3

Yellow – 4 through 7 impact weighting – practices, procedures, processes and policy analysis yield findings that could adversely impact project outcomes; recommendations for correction or remediation are warranted.



4 to 7

Red – 8 through 10 impact weighting – practices, procedures, processes and policy analysis yield findings that have a high likelihood to adversely impact program outcomes. Recommendations for correction or remediation are time sensitive and prioritized as needing immediate attention.



8 to 10



Overall Status

In October, the Program Manager and team implemented recommendations resulting in:

Risk Status: Five (5) QA recommendations were closed and three (3) new recommendation were identified (see QA recommendation 2.2.5, 2.2.6 and 8.1.2)

Overall Status: two (2) assessment categories showed improved (lower) risk ratings, while two (2) assessment categories indicated no change and four (4) categories were assessed to have increased risk assessments.

Executive Summary Dashboard - INH EDE Assessment Reporting

The table below includes a summary of each of the Assessment Reports provided to AOC INH EDE Program stakeholders.

Assessment Category	Baseline Report	Report #2	Report #3	Report #4	Report #5	Report #6
1.0 Planning Oversight	8.0	8.0	7.5	5.0	5.0	3.0
2.0 Program Management	7.5	7.5	6.9	6.5	6.4	6.75
3.0 Quality Management	6.0	7.0	7.0	7.0	9.0	9.0
4.0 Requirements Management	7.2	7.2	7.5	8.2	8.0	6.5
7.0 Software Development	7.0	8.0	8.5	8.0	9.1	8.0
8.0 Systems and Acceptance Testing	8.0	7.0	8.0	8.5	7.0	8.0
10.0 Data Management	8.0	8.0	8.0	8.0	9.0	9.0
11.0 Ongoing Operations	-	-	-	2.0	4.0	8.0
Overall Assessment Rating	7.39	7.98	7.62	6.65	7.18	7.62

1.0 Planning Oversight

Recommendations	Status	Current Assessments	Follow-on #5	Follow-on #6
1.1.1. High Priority Recommendation: Develop a procurement strategy to support program vendor and staffing needs.	Closed	<p>A. The program has a strong working relationship with the agency's procurement team. Coordination and planning for program needs has improved the procurement team's ability to ensure delivery of services needed in this area.</p> <p>B. The program does not anticipate needing procurement services during the upcoming phases of the project as team resources and major procurement cycles have been completed.</p>	 5.0	 3.0
1.1.2. High Priority Recommendation: Account for procurement tasks and dependencies within the overall schedule.	Closed			
1.1.3. Develop a high-level procurement plan and strategy that can be utilized by other areas of the program for planning purposes.	Closed			
1.1.4. High Priority Recommendation: Consider development of alternative procurement processes and methods (i.e. convenience contracts that would enable the development of talent pools to be utilized by the project).	Closed			

2.0 Program Management

Recommendations	Status	Current Assessments	Follow-on #5	Follow-on #6
2.1 Project Sponsorship				
2.1.1. High Priority Recommendation: Adopt a standard executive view dashboard to report program and track status monthly so that progress can be monitored in an objective and measurable way.	Closed	A. The Program Management team has completed a revised status report format and associated IPS Go-live Dependencies visual, both tools have been utilized in the July	 9.0	 7.0

Recommendations	Status	Current Assessments	Follow-on #5	Follow-on #6
		<p>and August Steering Committees.</p> <p>B. Project Managers from AOC and King County are not utilizing the newly developed status reporting and IPS Go-live Dependencies visual on a consistent manner.</p> <p>C. The Status report and IPS dependencies visuals are not recognized by staff within the program's project tracks.</p>		
<p>2.1.2. Re-affirm or adjust Steering Committee membership and voting roles given recent staffing additions.</p>	<p>Closed</p>	<p>A. The Steering Committee membership continues to be aligned to Program needs. The Committee members are dedicated and committed to participation in required committee meetings.</p> <p>B. One of the two INH EDE Steering Committee's co-sponsor will be transitioning out of their role as co-chair for the committee. The co-chair arrangement of the INH EDE Steering Committees has been effective. It is recommended that this position be filled immediately.</p>		

Recommendations	Status	Current Assessments	Follow-on #5	Follow-on #6
2.1.3. Identify all decisions to be addressed in advance of the Steering Committee and include on the agenda.	Closed	<ul style="list-style-type: none"> A. The Steering Committee agenda is reflective of decisions that are upcoming. B. It is recommended that a Steering Committee decision log be added to the minutes for the group. 		
2.1.4. Make a decision during the Steering Committee meeting; OR, clearly identify the path to a decision in a decision log. Follow up on the identified action item at the next meeting until the decision is complete and documented in the log	Closed	<ul style="list-style-type: none"> A. The Committee has a working decision-making process that has been observed and assessed to be functioning as needed. 		
2.1.5. Communicate decisions back to respective team members after each Steering Committee meeting.	Closed	<ul style="list-style-type: none"> A. The Program Management team may realize benefit from communicating Steering Committee meeting information and decision outcomes to staff. It has been observed that staff in some cases may be lacking this information, impacting their overall understanding of program status and impactful decisions. 		
2.1.6. Review the meeting protocols and reaffirm or adjust as agreed to by the membership.	Closed	See Current Assessment 2.1.2		

Recommendations	Status	Current Assessments	Follow-on #5	Follow-on #6
2.1.7. Agree on notice for SC materials to be published.	Closed	<ul style="list-style-type: none"> A. The program and participants have been providing materials in the agreed upon timeframes. B. Materials are thorough and well prepared. C. It is highly recommended that all Projects reporting in the Steering Committee utilize the agreed upon status report and overview documents. 		
2.1.8. Identify decisions on SC agenda in advance of meeting.	Closed	<ul style="list-style-type: none"> A. As the program nears go-live it will be incumbent on Steering Committee members to follow the protocols for decision making processes within the forum. 		
2.2 Management Assessment				
2.2.1. High Priority Recommendation: Clarify roles and responsibilities, lines of authority and communication, within tracks and across the program.	Closed	<ul style="list-style-type: none"> A. Roles within the program are defined and functioning as planned. B. As go-live nears, prioritization of task may require shifting resources to priority tasks. It will be critical in that process that Project Managers work together and have agreement on priorities. 	 9.0	 7.0
2.2.2. High Priority Recommendation: Identify responsibility for decision making and criteria for escalation	Closed	<ul style="list-style-type: none"> A. The program has defined a decision-making process. As described above, that process is working, however additional, 		

Recommendations	Status	Current Assessments	Follow-on #5	Follow-on #6
		<p>proactive reminders of the process and what will be expected of stakeholders prior to go-live events may be beneficial to producing expedient decisions.</p>		
<p>2.2.3. High Priority Recommendation: Develop an integrated, high-level view of the schedule showing critical milestones and inter-dependencies across projects/tracks.</p>	<p>Open</p>	<p>A. The program has developed both the status report and associated IPS Go-live Dependencies visual overview of critical milestones of the program's schedule. These tools have been developed in a thorough manner. However, their value will not be fully realized until all Program Project Managers at AOC and King County fully utilize the tools.</p>		
<p>2.2.4. High Priority Recommendation: Conduct a program kick off with the teams to reinforce the program schedule, scope, roles and responsibilities, etc. Consider coordinating this activity with current town hall program meetings.</p>	<p>Closed</p>	<p>A. The program has an all staff weekly meeting that should utilize the status and IPS dependency document to update status. This will ensure that all program staff understand the overall schedule, progress, challenges and status of the program.</p>		
<p>New 2.2.5 High Priority Recommendation: The Program should develop and adopt an assessment matrix for evaluating go-live readiness and areas of associated risk. This tool should be utilized in the upcoming Steering</p>	<p>Open</p>	<p>A. The program is in the process of developing a draft go/no-go decision-making matrix for review.</p>		

Recommendations	Status	Current Assessments	Follow-on #5	Follow-on #6
Committee and Executive Team forums to determine final go-live approval.				
<p>New 2.2.6 High Priority Recommendation: Project Managers should utilize the program’s control tools (milestones matrix and associated IPS Go-live Dependencies visual charts).</p>	Open	<p>A. Project Managers’ utilization of the programs overarching control tools has not been observed. Use of these tools by all Project Managers to update team members during team meetings, to plan tasks and activities and to discover coordination points between projects will enhance overall program performance.</p>		
2.3 Project Management				
<p>2.3.1. Develop a Program Management Plan (PMP) that aligns with the recommended PMBOK PMP. To realize the benefit of a PMP as quickly as possible, ISG recommends development of the PMP in three (3) iterations: 1st Iteration: Document the three (3) program baselines (scope, schedule and budget); 2nd iteration: Document standard processes to be applied across the program for Communications Management, Stakeholder Management, Procurement Management, Human Resources Management, Change Management and Risk Management; 3rd iteration: Document standard processes to be applied across the program for Configuration Management, Scope Management, Schedule Management, Cost Management, Quality Management, Process Improvement and Requirements Management.</p>	Closed	<p>A. The PMP is complete and many of the plan’s control points have been implemented and are functioning as required.</p>	 6.0	 6.0

Recommendations	Status	Current Assessments	Follow-on #5	Follow-on #6
2.5.2. Log all decisions in a central repository so there is a clear record and the decisions can be communicated broadly to the team.	Open	A. A simplified Risk log is recommended.		
2.6 Change Management				
2.6.1. Develop a Change Management Plan as part of the larger PMP (see recommendation 2.3.1) that identifies the formal process for identifying, approving and communicating changes to scope, schedule and budget.	Open	A. The program's AOC projects have a change management plan that documents process. B. The Change Management (CM) must be utilized across the program to facilitate a cross-program discussion and awareness of the impacts of proposed change.	 9.0	 9.0
2.7 Communications Management				
2.7.1. <u>High Priority Recommendation</u> : Schedule regularly occurring meetings for AOC Program Manager and Track Program Managers to stay in synch and coordinate activities across tracks.	Open	A. The Program's AOC Project Managers are not meeting on a weekly basis outside of the Program Managers Meeting with King County Project Managers. B. Lack of a AOC Project Managers meeting is assessed to be causing communication gaps between managers internal to AOC. These communication issues have also been observed to impact staff within project teams.	 5.0	 9.0

Recommendations	Status	Current Assessments	Follow-on #5	Follow-on #6
<p>2.7.2. <u>High Priority Recommendation</u>: Schedule regularly occurring meetings between AOC managers, KCDC and KCCO PMs to address integration points between AOC and other jurisdictions.</p>	Open	<p>A. The Program’s Project Managers meetings are utilizing the program status report as well as program high-level milestone scheduling tools for the AOC tracks only.</p> <p>B. The Program’s Project Management meeting is not consistently attended by all the Program’s Project Managers. The lack of consistent attendance and participation has caused visible communication gaps between the Program’s Projects.</p>		
<h3>2.8 Configuration Management</h3>				
<p>2.8.1. Review configuration management processes in project management level and technical management level meetings.</p>	Open	<p>A. The technical managers have made significant strides in the requirements management for the program. Projects within the program are utilizing SharePoint to capture and organize requirements.</p>	 8.5	 6.0
<h3>2.9 Program Estimating and Scheduling</h3>				
<p>Note: See Recommendation 2.7.1 and 2.7.2 for project plan and status reporting templates being used to monitor and manage the critical path.</p>	Open	<p>See Current Assessment 2.7.1 and 2.7.2</p>	 9.0	 7.0

Recommendations	Status	Current Assessments	Follow-on #5	Follow-on #6
2.10 Program Personnel				
2.10.1. <u>High Priority Recommendation</u> : As part of the PMP, develop a program level staffing management plan that provides a high-level plan for staffing needs, acquisition and management.	Closed	A. The AOC project tracks within the program have made progress in structuring and utilizing all available resources. B. Program Manager and AOC Project Managers need to work together to align resources to high priority tasks.	 4.0	 7.0
2.10.2. <u>High Priority Recommendation</u> : With staffing management plan developed, look to meet staffing needs by: 1) Consider reallocating staff within or across organizations. 2) Complete the work with the least resource dependent approach. 3) Re-schedule resource dependent tasks that are not on the critical path.	Closed			
2.11 Program Organization				
2.11.1. Develop a project organizational chart with clear lines of communication and authority along with clear roles and responsibility definitions as part of the PMP Staffing Management Plan (see recommendation 2.3.1).	Closed	A. The organization chart for the program has been developed and staff are aligned to the roles defined.	 4.0	 4.0
2.12 Subcontractors and External Staff				
The programs management of sub-contracted and contracted resources is an assessed area of strength as such, there are no recommendations.	Closed	A. The Program is adept in its ability to manage contracted resource, incorporating those resources into program and project track activities in an efficient and effective manner.	 2.0	 2.0

3.0 Quality Management

Recommendations	Status	Current Assessments	Follow-on #5	Follow-on #6
3.2 Quality Assurance				
3.2.1. <u>High Priority Recommendation</u> : Develop a program level quality review for program deliverables at a project and track level.	Open	A. As the program near its first go-live, there is a critical need to implement a simple deliverables approval process for all key deliverables within the program that includes versioning so everyone is working from the most recent and approved document. The schedule and coordinated events depend on deliverables that are timely and that meet the business requirements of the program.	 9.0	 9.0

4.0 Requirements Management

Recommendations	Status	Current Assessments	Follow-on #5	Follow-on #6
4.1 Requirements Management				
4.1.1. <u>High Priority Recommendation</u> : Develop a program level requirements management plan and process as part of the PMP (see recommendation 2.3.1). 1) Utilize a centralized repository model that is available to both technical teams as well as business analysts. 2) Develop processes for requirements traceability throughout SDLC.	Open	A. The program has made progress regarding the definition of requirements and resulting high-level design. High-level design documentation is being managed through SharePoint. There is a clear requirements analysis and management plan as well as	 7.5	 6.0

Recommendations	Status	Current Assessments	Follow-on #5	Follow-on #6
		resources dedicated to those processes. B. Emphasis on the utilization of subject matter experts is strongly recommended.		
4.2 Security Requirements				
4.2.1. <u>High Priority Recommendation</u> : Develop a program level security requirements assessment and monitoring program as part of the overall requirements management component of the PMP.	Open	A. An initial Security Assessment has been conducted by an independent assessment firm. B. It is highly recommended that the subsequent follow-up security audit be conducted on the system prior to go-live and potentially be incorporated into the go-live readiness assessment process.	 8.5	 8.5
4.3 Requirements Analysis				
4.3.1. <u>High Priority Recommendation</u> : Conduct a program level requirements analysis review as a part of the overall requirements management processes for the program.	Open	See Current Assessment 4.1.1 above.	 7.5	 6.0
4.4 Interface Requirements				
4.4.1. <u>High Priority Recommendation</u> : Conduct a program level interface requirements analysis review as a part to the overall requirements management processes for the program.	Open	See Current Assessment 4.1.1 above.	 8.5	 6.0

7.0 Software Development

Recommendations	Status	Current Assessments	Follow-on #5	Follow-on #6
7.1 High Level Design				
7.1.1. <u>High Priority Recommendation</u> : Develop a program level high-level design document. 1) Ensure design requirements can be traced back to system requirements. 2) Create configuration control within high level design documents.	Open	<ul style="list-style-type: none"> A. The program has made progress in the high-level design to include both documentation and communication of design. B. The program should continue to utilize simplified documentation methods and visual aids in communicating design. C. Agreement for design plans and functions whenever possible, should utilize a simplified documentation and discussion process (e.g. Data Purge process and Data Validation demonstration and associated documents). 	 9.5	 8.0
7.2 Detailed Design				
7.2.1. <u>High Priority Recommendation</u> : Create program level detailed design documentation and processes. 1) Ensure design requirements can be traced back to system requirements. 2) Create configuration control within high level design documents.	Open	See Current Assessment 7.1.1 above.	 8.5	 8.0

7.3 Code

7.3.1. High Priority Recommendation: Create configuration control within development plan and approach	Open	See Current Assessment 2.8.1 above.	 8.5	 8.0
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8.0 System and Acceptance Testing

