# DATA MANAGEMENT STEERING COMMITTEE (DMSC)

**THURSDAY, APRIL 21, 2011**

**9:30 A.M. TO 11:10 A.M.**

***CONFERENCE CALL #: (888) 850-4523 AND ADOBE CONNECT WEB MEETING***

AOC Conf. Room: Crystal, Bldg. 2, Floor 2, Rm #209

## DRAFT MEETING MINUTES

**Members and Alternates Present:** Rich Johnson, Chair, Larry Barker, William Holmes, Lynne Jacobs, Frank Maiocco, Barb Miner, Judge Brian Tollefson, and Jenni Christopher (for Carl McCurley).

**AOC Staff:** Jennifer Creighton, Bill Burke, Mike Walsh, Pam Payne, and Kathie Smalley.

### Call to Order

Rich Johnson called the meeting to order. As to the March 17, 2011 minutes, it was agreed to add an Action Item to the Superior Court Data Exchange section stating that Barb Miner had been tasked with identifying someone to the SCDX project work group.

The March 17, 2011 Data Management Steering Committee Meeting Minutes were approved, as amended.

### Previous Action Items Review

- Jennifer Creighton worked with Sarah Veele-Brice from AOC's Research (WSCCR) Division to write an update to the definition of the PACT project, which is now included in the Enterprise Data Warehouse Monthly Status Report.
- Barb Miner sent a request to Lea Ennis of King County to assist in the SCDX work group, and reported that Lea had agreed to be included in that project.
- Bill Burke sent the Inventory of Services (58) list to the DMSC on April 7, 2011.

### Enterprise Data Warehouse Update – *Jennifer Creighton*

*EDW Monthly Project Status Report*

The project team continues to spend most of their time working on the PACT Juvenile Risk Assessment Tool, currently receiving data from Assessments.com and loading the information into development in order to begin creating the user interface and some of the reports.

An AOC staff member attended the Juvenile Court Administrators' conference in May and presented a demonstration of PACT and what it would look like in the data mart. Attendees were receptive and liked what they saw. William Holmes commented that he was pleased with the AOC's efforts because it assisted juvenile courts in getting funding from the Legislature for their programs.

The scheduled date to begin work on the Accounting project is August 2011. Ms. Creighton planned to contact the original project work group in June or July to garner willingness to assist on the implementation work group. ***ACTION ITEM:*** Rich Johnson suggested sending the names of the original work group to the DMSC members for review and for them to determine their needs, as required, to represent their particular constituencies. Barb Miner offered a couple of her staff to operate on a consulting basis to the EDW team, if needed.

## Data Exchange Update

### *Vehicle Related Violations (VRV) Data Exchange Status Update – Mike Walsh*

Mr. Walsh reported that the DIS JINDEX Records Management System (RMS) project continues to hold up the VRV Data Exchange project. The good news is an implementation target date of May 2011 has been set, which means the VRV can look forward to its first rollout of the Tier 1 on boarding courts currently scheduled for August 2011. The DIS JINDEX strategy is to alternate a VRV rollout with a RMS rollout. This would position the VRV Tier 2 courts (Tacoma, Lynnwood, and Fife) for an October 2011 target date.

AOC met on April 14 with Issaquah, Kirkland, and Lakewood and their IT departments to engage in working towards meeting the August date for on-boarding. At the meeting, the group reviewed the changes to the portal, how to utilize the portal to identify court needs from both the business and technical perspectives, and the courts' need to start engaging their own teams and build their project plans. There will be bi-monthly stand-up meetings to collaborate on the various court projects and to offer assistance, as needed. Everett Court, the initial Pilot court, is currently submitting tickets through the VRV Data Exchange. They have been instrumental in sharing their experience and providing content to the portal for other courts to use as a guideline for creating their own on data exchange planning.

Tier 1 and Tier 2 on boarding courts will be completed October 31. Following the pilot phase, the VRV Data Exchange will be handled by AOC Operations. Mr. Johnson asked for a timeframe to engage the Tier 2 courts (Lynnwood, Tacoma, and Fife) and Mr. Walsh responded that the strategy is to get the first three courts on board and to look at commonalities found and separate that work from what are the integration needs specific for each court.

### *Superior Court Data Exchange (SCDX) Status Update – Bill Burke*

There was brief discussion about the role of the DMSC and the need to establish a DMSC Superior Court Data Exchange (SCDX) Working Group to review SCDX project plans and deliverables. Mr. Burke requested Court review of the Business Capability documents for each SCDX Service to ensure that the service meets the Court's data exchange needs. Mr. Burke stated that if the current planned set of SCDX Services are insufficient, that additional SCDX Services could be developed as a separate Production Increment, once the current project scope has been completed. Additional SCDX project funding would be required for implementing any additional SCDX Services. The current SCDX project scope was developed to meet the needs of Pierce County to interface their LINX System to the AOC SCOMIS and JIS Systems.

Both Judge Tollefson and Frank Maiocco stated they would be willing to be a part of this work group effort.

The project scope will deploy a data exchange that can be used by all local superior court systems, and is currently scoped to provide 58 web-enabled services that will be implemented via a data push/pull method. The AOC is drafting a Request for Proposal (RFP) to select a vendor to do this development work. The goal is to ensure that the SCDX is usable and extendable for future AOC projects that will implement the JIS Future State Architecture.

At the request of Mr. Johnson, Mr. Burke provided a detailed explanation to the committee as to how the project was originally scoped and why the current approach was chosen. He added that the current project scope and plan going forward was the right path to take.

The SCDX project released a Request for Qualification and Quote (RFQQ) to select a web-messaging expert. The AOC evaluation team selected Soos Creek Consulting as the winning vendor. Their consultant will begin work with the SCDX project starting April 25.

Mr. Burke reviewed the project schedule template and a draft project schedule (not published), noting that the vendor would produce their own schedule once onboard, but the AOC believes this project can be implemented in approximately 12-14 months. AOC plans to have the RFP for a vendor to perform project development released by May 5. Contract signing would occur in the June timeframe, with work slated to begin on July 1.

***ACTION ITEM:*** Mr. Burke agreed to add a DMSC representative on the SCDX proposal evaluation team and will send a communication to the committee regarding the particular skill set that would be most effective in this effort. The selected DMSC representative on this evaluation team will need to commit a week (week of May 23) to this evaluation.

***ACTION ITEM:*** Mr. Burke will establish an SCDX website accessible via Inside Courts, similar to what the Superior Court Management Feasibility Study (SCMFS) project has developed. The SCDX website will be used for posting SCDX project documentation for DMSC review.

The SCDX Work Group needs to be formed prior to the next DMSC meeting on May 19. Frank Maiocco will give an update on the status of the DMSC at the next Superior Court Administrators Annual Conference and will solicit for work group participation.

***ACTION ITEM:*** The DMSC members agreed to provide the list of names for participation in the SCDX Work Group to Mr. Burke by May 6.

The committee liked using the Adobe Connect product for the meeting, and discussed its continued use for future conference call meetings.

**Next Steps / Open Action Items / Decisions**

- Jennifer Creighton will send the list of the previous Accounting Project work group members to DMSC members for review and match up with skill sets for the implementation work group.
- Bill Burke will establish a SCDX website accessible from the Inside Washington Courts for posting SCDX documentation.
- Bill Burke will communicate with DMSC members on skill sets desired for evaluating the development contractor RFP proposals.
- DMSC members will provide a list of names for the SCDX Work Group to Bill Burke by May 6.

The meeting adjourned 11:10 a.m.

**Future Meetings**

- May 19, 2011, 9:30 a.m. – 12:00 p.m., TBD