DATA MANAGEMENT STEERING COMMITTEE (DMSC)

THURSDAY, FEBRUARY 16, 2012

9:30 A.M. TO 12:05 P.M.

AOC SEATAC OFFICE, SEATAC OFFICE CENTER

18000 INTERNATIONAL BLVD., SUITE 1106, SEATAC

DRAFT MEETING MINUTES

Members and Alternates Present: Rich Johnson, Chair, Larry Barker, William Holmes, Frank Maiocco, Cynthia Marr, and Barb Miner.

AOC Staff: Jennifer Creighton, Dan Belles, Bill Burke, Mike Walsh, Heather Williams, and Kathie Smalley.

Call to Order

The meeting minutes for the November 17, 2011 meeting were deemed approved. Rich Johnson noted that this was one of the first face to face meetings held in quite awhile and the committee schedule is on the table for discussion. Mr. Johnson also announced that Jennifer is transitioning into a different role at the AOC, and that Heather Williams is her designated replacement.

Proposed Schedule Change

The purpose of proposing a schedule change is to sync DMSC's efforts with the JISC meeting schedule which will allow the DMSC to have all project information and be prepared to make recommendations to the JISC (a proposed schedule was handed out with suggested dates just prior to JISC meetings). The committee accepted the proposed schedule.

Open Action Items

- Bill Burke to provide the SCDX Inventory of Services that defines all of the SCDX web services and the Increment each service is scheduled to be delivered. Also, identify which web services are considered bi-directional. ***(Completed on 3/8/2012)***
- DMSC Members to review the list of SCDX Inventory of Services and identify any additional services that they would need to be developed to make the SCDX more useful for their courts. ***(Follow up due by 4/19/2012)***
- Bill Burke to review any additional web services that DMSC members request for submittal to the AOC ITG process. ***(Follow up dependent on above bullet)***
- Cynthia Marr will follow up with Issaquah and Lakewood regarding economies of scale through statewide service level agreements with web services providers. ***(Follow up due by 3/1/2012)***

Accounting Project Update – *Jennifer Creighton*

Jennifer Creighton reported on the Project Status Bi-Weekly Report. The project is moving along on time; the first set of reports were released in December 2011 and second set of reports will be released in February 2012. A timeline was provided with handouts that is basically on an every other month release schedule. The difficulty of the project comes from moving the data from the source systems into the data warehouse and transforming it in a way that it makes sense for the

accounting reports. The first 6 reports on the timeline are staggered based on when the information is going to be available to create them. In August, all of the data will be in the warehouse (transformed) and the AOC will then want to look at the remaining reports and see if they can be released more quickly because the data will already be there.

Mr. Johnson requested that the members go back to their courts and validate they're getting what they need (from a Superior Court perspective). The available reports were announced via Release Notes to the listservs that use them, AOC's Kevin Ammons announces through the ITG process, and Mr. Johnson will advise the JISC. Ms. Creighton went on to describe the workgroup's process for vetting the reports.

Ms. Creighton announced there may be a change coming in reports for larger counties when they have Joint and Several Cases with multiple restitution recipients, due to some of the online programs running out of space and an inability to display all of the information. The Accounting Team hopes to have the information for those reports by August, and will try to fit those reports in without impacting the schedule (to be discussed at the next workgroup meeting).

Data Exchange Update

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

Mr. Walsh reported the Vehicle Related Violations project progress to members of the Data Management Steering Committee. VRV on boarding for Tier 1 pilot courts, Lakewood, Issaquah, and Kirkland is nearly complete. Kirkland has been processing VRVs since mid-December. Lakewood and Issaquah are working out the final implementation details with their web services providers. They should be processing tickets in the next few weeks. The committee asked Mr. Walsh to comment on why Kirkland was able to deploy the web services much sooner than Lakewood and Issaquah. Walsh felt that the added complexity of a third party service provider, like Redflex/CodeSmart or ATS, may be creating changes to service level agreements.

Cynthia Marr was going to follow up with Issaquah and Lakewood to determine if economies of scale could be attained by reaching statewide service level agreements with the web services solution providers thereby benefitting all court's on boarding projects. If it turns out to be an opportunity for process improvement, the DMSC will approach the JISC about the possibility of AOC generating statewide service level agreements for web services with the third party web service providers.