Recommendations	Status	Current Assessments	Follow-on #5	Follow-on #6
8.1 Acceptance and Turnover				
8.1.1. High Priority Recommendation: Complete and publish a program-wide test plan that identifies testing definitions, schedule, roles and responsibilities, approach, methodology, scope, entrance and exit criteria for different phases of testing, test reporting, and testing inter-dependencies across components. 8.1.2. High Priority Recommendation: Program end-to-end testing is highly recommended prior to go-live. All required project tracks should prioritize ensuring that needed elements (data, resources, environments, etc..) to conduct end-to-end testing are in place and can be utilized. End-to-end testing results should be an element of the go-live readiness assessment.	Open	A. The program has developed a test plan that is comprehensive in outlining an approach and activities as well as entrance and exit criteria. This plan requires finalization and resulting communication to impacted Program Project teams. B. Risk assessment within the testing assessment category remains high because of the testing requirements, cross-program participation and the limited time remaining prior to go-live.	 8.0	 8.0

10.0 Data Management

Recommendations	Status	Current Assessments	Follow-on #5	Follow-on #6
10.1 Data Management				
<p>10.1.1. <u>High Priority Recommendation</u>: Develop program level data management plan to include an overall inventory of interfaces identifying parameters by interface as well as individual interface control documents (ICDs) that define the details about the interface including data mapping between systems, ETL and data validation rules, frequency, method of transfer.</p>	<p>Open</p>	<p>A. The program has made progress in defining Data Management in accordance with long term plans.</p> <p>B. Program teams have developed visual aids and simplified documentation that has drastically improved the understanding of the technical requirements of the Data Management plans (e.g. Data Purge process and Data Validation demonstration and associated documents).</p> <p>C. The program continues to need a simplified version of the full Data Management plan. At this point in the project lifecycle, this documentation can be used to confirm understanding and assist teams in finalizing plans.</p>	 <p>8.0</p>	 <p>9.0</p>

11.0 Operations Oversight

Recommendations	Status	Current Assessments	Follow-on #5	Follow-on #6
11.1 Operations Oversight				
11.1.1 <u>High Priority Recommendation</u> : Additional development of draft Maintenance and Operations plan should be a focus of Project Managers in preparations for Production activity of EDR. Project team should strive to release revised version of M&O plan prior to system moving into final testing phases in Fall of 2017.	Open	A. As the program nears its first full go-live, draft maintenance and operations plans are required. Roles and processes for go-live support will be critical and defining those roles and ensuring they are in place prior to go-live should be a part to the final go-live decision process.	 4.0	 8.0



Appendix B. ISG INH EDE Discovery Interviews

ISG conducted interviews as an information gathering and validation process of the discovery and assessment phase. Interview sessions were designed to gather information in relationship to the ISG QA Framework. Interviewee questions were prepared in advance by the ISG team assigning specific QA Framework questions to the roles of individuals being interviewed.

AOC Interviews

1. Kevin Ammons
2. Sree Sundaram
3. Kumar Yajamanam
4. Tim Anderson
5. Scotty Jackson
6. Sriram Jayarama
7. Ramsey Radwan
8. Dirk Marler
9. Veronica Diseth
10. Bryan Hay
11. Ramasree Sunchu
12. Daniel Springer
13. Amy Hunter
14. Adam Campbell

INH EDE Stakeholder Interviews

1. Shuyi Hu
2. Barb Miner
3. Palomino, Othniel
4. Enrique Kuttemplon

Appendix B. INH EDE Follow-on Assessment Report

ISG QA Process Background and Approach

ISG's process in developing the baseline assessment report included discovery interviews, program artifact reviews, and program meeting attendance. Meeting attendance included INH EDE Program Steering Committee, JISC, and/or other program level meetings. Artifact review includes project plans, project budget reports, status reports, deliverable documentation and project management methodology, please refer to (Appendix B & C) for full list interviewees and deliverables reviewed.

Within the follow-on assessment reporting tables that follow, the reader will find both Qualitative and Quantitative assessment findings, both of which are defined as follows.

ISG Qualitative Analysis System



Assessment/Findings:

Describes ISG assessment findings in narrative and qualitative form. This information is gathered from key staff interviews and documentation review and is specific to the ISG QA framework area being assessed.

Expected Outcome:

This area of the assessment report is intended to provide the reviewer with a high-level definition of what is expected from the assessment area. ISG can provide additional detail in these areas to include examples and templates in some cases for AOC utilization.

Project Controls:

The program controls section lists PMI PMBOK and general industry best practices, program/project control techniques and tools. ISG can support this section with examples and discussion of techniques and tools.

Recommendations:

For categories of the assessment framework that have assessment findings, ISG has included recommendations. Recommendations are based on industry best practices and practical ISG team experiences.

Appendix C. ISG INH EDE Discovery Documentation

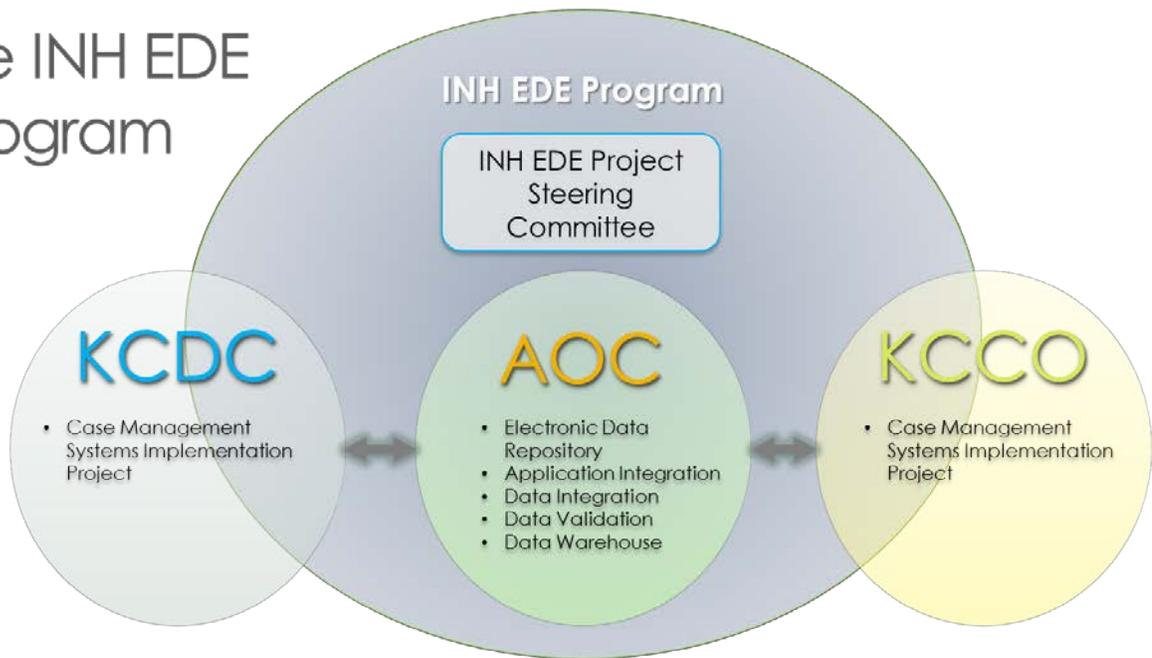
ISG was provided the following project documents in the assessment and discovery phase. ISG's assessment and findings is based in part on review of the documents reviewed.

INH EDE Program	Committee/meeting	Project/track
1. EDE Docs Status Reports	16. Expedited Data Exchange Steering Committee	1. Project Track Schedules
2. JIS Data Replacement and Approval PowerPoint	17. JISC Reporting and presentation	2. Project Track Resourcing Information
3. JIS-EDS eCourt Person Matting PowerPoint	18. JISC EDR Data Standards	3. Project Track monthly reports
4. EDE Milestone Visual Schedule	19. INH EDE Program Town hall	4. EDE SharePoint Portal
5. EDE Draft Test Plan	20. AOC & KC Meeting Minutes	5. EDE Project Budget Summary (Steering Committee)
6. EDE Program SharePoint site	21. AOC Expedited Data Exchange March 2017	6. AOC KC Data Exchange Proposal 02-27-15
7. EDE Ingestion List	22. Expedited Data Exchange Budget Status April 2017	7. Data Integration and Data Validation Charter _signed
8. EDE All Staff Presentation	23. Expedited Data Exchange Major Milestones	8. EDR InScope_OutOfScopeV15
9. Project Charters/Scope	24. Provisionally Approved JIS Data Standards for Alternative Electronic Court Records Systems	9. JIS Application Integration and Data Warehouse Charter signed
10. Project Governance	25. Application Integration High Level ver 0 9	10. Signed AOC Expedited Data Exchange Steering Committee Charter
11. EDR Project Charter _ KC Go Live		11. Justification DW
12. EDE Org Chart		12. Priority Checklist
13. INH-EDE Project Steering Committee reporting		13. Statement of Work EDE Application Integration revised 4-6-16
14. Steering Committee Meeting Minutes		
15.		

The INHE EDE Program Overview

INH EDE is currently under development by the Administrative Office of the Courts (AOC). When complete, the INH EDE will perform a critical business function of providing access to offender data across jurisdictions statewide, so that continued public safety of Washington residents can be assured. The INH EDE will eventually replace a legacy data repository that contains offender data from all thirty-nine Washington counties.

The INH EDE Program



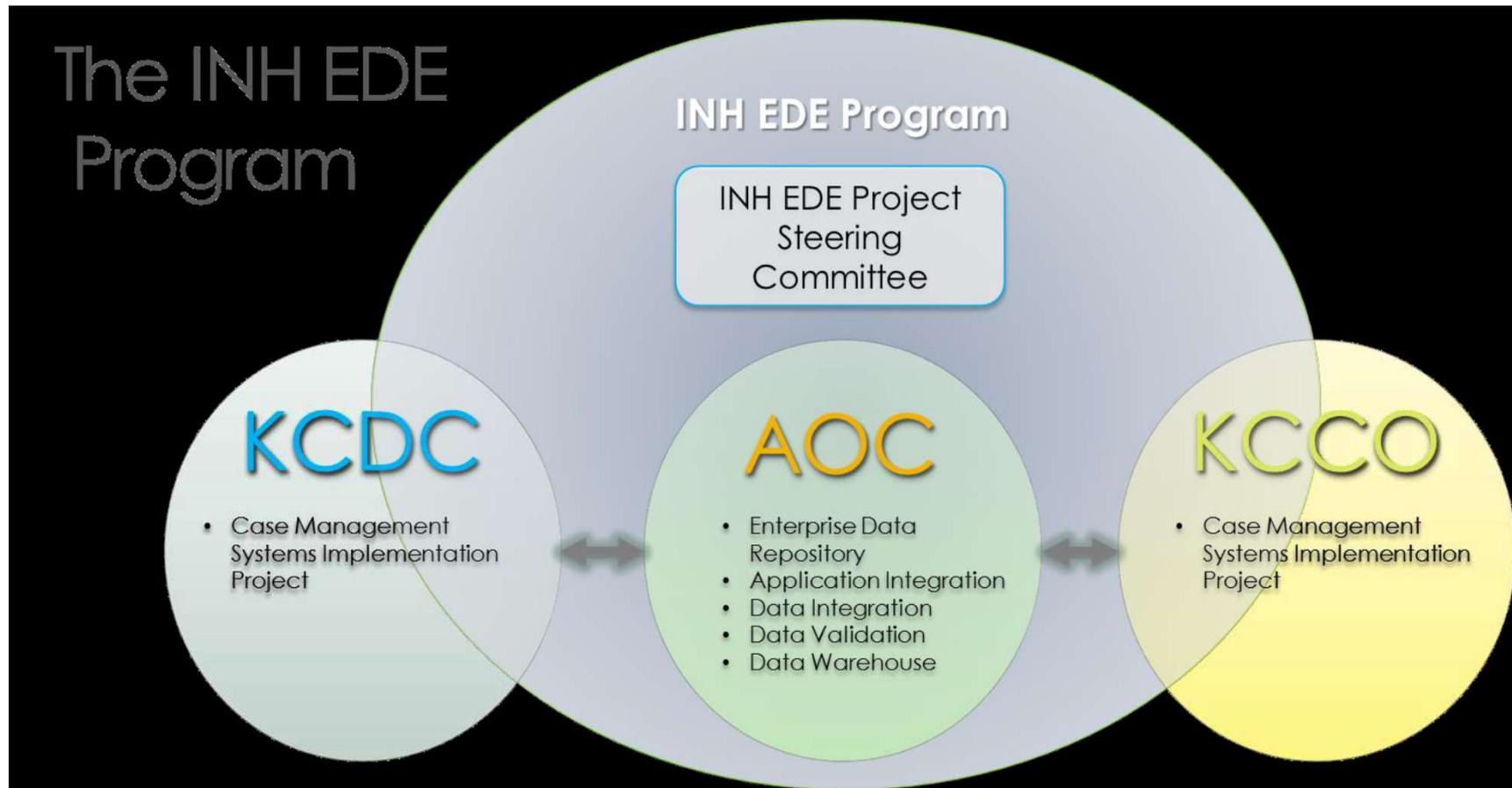
Expedited Data Exchange (EDE)

Program Update

Kevin Ammons, PMP
Program Manager

October 27, 2017

INH EDE Program



Program Purpose

The Expedited Data Exchange (EDE) Program will perform the critical business function of providing access to statewide data, across jurisdictions, so that the continued public safety of Washington residents can be assured.

Previously Reported Issues Update

- JIS-EDE Initial Load Performance
 - This issue has been corrected by changing both the access method for the Enterprise Data Repository (EDR) and the integration from JIS
- Resource Shortage
 - AOC contracted for both Business Analysts and developers
 - No further procurements or recruitments planned

Recent Activities

- ✓ Simplified structure of the Enterprise Data Repository (EDR)
 - ✓ AOC assisted KCCO with their code integrating to the EDR
- ✓ Began real time updates of all JIS Person data from JIS to the EDR
- ✓ Produced a standard query for searching person data in the EDR
 - ✓ First of about 10 required to standardize query results around criminal history, warrants, orders, and other public safety issues

Recent Activities

- ✓ Completed development of JIS Data Removal process
 - ✓ Will remove case data from JIS as cases are moved into local case management systems; data will then be replaced into the EDR from the local system
- ✓ Demonstrated Person Matching Level 1 (Exact match), Person Search Standard Query, and Person Data Validation to KCCO and KCDC on Sep 29

Active Project Issues

Total Project Issues			
Low Urgency	Medium Urgency	High Urgency	Closed
1	1	6	3

Significant Issues for KCCO Go Live

Issue	Description	Action
Data Exchanges	WSP Dispo, DOL Convicted Felon, DOL Qualifying Juvenile Offender DXs delayed and may not be ready in time or have sufficient testing time	TBD - Pending action by the project steering committee based on overall timelines
Person Matching	AOC is waiting for clarity regarding person management rules in eCourt	Working with KCCO to define how their person management will function so it can be included in Person Matching

Significant Issues for KCCO Go Live

Issue	Description	Action
JABS	Once KCCO begins managing cases in eCourt, updates to existing cases and new cases will not be available in JABS by January 2, 2018	Progress depends on AOC's additional standard queries and receiving eCourt data from KCCO
ACORDS	ACORDS will not be able to source data from the EDR by January 2, 2018	Meeting with COA Division 1 to determine the minimum capabilities required to be able to manage new appeals related to KCCO cases
Standard Queries	AOC is behind on producing standard queries against the EDR	Assigned team of developers and analysts in early October to alleviate this delay

Project Milestones

Milestones	
✓ Simplified EDR deployed	Sep 21, 2017
✓ JIS to EDR person data integration live in production	Sep 27, 2017
✓ Person Matching demonstration for KC	Sep 29, 2017
KCDC 1 st Go-Live	Oct 2017
Remove KCDC Go Live Cases from JIS	Nov 2017
Complete JIS to EDR integration	Nov 2017
KCCO Go-Live	Jan 2018
KCDC 2 nd Go-Live	Apr 2018
KCDC 3 rd Go-Live	Jul 2018

