



**DATA MANAGEMENT STEERING COMMITTEE**  
**THURSDAY, FEBRUARY 18, 2010**  
**9:30 A.M. – 12:00 P.M.**

**CONFERENCE CALL #:** (360) 407-3780 pin # for Participants: 354377#  
pin # for AOC: 362668#

## **AGENDA**

**1) Call to order**

- a) Introductions
- b) Approval of January 21, 2010 minutes
- c) Review action items

**2) Enterprise Data Warehouse Update**

- a) EDW Monthly status report

**3) Data Exchange Update**

- a) VRV DX status update
- b) Superior Court DX status update

**4) Next Steps/Action Items/Decisions**

**5) Future Meetings**

- March 18, 2010 9:30 a.m. – 12:00 p.m., Conference Call
- April 15, 2010 9:30 a.m. – 12:00 p.m., Conference Call
- May 20, 2010 9:30 a.m. – 12:00 p.m., Conference Call

**Attachments**

January 21, 2010 Draft Minutes

Enterprise Data Warehouse Monthly Report

ISD DX Program – Court Prospect List (Pilots and Work Groups)



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## DATA MANAGEMENT STEERING COMMITTEE (DMSC)

THURSDAY, JANUARY 21, 2010

9:30 A.M. TO 12:00 P.M.

AOC SEATAC FACILITY, 18000 PACIFIC HIGHWAY SOUTH, SUITE 1106,  
SEATTLE, WA 98188

**DRAFT**

### MEETING MINUTES

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

**AOC Staff:** Gregg Richmond, Manny Najarro, and Kathie Smalley.

#### Call to Order

Rich Johnson welcomed Lynne Jacobs, Issaquah Municipal Court (as an alternate member) to her first meeting with the committee. The November 19, 2009 meeting minutes were approved as written.

#### Open Action Items

- o Jeri Cusimano will get with the Courts of Limited Jurisdiction (CLJ) constituents and gather the information as to why they need the accounting information in the data warehouse, and relay that information to Jennifer Creighton. *Due by February 18, 2010.*
- o Jeri Cusimano will draft a cover letter introducing the availability of VRV DX for distribution to the District and Municipal Court Management Association (DMCMA). *Due by February 5, 2010.*
- o Frank Maiocco provided Court Administrator target names for the work groups and Rich Johnson will talk with Barb Miner and Siri Woods regarding Clerk representation. Submit names by February 16 for discussion at the February 18 meeting. William Holmes will send communication to the Juvenile and Superior Court Administrators Association, and *Jeri Cusimano* will check into Courts of Limited Jurisdiction participation. *Due by February 18, 2010.*
- o Manny Najarro will provide a summary of this meeting and attach the complete PowerPoint presentation for distribution to the committee listserv post meeting.

#### Enterprise Data Warehouse Update – Gregg Richmond

##### *EDW Monthly Project Status Report*

The Data Warehouse is currently working on caseload processing for the Courts of Limited Jurisdiction (due in March), and will work on Superior Courts after that. They have been performing ongoing queries for the legislative session and responding to queries from other agencies for fiscal notes.

The warehouse appears to be performing well, and the AOC is looking forward to building a warehouse that will continue to serve the court community.

Jenni Christopher confirmed that the conversion to the Data Warehouse for caseload purposes was not going to delay the production of the 2009 annual report.

## **Data Exchange Update – Manny Najarro**

### *Vehicle Related Violations Data Exchange (VRV DX) Status Update*

Manny Najarro announced that AOC made component upgrades on AOC's back end; the contract with Cayzen was completed, and the AOC has effectively taken over full responsibility for the VRV DX and ongoing support for the program. The focus now for VRV DX will be: 1) Operational Readiness (for the extended pilot), and 2) getting it ready for an eventual planned/staged implementation statewide for interested courts. AOC needs to do some performance tuning for higher volumes and anticipated capacities. The electronic transmittal of information (between agencies) has to be optimized before there can be a statewide rollout. AOC will also look into performing volume testing focusing on what happens with the Law Enforcement Agencies (LEAs) and Department of Information Services (DIS) before the data gets to AOC, and what the entire solution can handle without any issue.

### *VRV Marketing Piece Update*

The VRV DX marketing document handout provides information on why the CLJs should look at this for their potential use, what are some questions to consider for planning, and what is important. The DMSC will be looking for courts that have the Information System resources available and the technical expertise to be able to deal with their side of it. AOC is asking for a list of prospective interested courts, in order to work with them to determine who can be ready within 6-12 months; come back to DMSC with the top 3 or 4 for the committee's final approval, and finally to develop a list on an ongoing basis. A cover letter will be drafted for the DMCMA. (See "Open Action Items" above.)

### *Superior Court Data Exchange (SC DX) Status Update*

Mr. Najarro presented a PowerPoint presentation on High Level Go Forward Schedule and Timeline for proceeding with Superior Court DX work, the general approach to requirements development, and recommendations for selecting work groups and pilot courts to provide a better context for how all will be accomplished between now and the end of the biennium.

The AOC anticipates signing an updated contract with the vendor (Cayzen) by the end of January, with their first deliverable being an updated schedule and work plan. Referencing the Schedule/Timeline, the "Implementation Roadmap" will be a decision point for the DMSC because the requirements will be done and the vendor will have completed their design work. Between September and the end of the biennium, it will be about building those specific exchanges, and working with the targeted pilot courts to get operational. At the end, the Operational Plan will specify how the statewide rollout gets accomplished.

