EXHIBIT H

ADMINISTRATIVE OFFICE OF THE COURTS

ACQ-2016-0520-RFP

INFORMATION NETWORKING HUB

EXPEDITED DATA EXCHANGE (EDE)

PROGRAM OVERVIEW

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1 Introduction

The Administrative Office of the Courts (AOC) provides a range of technology services that support Washington courts' automation, operation, and information needs. As the world has become more interconnected, the justice information needs for Washington State have evolved. Each court is now more dependent on information from other courts to provide a comprehensive review of cases and to provide justice. At the same time, some courts are opting to install their own primary case management systems and the AOC is migrating its legacy applications to commercial off-the-shelf (COTS) products. The challenge is to make data from those disparate systems and applications available on a statewide basis.

The intent of the Information Networking Hub (INH) Program is to consolidate those efforts necessary to create an enterprise data repository (EDR) of statewide information that will be the authoritative source of person data and a trusted source of case data for the Washington State judicial system. All court case management systems will send statewide data to this repository. Courts which have their own case management system will use the EDR to retrieve case information from other courts and create a complete case history for individuals. Likewise, AOC systems will access the EDR to create the case history for courts using the AOC applications. Justice partners, such as the Washington State Patrol or Department of Licensing, will also use the EDR as a source of data. The Expedited Data Exchange (EDE) program is intended to implement basic functionality to support King County District and King County Superior Courts which plan to implement their own case management systems in 2017/2018.

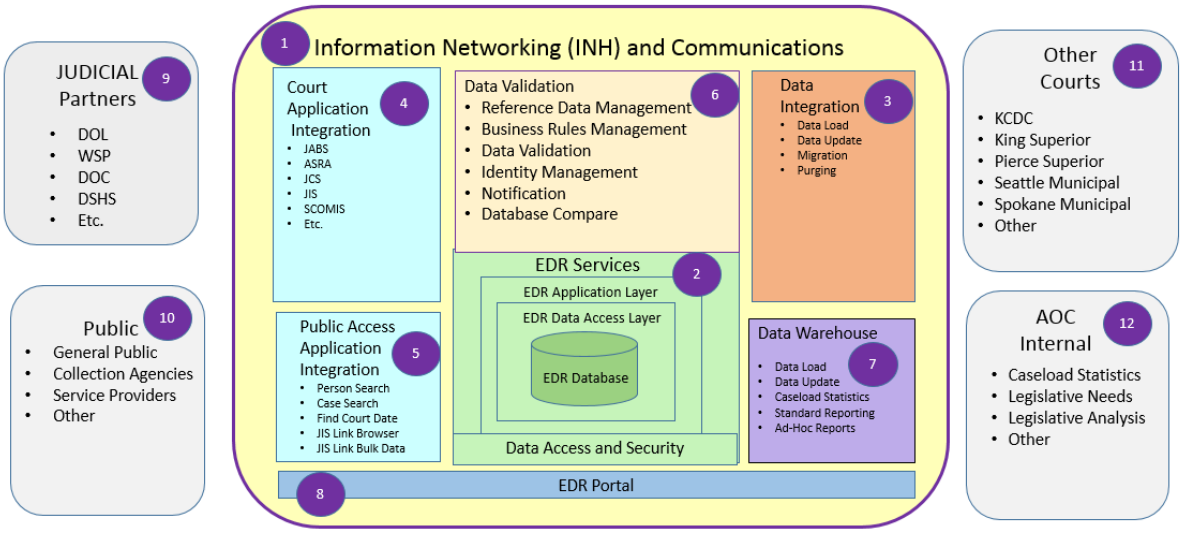
Definitions
For the purposes of this document, the following definitions are used.

1. Information Networking Hub or INH – the overarching program providing an EDR, data services, integration between the EDR and JIS applications, and a data access environment. These components will be operationalized and outlive the project.
2. Expedited Data Exchange – the pilot program to implement the infrastructure necessary to support King County District Court as it migrates to a local case management system.
3. JIS Applications – the suite of applications maintained by the AOC which courts use in the course of their business including, but not limited to, SCOMIS, DISCIS, JABS, JCS, and Odyssey.

1.1 EDE High Level Landscape

The following depicts the conceptual model for the EDE program. It provides the big picture of scope of the EDE program and the context to those components that are being acquired under this acquisition.