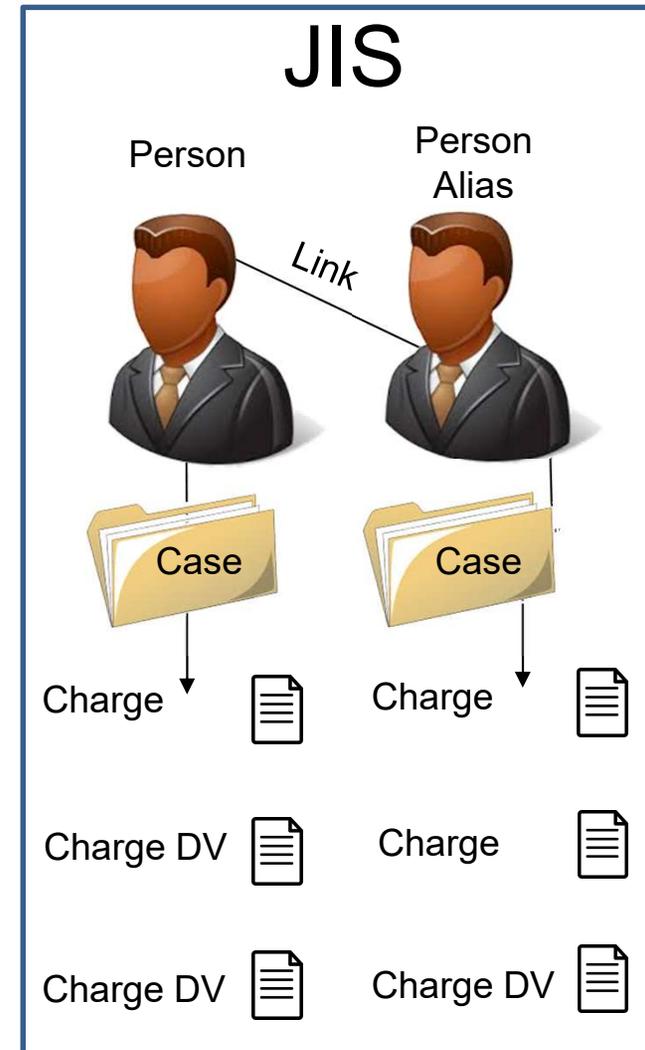
Person Data and the EDE Project

Kevin Ammons, PMP
Program Manager

October 27, 2017

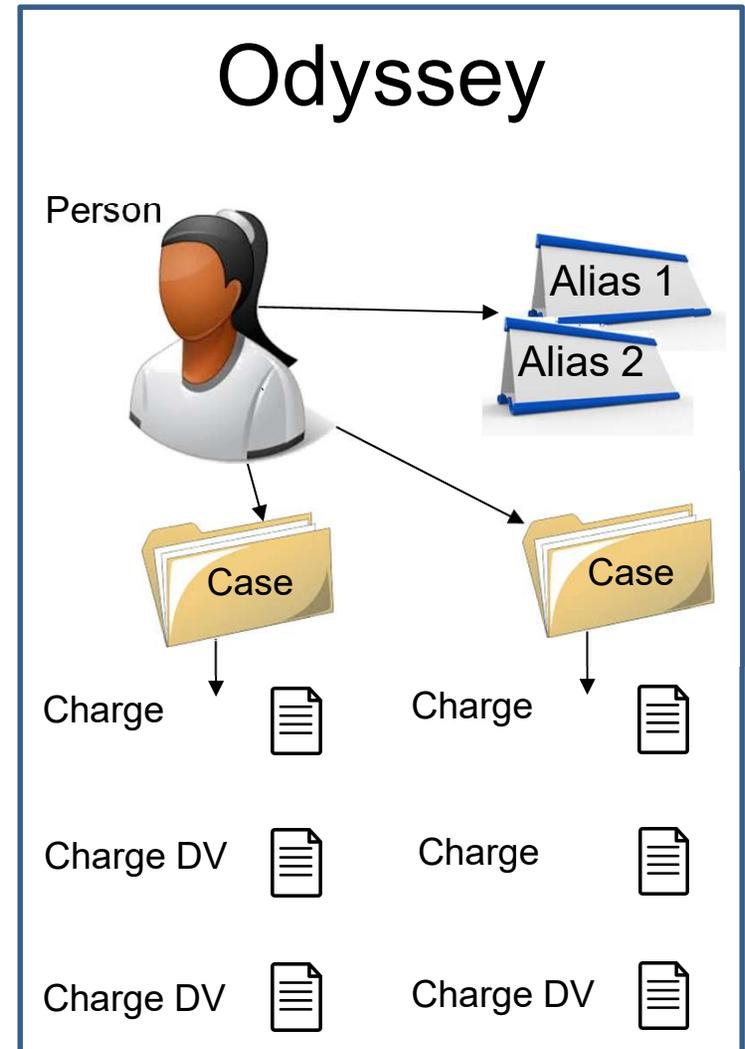
Person – Case Relationships

- JIS Persons are person records with different names and/or other data
- They are linked by a “pointer” within the record
- JIS systems understand the function of the pointer and will return person and case data related to the alias
- Each person record can have multiple cases it is associated with



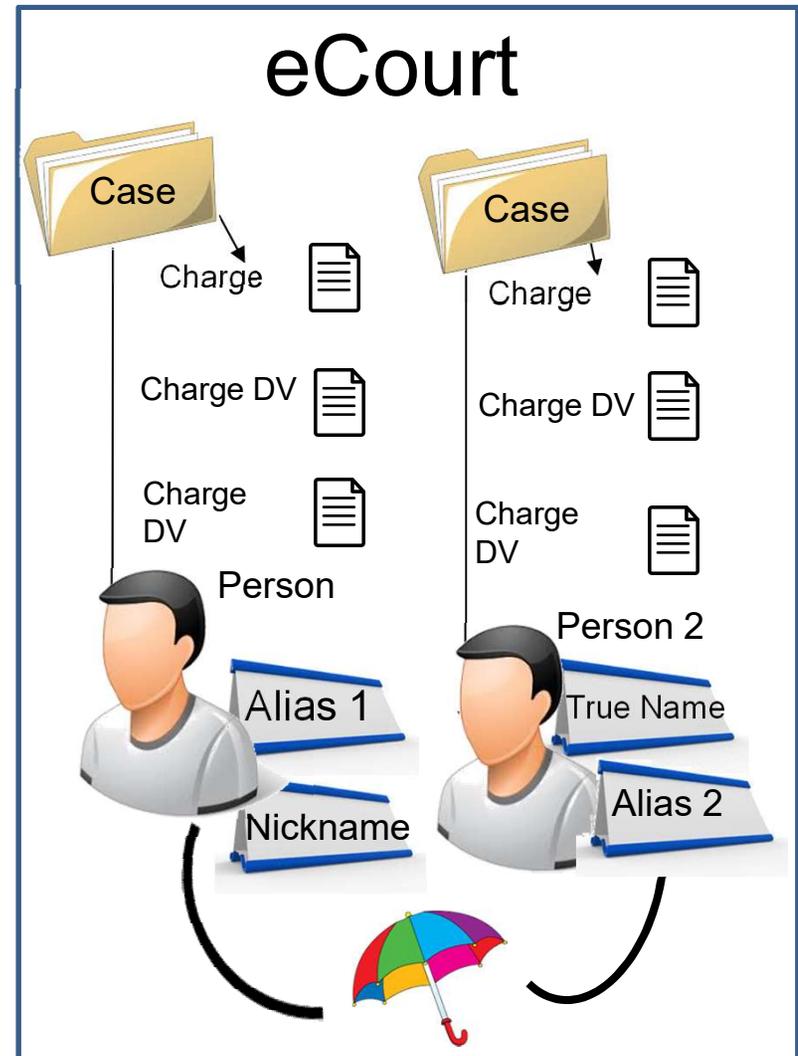
Person – Case Relationships

- Odyssey Persons are person records with different names and/or other data
- Aliases are additional data elements within the person records
- Odyssey aliases do not have separate cases associated just with the alias
- Each person record can have multiple cases it is associated with



Person – Case Relationships

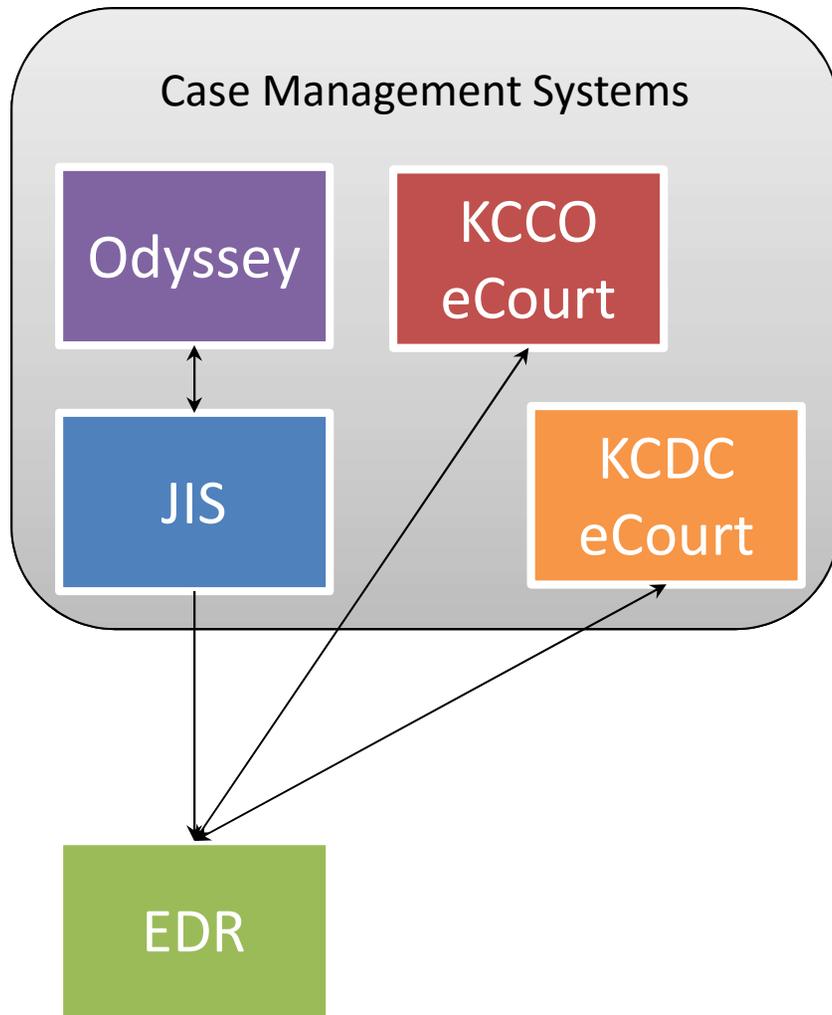
- eCourt is a case-based system
- eCourt persons records are associated with only one case, even if the person data is identical
- KCCO plans to link records by an umbrella ID which they plan to define before the end of October
- Linked records can have different data in every field
- Alias, nickname, and true name are just labels that do not have cases attached to them



Lazy Load

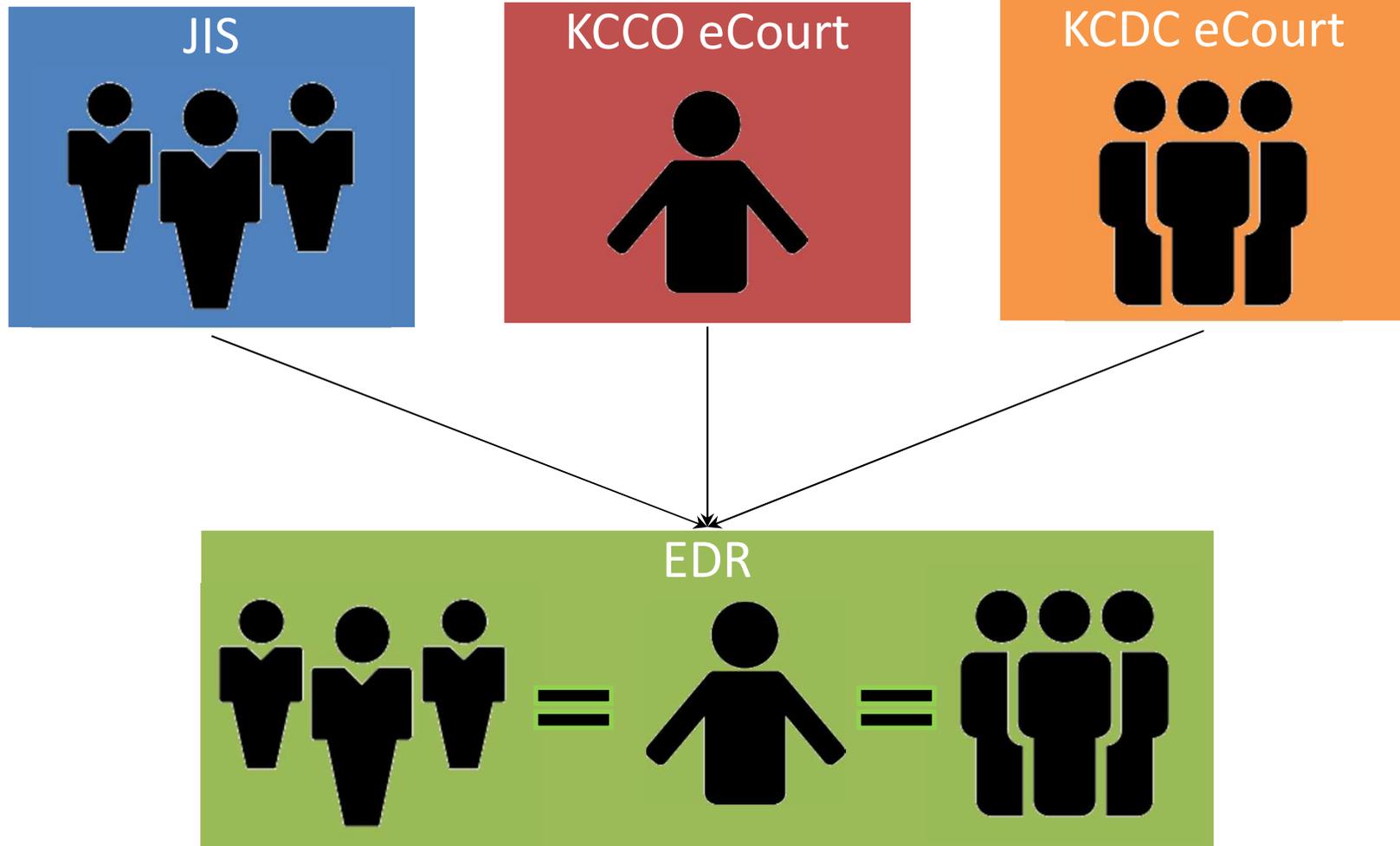
- KCCO plans to use “Lazy Load” method to provide updated case and person data after they implement eCourt
- This will leave all of the KCCO cases in the JIS database until an update happens
- When a case is updated, KCCO will send the case and person records to the EDR
- AOC will receive case numbers from cases sent to the EDR and remove the cases from JIS
- Any KCCO updates to existing JIS person records **will not** flow into JIS

Person Data Management



- Person data management primarily occurs in each CMS
 - Odyssey, JIS, KCCO, and KCDC
 - Synchronization occurs between JIS and Odyssey
- Person updates in JIS/Odyssey will not automatically appear in either KCCO or KCDC eCourt
- Person updates in KCCO or KCDC eCourt will not automatically appear in JIS/Odyssey
- Persons are not matched across case management systems