Mr. Walsh reported on the start of the VRV Tier 2 pilot with Fife, Tacoma, and Lynnwood, and the anticipated schedule dates for the JINDEX on boarding activities.

The committee questioned Mr. Walsh about the readiness for AOC to on board additional courts and activities following the conclusion of on boarding the pilot courts; especially in the areas of operational support and transaction capacity. The DMSC wants to have the future VRV courts determined and prioritized into tiers now. The DMSC will work through its representatives to determine what courts are ready to start their on boarding projects. Mr. Walsh stated that AOC would be ready to handle additional courts and that recent upgrades of BizTalk servers and services to support the increased capacity for both JINDEX and AOC were close to complete. As far as operational readiness, the VRV Pilot will include a plan to transition support from the Project Team to AOC maintenance and operations.

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

Mr. Burke presented the current status of the Superior Court Data Exchange (SCDX) project. The project has completed the development of SCDX Increment 1 which includes the delivery of core data exchange services and (10) SCDX web services. SCDX Increment 1 deliverables are being validated by the AOC project team. This validation is expected to be completed by February 22 and the AOC will then begin Quality Assurance (QA) testing of this increment.

Work has begun on SCDX Increment 2. This delivery is expected to be completed by the end of June 2012. Mr. Burke provided a high-level project schedule included with his presentation.

Information Networking Hub (INH) Presentation – Dan Belles

Mr. Belles presented an overview of the Information Networking Hub (INH) program and current status. The overview included a brief history of the INH project, the primary problems (current and future) it is expected to resolve and a high level description of the proposed solution. Mr. Belles also presented information on the INH program components to be built, including data governance and data quality, the data exchange services to be provided and a high level project timeline.

Mr. Belles concluded the presentation with a discussion of the INH Program risks, the relationship to the SCDX and SC-CMS projects, and concluded with a brief summary of what courts will need to do to use the INH. The DMSC members discussed their role in the INH governance, especially in the area of data governance and data quality. They agreed that further discussion with AOC leadership was needed to clarify their role in the project.

The meeting adjourned at 12:05 p.m.

BI-WEEKLY ISD PROJECT REPORT

Initiative: ITG 009: Add Accounting Information to the Data Warehouse

JIS Operational Plan: Initiation

Reporting Period 3/31/2012 - 4/14/2012

Project Sponsor(s): **Rich Johnson (DMSC Chair)**	**IT Project Manager:** **N/A, Business Area Manager is providing backup**
Business Area Manager: **William Cogswell (Acting)**	**Consultant/Contracting Firm:** N/A

Description: This project is a result of the approval and prioritization of IT Governance request 009 (ITG 09). This request identified eleven reports that are either unworkable in the mainframe format or are new reports to be created.

Business Benefit:

These reports will give the courts better tracking of accounting information, better budget and revenue forecasting, new or improved audit and operational reports, and the ability to answer accounting inquiries from other agencies.

This is a multi-court level request, bringing value to both the Superior Courts and to the Courts of Limited Jurisdiction.

Business Drivers (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** (Don't fill in)	**Actual** (Don't fill in)
	$	

Current Status (green=on schedule, yellow=potential or current risks, red=significant risk to cost, schedule, deliverables.)					
Scope	●	**Schedule**	●	**Budget**	●

Progress : (bar is table cells, red is border to update)

March 2012 – 15%

100%

Phase (what phase is project currently in	☐ Initiate	☐ Planning	☒ Execute	☐ Close

Schedule		
	Planned Start Date: Aug 2011	**Planned Completion Date:** Jan 2013
	Actual Start Date: Aug 2011	**Estimated Actual Completion Date:**

