

## Reporting Period: March 1<sup>st</sup> – March 31<sup>st</sup> 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
<b>Data Warehouse Unit</b>	
<ul style="list-style-type: none"> <li>◦ Completed load of vehicle and e-ticketing information. Designed user interfaces and forwarded to testers for final testing. Planned implementation is April 2011.</li> </ul>	Added at the courts' request, to increase their ability to track e-ticketing cases and analyze the impact of e-ticketing on caseloads.
<ul style="list-style-type: none"> <li>◦ PACT: created proof of concept reports and prepared reports for demonstration at Juvenile Court Administrators conference in May. Completed design of user interface. Defined security requirements and process.</li> </ul>	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.
<ul style="list-style-type: none"> <li>◦ Maintenance activities included: first steps in upgrading Informatica, the software which is used to extract data from the transactional databases and place it in the data warehouse.</li> </ul>	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.
<ul style="list-style-type: none"> <li>◦ Accounting project: continued preparation work, including review of transactional tables required</li> </ul>	Adding accounting information to the data warehouse will provide:

for input and review of specifications for required reports.	<ol style="list-style-type: none"> <li>1. Better tracking of accounting information</li> <li>2. Budget and revenue forecasting</li> <li>3. Audit and operational reports</li> <li>4. Ability to answer inquiries from other agencies</li> </ol>
<ul style="list-style-type: none"> <li>◦ Respond to data dissemination requests, including detention information for the Governor's Juvenile Justice Advisory Committee, restoration of firearms rights for the New York Times, juvenile prostitution information for SharedHope International, and DUI information for Duke University.</li> </ul>	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.
<b><u>Database Unit</u></b>	
<ul style="list-style-type: none"> <li>◦ Completed six data base design review requests.</li> </ul>	The work of the database unit supports the ongoing maintenance and improvement of the courts' applications (JIS, SCOMIS, ACORDS, JABS, e-ticketing, etc.)
<ul style="list-style-type: none"> <li>◦ Coordinated implementation and testing of upgrade to newest version of ER Studio.</li> </ul>	ER Studio is the software used to maintain the data dictionary and entity relationship diagrams, and help to evaluate data base design requests.
<b><u>Data Management Team</u></b>	
<ul style="list-style-type: none"> <li>◦ Continue data quality initiative work: <ul style="list-style-type: none"> <li>▪ Completed work to determine acceptable levels of quality in the target data.</li> </ul> </li> </ul>	The data quality implementation will allow analysis on the quality of data, and present means for improving that quality. The immediate benefits will be seen around person and case management, making better data available to judges and administrators to support court decisions such as pre-trial bail/custody decisions.
<ul style="list-style-type: none"> <li>◦ Continue work on the unified data model.</li> </ul>	Creating a unified data model will allow the structure of the business data to be uncoupled from the physical implementation of the data, which promotes effective data management as business needs evolve.

<b>Activities Planned for Next Reporting Period</b>	<b>Impact/Value</b>
<b><u>Data Warehouse Unit</u></b>	
<ul style="list-style-type: none"> <li>◦ Implement vehicle and e-ticketing information in the CLJ datamart.</li> </ul>	Added at the courts' request, to increase their ability to track e-ticketing cases and analyze the impact of e-ticketing on caseloads.
<ul style="list-style-type: none"> <li>◦ PACT: complete presentation for May Juvenile Court Administrators conference. Receive data from PACT vendor.</li> </ul>	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.
<ul style="list-style-type: none"> <li>◦ Maintenance activities.</li> </ul>	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.
<ul style="list-style-type: none"> <li>◦ Continue accounting prep work as time allows.</li> </ul>	Adding accounting information to the data warehouse will provide: <ol style="list-style-type: none"> <li>1. Better tracking of accounting information</li> <li>2. Budget and revenue forecasting</li> </ol>

	<p>3. Audit and operational reports 4. Ability to answer inquiries from other agencies</p>
<ul style="list-style-type: none"> <li>◦ Respond to data dissemination requests.</li> </ul>	<p>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.</p>
<b><u>Database Unit</u></b>	
<ul style="list-style-type: none"> <li>◦ Support data base design review requests.</li> </ul>	<p>The work of the database unit supports the ongoing maintenance and improvement of the courts' applications (JIS, SCOMIS, ACORDS, JABS, e-ticketing, etc.)</p>
<b><u>Data Management Team</u></b>	
<ul style="list-style-type: none"> <li>◦ Continue data quality initiative work: <ul style="list-style-type: none"> <li>▪ Create communications plan.</li> </ul> </li> </ul>	<p>The data quality implementation will allow analysis on the quality of data, and present means for improving that quality. The immediate benefits will be seen around person and case management, making better data available to judges and administrators to support court decisions such as pre-trial bail/custody decisions.</p>
<ul style="list-style-type: none"> <li>◦ Continue work on the unified data model.</li> </ul>	<p>Creating a unified data model will allow the structure of the business data to be uncoupled from the physical implementation of the data, which promotes effective data management as business needs evolve.</p>