Goal of Person Matching

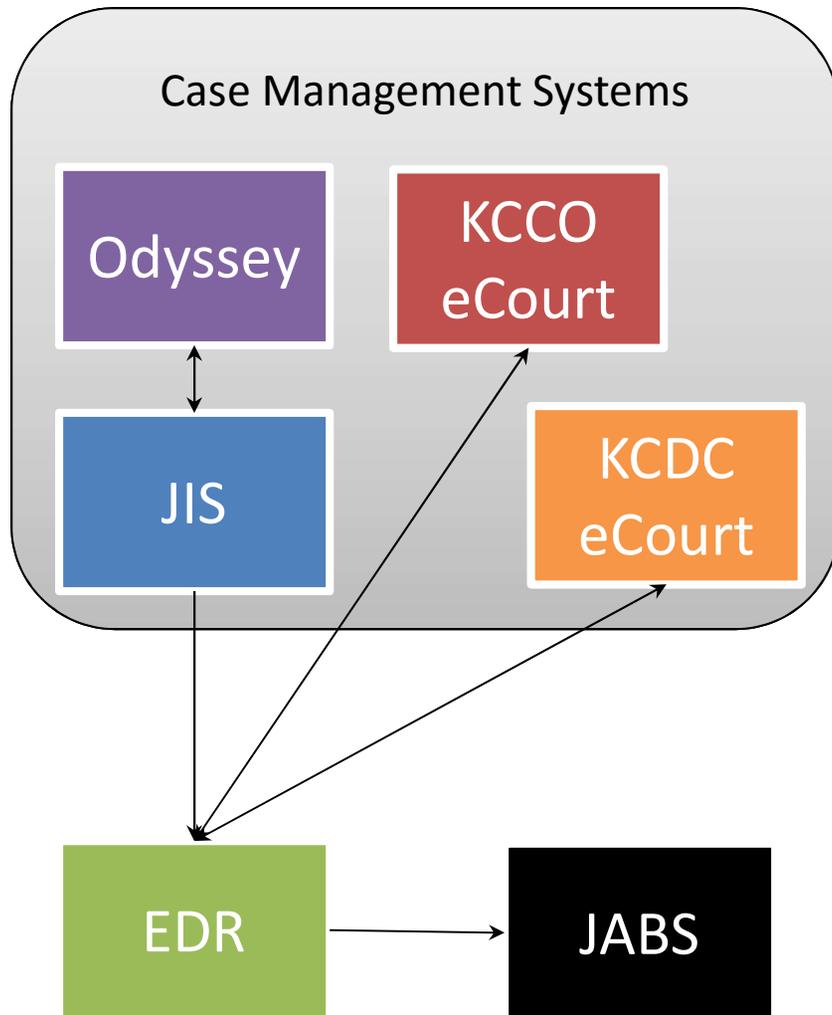


Person Matching in the EDR

- Multi-level approach that will require continuing work to improve and fine tune

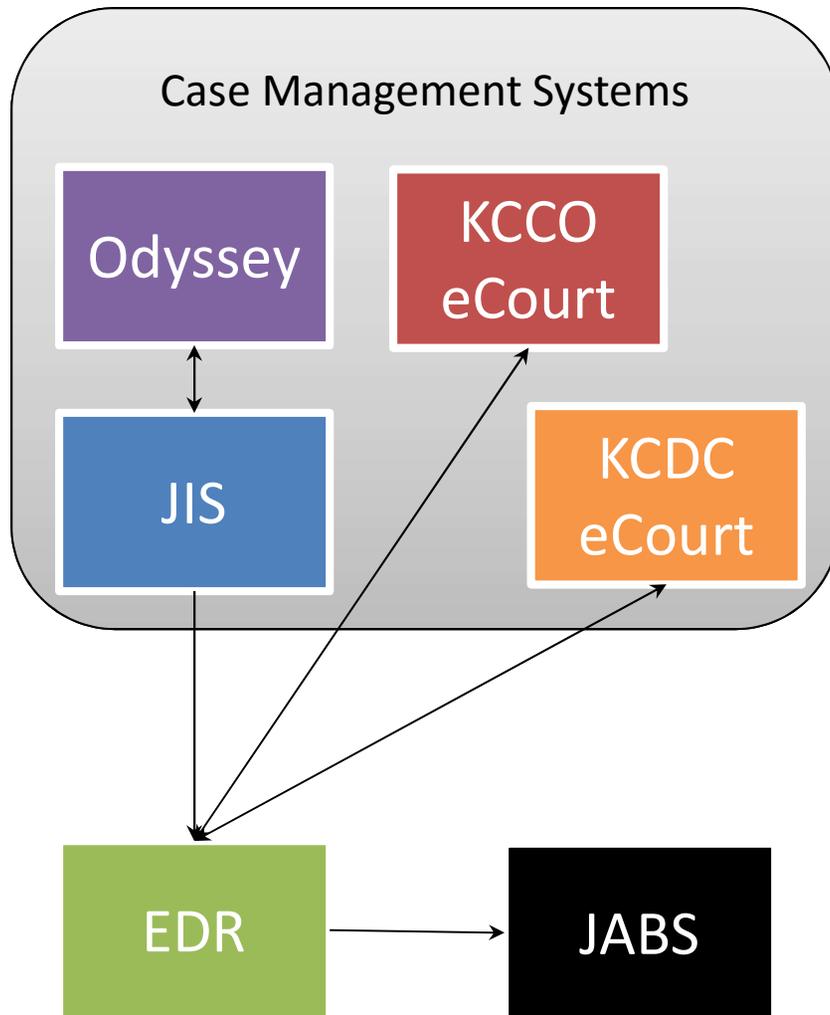
Level	Description	Function	Target Date
CMS	JIS	Group person records in the EDR based on JIS links and associations	Jan 2018
CMS	KCCO	Group person records in the EDR based on KCCO links and associations	TBD. Pending umbrella ID information
CMS	KCDC	Group person records in the EDR based on KCDC links and associations	TBD. Pending umbrella ID information
1	Exact Match	Based on full name, DOB, gender, and key unique IDs like DOL, DOC, JUV, etc.	Jan 2018
2	Fuzzy Match	Matching based on common misspellings, typos, phonetics, and other non-exact match conditions	Begin Feb 2018
3	Probabilistic	Matching based on probability that a given data set represents the same person despite incompleteness or errors	Begin Feb 2018

Person Data Viewing



- No case management system will have a complete view of statewide person data
- JABS is being modified to source person data from the EDR
- Once complete, JABS can be used to identify persons known in other case management systems, but not in the user's primary system
- There will not be an automated method of copying person records found in JABS into JIS for the Jan 2018 KCCO go live

Person Data Viewing



- JABS will be able to recognize matches of person records made across systems, once those matching rules are implemented
- JCS, JIS Link, and some other JIS systems will also be able to recognize and use the matches created

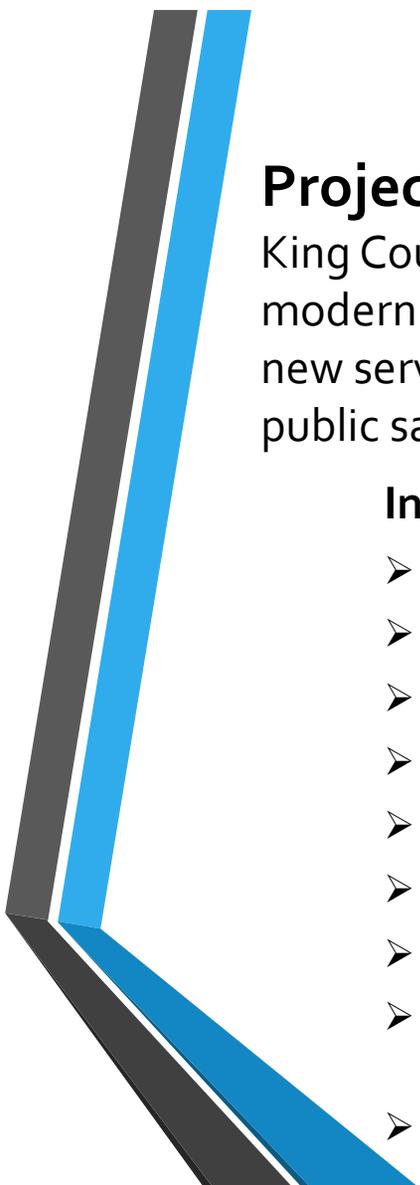
Questions?



KING COUNTY DISTRICT COURT CASE MANAGEMENT SYSTEM PROJECT UPDATE

**Judge Donna Tucker – Presiding Judge
Othniel Palomino – Chief Administration Officer**

KCDC
Updated: October 6, 2017



PROJECT OVERVIEW

Project Description

King County District Court is implementing a unified case management system using modern technology that would allow the Court to become more efficient and provide new services to the public. The primary objective of this implementation is to ensure public safety.

In Scope

- Core Case Management System
- eFiling
- Probation System Replacement
- Document Management System
- eMitigation System
- Digital Signatures
- Electronic Data Exchange – EDR
- External Interfaces not covered through Data Exchange
- Jury Management System

Out of Scope

- Video Conferencing Capabilities
- Court Audio Recording
- Interpreter Web
- Witness Management System
- Search Warrant Management System

PROJECT PHASES

phase

1

- Phase 1 – October 2017

- “Limited Civil” case types – Summons & Complaints, Judgment Summaries, Foreign Judgments, Collections – including Exparte Motions processing
- New system for “Limited Civil” deployed to Burien, Issaquah, and Seattle locations
- eFiling functionality
- Public Portal

phase

2

- Phase 2 – Spring 2018

- “Full Civil” case types – Small Claims, Name Changes, Impounds, Protection Orders
- New system for “Full Civil” deployed to all locations
- Integration with the EDR

phase

3

- Phase 3 – Summer 2018

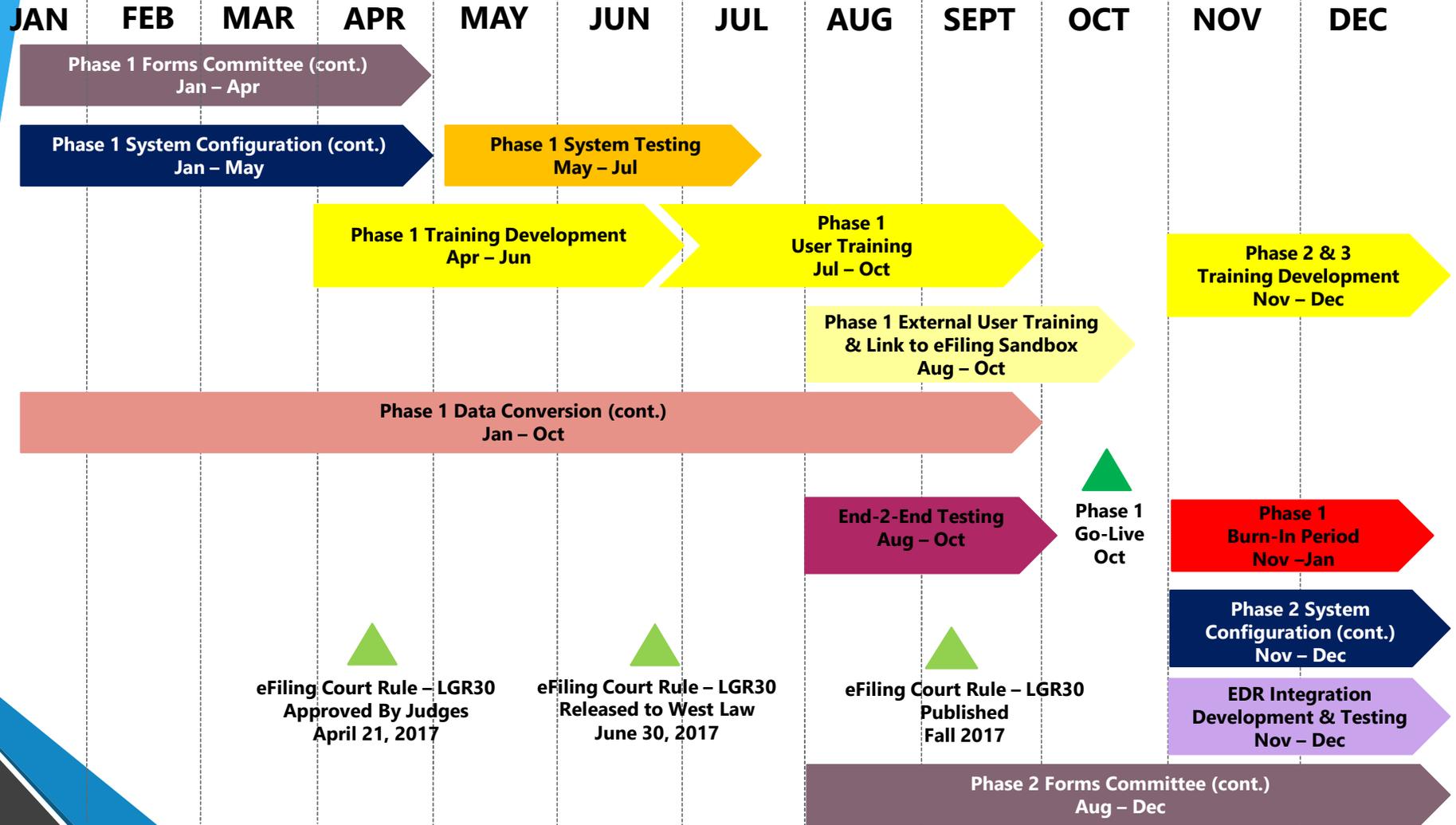
- “Criminal” & “Infraction” case types
- New system for “Criminal” & “Infraction” deployed to all locations

RECENT & UPCOMING EVENTS

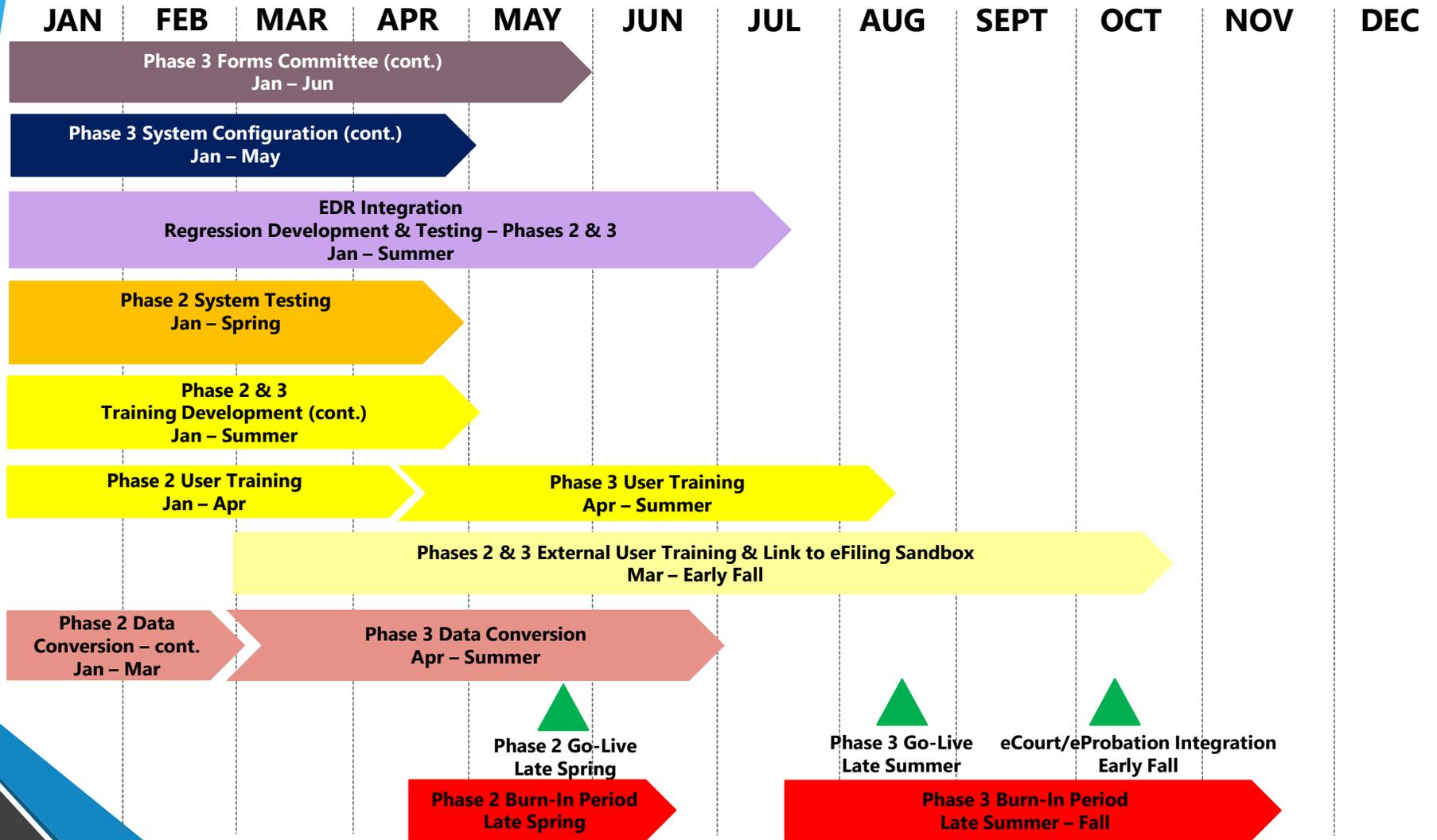
- Clerk & Manager Training – 7/10 – 9/29 – **COMPLETE**
- Judicial Training – 7/10 – 9/29 – **COMPLETE**
- Mock Court #1 – 8/14 – 8/18 – **COMPLETE**
- Mock Court #2 – 10/2 – 10/6 – **COMPLETE**
- Final Conversion Test Run – 10/13 – **COMPLETE**
- Project Go/No-Go Decision – 10/23 – **COMPLETE**
- Civil Phase 1 Go-Live Activities – 10/27 – 10/29 – **IN PROGRESS**
- Court Civil Phase 1 Launch – 10/30
- Civil Phase 1 CMS Launch Celebration – 11/9



