**Reporting Period:** July 1$^{st}$ – July 31$^{st}$ 2011

## Operational Area: Data Management
*Jennifer Creighton, Data Management Manager*

*Includes: Database Unit, Development Unit, Data Warehouse Unit*

**Description:** *The Data Management Section is comprised of three separate units:*
Data Warehouse Unit: The enterprise data warehouse is a repository of historical information that allows courts to query data for managerial and historical reporting.  Case and person data is consolidated from SCOMIS, JIS, ACORDS, and JCS for reporting across all court levels.  Court specific data marts provide users the ability to query information by specific court level. The information in the warehouse is accessed using a query tool called Business Objects XI (AKA BOXI). The ability to run queries and reports on historical information on court data provides business intelligence and insight into patterns, trends, issues and gaps in that data that can be used for research analysis, improvement of business functions, risk assessment and other business needs. Reports from the enterprise data warehouse can be run on demand or scheduled on a preset basis and the output can be sent to the desktop, or sent to an email address or a file folder making the information easy to share and obtain.
Development Unit: The development team is tasked with staffing active projects.  They complete requirements analysis, coding, unit testing, and implementation to production of new applications.  Work performed by the Development Unit is reported separately under the project(s) to which the staff is currently assigned.
Database Unit: The database unit provides a support role to the data warehouse team, the development team, and the operations section (legacy maintenance).  They are responsible for reviewing and approving the design of underlying table structures, creating indices to improve performance, maintaining data dictionaries, providing review of proposed changes and additions to the database tables, and creating standards for the creation and maintenance of the databases.
Data Management Team: The data management team is comprised of individuals from each of the three units in the Data Management section.  They have the responsibility of managing data from an enterprise perspective, including data quality and tracking compliance to data policies. Their activities are reported separately rather than repeating the work for each specific unit.

| Activities Completed this Reporting Period | Impact/Value |
|---|---|
| **Data Warehouse Unit** | |
| ° PACT: completed development of the Assessment Questions and Assessment Statistics report; | The juvenile courts have a rich database of criminogenic information on juvenile offenders.  The PACT implementation gives the courts the ability to conduct real time queries on this data allowing them to better understand the needs of the youth they serve, more efficiently determine where to allocate resources, and continue to provide the most effective evidence based programs. |
| ° Maintenance activities included:<br>• Updating for legislative changes to  cause codes which impacted the superior court caseload reports (HB 1267);<br>• Quarterly run of Washington State Institute for Public Policy data dumps;<br>• COA time in process reporting<br>• | Continual maintenance of the data warehouse improves response times, increases functionality of the warehouse, maintains the integrity of the data, and ensures the latest versions of related software are implemented. |
| ° Accounting Project: continued design specifications; loaded data to the development environment; | Adding accounting information to the data warehouse will provide:<br>1. Better tracking of accounting information<br>2. Budget and revenue forecasting |

| | | |
|---|---|---|
| | | 3. Audit and operational reports<br>4. Ability to answer inquiries from other agencies |
| ° | Responded to requests for reports from the courts and data dissemination requests, including felon voter registration report; attorney email addresses for King County; mental health reports for the Joint Legislative Audit and Review Committee (JLARC). | Completing requests for information assists the courts in being more efficient in their work, aids research into a variety of issues by WSCCR and outside research organizations, provides information to the legislature in their work to craft bills, and provides the courts and AOC with information regarding the efficiency and effectiveness of the judicial process. |
| **Database Unit** | | |
| ° | Completed data base design review requests. | The work of the database unit supports the ongoing maintenance and improvement of the courts' applications (JIS, SCOMIS, ACORDS, JABS, e-ticketing, etc.) |
| **Data Management Team** | | |
| ° | Continued planning for the Information Network Hub (INH) project, including potential impacts on data warehouse. | The INH project will stand up the architecture designed to support the exchange of data between the existing databases and any databases a new, purchased application will bring. |

