



DATA MANAGEMENT STEERING COMMITTEE
THURSDAY, APRIL 15, 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 March 18, 2010 minutes
- c) Review action items

2) Enterprise Data Warehouse Update

- a) EDW Monthly status report
- b) Superior Court and CLJ Accounting requirements in EDW

3) Data Exchange Update

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

4) Next Steps/Action Items/Decisions

5) Future Meetings

- May 20, 2010 9:30 a.m. – 12:00 p.m., Conference Call
- June 17, 2010 9:30 a.m. – 12:00 p.m., Conference Call
- July 15, 2010 9:30 a.m. – 12:00 p.m., Conference Call

Attachments

March 18, 2010 Draft Minutes

Enterprise Data Warehouse Monthly Report

Updated VRV Prospect Pilot Court List

Updated Superior Court DX Timeline

Updated Superior Court DX Workgroup List



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DATA MANAGEMENT STEERING COMMITTEE (DMSC)

THURSDAY, MARCH 18, 2010

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

CONFERENCE CALL #: (360) 407-3780 pin # for participants: 354377#

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MEETING MINUTES

Members Present: Rich Johnson, Chair, Jenni Christopher (for Carl McCurley), Jeri Cusimano, William Holmes, Frank Maiocco, Barb Miner, Siri Woods, and Judge Thomas Wynne.

AOC Staff: Jennifer Creighton, Manny Najarro, and Kathie Smalley.

Call to Order

Introductions were made and the February 18, 2010 meeting minutes were approved, as submitted.

Previous Action Items Review

- Materials for discussion regarding the Superior and CLJ Courts' accounting data from the warehouse were distributed to the committee.
- Rich Johnson contacted Sonya Kraski and she confirmed Snohomish County's participation in the Imaging Work Group, and availability for a Pilot, if needed.
- Frank Maiocco is waiting for responses from Gloria Hintze and Lindy Clevenger confirming their participation, and will follow up as quickly as possible.
- Rich Johnson asked Barb Miner and she agreed to provide the name of a King County representative to sit on the Imaging Work Group.

Open Action Items

- Add Sonya Kraski's IT Manager, Mark Allen, to the Superior Court DX Work Group list.
- Superior Court Clerks and District and Municipal Court Administrators are interested in pursuing a formal request for adding/inclusion of JIS accounting data into the AOC enterprise data warehouse. AOC will take the action item of determining the appropriate method (Form and Content required) to comply with recently approved JISC Governance Policy and Practice.
- AOC will complete the preliminary assessment for the VRV extended pilot courts and present the results to the committee for the next meeting. *Due by April 15, 2010.*

Enterprise Data Warehouse (EDW) Update – Jennifer Creighton

EDW Monthly Project Status Report

The CLJ Caseload Reports went into production last week. As a result, they now run out of the data warehouse instead of the mainframe, no longer requiring an overnight wait to run the report. A one-day lag in the data remains. The EDW team is on schedule to implement the same caseload reporting functionality for Superior Courts by their April 20 caseload run. The automatically published Caseload Reports will cease, and courts can choose to run them themselves, or go to the website and view them in HTML, PDF, or Excel formats.

An additional Business Objects Developer (A.J. Yates of AOC) was selected and will start

working in Jennifer's department beginning April 1st to help with reporting, creating new universes, and assisting courts in keeping up with what they have.

There are some outstanding internal projects for AOC: 1) converting public indexes from Natural to Business Objects (putting them into the data warehouse because they are static reports), and 2) moving the security processing to the server, which will free up Business Objects resources and improve performance. The EDW team is ready to start whatever next project the committee prioritizes for them.

Superior Court and CLJ Accounting Requirements in EDW

The information provided in the Accounting Requirements Overview document came from responses to a survey Jeri Cusimano sent to the CLJ Administrators. Also included are reporting requirements from the County Clerks. Based on the results, there appears to be a significant business need for bringing accounting information into the Enterprise Data Warehouse. The next step in this process would be for a court business sponsor(s) to submit this through the new governance process with the JISC. (See "Open Action Items" above.)

Discussion Overview, EDW and DX

In short, Enterprise Data Warehouse (EDW) and Data Exchange (DX) are simply two means by which you can get at data on the JIS side. How each method delivers that data is where discussion is most meaningful. On the warehouse side, you get access to a subset of the data in JIS in static form for some form of reporting, whereas on the data exchange side, it is by design intended to be real time, on demand, and can support either sending or pulling JIS data. What the court does with the data on their side is up to them.