PROJECT HIGH-LEVEL TIMELINE - 2017

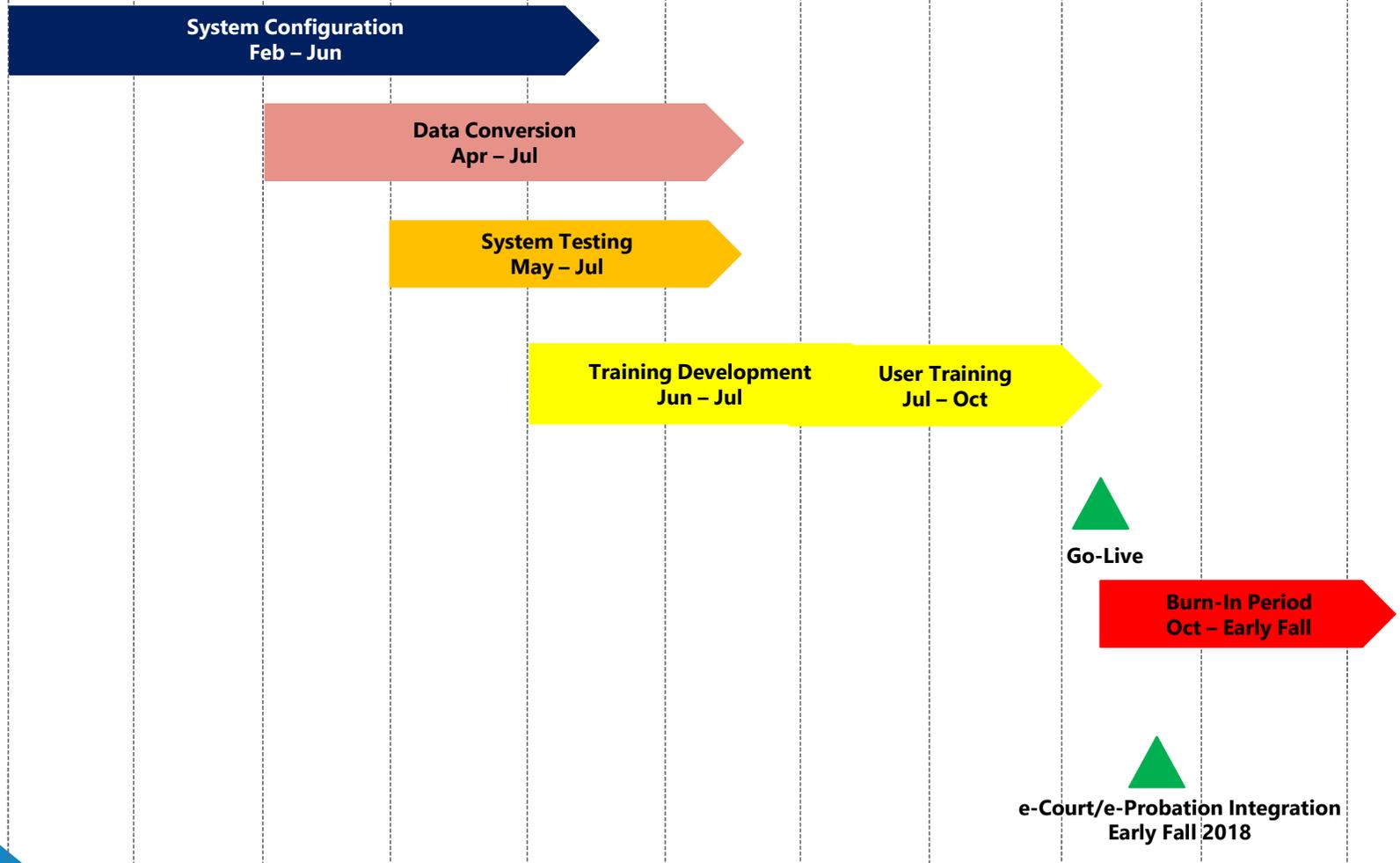


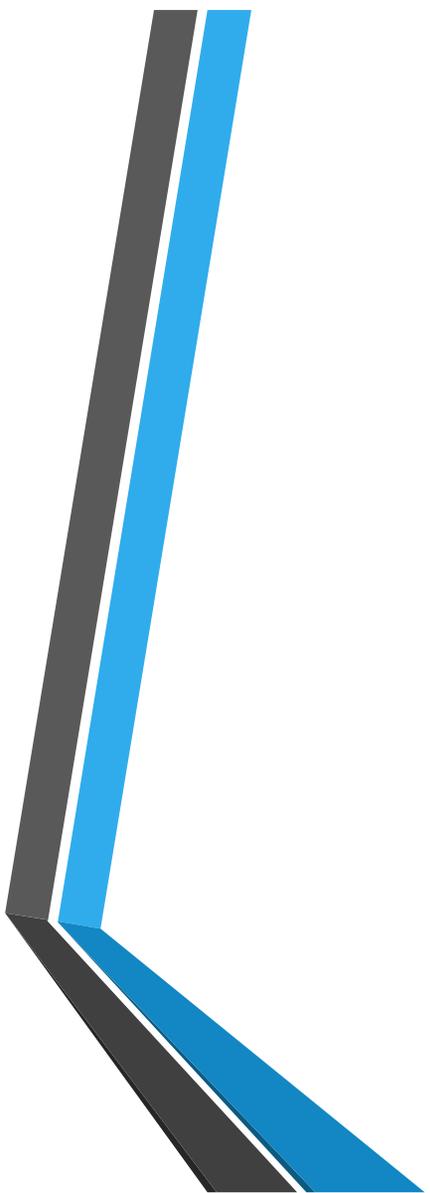
PROJECT HIGH-LEVEL TIMELINE - 2018



e-PROBATION PROJECT HIGH-LEVEL TIMELINE

JAN FEB MAR APR MAY JUN JUL AUG SEPT OCT NOV DEC





QUESTIONS?



King County
Department of Judicial
Administration

King County Clerk's Office Systems Replacement Project

Project Update

Barbara Miner
King County Clerk

October 11, 2017

Project Overview

- ▶ In Scope
 - ▶ Case Management functionality that replaces JIS/SCOMIS and functionality in 3 KCCO systems
 - ▶ Financial Management functionality that replaces JRS and JASS
 - ▶ Integrations with internal KCCO and King County systems, AOC, DOL, and others
- ▶ Out of Scope
 - ▶ Replacement of existing:
 - ▶ Document Management System
 - ▶ eFiling Application
 - ▶ Public-facing and partner-facing Document Viewers



Recent Activities

- ▶ Analysis and Design Complete
- ▶ Configuration: Configure complex processes first
 - ▶ 22 business processes in final test
 - ▶ 22 simple business processes configured
 - ▶ 3 Finance related business processes: late delivery
 - ▶ Mitigation: working with vendor on mitigation plan
- ▶ Data Conversion:
 - ▶ All JIS, converted and in test: 4 of 8 test/fix iterations completed
 - ▶ Finance data conversion behind schedule impacting validation tests
 - ▶ Mitigation: vendor on-site 2 of 4 last weeks to catch-up



Recent Activities

- ▶ Interfaces:
 - ▶ 2 – **Complete** & 14 – **In-Process**
 - ▶ KCMS schedule delay working with vendor and Superior Court to mitigate
- ▶ Training:
 - ▶ Course catalog - **Complete**
 - ▶ Facilities - **Ready**
 - ▶ Training Development **In-Process**
- ▶ IT Infrastructure all servers setup - **Complete**



Project Milestones

Milestone	Date
✓ Project Kick-off	April 2016
Analysis/Design/Configuration	September 2017 October 2017
Interfaces/Data Conversion	November 2017
System Testing	November 2017
Final Data Conversion & Go-Live	January 2018

Mandated Project

DRIVES AOC DOL Interface Modification

October 27, 2017

Background

- The Department of Licensing (DOL) is currently replacing its multiple legacy systems with a single modern integrated system called DRIVES
- DRIVES Phase 1 replaced the Vehicles Licensing System in December 2016
- DRIVES Phase 2 will replace the Drivers Licensing System in September 2018
 - **The changes associated with this system will affect AOC and other partner agencies**
- To maintain court system continuity, a number of existing AOC interfaces must be modified or replaced for required business capabilities to continue

Impacts to Court Applications

Technical Impacts

- All existing driver related AOC data exchanges, including FTA and Adjudications will be affected
- Access to the DOL Abstract Driver Record (ADR) data through existing JIS applications will be no longer be available requiring AOC to interface with new DOL web services
- All existing AOC ADR web services must be modified or replaced to access DOL data
- The following AOC applications are affected:
 - JIS (SCOMIS/DISCIS)
 - JABS (Judicial Access Browser System)
 - JCS (Juvenile and Corrections System)
 - ETP (Electronic Ticket Processing)
 - Odyssey
 - CLJ CMS

Impacts - continued

Business Impacts

- Our goal is to minimize the impact to courts as much as possible
- Impact to existing screens and reports cannot be avoided for all applications
- Mitigation to JIS will require changes to court business processes and education for court users

AOC Resource Impacts

- The work will require participation from technical leads, business analysts, application developers, testers, security, educators, etc.
- Needed resources could impact other JISC prioritized projects

Concurrent JISC Priority Projects

Project	DRIVES Impacts
EDE Program (EDR)	<ul style="list-style-type: none">• EDE identified data exchange interface modifications would be complete before the DRIVES work• No other dependencies have been identified• No conflict in resourcing expected at this time
SC CMS - Odyssey	<ul style="list-style-type: none">• Existing DOL look-up and ADR applications used by Odyssey will be modified in early 2018• Planned work will not impact Odyssey Go-Live events
CLJ CMS	<ul style="list-style-type: none">• Project schedule is not impacted by the DRIVES work• CLJ CMS project is planning to utilize the new DOL Look-up and ADR applications

AOC ITG Requests Associated with DOL DRIVES

ITG	Type	Description
ITG 243 Random Drivers License Numbering Assignment	Mandate	<ul style="list-style-type: none"> • DOL is changing the algorithm for the new driver's license in Sept 2018 • The new license will be a random generated number with the same number of characters starting with WDL • Alpha/numeric characters will remain in the same locations as in the current license design • DOL is expected to maintain the link between old and new driver license history • The expected impact will require a moderate amount of effort on AOC JIS • Possible business process changes, education changes, documentation and training changes associated with this change request
ITG 236 Multi-part Name subsection only	Mandate	<ul style="list-style-type: none"> • FTA file sent to DOL requires separate name fields for first, middle, last

AOC ITG Requests Associated with DOL DRIVES - continued

ITG	Type	Description
ITG 240 Change DOL/AOC Interfaces	Mandate	<ul style="list-style-type: none"> • Modification or replacement of interfaces used for data sharing • DOL Look-up application modifications • ADR web service interface modifications for multiple applications • Removal of DOL screen commands and ADR formatted display and batch print capability from DISCIS • Data exchanges modifications for FTA and Adjudications • Removal of access to DOL ADR from DISCIS will require changes to court business processes • Education and training

Estimated Hours and Cost

- Initial estimates are high level
- Estimates will adjust as design and requirements are completed
- Estimates include all resource costs
- No hardware or software purchases are anticipated
- AOC will use existing staff resources

Estimated common costs and technical / business solution		
	Low	High
Total Hours	2,974	5,626
Total Cost	\$226,024	\$427,576



Board for Judicial Administration (BJA) Meeting

Friday, June 16, 2017 (9 a.m. – 12 p.m.)

AOC SeaTac Office, 18000 International Blvd, Suite 1106, SeaTac

MEETING MINUTES

BJA Members Present:

Chief Justice Mary Fairhurst, Chair
Judge Scott Sparks, Member Chair
Judge Scott Ahlf
Judge Bryan Chushcoff
Judge Scott Collier
Ms. Callie Dietz
Judge George Fearing
Judge Blaine Gibson
Ms. Robyn Haynes (by phone)
Judge Judy Rae Jasprica
Ms. Paula Littlewood
Judge Bradley Maxa
Judge Sean Patrick O'Donnell
Judge Kevin Ringus
Judge James Rogers
Judge Ann Schindler
Justice Charles Wiggins

Guests Present:

Mr. Jeff Amram (by phone)
Ms. Kimberly Allen (by phone)
Mr. Mike Merringer

Public Present

Dr. Page Carter

AOC Staff Present:

Ms. Lynne Alfasso (by phone)
Ms. Misty Butler
Ms. Beth Flynn
Ms. Sharon Harvey (by phone)
Mr. Steve Henley
Mr. Brady Horenstein
Mr. Dirk Marler
Ms. Renee Lewis

Judge Sparks called the meeting to order.

May 19, 2017 BJA Meeting Minutes

Judge Chushcoff asked that the following wording be added at the end of the last paragraph under "Branch Budget Review" on page 6 prior to "This is only a proposal . . .": "Judge Chushcoff objected to having JISC representatives voting on judicial branch funding. He also suggested that JISC be under BJA's supervision beginning in a few years."

It was moved by Judge Ringus and seconded by Judge Maxa to approve the May 19, 2017 BJA meeting minutes with Judge Chushcoff's revisions. The motion carried.

Recognition of Incoming and Outgoing Members

This is Judge Collier's last BJA meeting. He has been on the BJA since 2016 and served on the Court Education Committee (CEC). Judge Sparks thanked Judge Collier for everything he has done for the BJA and also appreciates his input at the meetings. Judge Collier shared that Judge Gregory Gonzales from Clark County Superior Court will replace him on the BJA. Judge Collier has enjoyed serving on the BJA.

Chief Justice Fairhurst thanked Ms. Haynes for her involvement with the BJA and wished her the best of luck in her post WSBA President activities. Ms. Haynes stated she is happy to be part of the BJA.

Chief Justice Fairhurst commented that this is the end of Judge Sparks' service as the BJA Member Chair. He will continue on the BJA one more year. He has been instrumental in the BJA Policy and Planning Committee efforts and recognized for his diplomacy and sense of humor. Chief Justice Fairhurst read a letter from Justice Barbara Madsen thanking Judge Sparks for his service as the BJA Member Chair.

BJA Member Chair

It was moved by Judge Ahlf and seconded by Judge Ringus to elect Judge Jasprica as the BJA Member Chair. The motion carried.

Judge Ahlf stated that Judge Jasprica worked really hard for the District and Municipal Court Judges' Association (DMCJA) and in her work as the Chair of the BJA Court Education Committee (CEC) and she will bring that energy to the BJA as Member Chair.