BI-WEEKLY ISD PROJECT REPORT

Activities Completed	Impact/Value
✓ Completed RDS and prototypes for "Detail of A/R type codes entered, paid, outstanding" schedule for release in April 17.	✓ In process of obtaining user final approval of report
✓ Completed requirements for first review for "Summary of A/R type codes entered, paid, outstanding" for review by the work group at their March 20 meeting.	✓ Obtain complete user requirements
✓ Began design of tables for reports 5 based on additional business requirements	✓ Obtain complete user requirements
✓ Finalized modifications to obligation history and obligation summary tables to support report 3 and 4 .	✓ Provide data for requested reports
✓ Continued design of new trust table to support" Cases with A/Rs Paid-in-Full – INCLUDING TRUST".	✓ Provide data for requested reports
✓ Began design work on tables to support reports 6 and 14	✓ Provide data for requested reports
✓ Completed requested changes for obligor and obligation detail reports to add additional person information. Scheduled for April 17th release.	✓ Provide additional information for reports
✓ Completed requested changes for Cases with ARs Paid-in-Full to optionally exclude disposed cases from the report. Scheduled for April 17th release.	✓ Enable users to process smaller reports
Activities Planned	**Impact/Value**
✓ Release "Summary of A/R type codes entered, paid, outstanding". Scheduled for June release	✓ Obtain user approval
✓ Begin RDS for	✓ Provide new accounting reports, or improve existing reporting capabilities
✓ Begin design of RDS for "Monthly interest accruals associated with A/R type codes"	✓ User 1st review of requirements and prototype
✓ Complete design of interest, trust, and revenue table and obtain design committee approval; begin loading data to development environment. Need for report 5 and 6	✓ Provide data for requested reports

Risks Management

Risk Events	High/ Medium/ Low	Risk Mitigation
• Space requirements for report development on production server is insufficient	• Low	• Infrastructure needs to increase disk partitioning and add additional space

BI-WEEKLY ISD PROJECT REPORT

Additional Comments

Approved report priority list

Group A	1. Cases with A/Rs Paid-in-Full – EXCLUDING TRUST	Released to production 12/20/2011
	2. Cases with finding date and A/Rs in "potential" status	Released to production 2/21/2012
	3. Detail of A/R type codes entered, paid, outstanding	Scheduled for release 4/17/2012
	4. Summary of A/R type codes entered, paid, outstanding	2nd review scheduled 5/15/2012 Scheduled for release 6/17/2012
	5. Monthly interest accruals associated with A/R type codes	1st review scheduled 5/15/2012
Group B	6. Remittance Summary by BARS codes	
	7. Cases with A/Rs Paid-in-Full – INCLUDING TRUST	
Group C	8. A/R balance by type, A/R and payment aging	
	9. Collection case information	
Group D	10. Collection reports for parking cases	
Group B	11. Legal Financial Obligation (LFO) Report	
	12. PMR: Detail/Summary aged accounts receivables	
	13. PMR: Detail/Summary of accounts assigned to various stages of collections	
	14. Case Financial History Report (CFH) – received and ordered	

WEEKLY ISD PROJECT REPORT

Project: Vehicle Related Violations (VRDX) Operational Readiness

Reporting Period: 03/17/12 – 3/30/2012

Executive Sponsor(s) Data Management Steering Committee *Rich Johnson, Chair of Committee*	**IT Project Manager**: Michael Walsh Michael.walsh@courts.wa.gov 360-705-5245
Business Area Manager: Jennifer Creighton	**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 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 focus of this engagement between CodeSmart Inc. and AOC is to enable VRV Operational Readiness inclusive of performance tuning, infrastructure setup, and transition to ISD Operations for ongoing support and maintenance.

Business Benefit: 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 (please X 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** (Don't fill in)	**Actual** (Don't fill in)
	$	

Current Status (green=on schedule, yellow=potential or current risks, red=significant risk to cost, schedule, deliverables.)	**Scope**	●	**Schedule**	▲	**Budget**	●

Status Notes

Tier 2 assessment forms are being evaluated by the AOC for the intention of submitting on boarding requirements to DES for Tier 2 DES release group start up. DES is reporting a 30 day delay in their current release group. This has pushed the start of of the Tier 2 group out to May 1st.

Next steps: Work with the Tier 2 courts (Lynnwood, Fife, and Tacoma) on the on-boarding collaborartion with JINDEX and the Department of Enterprise Services.

Work on transitioning the VRV on boarding process to Operations is in prgress.

Progress : (bar is table cells, red is border to update)

Phase (what phase) is project currently in	☐ Initiate	☐ Planning	☒ Execute	☐ Close

Schedule	**Planned Start Date:** 3/22/2010	**Planned Completion Date:** 6/30/2012
	Actual Start Date: 3/24/2010	**Actual Completion Date:**

WEEKLY ISD PROJECT REPORT

Activities Completed	Impact/Value
✓ Business and Technical assessments have been received and business rooting rules defined.	These are the technical requirements DES requires to set up the web service connectivity.
Activities Planned	**Impact/Value**
° Prep for JINDEX on boarding	Complete business and technical assessment forms, submit to WTSC to schedule a JINDEX release group and start date.
° Complete the Maintenance Transition Plan	Finalize the operational sustainability of VRV to the Operations.