Data Exchange Update – Manny Najarro

Vehicle Related Violations Data Exchange (VRV DX) Status Update

AOC has been in contact with the eight courts named on the VRV Extended Pilot Prospect List, held a set of information briefings with them, and conducted an online survey delivered to all prospect courts to assess operational readiness. Some of the criteria in the survey included whether the court has a manual or automated process, their technical capabilities to support required local development, and if they have discretionary fund reserves in case any investment is required. AOC will complete a preliminary assessment to rank the courts in order of prioritized operational readiness and will ask the committee at the April 15 meeting to validate that list with the intention of facilitating those courts into the pilot starting in early November. (See "Open Action Items" above). This current phase for Operational Readiness is funded through October to prepare and get ready for a statewide rollout (which would require additional funding at that point). The AOC is not planning to incur any additional costs to onboard the designated pilot courts through spring of 2011.

Superior Court Data Exchange (SC DX) Status Update

The detailed plans and schedules for the Superior Court Data Exchange project are in the process of being finalized and will be ready with a lower level of detail by next meeting. (See "Next Steps/Action Items/Decisions.") Preliminary planning, preparation, and information sharing has begun with Pierce County Superior Court. Over the next month and a half, AOC will walk through a requirements process with them, to produce a defined set of validated requirements intended to specifically resolve the issue of manual double data and satisfies the state requirements for data that gets it to JIS.

There are three specific deliverables for the SC DX project: 1) Docketing – eliminating the double data entry issue in Pierce County and, as a result of that, deploying a set of data services for use by other courts to get at the data in JIS from any 3rd party application such as LINX, 2) Imaging – AOC will first focus on working with the vendor(s) that currently support the courts, what they are doing today from a process perspective, and get a perspective on what data courts want to share or pull from JIS that's relevant for use in their local document imaging systems that they cannot easily get at today, and 3) Calendaring.

The design from the first deliverable will inform how the next two get developed – the only thing that will change is the data for a particular data service/exchange.

Next Steps/Action Items/Decisions

- Manny Najarro will provide a more detailed walk-through and update on the overall schedule through the end of the biennium for the Superior Court Data Exchange.

Meeting adjourned 11:00 a.m.

Future Meetings

- 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
- June 17, 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	04/20/2010	
Rewrite security to improve processing times.	Green	TBD		
Rewrite quarterly indexes.	Green	06/30/2010		
Support courts with queries and reports.	Green	Ongoing		
Respond to system errors and down time.	Green	Ongoing		

THIS REPORTING PERIOD:

- Continued work on Superior Court caseload reporting.
- Continued work on transferring quarterly indexes from the transactional system to the warehouse.
- Completed annual NICS reporting.
- Began analysis of legislative changes.

NEXT REPORTING PERIOD:

- Complete Superior Court caseload reporting.
- Begin scoping of next warehouse project approved by DMSC.
- Begin work on legislative changes.
- Continue work on quarterly indexes.

ISSUES:

	Issue	Resolution
1	None at this time.	

PROGRAM TEAM COMPOSITION:

- 5 full-time AOC employees (3 Business Objects developers; 2 Data Warehouse developers)
- As needed AOC staff (testers, business analysts, data base administrators)
- As needed court users

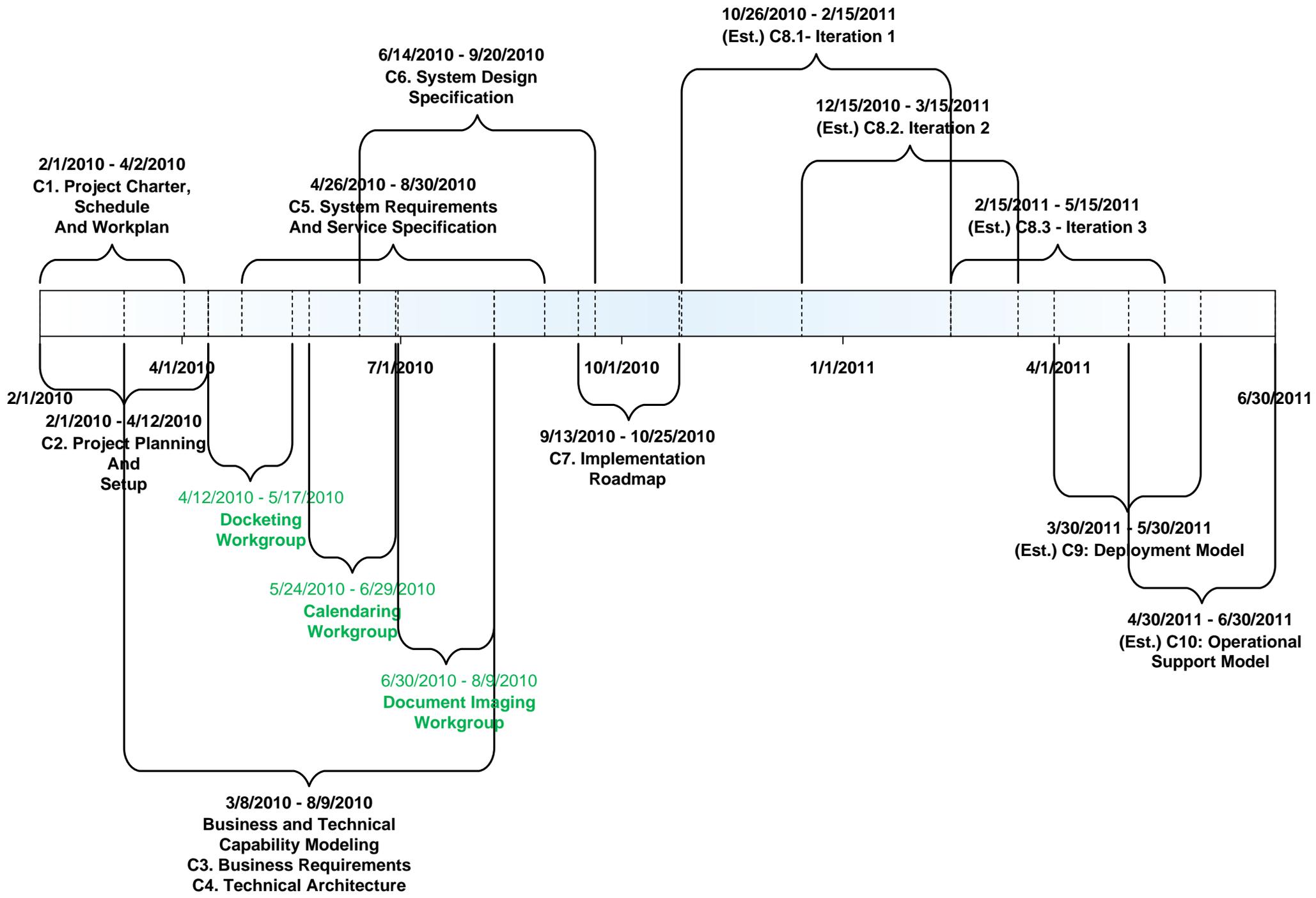
PROJECT PLAN:

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

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ISD DX Program <VRV Extended Pilot> Prospect List

ID #	Court Name / Level	Point of Contact	Title	Date of Submittal	Initial Disposition	Approved for Screening	Level of Fit	CT Info Verified	Process Method	Screening Status
1	Issaquah Municipal Court	Lynne Jacobs	Administrator	2/2/2010	2/2/2010	2/18/2010	High	Yes	Partial Auto	Done
2	Kirkland Municipal Court	Aimee Vance	Administrator	2/1/2010	2/2/2010	2/18/2010	High	Yes	Manual	Done
3	Lakewood Municipal Court	Susan Curtright Justin Dapping	Administrator IS Supervisor	2/9/2010	2/10/2010	2/18/2010	High	Yes	Partial Auto	Done
4	Fife Municipal Court	Sally Dowty	Administrator	12/2/2009	2/2/2009	2/18/2010	High	Yes	Partial Auto	Done
5	Tacoma Municipal Court	Yvonne Pettus	Administrator	2/1/2010	2/2/2010	2/18/2010	High	Yes	Partial Auto	Done
6	Lynnwood Municipal Court	Jill O'Cain	Administrator	2/1/2010	2/2/2010	2/18/2010	High	Yes	Partial Auto	Done
7	Clark District Court	Alicia Hensley	Site Coordinator	2/1/2010	2/2/2010	2/18/2010	Low	Yes	Manual	Done
8	Cheney Municipal Court	Terri Cooper	Administrator	2/4/2010	2/4/2010	2/18/2010	Low	Yes	Manual	Done



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	Current Method	Level of Fit and Interest	Court Info Verified
1	Pierce County Superior Court	Kevin Stock	County Clerk	Docketing	1/21/2010	Barb Miner	3/10/2010	Custom LINX	High	Yes
2	Thurston County Superior Court	Marti Maxwell	Administrator	Calendaring	1/21/2010	Frank Maiocco	3/29/2010	Limited COTS Group Wise Manual	Low	Yes
3	Chelan County Superior Court	Siri Woods	County Clerk	Imaging	2/18/2010			COTS Liberty	High	Yes
4	Snohomish County Superior Court	Sonya Kraski	County Clerk	Imaging	2/18/2010	Rich Johnson		COTS HighView	High	Yes
5	Clallam County Superior Court	Lindy Clevenger	Administrator	Calendaring	1/21/2010	Frank Maiocco	3/29/2010	COTS IBM Content Manager	Medium	
6	King County Superior Court	Lea Ennis	IT Director	Calendaring	2/1/2010	Frank Maiocco	3/29/2010	Custom	High	Yes
7	Kitsap County Superior Court	Frank Maiocco	Administrator	Calendaring	1/21/2010		3/29/2010	COTS CenterCourt	High	Yes
8	Spokane County Superior Court	Ron Miles	Administrator	Calendaring	1/21/2010	Frank Maiocco		Custom SuperMan/ SuperCal	High	Yes
9	Yakima County Superior Court	Gloria Hintze	Operations Mgr	Calendaring	2/18/2010	Frank Maiocco		Custom CAPS	Low	Yes