Judge Jasprica appreciates the opportunity to serve as Member Chair and she looks forward to working with everyone.

BJA Committee Chairs and Membership

The Chair for the BJA Legislative Committee is Judge Ringus and the BJA Policy and Planning Committee Chair is Judge Rebecca Robertson. The Court Management Council member of the Policy and Planning Committee is Ms. Cynthia Marr.

It was moved by Judge Sparks and seconded by Chief Justice Fairhurst to nominate and elect the committee members and chairs indicated on pages 11-13 of the meeting materials. The motion carried.

BJA Strategic Initiatives Charters

Judge Jasprica shared that the Court System Education Funding Task Force will encompass education for all court staff and judges. The Task Force will be charged with creating a budget for the Court Education Committee (CEC) and she would like the CEC to be responsible for creating their own budget. She would also like to see that there be an understanding that the charter be reviewed by the Task Force once it is in place.

Judge Jasprica moved and Judge Ahlf seconded to adopt the Court System Education Funding Task Force charter that begins on page 16 of the meeting materials with Judge Chushcoff's suggestion of adding ", including for the 2019-21 biennium." after "training" in section IV (d). The motion also included Ms. Dietz's request that "Associate" be added in front of "Director, Office of Legislative Relations, Administrative Office of the Courts" in the list of members on page 17 of the meeting materials. The motion carried.

Judge Schindler reported on the Interpreter Services Funding Task Force charter on page 23 which has a goal of obtaining adequate and sustainable state funding for interpretation services statewide. She thinks that is aspirational because the Legislature will most likely not bind themselves to continued funding. In the past, the BJA was successful in obtaining partial state funding for interpreters but it was never enough to fully fund the state's 50% share and was subsequently reduced in future biennia.

Judge Schindler suggested adding "Associate" in front of "Director, Office of Legislative Relations, Administrative Office of the Courts" in the membership section on page 24 of the meeting materials. The DMCJA designee is Judge Andrea Beall. Justice Steven González, Judge Michael Downes and Judge Beall will be Co-chairs of the Task Force.

It was moved by Judge Schindler and seconded by Judge O'Donnell to update the Interpreter Services Funding Task Force charter on pages 23-25 of the meeting materials with the addition of "Associate" prior to "Director, Office of Legislative Relations, Administrative Office of the Courts" in the membership section of the charter. The motion carried.

BJA Legislative Update

Mr. Horenstein reported that the Legislature has been very quiet. There is a little movement in the Senate regarding appointment of members of the Sentencing Guidelines Commission. They are also working on a sentencing elements worksheet. Mr. Horenstein has heard very little from legislative staff inquiries regarding the budget. The Legislature could end up with a continuing resolution which would delay the passage of a budget until the next biennium.

Budget Update

Ms. Lewis stated that the Administrative Office of the Courts (AOC) is starting to gear up for the 2018 supplemental budget. The supplemental budget is intended only for increases in caseload/workload and technical corrections. Chief Justice Fairhurst has been working with Mr. Ramsey Radwan and others regarding the budget process. If there are any supplemental requests, then AOC needs to know about them. Decision packages that impact AOC are due June 26, 2017, decision packages that do not impact AOC are due June 30, 2017. All final decision packages are due July 14, 2017. The final supplemental budget request is sent to the Legislature in November.

Branch Budget Review

Ms. Lewis reported that AOC has come up with a contingency plan in case there is a state government shutdown due to the Legislature not passing a budget. AOC would have limited staff to provide JIS support and provide other essential functions. Hopefully staff will not be out long if there is a shutdown and everything will go back to normal fairly quickly. Ms. Dietz stated that AOC has a critical functions list and a plan is in place to staff the critical functions for the first week of July. An e-mail has been sent to all AOC staff, appellate courts, and judicial branch agencies giving them information about what is going to happen in the event of a shutdown. If there is a shutdown, information will be sent to courts regarding how to contact AOC staff who will be working during the shutdown. Another e-mail will go out next week. The revenue forecast comes out on June 20 and the second special session ends on June 21. Ms. Dietz

assumes AOC will have some idea next week on what will be done regarding the budget. Ms. Lewis stated that payroll is a critical function so the Supreme Court, Court of Appeals and superior court judges will be paid.

If there is a budget reduction, the AOC Budget Reduction Criteria behind tab 4 (page 32 of the meeting materials) will be used to reduce AOC's budget. AOC hopes to be able to fully utilize this process but keep in mind that if things are in a crunch mode AOC might not be able to get to every piece of it. Hopefully this process will not need to be used. AOC only has a week or two to get the budget set up which causes some scrambling when the budget is passed in late June.

Court Level Update

Judge O'Donnell reported that there are 192 constitutionally authorized superior court judges across Washington State along with about 90 commissioners who are also members of the Superior Court Judges' Association (SCJA).

Under tab 5, on page 34 of the meeting materials, is a list of highlights of the SCJA. The main highlight is the resolution of the SCJA staffing issue. The SCJA now has Ms. Intisar Surur to assist the SCJA with their policy issues. They are really delighted to have her. They will have more staffing changes soon. Ms. Janet Skreen is retiring at the end of this year and it will be a loss to AOC and the SCJA. Ms. Skreen is a lawyer and has many balls in the air at once. She is unflappable, always upbeat, and does everything with a smile on her face, and an optimistic attitude.

The SCJA will have another staffer come on board in 2018. Ms. Surur has been focused on a partnership with the DMCJA and the Minority and Justice Commission to look at ways to improve our pretrial justice system. Judge O'Donnell thanked Judge Ahlf for his assistance with this project. A lot of times low risk offenders sit in jail because they do not have the money for bail. Yakima and Spokane counties have been working on this. The Task Force will partner with the Pretrial Justice Institute to figure out ways to improve the pretrial justice system.

With the passage of GR 36, the SCJA will be surveying the superior courts regarding courthouse security. They want to be able to get data, they will have the rule, and will also have some data to back it up. It was suggested that AOC staff send a reminder to the presiding judges and court administrators about the courthouse security tracking system and request that courts use the tool to enter information so there will be data to use for courthouse security funding requests. The new court security rule requires courts to use the online tool.

Judge Rogers thanked the SCJA for working to improve courthouse security. Judge O'Donnell responded that the Supreme Court passing the rule is a good step in the right direction so they can gather data.

The Department of Corrections (DOC) asked for relief on felony judgment and sentences. There are 39 separate judgment and sentence forms across Washington. DOC has stated that information is missing and AOC has assisted on a workgroup to work on a statewide form.

The SCJA has a lot of turnover due to retiring judges. Their replacements will need a solid education when they become judicial officers. Court education is high on their list of priorities.

The SCJA is working on public outreach.

Judge Gibson worked most of last year on the legislation he is going to discuss. It wouldn't have passed without him.

Judge Gibson reported that he worked with the Legislature and successfully had a complete rewrite of the affidavit of prejudice law. This has been referred to as the Cozza bill. Without Judge Cozza it probably would not have gotten through the Legislature. It streamlines the affidavit of prejudice process. The SCJA is hoping the number of disqualifications decreases. The effective date is July 23.

The SCJA is also reviewing the financial health of the SCJA. They will complete a financial review of the organization's books in the next year.

Judge O'Donnell stated that another focus this year for the SCJA is that they are looking at all the committees and task forces that their judges and commissioners are asked to serve on. Judge O'Donnell is of the strong opinion that they are overcommitted. They are going to be taking a hard look at what committees and task forces they are serving on and look at the return on investment. If the return is not there, they will think twice about committing to those committees. They are also looking at ways to improve communication with the judges who serve on those committees.

Chief Justice Fairhurst stated that the Supreme Court had before them GR 37 dealing with the Batson challenge. The Supreme Court wants a stakeholder group to look at it. The Supreme Court decided not to act on it without having more discussion. She requested that the SCJA and DMCJA identify a representative from each association to join the stakeholder group.

Standing Committee Reports

Budget and Funding Committee (BFC): Judge Schindler had nothing to add.

Court Education Committee (CEC): Judge Jasprica stated that the written CEC report is on pages 35 and 36 of the meeting materials. The CEC is holding their final follow-up meeting on Monday with their consultant. They are in the process of requesting a second grant to help them move forward and implement the ideas they have developed with the first grant.

Legislative Committee (LC): Judge Ringus reported that Mr. Horenstein is putting together a meeting schedule for the fall. Chief Justice Fairhurst will start meeting with legislators, editorial boards and judges in counties and cities around the state.

Policy and Planning Committee (PPC): Judge Sparks stated that a written PPC report is on page 37 of the meeting materials. Chief Justice Fairhurst thanked Mr. Henley for his assistance in supporting the Policy and Planning Committee.

Washington Citizen's Commission on Salaries for Elected Officials

This is not as critical as it was when the first request came in April because the Salary Commission funding is included in both the House and Senate budgets.

It was moved by Chief Justice Fairhurst and seconded by Judge Jasprica for the BJA to send a letter of support regarding the Salary Commission. The motion carried.

Information Sharing

Judge Ahlf shared that the DMCJA just had a successful Spring Conference. They had a transition of Judge Ahlf as President, Judge Rebecca Robertson as President-Elect, Judge Samuel Meyer as Vice-President, Judge Michelle Gehlsen as Secretary/Treasurer, and Judge Jasprica and Judge Dan Johnson as the BJA representatives (they are serving two year terms). Tab 8 includes the BJA Rule change regarding the two year terms for DMCJA members and the DMCJA members voted to amend their Bylaws to match the rule.

It is Supreme Court Commissioner Narda Pierce's last day today and Deputy Commissioner Wally Burton will be Acting Commissioner. The Supreme Court is actively recruiting for a Bailiff and a Commissioner.

Ms. Littlewood shared that the WSBA hired Sean Davis as their new General Counsel. They also just elected a new President-Elect, Bill Pickett. They will have seven new Board of Governors members next year. Ms. Robin Haynes sent a letter from the WSBA regarding ICE enforcement similar to the one Chief Justice Fairhurst sent earlier in the year.

Chief Justice Fairhurst reported that the justices reviewed the Federal Court's implicit bias video that was sent to them. At this point in time, they are not doing anything with it because the Washington Jury Pattern Instructions Committee is creating a new juror orientation video that will include implicit bias. There will be training at the Fall Judicial Conference regarding this. Yesterday, the Supreme Court sent a letter to Judge Theresa Doyle and Mr. Bill McCool stating that the Supreme Court is not acting on the implicit bias video due to the other activities going on regarding the juror orientation video.

Chief Justice Fairhurst is traveling to Washington D.C. in July for a few days to be on a workgroup and she is hoping to get some new ideas.

Ms. Dietz will be elected the President of the Conference of State Court Administrators (COSCA) in August.

There being no further business, the meeting was adjourned. The next meeting is September 15, 2017.

Recap of Motions from the June 16, 2017 Meeting

Motion Summary	Status
Approve the May 19, 2017 BJA meeting minutes with Judge Chushcoff's revisions.	Passed
Elect Judge Jasprica as the BJA Member Chair.	Passed
Adopt the Court System Education Funding Task Force charter that begins on page 16 of the meeting materials with Judge Chushcoff's suggestion of adding " , including for the 2019-21 biennium." After "training" in section IV (d). The motion also included Ms. Dietz's request that "Associate" be added in front of "Director, Office of Legislative Relations, Administrative Office of the Courts" in the list of members on page 17 of the meeting materials.	Passed
Update the Interpreter Services Funding Task Force charter on pages 23-25 of the meeting materials with the addition of "Associate" prior to "Director, Office of Legislative Relations, Administrative Office of the Courts" in the membership section of the charter.	Passed
The BJA will send a letter of support regarding the Salary Commission.	Passed

Action Items from the June 16, 2017 Meeting

Action Item	Status
<u>May 19, 2017 BJA Meeting Minutes</u> <ul style="list-style-type: none"> Post the revised minutes online. Send minutes to the Supreme Court for inclusion in the En Banc meeting materials. 	Done Done
<u>BJA Member Chair</u> <ul style="list-style-type: none"> Update online BJA membership list. Update BJA membership list in meeting packet. 	Done Done
<u>BJA Strategic Initiatives Charter Discussion</u> <ul style="list-style-type: none"> Update both charters as requested. 	Done
<u>Courthouse Security</u> <ul style="list-style-type: none"> Have AOC staff send a reminder to the presiding judges and court administrators regarding information about the courthouse security tracking system asking courts to use the tool to enter information so there will be data to use for courthouse security funding requests. The new court security rule, GR 36, requires courts to use the online tool. 	
<u>GR 37 (formerly GR 36) Stakeholder Group</u> <ul style="list-style-type: none"> The SCJA and DMCJA should send the name of one representative from each of their associations to Chief Justice Fairhurst for inclusion in this group. 	SCJA and DMCJA staff were notified of this request
<u>Salary Commission</u> <ul style="list-style-type: none"> Send letter of support. 	Done

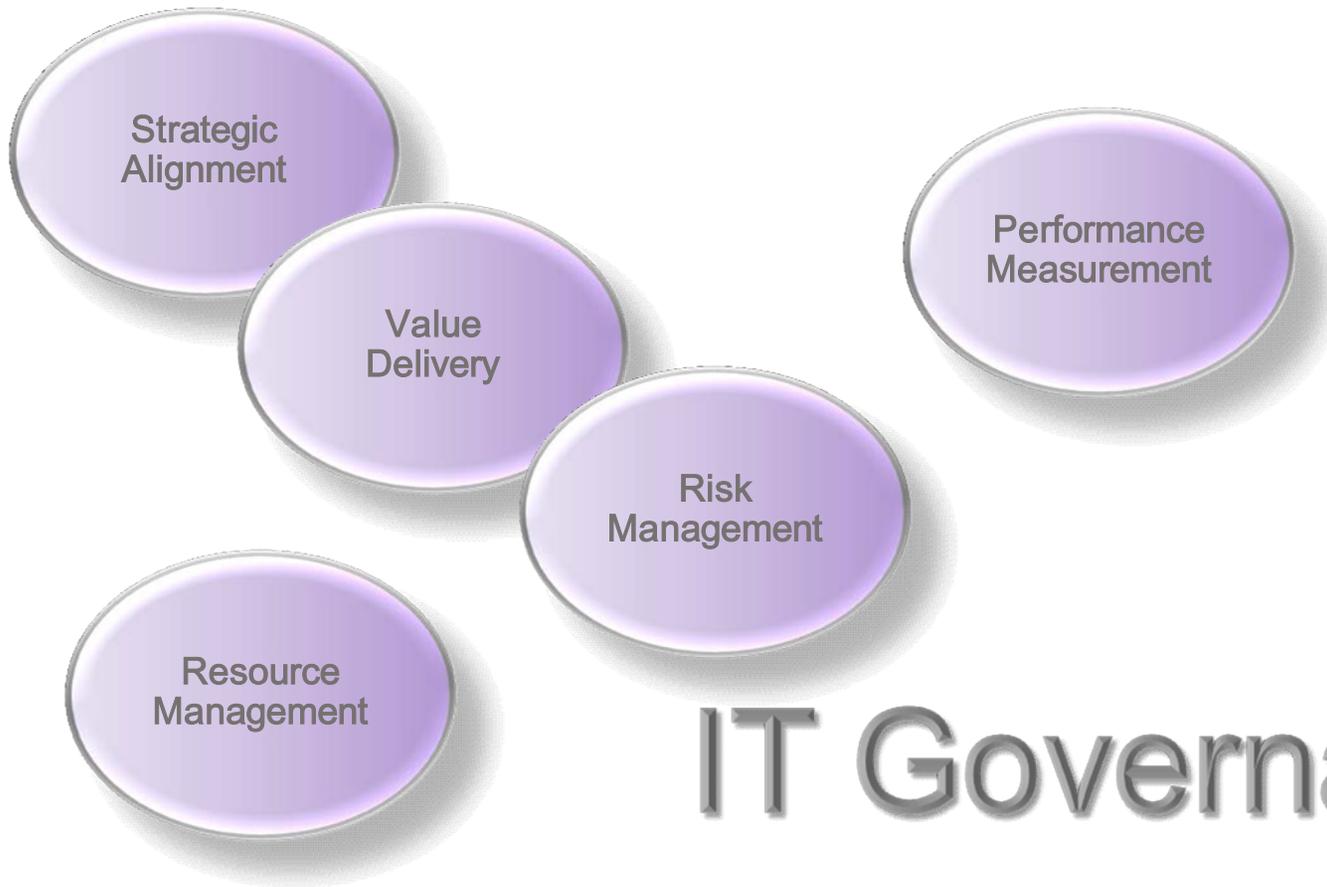
2018 Meeting Schedule
Judicial Information System Committee (JISC)
See Agenda for Conference Call Number