Milestones Planned and Accomplished

Milestone	Original Date	Revised Date	Actual Date
On-board Tier 1 (Issaquah, Lakewood)	4/01/2011	3/1/2012	3/13/2012
On-board Tier 2 (Tacoma, Lynnwood, and Fife)	5/01/2011	June 2012	
Complete VRV Maintenance Transition	6/1/2011	July 2012	

Risks Management

Risk Events	High/ Medium/ Low	Risk Mitigation

Additional Comments

Bi-WEEKLY ISD PROJECT REPORT

Initiative: Superior Court Data Exchange (SCOMIS DX)

Reporting Period: 03/19/12 – 03/30/12

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

Description: The Superior Court Data Exchange project will deploy a Data Exchange that will enable all local court Case Management Systems to access the Superior Court Management Information System (SCOMIS) services via a web interface using a standard web messaging format. The project scope consists of deploying (63) web services that will be available to all local court Case Management 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

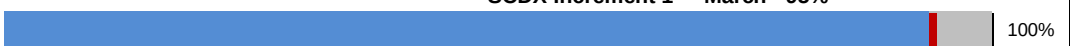
Business Drivers (please X box)				
Improve Decision Making ❹	Improve Information Access ❹	Improve Service or efficiency ❹	Manage Risks ☐	
Maintain the business ☐	Manage the costs ❹	Increase organizational capability ❹	Regulatory compliance or mandate ☐	

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

Current Status (green=on schedule, yellow=potential or current risks, red=significant risk to cost, schedule, deliverables.)	**Scope**	●	**Schedule**	◆	**Budget**	●

Status Notes: SCDX Production Increment 1 is 8 weeks behind schedule. Development, testing and AOC validation took longer than planned.

Progress : (bar is table cells, red is border to update)



Phase (what phase) is project currently in	☐ Initiate	☐ Planning	❹ Execute	☐ Close

Schedule SCDX	**Original Start Date:** 1/2/2011	**Original Completion Date:** 7/1/2012
	Planned Start Date: 1/2/2011	**Planned Completion Date:** 12/31/2012
	Actual Start Date: 1/2/2011	**Actual Completion Date:**
Schedule Increment 1	**Original Start Date:** 8/29/2011	**Original Completion Date:** 1/31/2012
	Planned Start Date: 8/29/2011	**Planned Completion Date:** 5/11/2012
	Actual Start Date: 8/29/2011	**Actual Completion Date:**
Schedule	**Original Start Date:** 1/2/2012	**Original Completion Date:** 3/30/2012

Bi-WEEKLY ISD PROJECT REPORT

Increment 2	Planned Start Date: 2/1/2012	Planned Completion Date: 6/20/2012
	Actual Start Date: 2/1/2012	Actual Completion Date:

Activities Completed	Impact/Value
✓ The AOC has completed reviewing (9) Sierra Systems Technical Design Documents for SCDX Increment 2 web services. These web services are associated with Case Participant and Person Alias web services. This review identified minimal changes to these design documents.	These documents define the detailed web service designs and need to be approved by the AOC prior to Sierra Systems to begin software implementation
✓ The AOC completed the deployment of SCDX Increment 1 to the QA environment on March 28. This deployment was delayed due to AOC resource limitations associated with Disaster Recovery planning and procedures validation.	This deployment is necessary to begin formal AOC QA testing of SCDX Increment 1.
✓ A Kick-off Meeting was conducted with the AOC Java team on March 20 to begin assigning SCDX Increment 4 web service development to the AOC Java developers. The Java team identified the Case Seal Update (10.23) would be developed in-house with an estimated completion date of April 30. Once the team has completed this development, they will have a better understanding of the amount of time required to complete additional web services.	This effort is intended to provide an opportunity for the AOC Java team to gain some SCDX development experience and off-load some of the web services that Sierra Systems will need to develop. Since the AOC Java team will need maintain the SCDX following the completion of the project, this effort is intended to provide the Java team with the opportunity to gain that experience while the Sierra Systems team is engaged on the project.
✓ The AOC is working on developing a model/process to onboard a Court to begin using the SCDX. This onboarding process will include the following components: - A web portal containing documentation and standards required by a remote Court to interface to the SCDX. - SCDX Interface implementation template/steps required for interfacing to the SCDX. - An estimate of the AOC time required to support a remote court in their development of an interface to the SCDX. - AOC Service Level Agreement that defines the AOC level of production support for the SCDX This documentation is being developed similar to the documentation developed for the Vehicle Related Violation (VRV) project and will be used to assist Pierce County in their SCDX Interface development effort.	Having a well defined SCDX Court onboarding process will provide remote Courts with the necessary information for planning and implementing their SCDX Interface development effort and give the AOC a resource estimate of the support required from the AOC to support this effort.
Activities Planned	**Impact/Value**
° The AOC QA team will continue testing of SCDX Increment 1 web services.	These are formal tests by the AOC to confirm that SCDX Increment 1 meets the AOC documented requirements.
° Re-run the SCDX performance tests in the AOC QA environment.	Provide an estimate of the SCDX performance that can be expected in production.

Bi-WEEKLY ISD PROJECT REPORT

Milestones Planned and Accomplished			
Milestone	Original Date	Revised Date	Actual Date
SCDX Development Complete – Prod Increment 1	11/16/2011	12/16/2011	1/27/2012
SCDX Verification & Validation Complete – Prod Increment 1	12/15/2011	1/31/2012	1/27/2012
Start SCDX Increment 2 Development	2/1/2012	2/1/2012	2/1/2012
Start SCDX QA Testing	12/15/2011	3/23/2012	3/28/2012
SCDX Production Increment 1 Complete	1/31/2012	5/11/2012	
Complete SCDX Increment 2 Development	5/1/2012	5/1/2012	
Complete SCDX Increment 2	6/20/2012	6/20/2012	

Risks Management		
Risk Events	High/ Medium/ Low	Risk Mitigation
There is a potential scope increase for SCDX Increment 2 due to (3) Judgment web services that are part of the family of web services scheduled for Increment 2.	Medium	Sierra Systems is evaluating the degree of commonality between the current Increment 2 web services and these (3) Judgment web services to determine whether there is a cost or schedule impact.
The SCDX web services design may have been missed some functionality or data required to eliminate dual data entry between a remote Case Management System and SCOMIS.	Medium	While the SCDX web services design was developed jointly with the Pierce County LINX team, some functionality or data may have been missed during the design phase. Any design issues will be identified when the LINX team attempts to begin using these web services. If any requirement gaps are identified, the SCDX project team will assess resolving these gaps.
There are a number of non-critical Increment 1 punchlist items that are scheduled to be completed during Increment 2 implementation. There is a potential risk that there might be a schedule impact to Increment 2.	Low	The current list of punchlist items are not expected to impact Increment 2 schedule. Sierra Systems will implement these punchlist items concurrently with Increment 2, so that Increment 2 testing can be used to validate both Increment 2 and Increment 1 punchlist items. **March 30** – no development schedule issues have been identified concerning the SCDX Increment 1 Punchlist; this risk is **Closed**.

Additional Comments

BI-WEEKLY ISD PROJECT REPORT

Initiative: Implement Information Networking Hub and Services (INH)

Reporting Period March 19 – March 30, 2012

Executive Sponsor(s):	**IT Project Manager:**
Vonnie Diseth (Director/CIO) Jeff Hall (AOC Administrator)	Dan Belles
Business Area Manager: Jennifer Creighton	**Consultant/Contracting Firm:** SOOS Creek

Description: The Information Networking Hub (INH) has been initiated as one of three separate Project/Program tracks in the ISD Transformation. While the INH is being built to support the implementation of a Superior Court Case Management System (SC CMS), it is also building a foundation for data exchanges with other COTS packages and local court systems.

The INH is the required future state architecture needed to support information exchanges between the JIS central database, SC CMS and other local systems. This Project involves a core team of internal and external resources with the experience and knowledge of AOC systems, that will build a robust enterprise architecture capable of exchanging messages from disparate systems with one common messaging standard.