| Activities Planned for Next Reporting Period | | Impact/Value |
|---|---|---|
| **Data Warehouse Unit** | | |
| ° | PACT: updates to universe to allow additional reporting; user testing; user acceptance testing of Assessment Questions and Assessment Statistics Report | The juvenile courts have a rich database of criminogenic information on juvenile offenders. The PACT implementation gives the courts the ability to conduct real time queries on this data allowing them to better understand the needs of the youth they serve, more efficiently determine where to allocate resources, and continue to provide the most effective evidence based programs. |
| ° | Maintenance activities. | Continual maintenance of the data warehouse improves response times, increases functionality of the warehouse, maintains the integrity of the data, and ensures the latest versions of related software are implemented. |
| ° | Accounting Project: begin documentation of business requirements; begin coding ETL mappings; | Adding accounting information to the data warehouse will provide:<br>1. Better tracking of accounting information<br>2. Budget and revenue forecasting<br>3. Audit and operational reports<br>4. Ability to answer inquiries from other agencies |
| ° | Respond to data dissemination requests. | Completing requests for information assists the courts in being more efficient in their work, aids research into a variety of issues by WSCCR and outside research organizations, provides information to the legislature in their work to craft bills, and provides the courts and AOC with information regarding the efficiency and effectiveness of the judicial process. |
| **Database Unit** | | |
| ° | Support data base design review requests. | The work of the database unit supports the ongoing maintenance and improvement of the courts' applications (JIS, SCOMIS, ACORDS, JABS, e-ticketing, etc.) |
| **Data Management Team** | | |

| | |
|---|---|
| ° Continue work on the INH project. | The INH project will stand up the architecture designed to support the exchange of data between the existing databases and any databases a new, purchased application will bring. |

# WASHINGTON COURTS
ADMINISTRATIVE OFFICE OF THE COURTS

## MONTHLY ISD REPORT

| Approved Project:<br><br>**Vehicle Related Violations (VRVDX) Operational Readiness** | **Reporting Period:**<br><br>**July 1 – 31, 2011** |
|---|---|

| Executive Sponsor(s)<br>**Data Management Steering Committee**<br>**Rich Johnson, Chair of Committee** | **IT Project Manager:**<br>Michael.walsh@courts.wa.gov    360-705-5245 |
|---|---|
| | **Consultant/Contracting Firm: NA** |

**Description:** Vehicle Related Violations (VRV) was designed to automate the input and submittal of parking violations as received by local courts through local law enforcement agencies (LEAs). The VRV website provides a service for jurisdictions to get access to the technical information and data needed for them to setup and build data exchanges for use on the jurisdictions' side. The AOC has successfully implemented the VRV DX solution with Everett Municipal Court and is now preparing to execute the final two planning steps required before making VRV broadly available statewide. The final steps include collaborating with the Department of Information Services (DIS) to finalize the on-boarding steps required for LEA to send messages to DIS' messaging service which will in turn communicate with the AOC VRV services to consume the messages and process the tickets.  The final step is to extend the pilot program to six additional municipal courts (Lakewood, Issaquah, Kirkland, Tacoma, Lynnwood, and Fife) prior to turnover for ongoing support and maintenance.

**Business Benefits:** The VRV Operational Readiness Project will prepare a solution for extended pilot use and eventual statewide implementation. The ongoing work will improve performance for the VRV pilot application with the goal of handling anticipated workload and transaction capacity, perform infrastructure cleanup and ensure optimal environment configuration for ongoing support and maintenance. The Customer Website for Data Services is ready for the extended pilot. .