JISC Meetings 10:00 a.m. - 2:00 p.m.
March 2, 2018
April 27, 2018
June 22, 2018
August 24, 2018
October 26, 2018
December 7, 2018

JISC Meeting Material: [JISC Meeting Material](#)

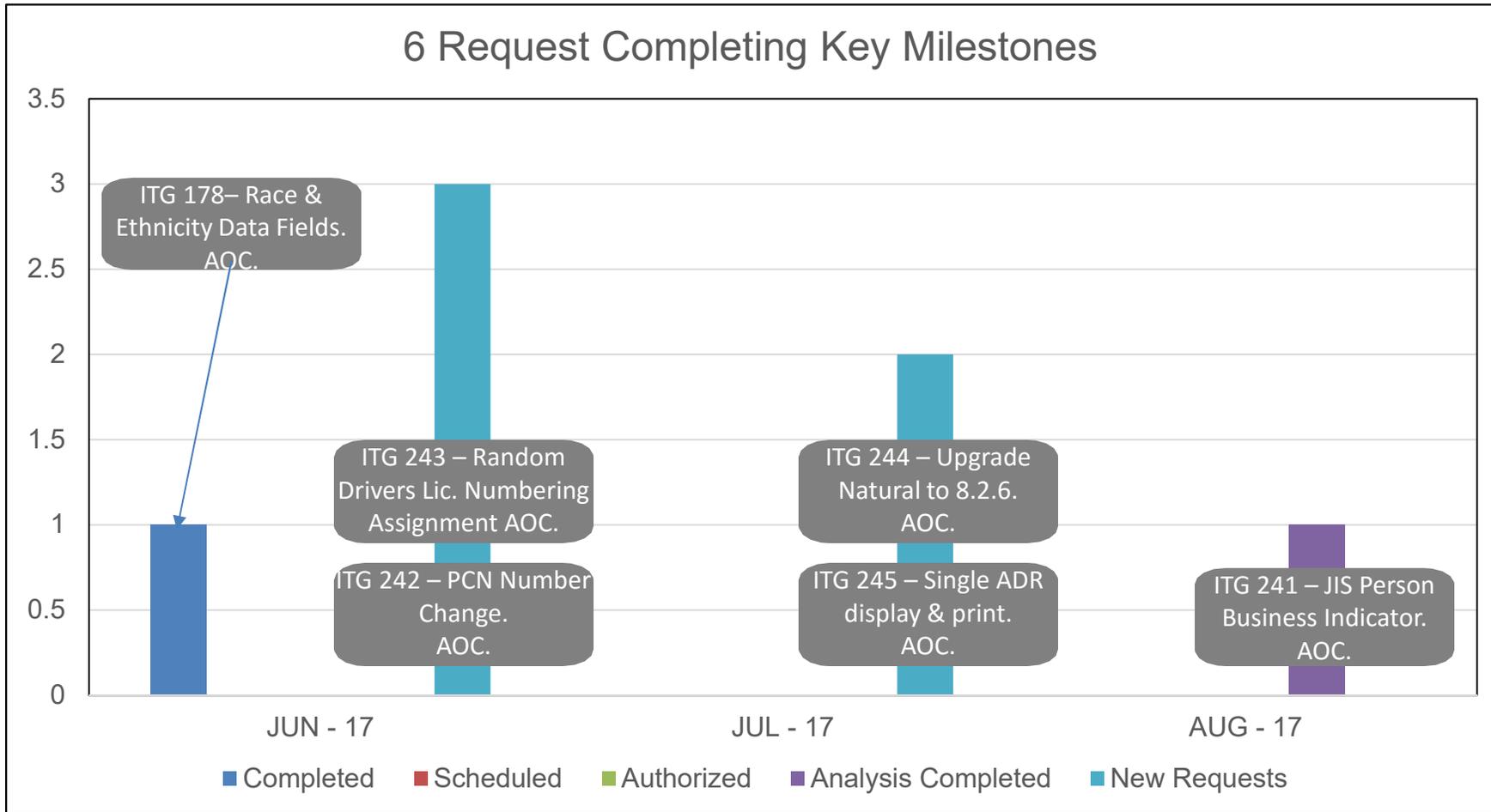
AOC SeaTac Facility
18000 International Boulevard, Suite 1106
SeaTac, WA 98188
(Dates/Times/Locations Subject to Change)

*JIS IT Governance Report
August 2017*



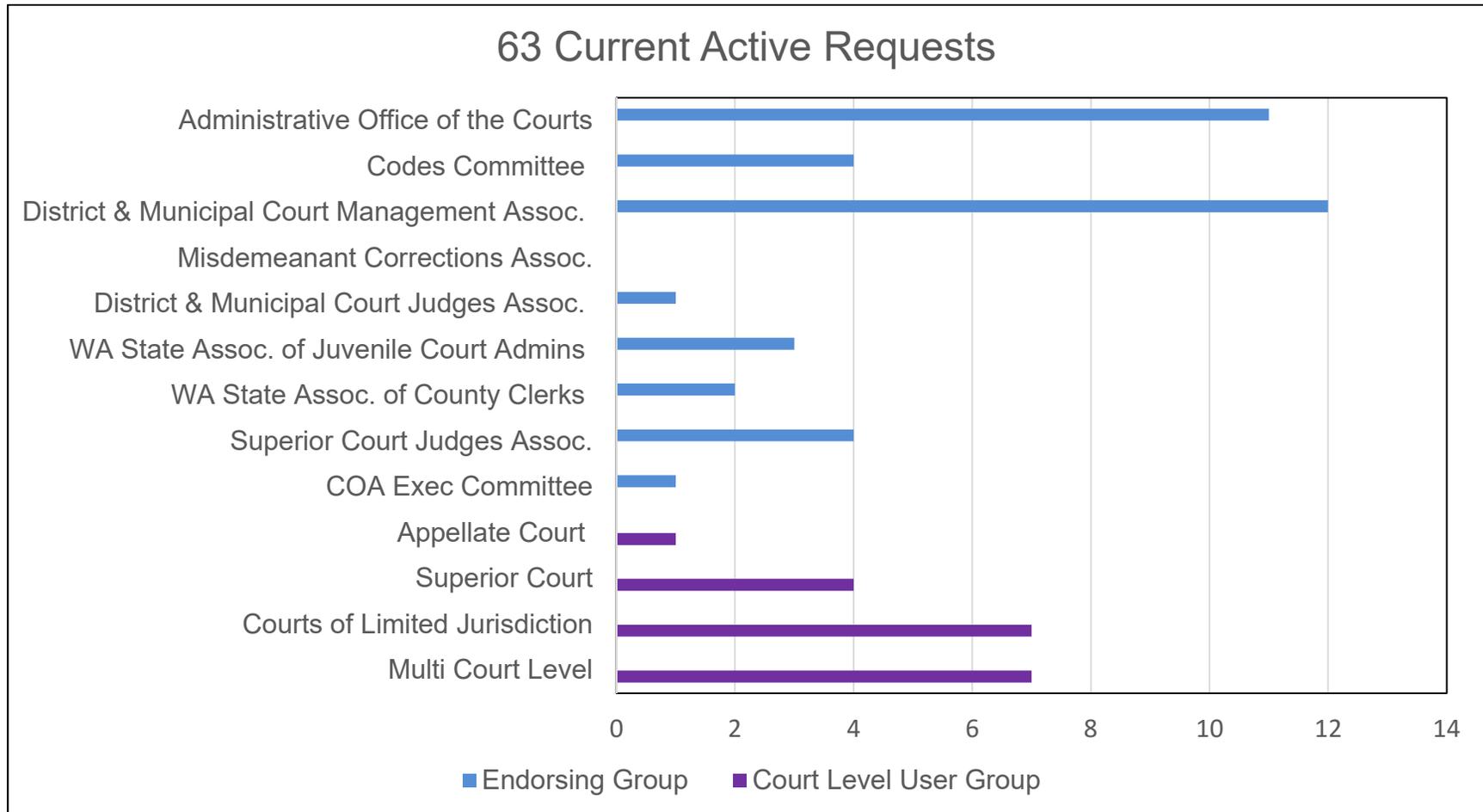
IT Governance

Executive Summary



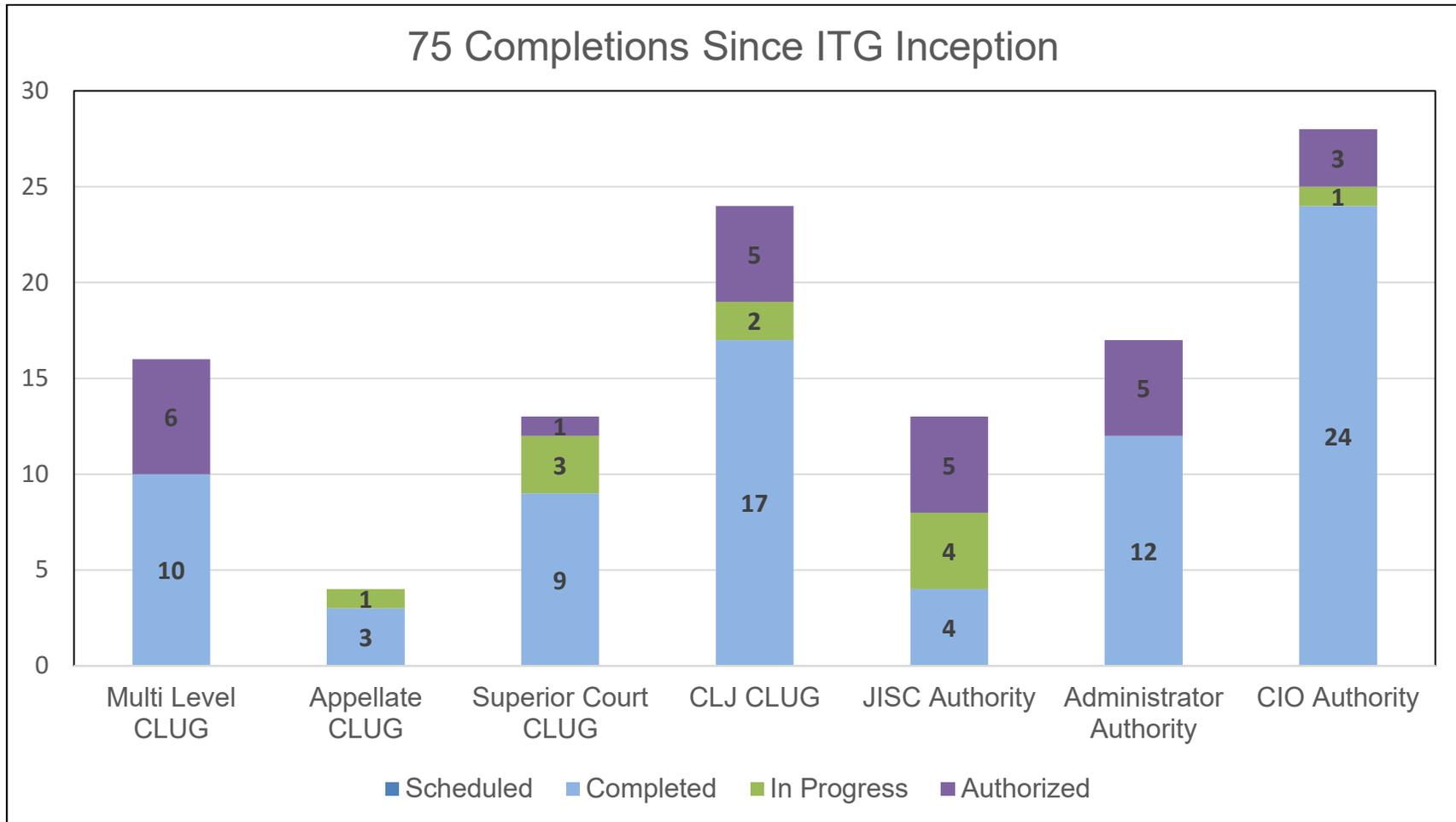
"IT Governance is the framework by which IT investment decisions are made, communicated and overseen."

Executive Summary (cont.)



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

Executive Summary (cont.)



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

Current ITG Priorities For the Court Level User Groups

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

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

Current ITG Priorities For the Court Level User Groups

Appellate CLUG Priorities

Priority	ITG #	Request Name	Status	Approving Authority	CLUG Importance
1	45	Appellate Courts ECMS	In Progress	JISC	High

Superior CLUG Priorities

Priority	ITG #	Request Name	Status	Approving Authority	CLUG Importance
1	107	PACT Domain 1 Integration	Authorized	Administrator	High
2	7	SCOMIS Field for CPG Number	Authorized	JISC	High

Non-Prioritized Requests

N/A	2	Superior Court Case Management System	In Progress	JISC	High
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"IT Governance is the framework by which IT investment decisions are made, communicated and overseen."

Current ITG Priorities For the Court Level User Groups

Courts of Limited Jurisdiction CLUG Priorities

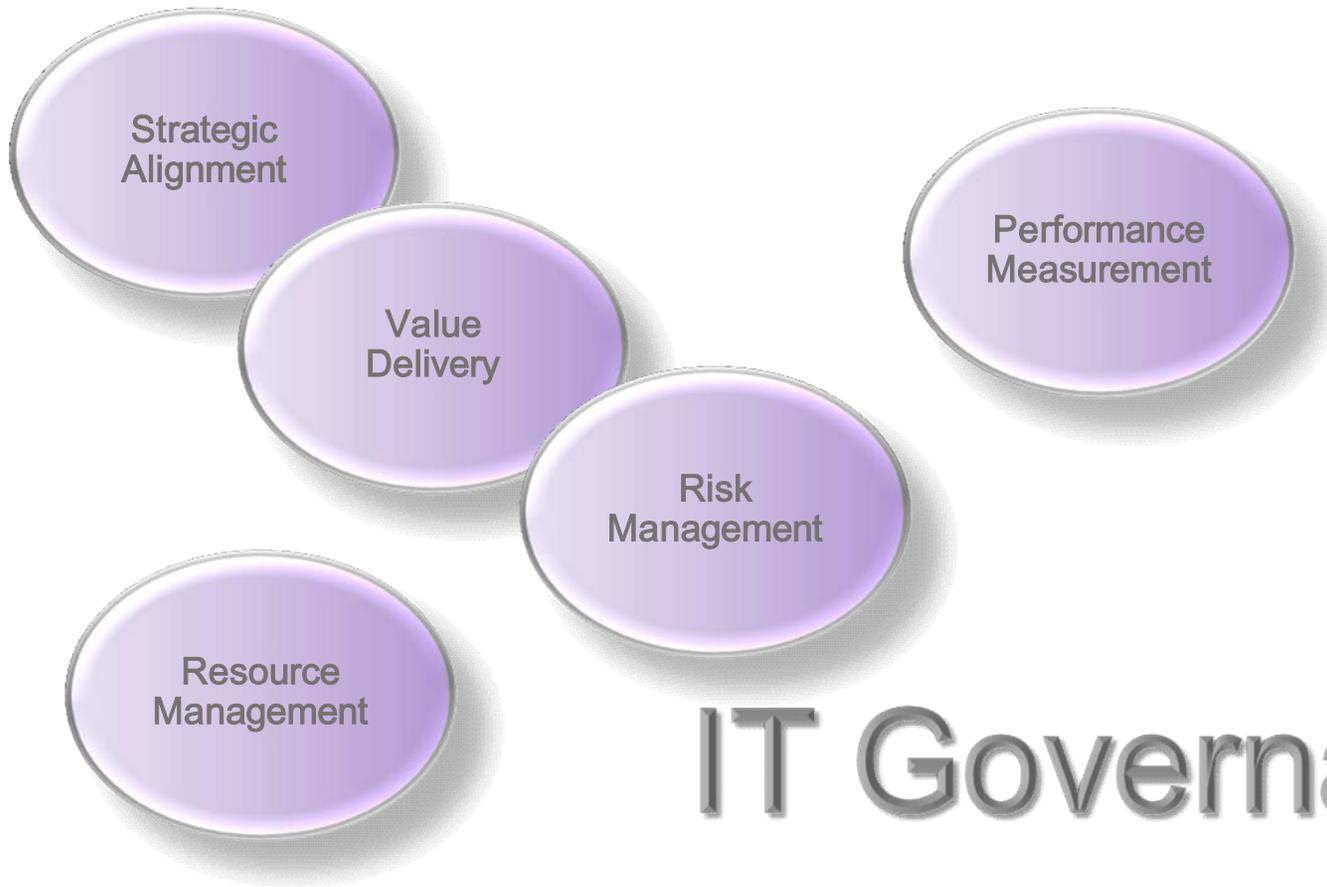
Priority	ITG #	Request Name	Status	Approving Authority	CLUG Importance
1	102	New Case Management System to Replace JIS	In Progress	JISC	High
2	27	Expanded Seattle Municipal Court Case Data Transfer	Authorized	JISC	High
3	32	Batch Enter Attorney's to Multiple Cases	Authorized	CIO	Medium
4	68	Allow Full Print on Docket Public View Rather than Screen Prints	Authorized	Administrator	Medium
5	31	Combine True Name and Aliases for Timepay	Authorized	JISC	Medium
6	26	Prioritize Restitution Recipients	Authorized	JISC	Medium