The first phase of the INH project includes the development of the Foundation components and Pilot Deployment of two services. Initially, the components of the INH will be developed in a sequencing priority based on the needs of the SC CMS integration, but will continue to build on meeting the needs for other COTS applications and local systems in the future.

Business Benefits:

- Integration of current and future centralized and local applications that provides better customer experience and information
- Near real-time information exchanges through "publish-subscribe" mechanisms that facilitates the sharing of data and dramatically reduces duplicate data entry
- Modern architecture that aligns with latest technology to provide flexibility and the ability to deliver new customer requests in a timely manner
- A centrally managed data repository governed by data standards and quality
- A centralized security framework that can meet the needs for ensuring data is secure
- Enhanced customer interfaces to improve productivity, advance decision-making capabilities and aid in access to justice

Business Drivers (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** (Don't fill in)	**Actual** (Don't fill in)
	$	

BI-WEEKLY ISD PROJECT REPORT

Current Status (green=on schedule, yellow=potential or current risks, red=significant risk to cost, schedule, deliverables.)	**Scope**	●	**Schedule**	●	**Budget**	●

Progress : (bar is table cells, red is border to update)	March 2012 – 25%  100%

Phase (what phase is project currently in	☒ Initiate	☒ Planning	☐ Execute	☐ Close

Schedule	**Planned Start Date:** July 2011	**Planned Completion Date:** June 2012
	Actual Start Date: July 2011	**Estimated Actual Completion Date:** TBD

Activities Completed	**Impact/Value**
✓ Held INH Enterprise Data Repository (EDR) team meetings to identify scope and tasks required to build central data repository	✓ Provides a central INH database to store statewide shared data in a standard format that will be made accessible to courts through data exchanges
✓ Continued work on the INH Technical Lead Plan prepared by Joel Byford, Soos Creek	✓ Provides detailed technical guidance on development and implementation strategy for INH foundation components and data exchange services based on real world experience and practices
✓ Updated INH Project Planning Matrix	✓ Matrix of individual INH projects helps define, interdependencies, project deliverables, milestones, and resources for improved planning and coordination
Activities Planned	**Impact/Value**
✓ Implement INH Technical Lead Plan – Assign tasks to resources, provide templates and expected completion dates	✓ Provides detailed technical guidance on development and implementation strategy for INH foundation components and data exchange services based on real world experience and practices
✓ Hold INH Project lead meeting with Joel Byford, Technical Data Exchange Consultant	✓ Provides INH Project Team leads with information on roles and responsibilities and assignments from the INH Technical Lead Plan
✓ Continue work on Enterprise Data Repository and Service Development Framework projects	✓ Provides INH foundation components to support Pilot Services and future data exchange development in subsequent phases of INH
✓ Complete INH project charter for signature	✓ Provides authority and direction for the Project, approval for the budget, scope, schedule, and resources. It provides guidance to manage issues, risks, and project constraints.
✓ Complete baseline project schedules for tasks identified in Technical Lead Plan	✓ Provides detailed list of tasks, durations, completion dates for managing schedule

BI-WEEKLY ISD PROJECT REPORT

Milestones Planned and Accomplished			
Milestone	Original Date	Revised Date	Actual Date
Complete Project Initiation	July 2011	Dec 2011	Feb 2012
Complete Project Charter	July 2011	Jan 2012	Feb 2012
Obtain Project Charter Approval	July 2011	Jan 2012	
Determine Project Timelines	Aug 2011	April 2012	
Develop Baseline Project Schedule	Feb 2012	April 2012	
Complete high level resource plan	Aug 2011	Feb 2012	Dec 2011
Validate Technology Infrastructure	Oct 2011	Dec 2011	Dec 2011
Obtain finalized list of Business Services	Oct 2011	Dec 2011	Feb 2012
Contract with Data Exchange Consultant	Jan 2012	Feb 2012	Feb 2012
Establish INH Foundation & Framework	Dec 2012		
Implement Two Pilot Services	June 2012		