| **Business Drivers**<br>(place x in box) | Improve Decision Making | ☐ | Improve Information Access | ☒ | Improve Service or efficiency | ☐ | Manage Risks | ☐ |
|---|---|---|---|---|---|---|---|---|
| | Maintain the business | ☐ | Manage the costs | ☐ | Increase organizational capability | ☒ | Regulatory compliance or mandate | ☐ |

| **JISC Approved Budget** | **Allocated (thru July 31st 2010)** | | **Actual** | |
|---|---|---|---|---|
| | $ 0.00  (Budget will be pulled from MSD) | | $0.00  (Budget will be pulled from MSD) | |

| **Current Status** | **Scope** | 🟢 | **Schedule** | 🔺 | **Budget** | 🟢 |
|---|---|---|---|---|---|---|

Status Notes:  Tier 1 teams (Lakewood, Issaquah, and Kirland) are fully engaged in their development efforts. The DIS assessment documents have been submitted and DIS is preparing to receive the courts into their testing process and release schedule.

Next steps for the courts will be to test the VRV web serices for end-to-end processing.

Tier 2 on-boarding partners (Tacoma, Fife, and Lynnwood) are tentatively planned for October 2011. Tacoma and Fife utilize the same vendor solution as Lakewood (RedFlex).  Lynnwood uses the same vendor solution as Issaquah (ATS).  Tier 2 partners are expected to leverage the work being done during the Tier 1 integration projects to accelerate their project integration efforts.

| **Progress** (Update progress in % and fill in bar) | July - 50 %<br>[████████████▌░░░░░░░░░░░░░] 100% |
|---|---|

# MONTHLY ISD REPORT

| Project Phase (place x in box) | ☐ Initiate | ☐ Planning | ☒ Execute | ☐ Close |
|---|---|---|---|---|
| **Schedule** (use JISC approved plan dates if avail) | **Planned Start Date:** 3/22/2010 | | **Planned Completion Date:** 11/30/2011 | |
| | **Actual Start Date: 3/24/2010** | | **Actual Completion Date:** | |

| Activities Completed this Reporting Period (Indicate significant completions or ongoing work here for the reporting period only.) | Impact/Value (For each activity there should be a statement describing why we are doing and what the benefit or impact to the court community will be) |
|---|---|
| ✓ The JINDEX on-board readiness assessment forms. | As part of the RMS project DIS is creating a new release management process. The VRV Tier 1 partners will be the initial JINDEX customers to pilot the process. |
| ✓ Issaquah development and unit testing is complete. | Issaquah is ready for the DIS testing process and release schedule. |
| **Activities Planned Next Reporting Period** (Indicate upcoming work here for the next reporting period only | **Impact/Value**(For each activity there should be a statement describing why we are doing and what the benefit or impact to the court community will be) |
| ° Transition support responsibilities to operations/maintenance. | Move the VRV data exchange services to the organizations that are resourced to support and sustain the business process. |
| ° Meet regularly with Kirkland, Issaquah, and Lakewood to track progress on their on-boarding integration activities and to maintain focus on the August 2011 schedule. | We need to meet with these partners to focus on meeting the DIS JINDEX on-boarding windows. |
| ° | |

**WASHINGTON COURTS**
ADMINISTRATIVE OFFICE OF THE COURTS

# MONTHLY ISD REPORT

| Approved Project:<br><br>Records Management System (RMS) | Reporting Period:<br><br>July 1 – 31, 2011 |
|---|---|

| Executive Sponsor(s)<br>eTRIP – AOC Dirk Marler | IT Project Manager:<br>Michael.walsh@courts.wa.gov    360-705-5245 |
|---|---|
| | Consultant/Contracting Firm:<br>NA. |

**Description:**  RMS allows Law Enforcement communities and courts broader business rules, additional message types, increase efficiency and highly accurate data by minimizing double data entry and improved process flows. This is a multi agency endeavor sponsored by eTRIP.