Current ITG Priorities For the Court Level User Groups

Multi Court Level CLUG Priorities					
Priority	ITG #	Request Name	Status	Approving Authority	CLUG Importance
1	152	DCH and Sealed Juvenile Cases	Authorized	CIO	High
2	116	Display of Charge Title Without Modifier of Attempt	Authorized	Administrator	Medium
3	62	Automate Courts DCXT Table Entries	Authorized	JISC	Medium
4	141	Add Bond Transferred Disposition Code	Authorized	CIO	Medium
Non-Prioritized Requests					
N/A	3	Imaging and Viewing of Court Documents	Authorized	Administrator	Not Specified

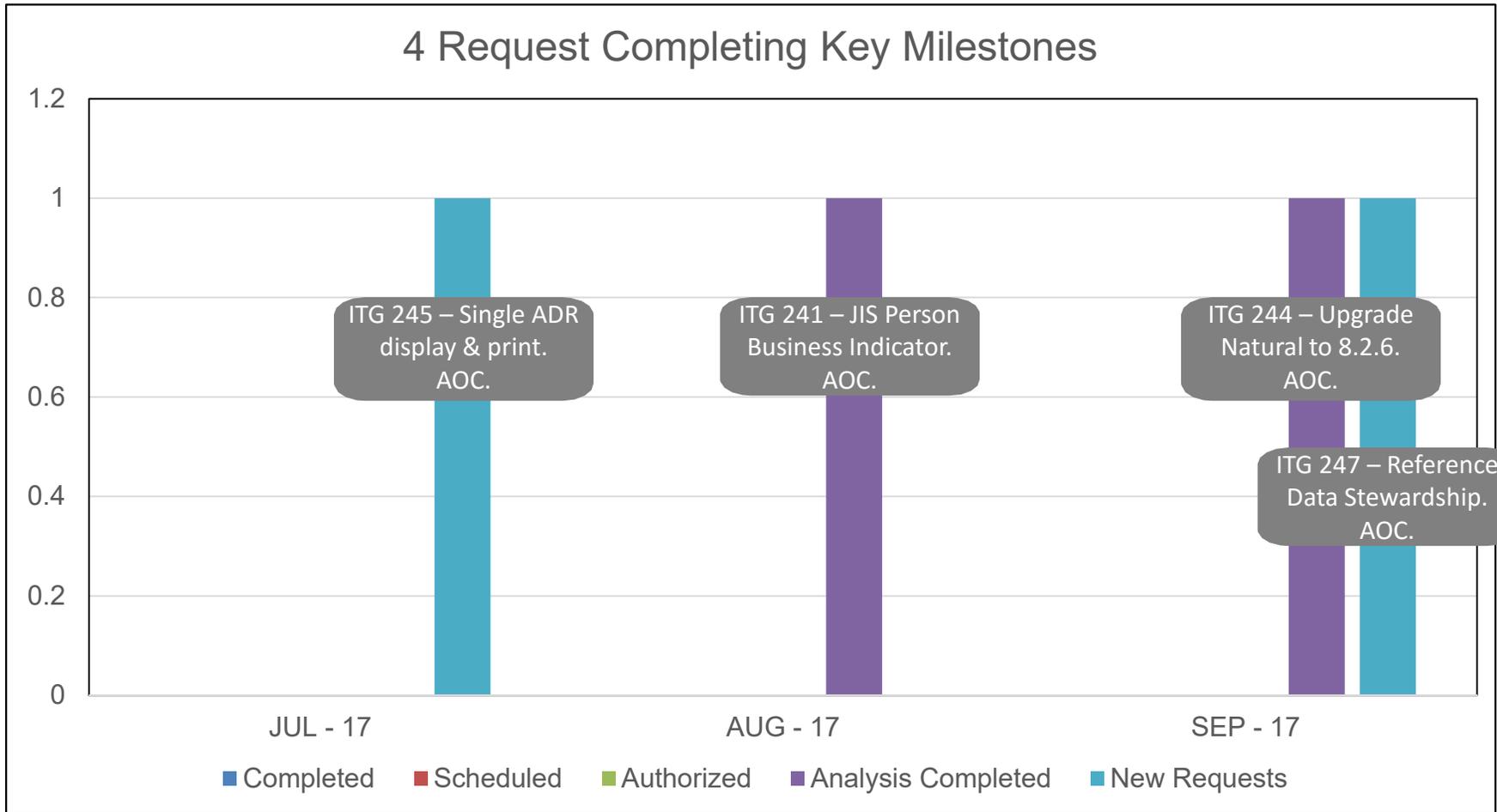
"IT Governance is the framework by which IT investment decisions are made, communicated and overseen."

*JIS IT Governance Report
September 2017*



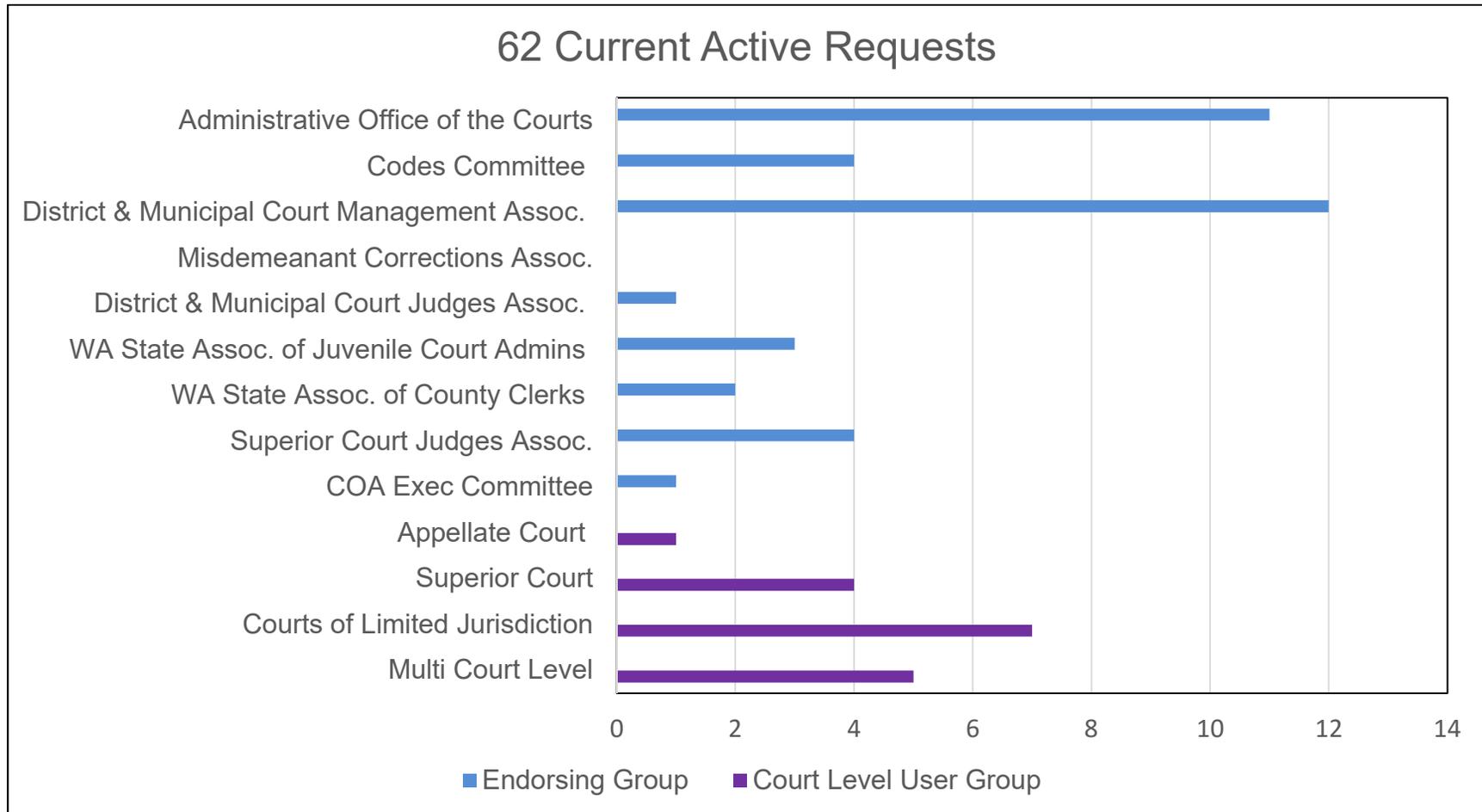
IT Governance

Executive Summary



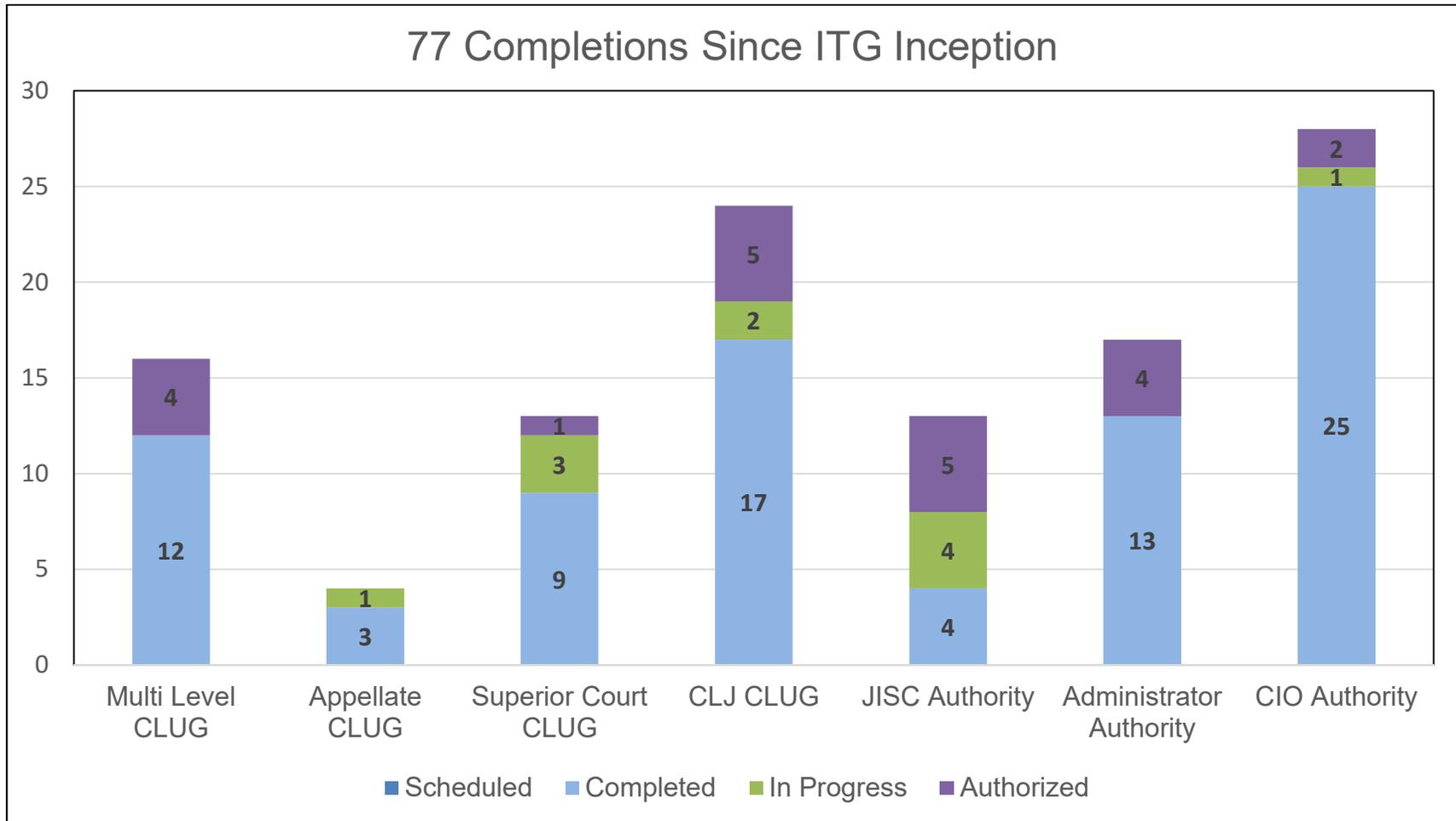
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Executive Summary (cont.)



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

Executive Summary (cont.)



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Current ITG Priorities For the Court Level User Groups

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

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Current ITG Priorities For the Court Level User Groups

Appellate CLUG Priorities

Priority	ITG #	Request Name	Status	Approving Authority	CLUG Importance
1	45	Appellate Courts ECMS	In Progress	JISC	High

Superior CLUG Priorities

Priority	ITG #	Request Name	Status	Approving Authority	CLUG Importance
1	107	PACT Domain 1 Integration	Authorized	Administrator	High
2	7	SCOMIS Field for CPG Number	Authorized	JISC	High

Non-Prioritized Requests

N/A	2	Superior Court Case Management System	In Progress	JISC	High
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Current ITG Priorities For the Court Level User Groups

Courts of Limited Jurisdiction CLUG Priorities					
Priority	ITG #	Request Name	Status	Approving Authority	CLUG Importance
1	102	New Case Management System to Replace JIS	In Progress	JISC	High
2	27	Expanded Seattle Municipal Court Case Data Transfer	Authorized	JISC	High
3	32	Batch Enter Attorney's to Multiple Cases	Authorized	CIO	Medium
4	68	Allow Full Print on Docket Public View Rather than Screen Prints	Authorized	Administrator	Medium
5	31	Combine True Name and Aliases for Timepay	Authorized	JISC	Medium
6	26	Prioritize Restitution Recipients	Authorized	JISC	Medium
	240	Change DOL/AOC Interfaces	Awaiting Authorization	JISC	Unspecified

Current ITG Priorities For the Court Level User Groups

Multi Court Level CLUG Priorities					
Priority	ITG #	Request Name	Status	Approving Authority	CLUG Importance
1	62	Automate Courts DCXT Table Entries	Authorized	JISC	Medium
2	141	Add Bond Transferred Disposition Code	Authorized	CIO	Medium
Non-Prioritized Requests					
N/A	3	Imaging and Viewing of Court Documents	Authorized	Administrator	Not Specified

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