Risks Management		
Risk Events	High/ Medium/ Low	Risk Mitigation
Solution Architecture • The implementation of INH is a new and complex endeavor for the resources at AOC. The need to clearly define and agree on the architecture to incrementally build the future state is critical to the success of this project. The risk is being able to clearly identify the work efforts required to: o Deploy Pilot Services to Production o Implement the INH foundation components o Implement the INH that supports the integration of the SC-CMS COTS and local systems in the future	High	• Architecture design will follow new Enterprise Architecture approval processes • Use the experience and knowledge gathered from the technical validation and from SC DX project to build the first two Pilot services • A Pilot deployment in a production environment will provide the opportunity to ensure the architecture is in alignment with the vision and will re-enforce that the technology roadmap is correct • EA will assign an Information Solutions Architect with experience with implementing data exchanges and message orchestration • Hire an external Data Exchange Technical Consultant with real world experience to validate and lead the development and implementation of a production ready INH • A phased implementation strategy focusing on the requirements for developing and deploying the first Pilot services and foundation components supporting the SC CMS project to ensure INH is ready when needed

BI-WEEKLY ISD PROJECT REPORT

Scope • Large – multi-year effort to implement INH. Inadequately plan may result in costly miscalculations in cost and time estimates and ultimately project delays or failure.	High	• Conduct Pilot Implementation and focus on efforts required to support SC-CMS • Conduct phased implementation and improvement of service development • Continue to provide visibility on the complexity of this technical effort to AOC Leadership • Continue to escalate critical technical and project issues and decisions to AOC Leadership in a timely fashion for resolution • INH Strategy and roadmap should be validated by outside an Technical Data Exchange Consultant to identify appropriate solution and minimize/reduce scope creep and/or change
Budget • Project effort depends on funding from original transformation budget. However the scope of INH is much broader than the scope as defined in the transformation efforts and some funding has been removed. There is not enough funding to cover the estimated costs to complete INH in support of CMS over the entire project timeframe.	High	• Leverage other approved ITG projects work products to develop components of INH (e.g. SCDX, ITG27, Spokane, and SC-CMS). Utilize internal resources and tools with data exchange skills and experience where possible. • Continue to refine the high level budget estimates as information becomes available to support requests for supplemental legislative funding needed
Resource Allocation • Resources required to complete INH work efforts are working on multiple projects with competing priorities resulting in resource availability conflicts and delays	High	• Continue to work with the Leadership Team clarify the prioritization of projects and to appropriately assign a priority to INH • Continue to work with the PMs of the SC DX, SC CMS and COTS Prep projects to coordinate efforts and identify interdependencies and opportunities for efficiency among projects
SC – CMS Coordination • Detailed technical requirements from the SC-CMS COTS project are not clearly communicated to the INH project team in order for the program support the SC CMS integration when needed	Med	• SC CMS and INH Core teams should have on-going communications regarding the content of the feasibility study and COTS requirements to avoid misinterpretation or misunderstanding of the common technical goals for SC-CMS and the dependencies on the INH. Presentation of Feasibility study content should be provided to INH team to ensure a clear understanding • Hold regularly scheduled meetings between INH technical team and the “to be” technical team for RFP selection to ensure project interdependencies are tracked and coordinated
Additional Comments		

Problematic effects of data translation in JIS applications. Request ID: 127

Request Status Summary

Request Status Awaiting Endorsement

Request Detail

Requestor Name:
Divin, Wes M
Origination Date:
01/23/2012
Requestor Email:
wes.divin@courts.wa.gov
Requestor Phone:
704-5507

Recommended Endorser:
Data Management Steering Committee

Request Type:	Change or Enhancement
Which Systems are affected?	Judicial Information System (JIS) Superior Court Management Information System (SCOMIS) Data Warehouse Juvenile and Corrections System (JCS) Judicial Receipting System (JRS) Judicial Access Browser System (JABS) Possible Case History (PCH) Case and Criminal History (CACH)
Other affected Systems / Business Processes	Data exchanges. New case management system.
Business Area:	Other
Communities Impacted:	Appellate Court Judges Appellate Court Clerks Superior Court Judges County Clerks Superior Court Administrators CLJ Judges CLJ Managers Family and Juvenile Law Judges Juvenile Court Administrators State Agencies Public and Other Users
Impact if not Resolved:	High

Impact Description:

High impact by data corruption.

Medium to low impact by data inconsistency, depending on the volume and type of the inconsistent data.

What is the Business Problem or Opportunity

The Problem.