**Business Benefits:** RMS is a multi-agency state initiative that will benefit law enforcement agencies. The RMS project is a significant upgrade to JINDEX, the DIS data exchange service.  AOC is impacted by the RMS project as we have two systems, eTicketing and VRV, which use JINDEX and are required to make modifications to support the upgrade.

| Business Drivers<br>(place x in box) | Improve Decision Making | ☐ | Improve Information Access | ☐ | Improve Service or efficiency | ☒ | Manage Risks | ☐ |
|---|---|---|---|---|---|---|---|---|
| | Maintain the business | ☐ | Manage the costs | ☐ | Increase organizational capability | ☐ | Regulatory compliance or mandate | ☐ |

| JISC Approved Budget | Allocated (thru July 31st 2010) | Actual |
|---|---|---|
| | $ 0.00  (Budget will be pulled from MSD) | $0.00  (Budget will be pulled from MSD) |

| Current Status | Scope | 🟢 | Schedule | 🟥 | Budget | 🟢 |
|---|---|---|---|---|---|---|

Status Notes:
The project deliverables are all complete.  AOC resources have been released to return to other assignments.  The Inter-Agency Aggrement (IAA09425) cannot be closed until all invouices have been submitted and paid.  AOC is responsible for payment of the final invoice which is expected around 9/20/11.

| Progress (Update progress in % and fill in bar) | July  - 100 %  [████████████████████████████] 100% |
|---|---|

| Project Phase<br>(place x in box) | ☐  Initiate | ☐  Planning | ☐  Execute | ☒  Close |
|---|---|---|---|---|

| Schedule (use JISC approved plan dates if avail) | Planned Start Date: 3/22/2010 | Planned Completion Date: 6/12/2011 |
|---|---|---|
| | Actual Start Date: 3/24/2010 | Actual Completion Date: 7/1/2011 |

| Activities Completed this Reporting Period<br>(Indicate significant completions or ongoing work here for the reporting period only.) | Impact/Value (For each activity there should be a statement describing why we are doing and what the benefit or impact to the court community will be) |
|---|---|
| ✓    Complete the project Closeout | Audit all project activities, archive completed work, transfer ongoing tasks and open issues to operations and maintenance, and dismiss the project staff to return to their |

# MONTHLY ISD REPORT

| | other duties. |
|---|---|
| **Activities Planned Next Reporting Period** (Indicate upcoming work here for the next reporting period only | **Impact/Value**(For each activity there should be a statement describing why we are doing and what the benefit or impact to the court community will be) |
| ° Make final payment to OBS under contract IAA08425. | Make the final payment to the contract will allow the PM to close the contract and closeout the project. |

## Initiative: Superior Court Data Exchange  (SCOMIS DX)
*JIS Operational Plan:* *(Design)*

| | |
|---|---|
| | **Reporting Period:**  July 1 – 31, 2011 |

| **Executive Sponsor(s)** | **IT Project Manager:** |
|---|---|
| Data Management Steering Committee<br>Rich Johnson, Chair of Committee | Bill Burke  (360) 704-4024<br>bill.burke@courts.wa.gov |
| **Business Area Manager:** Jennifer Creighton | **Consultant/Contracting Firm:**  N/A |

**Description:** The Superior Court Data Exchange project will deploy a Data Exchange that will enable all local court information systems to access the Superior Court Management Information System (SCOMIS) and Judicial Information System (JIS) services via a web interface using a standard web messaging format.  The project scope consists of deploying (60) Data Exchange web services that will be available to all local court information systems.

**Business Benefit:** The project will produce a consistent, defined set of standards and standard technology solutions for sharing data between Judicial Information System (JIS) applications supported by the AOC and its customers (Courts and Justice Partners) to:

- Eliminate redundant data entry
- Improve data accuracy
- Provide access to real-time information for decision making
- Reduce support costs through a common technical solution for sharing data

| **Business Drivers**<br>(please X box) | Improve Decision Making | ❹ | Improve Information Access | ❹ | Improve Service or efficiency | ❹ | Manage Risks | ☐ |
|---|---|---|---|---|---|---|---|---|
| | Maintain the business | ☐ | Manage the costs | ❹ | Increase organizational capability | ❹ | Regulatory compliance or mandate | ☐ |

| **JISC Approved Budget** | **Allocated** *(Don't fill in )* | | **Actual** *(Don't fill in )* | |
|---|---|---|---|---|
| | $ | | | |

| **Current Status** | **Scope** | 🟢 | **Schedule** | 🟢 | **Budget** | 🔴 |
|---|---|---|---|---|---|---|