Judge Brian Tollefson commented on the importance of being able to exchange data between the disparate systems because of increasing demands by the legislature to look at individuals' case histories for various court-related procedures. He added emphasis to ensure that focus is being made on current requirements for superior court judges and court commissioners and that the statutory mandates imposed by the legislature are also being considered. Gregg Richmond stated that the data judges require to make better decisions may be addressed through another potential initiative called a Risk Assessment Database.

Mr. Johnson stated that user participation is essential for getting the business process and business requirements, and determining what information needs to be exchanged. The committee needs to be looking at this from a broader perspective in that if the courts were

going to go out and buy new systems, what elements or data fields would they need moved over into the JIS? Speaking for the Court Administrators, Frank Maiocco named some possible interested parties for the workgroups: LINX (in Pierce County), Ron Miles of Spokane County, Lee Ennis of King County, Lindy Clevenger of Clallam County, and himself in Kitsap County. (See "Open Action Items" above.) He also suggested looking back to those who submitted requests or proposals 4-5 years back for possible interest.

Mr. Najarro noted the AOC was looking for three work groups for the three targeted areas discussed (Automated Query/Update to SCOMIS, Document Imaging, Calendaring), ideally having 4-6 courts represented and having a primary and a backup person designated for each court. (Reference the PowerPoint presentation for more information.)

### **Next Steps/Action Items/Decisions**

Want to have a court ready for a pilot in September of 2010 and that's Pierce County. Following that will be document imaging, to be done by the end of the year.

The focus for the next meeting, assuming Research gets what they asked for from the warehouse, will be prospect courts to staff identified work groups and/or be considered for pilots.

Meeting adjourned 11:15 a.m.

### **Future Meetings**

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- March 18, 2010, 9:30 a.m. – 12:00 p.m., Conference Call
- April 15, 2010, 9:30 a.m. – 12:00 p.m., Conference Call

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**PROJECT NAME:** Enterprise Data Warehouse Maintenance

**PROJECT MANAGER:** Jennifer Creighton

**PROJECT STATUS:** Green

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**DESCRIPTION:** The Enterprise Data Warehouse (EDW) team supports the ongoing maintenance of the EDW, including keeping the applications up to date and completing approved requests for changes which are less than 300 hours to complete.

**SUCCESS CRITERIA:**

- Maintain the Enterprise Data Warehouse so it continues to provide timely, accurate, and complete information for the courts.
- Implement change requests on a timely basis.

**MILESTONES:**

Deliverables	Status	Planned End Date	Revised End Date	Actual End Date
Update caseload processing to use new data warehouse.	Green	07/31/2009	03/31/2010	
Support courts with queries and reports.	Green	Ongoing		
Respond to system errors and down time.	Green	Ongoing		

**THIS REPORTING PERIOD:**

- Legislative requests for information
- Sizing of proposed legislative impacts
- Continued work on transferring quarterly indexes from the transactional system to the warehouse
- Continued report side of caseload reporting

**NEXT REPORTING PERIOD:**

- Complete report side of caseload reporting
- Begin rewrite of security to move it out of the application and onto the server to improve performance
- Begin scoping of next warehouse project approved by DMSC

**ISSUES:**

	<b>Issue</b>	<b>Resolution</b>
1	None at this time.	

**PROGRAM TEAM COMPOSITION:**

- 4 full-time AOC employees (2 Business Objects developers; 2 Data Warehouse developers)
- As needed AOC staff (testers, business analysts, data base administrators)
- As needed court users

**PROJECT PLAN:**

For more information on the Enterprise Data Warehouse, please contact Jennifer Creighton at 360-705-5310 or [Jennifer.Creighton@courts.wa.gov](mailto:Jennifer.Creighton@courts.wa.gov).

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## ISD DX Program <VRV Extended Pilot> Prospect List

ID #	Court Name / Level	Point of Contact	Title	Date of Submittal	AOC Contact/ Response
1	Fife Municipal Court	Sally Dowty	Administrator	12/2/2009	12/2/2009
2	Kirkland Municipal Court	Aimee Vance	Administrator	2/1/2010	2/2/2010
3	Tacoma Municipal Court	Yvonne Pettus	Administrator	2/1/2010	2/2/2010
4	Lynnwood Municipal Court	Jill O'Cain	Administrator	2/1/2010	2/2/2010
5	Clark District Court	Alicia Hensley	Site Coordinator	2/1/2010	2/2/2010
6	Issaquah Municipal Court	Lynne Jacobs	Administrator	2/2/2010	2/2/2010
7	Cheney Municipal Court	Terri Cooper	Administrator	2/4/2010	2/4/2010
8	Lakewood Municipal Court	Justin Dapping	IS Supervisor	2/9/2010	2/10/2010

## ISD DX Program <Superior Court DX Work Groups>

ID #	Court Name / Level	Point of Contact	Title	Target DX Work Group	Date of Submittal	Referred By	AOC Contact/ Response
1	Pierce County Superior Court	Kevin Stock	County Clerk	Docketing	1/21/2010	Barb Miner	
2	Thurston County Superior Court	Marti Maxwell	Administrator	Imaging	1/21/2010		
3	Clallam County Superior Court	Lindy Clevenger	Administrator	Calendaring	1/21/2010	Frank Maiocco	
4	King County Superior Court	Lea Ennis	IT Director	Calendaring	2/1/2010		12/2/2009
5	Kitsap County Superior Court	Frank Maiocco	Administrator	Calendaring	1/21/2010		
6	Spokane County Superior Court	Ron Miles	Administrator	Calendaring	1/21/2010	Frank Maiocco	