Expedited Data Exchange (EDE) Program Scope Diagram



1. **Information Networking Hub (INH)** – The INH is the infrastructure, networking, databases, services, and support components that are used for integration with applications, other data sources, and organizations.
2. **Enterprise Data Repository (EDR)** – The EDR consist of a MS SQL Server database, Data Access Layer, Application Layer and Service using MS Entity Framework, OAuth, and OData.
3. **Data Integration** – The Data Integration components manage the initial loading of the EDR from the JIS database, subsequent updates, migration of data from JIS to client applications, and the purging of data from the JIS database once data is migrated to a local system.
4. **Court Application Integration** - These components consist of the integration of the existing Court applications to access the EDR for statewide shared information.
5. **Public Access Data Integration** – These components consist of the integration of the existing Public Access applications to access the EDR for statewide shared information.
6. **Data Validation –** The EDR will require data validation to promote validity and consistency from disparate data systems, and to make sure that information meets the criteria so it can be published to other data subscribers (data warehouse, public data mart, other courts, etc.). The EDR has taken a new approach to promoting data quality. Data from source systems is first saved/stored into the EDR. The initial state of the data saved is 'unknown data validation'. Once saved, a process will be invoked to validate the data. The data validation will then change the 'unknown' to the status determined by data validation (known good, known bad, etc.).

   The following is a high level sequence of events for EDE Data Validation:

Start-up:

- The EDR is made operational.
- Source reference is defined and data loaded.
- Standard reference is defined and data loaded.
- Source to standard cross reference completed.
- JIS to EDR Data load and update is operational.
- Validation rules defined and implemented.

Ongoing:

- Data updates come into the EDR.
- Case and person updates trigger validation in near real time.
- Some validation rules can be reused and applied to the entire database on a scheduled or as-needed basis.
- An update to a case or person invokes all rules for that type, that is the entire case or person is revalidated in its entirety regardless of the update made.
- Validation statuses are logged into the EDR database tagging the corresponding data.
- Notifications are stored in the EDR database when applicable.
- If an address changes, data validation occurs before address cleansing.
- For person updates, the identity score (a measure of completeness) is calculated and stored in the EDR.
- Identity matching is then invoked resulting in automated association or recommendation (notification) for review.
- Source system users login to the Notification Management System and review notifications for applicable action.
- Source system users make corrections in source data and mark notifications as ‘processed’ or ‘completed’ when applicable. Some notifications will allow entry of notations, as well.
- Some notifications archive or ‘age-out’ automatically in accordance with pre-defined rules and notification level.
- Some validation statuses could result in the need to update the EDR database directly (no source system fix).
- When Source System data is corrected, updates will be stored in the EDR. The EDR will revalidate, store a validation status, and clear-out or add notifications as applicable.
- Reports on the health of the EDR validation are done (this is not part of the RFP) and might occur later (post go live) depending on resource availability.
- On a periodic basis, source system records are automatically compared to the EDR and discrepancies are reported (automated database compare).

7. **Data Warehouse** – The existing data warehouse will consume validated statewide shared data from the EDR.
8. **EDR Portal** – The EDR portal provides a single repository for information for development, testing, deployment, and operational information.
9. **Judicial Partner** – Judicial partners will primarily receive data from the EDR. These data exchanges are ones that are moving from the existing JIS system and will be sourced using EDR data.
10. **Public** – Public access application will access the EDR to provide information that is currently supported by the existing JIS system.
11. **Other Courts** – Courts not on the AOC internally supported systems, and not using the Data Integration components (item #3) will interact directly with the EDR to provide court data and to receive statewide shared data.
12. **AOC Internal** – Internal AOC application will be redirected from the existing JIS database to use the EDR for purposes of accessing person data and viewing statewide criminal history.

2 Background

2.1 Business Problems

The following business problems have been identified and are anticipated to be solved through the implementation of the INH program.

2.1.1 Courts must provide data to the statewide database.

Courts that do not use the AOC applications as their primary case management system must still provide their data to the statewide database. Historically, this has been accomplished by either duplicate data entry or by specialized data imports.

2.1.2 Courts need access to case information.

In addition, courts have local systems that need read-only access to data from other courts. This data is provided in the statewide database and currently a variety of methods are used to get the data from there to local applications. These methods include but are not limited to application screen scraping; direct access queries to the database; and specialized data exports.

Conversely, JIS applications need information about cases in local case management systems. Point-to-point integrations between each JIS application and each local case management system is unrealistic and a more global response is required.