Status Notes:   Sierra Systems' price proposal for implementing the Superior Court Data Exchange exceeds JISC funding authorization.  AOC project team is engaged to identify opportunities for reducing price.

| **Progress :** (bar is table cells, red is border to update) | **July - 25%**  100% |
|---|---|

| **Phase (what phase** is project currently in | ☐  Initiate | ❹  Planning | ☐  Execute | ☐  Close |
|---|---|---|---|---|

| **Schedule** | **Planned Start Date:**  5/15/2009 | **Planned Completion Date:** TBD |
|---|---|---|
| | **Actual Start Date:**  5/15/2009 | **Actual Completion Date:** |

| **Activities Completed** | **Impact/Value** |
|---|---|
| ✓  The AOC has been engaged in contract negotiations with Sierra Systems for implementing the SCDX.  The negotiations have focused on the specific technical scope of work for the 1st SCDX Production Increment, to ensure that the AOC has web services that can be deployed to support an interface between SCOMIS and the Pierce Co LINX System.  These negotiations are nearing completion with Sierra Systems agreeing that the 1st Production Increment | Once contract negotiations have been completed, Sierra Systems can begin implementing the SCDX infrastructure & initial (10) web services. |

| | |
|---|---|
| will include all RFP specified SCDX infrastructure functionality and (10) SCDX web services.  Included in these initial SCDX web services are the (5) SCDX Docket web services that account for 30% of the dual data entry performed by Pierce County. | |
| ✓ A Technical Meeting was held with the Pierce County LINX team to begin discussing the SCDX web services that are planned for deployment.  The purpose of these meetings is to confirm the web service designs to ensure that Pierce County can use these services for interfacing with SCOMIS.  These meetings are intended to occur bi-weekly until all SCDX web service designs have been reviewed by the Pierce County team. | These meetings are necessary to verify that the SCDX web service designs can be used effectively from an external system.  While Pierce County is the initial County that will use the SCDX, the design is intended to support other external systems. |
| ✓ A Database Analyst will be added to the SCDX project team to evaluate synchronizing the LINX Case Management records with the Pierce County case management records in SCOMIS, prior to transitioning the SCDX to Production.  This synchronization will be necessary to ensure that any case management record updates initiated in LINX are applied to the corresponding case management records in SCOMIS.  To ensure this unique mapping, the LINX system will need to store the SCOMIS case docket unique identifier. | A Database Analyst is being added to the project to assist in developing a plan on how the LINX and SCOMIS case management records can be synchronized prior to the SCDX being transition into Production. |
| **Activities Planned** | **Impact/Value** |
| ° Finalize contract negotiations with Sierra Systems and have Sierra Systems begin implementation planning. | Finalize scope & price for development contractor engagement and have the development contractor begin developing an implementation plan. |
| ° Finalize the remaining SCDX project documentation for the 1st Production Increment. | These specifications are needed by Sierra Systems to implement the 1st Production Increment.  These documents define the SCDX infrastructure functionality and the the Jagacy development required to perform SCOMIS/JIS screen scraping. |
| ° Begin developing a plan for case management record synchronization between LINX and the SCOMIS/JIS systems. | Required to ensure any case management record updates initiated by the LINX system is applied to the correct corresponding case management record in SCOMIS/JIS. |
| ° Continue to hold bi-weekly meetings with Pierce County to review all SCDX web service designs to ensure that these web services can be used by the Pierce County LINX team to interface to the SCOMIS & JIS systems. | Validate the SCDX web service designs. |