The JIS mainframe applications perform data translation on input data, e.g. lower case to upper case. The translations were orginally implemented to prevent input and storage of inconsistent or garbage data. With the use of more PC based applications by the courts the translations may affect the quality of data in the JIS applications and affect exchanges of data between JIS and client courts' and other agencies' applications.
1. There is potential for corruption of data in JIS.
2. There is potential for inconsistent data in JIS.
3. Corrupt or inconsistent data may cause problems using the data in JIS applications and in exchanging data with court and agency client applications.

The translations are described in detail below under Technical Details.

What this means for data exchange clients.

Input
When formatting input for the JIS data exchanges the client must be aware of how the translations will affect the way the client's data is stored and displayed to other courts by the JIS applications. In particular if the client court application supports the full extended English character set that is commonly available on most personal computer systems, e.g. systems based on the Microsoft Windows software, then the client should perform some translation of the data to enable it to be correct and consistent when stored in the JIS applications, particularly in person and organization names and addresses.

Example:

1. If the client application contains the name "González" the accented "á" should be translated to an unmarked "a" before sending the name to JIS, e.g. "González" should be sent as "GONZALEZ". Otherwise the name "González" will be translated into the corrupted "GONZ LEZ".
2. In fields that are not subjected to the additional translation, such as the case title, "González" will become the inconsistent "GONZáLEZ".

Output
When receiving output from a JIS data exchange the court should expect upper case data.

Example:

In JIS the name "González" is usually entered by court staff as "GONZALEZ". This is the form that will be

sent out by AOC data exchanges.

Technical details:

The JIS and SCOMIS applications translate lower case English characters to upper case without error or warning before they are stored. Non-English lower case letters with diacritical marks are not translated to their upper case form. Non-English letters with diacritical marks are not translated to the unmarked form of the letter.

Exception:
Certain screens in the JIS and SCOMIS applications will accept mixed upper and lower case data.

Additional translation performed on certain database columns:
The following translations are applied to the JIS database columns listed in the table below:

First the lower case to upper case translation described above is performed by the JIS or SCOMIS application. Then the database management system performs a further translation on the columns listed in the table below to allow only the following subset of the character set:

abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890
<>(){}/\¢$-+=|¦&.,:;!?*¬^%~#@'`" and underscore.
The bold hyphen (EBCDIC X'CA') is translated to the standard hyphen (EBCDIC X'60').

All other display and non-display characters in the extended English character set are translated to a *space* (EBCDIC X'40') without error or warning. In particular non-English language letters with diacritical marks are translated to spaces.

Table Name	Table Description	Column Name	Column Description
AD	Address	AD_CTY_NM	City Name
AD	Address	AD_TX_1	Street Address Line 1
AD	Address	AD_TX_2	Street Address Line 2
AD	Address	AD_ZIP_CD_NU	ZIP Code
CS	Case	CS_NU	Case Number
INV	Individual	INV_DRV_LIC_NU	Driver License Number
ICH	Individual Change History	INH_DRV_LIC_NU	Driver License Number
PER	Person	PER_NM	Person Name
PHN	Telephone Number	PHN_ARA_NU	Area Code
PHN	Telephone Number	PHN_PRE_NU	Prefix
PHN	Telephone Number	PHN_SUF_NU	Line
PHN	Telephone Number	PHN_XTN_NU	Extension

These translations were in place when this was written in January 2012.

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Target changes:

Short term:

To prevent data corruption the DB2 triggers should be modified to translate lower case and upper case alphabetic characters with diacritical marks to the upper case unmarked version of the letter.

Medium term:

To improve data consistency in the legacy applications the general lower case to upper case translation should translate letters with diacritical marks to the unmarked version.

Long term:

In the future applications that accept, store, and display mixed case and Roman alphabet based foreign language characters must provide methods to compare and search on fields, primarily names, in a consistent manner. Example: an application should be able to search on the name "Gonzalez" and select variants such as "GONZALEZ" and "Gonza'lez" as possible matches.

Handling of non-Roman alphabet character sets supported by the Microsoft Windows software, e.g. Arabic, Cyrillic, Greek, etc., should be addressed but not necessarily supported by JIS applications.

Expected Benefit:

Problematic effects of data translation in JIS applications. Request ID: 127

1. Prevent data corruption in JIS applications.
2. Enable consistent storage of data in JIS applications.
3. Enable consistent exchange of data between JIS and local court and agency applications.