2.1.3 Person information is shared data.

Person information is shared by all trial court levels and applications. A person record can be used to file a traffic citation in a Court of Limited Jurisdiction (CLJ) and then the same person record can be used in Superior Court to file a criminal case. Currently, the person information is managed by a single JIS application. However, there is not an easy method for data to be validated. Business rules and

edits are embedded into the JIS application screen processes. As courts migrate to local case management systems and AOC migrates to COTS products, person records will continue to need to be managed at the state level.

2.1.4 Global validation and management of statewide data.

The high level of application integration into a single database, multiple methods of data entry, different business practices, and application defects result in reduced data quality. There is currently no standard method for governing the data and improving the quality. Data is usually corrected only after being reported for review. There is no formal proactive process across disparate systems to clean and correct data quality issues.

2.1.5 Existing JIS applications need to continue without impact.

Existing JIS applications need to continue to function without being impacted by the implementation of the EDR. When courts such as KCDC migrate from using JIS to their local system, their data will no longer be in the JIS database. JIS applications will not have access to the local court data and will be unable to provide a complete statewide case history for an individual.

2.2 Program Background

The AOC has provided customized applications to the courts for over thirty years. The applications were developed using technology current at the time they were developed. Originally implemented with individual databases, the applications were subsequently modified to share a single, unified database, but they continue to have separate user interfaces and business logic. The shared database supports all of the applications and is the source for statewide information.

In August 2010, the JISC approved a plan for a future state technical architecture that provides a comprehensive view using data exchanges. An assessment of the current state of business integration and business process standardization revealed that judicial processes in Washington State are diverse across court levels with a moderate level of integration. One goal of the INH Program is to increase integration and business standardization while retaining the flexibility needed in a non-unified court system. This will provide statewide standardized data without requiring all courts to use the same applications.

3 Program Concept

3.1 Program Goal Statement

The primary goal of the INH Program is to coordinate the projects, including resources, budgets, and technologies, required to enable the courts, clerks, counties, cities, and AOC to meet the information-integration needs of the judicial process. It will provide: a database that is the authoritative source for person information and a trusted source for case information; integration between JIS applications and the database; services for justice partners to interact with the database; a data warehouse environment for business intelligence; statistical analyses- and ad hoc reporting; processes and procedures for migrating court data

to local case management systems when required; and processes and procedures for data validation and correction.

3.2 Program Objectives Statements

To meet the program goal for the information integration needs of the judicial system, the following objectives have been identified:

- Establish the capability to share data across all courts, clerks, and judicial partners across the State.
- Create and maintain the technical infrastructure that will provide for optimal data-services development, deployment, and operations.
- Ensure the security of information and processing resources.
- Use standards that promote and maximize interoperability between courts, counties, and other judicial partners.
- Establish the capability to provide real or near-real time information.
- Ensure a high level of data quality.
- Introduce data standardization to help integrate data from disparate information systems.
- Establish an organizational service support process to on-board courts, including training and documentation.
- Establish data standardization and reconcile disparate data from multiple sources.
- Ensure that certain existing JIS applications display data from all sources.
- Ensure that data required for legislative and fiscal analysis includes data from all sources.
- Document business rules, apply those rules to the EDR database, and store the data quality status in the EDR database.
- Evaluate EDR person data and: identify probable duplicates, matches (alias) in error, then score records, associate, disassociate, and notify court data providers of changes.
- Perform address validation, data cleansing, and notification of corrections.
- Modify the existing JIS applications to continue to provide complete statewide person and case history information.
- Convert, migrate, purge, load, and update data between the JIS database, new CMS databases, and the EDR database.
- Establish mechanism for supporting courts using the INH.

3.3 System Concept

INH will establish an integration model through unified data, business, and technology processes. This model provides services to integrate applications using a statewide model. The integration results from sharing data between business units to present a common face to the customer. The integration model will allow AOC to integrate many applications and services, improving the standardization of business processes across all levels of courts and all jurisdictions. It provides the best support for integrating centrally managed and local systems through the sharing of data services.

The INH program will provide the authoritative source for person information and a trusted source for case information. Person information is updated by all courts statewide from multiple applications, thus requiring an authoritative source be maintained in the EDR. Case data for a court is maintained by that court or clerk, therefore, the INH needs a copy in order to provide that information to other courts. Data in the EDR will be exposed via applications, including local court systems or JIS applications (JIS applications integration track) or the judicial data environment (data warehouse track). The central hub model for sharing reduces the number of integration points and frees courts from the responsibility of sharing data with all other courts.

3.4 Program Assumptions and Constraints

The following assumptions have been made in regards to the INH Program.

1. Existing capabilities for statewide information must be sustained for all customers without degradation of current service levels.
2. Each case management system, including JIS, will have its own databases.
3. Databases used by each case-management system will not contain copies of cases being managed by any other case-management systems.
4. Each case-management system will have different data and data concepts, some of which will be statewide in nature and will require sharing.
5. The JIS databases will not be modified to accommodate data from other case-management systems.
6. Case-management systems interacting with the EDR will exchange data without the need for manual data entry.
7. All data which is required to be shared statewide will be provided by each case-management system to the EDR.
8. Local case-management systems will need to get statewide case history information (cases managed by other courts) from a source other than their own database.
9. The EDR will be the trusted data provider of statewide case and statewide statistical information.
10. The EDR will be the authoritative source for person information (except data mandated by rule to other entities).

11. INH EDR services will be available to and usable by any court level.

The following constraints have been identified for the INH Program.

1. Scheduling is constrained by the KCDC case-management project go-live date (August 2017).

3.5 Program Impacts

Several program impacts have been identified.

1. The methods local court systems use to send or receive data to and from JIS will be impacted by the change in data access method. Courts that currently perform double data entry or which use screen-scraping methodology will migrate to using the data services provided by the EDR Core track.
2. Processes around persons and aliases will change. Courts will need to examine how they search for persons, determine sameness and link name records or create aliases.
3. Person business rules will need to be examined and updated. The new rules will need to be communicated, documentation updated, and possibly training provided.
4. The viewing of statewide information will change. Courts with local case-management systems will need to determine if they will draw statewide data into their application for viewing or if they will use a viewer external to their application.
5. Exchanges with criminal justice partners such as WSP or DOL may be impacted if courts choose to individually send and receive data with those partners.

3.6 EDE Program Principles

1. The purpose of the Enterprise Data Repository (EDR) is to provide a central, standardized, reliable, repository containing the statewide shared data as defined in the JIS Standard for Alternative Electronic Court Record Systems, commonly referred to as the JIS Data Standards.
2. The EDR shall contain a complete and accurate record, based on the JIS Data Standards, of data from all courts regardless of originating case management system (CMS).
3. The EDR is the authoritative source for the most complete information on statewide shared actor, formerly called person or party, information.
4. Well identified person data (e.g. person, attorney, organization, etc.), are shared statewide and can be updated by multiple organizations.
5. The source CMS system is the official source for case information originating from that court.
6. The EDR shall be a trusted source of statewide case information.
7. Court case data is owned by a single court/organization. Updates shall be limited to the owning court.

8. Court case data shall be deleted from the EDR only as a result of a request from the owning Source System.
9. The EDR shall be the source for statewide shared data for AOC and customer applications.
10. There shall be no artificial limitations in the latency of data coming into or out of the EDR.
11. Data access is based on role-based security authorizations. A user will be assigned access via an assigned role. A user could be assigned to different roles for different organizations. Security access rights for individual users will not be supported.
12. Data access to court case records shall be limited to only those roles that are allowed access.
13. The EDR shall save /store all data received from a data source unless it is not technically possible.
14. Data that cannot be saved must have a method of remediation in order to maintain the integrity of the interactions with data providers.
15. The EDR shall have traceability to the source of information updates.
16. The EDR shall have traceability (audit logs) of data access (reads).
17. Data validation, or data quality, shall be assessed after the data is saved in the EDR.
18. The EDR shall provide data validation error notification to the Source Systems when applicable.
19. The data validation assessment results shall be saved with the corresponding data so that is can be included in query results.
20. The EDR shall automatically associate well-identified actors when Identity Management business rules are satisfied.
21. Source systems should provide their unique identifier for actor information from their CMS. Source systems can use the EDR-provided name identifier if desired.
22. The EDR shall provide a cross reference between all identifiers used for an actor.
23. Actor data that is unique to a case (e.g. civil litigant), is treated like case data.
24. Screen scraping data into the JIS shall not be expanded for any new application-integration work needing to share statewide information.
25. Changes to applications that will be replaced shall be minimized (JIS, SCOMIS, etc.). Changes to these applications should be limited to those that are necessary to reductions in courts and associated data in the JIS database.
26. Applications that are being sustained (JABS, JCS, ASRA etc.) shall be modified to use the EDR services to get the statewide data.
27. Applications shall be prioritized based on public safety, judicial decision then statistical analysis.

28. Case data for CMS system being converted shall be removed from the JIS database immediately upon conversion to the new system.

29. Data shall not be automatically replicated from the CMS system or the EDR back into the JIS.