## MONTHLY ISD REPORT

<b>Approved Project:</b> <b>Vehicle Related Violations (VRVDX)</b> <b>Operational Readiness</b>	<b>Reporting Period:</b> <b>March 1 – 31, 2011</b>
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<b>Executive Sponsor(s)</b> <b>Data Management Steering Committee</b> <b>Rich Johnson, Chair of Committee</b>	<b>IT Project Manager:</b> <b>Michael.walsh@courts.wa.gov 360-705-5245</b>  <b>Consultant/Contracting Firm: NA</b>
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**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 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.

<b>Business Drivers</b> <small>(place x in box)</small>	Improve Decision Making <input type="checkbox"/>	Improve Information Access <input checked="" type="checkbox"/>	Improve Service or efficiency <input type="checkbox"/>	Manage Risks <input type="checkbox"/>
	Maintain the business <input type="checkbox"/>	Manage the costs <input type="checkbox"/>	Increase organizational capability <input checked="" type="checkbox"/>	Regulatory compliance or mandate <input type="checkbox"/>

<b>JISC Approved Budget</b>	<b>Allocated (thru July 31<sup>st</sup> 2010)</b>	<b>Actual</b>
	\$ 0.00 (Budget will be pulled from MSD)	\$0.00 (Budget will be pulled from MSD)

<b>Current Status</b>	<b>Scope</b> ●	<b>Schedule</b> ▲	<b>Budget</b> ●
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Status Notes: The JINDEX RMS Implementation project schedule has stabilized with an anticipated VRV onboarding to start in August 2011. Mike Walsh is scheduled to meet with the tier 1 on-boarding partners (Kirkland, Issaquah, and Lakewood) to re-engage in the planning activities needed to integrate with JINDEX and the VRV data exchange. Tier 2 on-boarding partners (Tacoma, Fife, and Lynnwood) are tentatively planned for October 2011.

<b>Progress</b> (Update progress in % and fill in bar)	<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">January - 95 %</div> <div style="flex-grow: 1;"> <div style="width: 95%; height: 15px; background-color: #4f81bd; border: 1px solid #ccc;"></div> <div style="width: 100%; height: 15px; background-color: #ccc; border: 1px solid #ccc;"></div> </div> <div style="margin-left: 10px;">100%</div> </div>
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<b>Project Phase</b> <small>(place x in box)</small>	<input type="checkbox"/> Initiate	<input type="checkbox"/> Planning	<input type="checkbox"/> Execute	<input checked="" type="checkbox"/> Close
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<b>Schedule</b> (use JISC approved plan dates if avail)	<b>Planned Start Date:</b> 3/22/2010	<b>Planned Completion Date:</b> 10/31/2011
	<b>Actual Start Date:</b> 3/24/2010	<b>Actual Completion Date:</b>

## MONTHLY ISD REPORT

<b>Activities Completed this Reporting Period</b> (Indicate significant completions or ongoing work here for the reporting period only.)	<b>Impact/Value</b> (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)
✓	
✓	
<b>Activities Planned Next Reporting Period</b> (Indicate upcoming work here for the next reporting period only)	<b>Impact/Value</b> (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)
<ul style="list-style-type: none"> <li>◦ Code sample revisions to VRV data exchange portal.</li> </ul>	
<ul style="list-style-type: none"> <li>◦ Transition support responsibilities to operations/maintenance.</li> </ul>	Move the VRV data exchange services to the organizations that are resourced to support and sustain the business process.
<ul style="list-style-type: none"> <li>◦ Meeting with Kirkland, Issaquah, and Lakewood to assess their integration planning and readiness.</li> </ul>	We assessed and prioritized the first courts to onboard following the RMS project over six months ago. We need to meet with these partners to verify order and readiness.

## MONTHLY ISD PROJECT REPORT

### Initiative: Superior Court Data Exchange (SCOMIS DX)

JIS Operational Plan: (What Phase or Initiative)

Reporting Period: March 1 – 31, 2011

**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:** 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) services via a web interface using a standard web messaging format. The project scope consists of deploying (58) Docketing services and (2) misc 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

<b>Business Drivers</b> (please X box)	Improve Decision Making <input checked="" type="checkbox"/>	Improve Information Access <input checked="" type="checkbox"/>	Improve Service or efficiency <input checked="" type="checkbox"/>	Manage Risks <input type="checkbox"/>
	Maintain the business <input type="checkbox"/>	Manage the costs <input checked="" type="checkbox"/>	Increase organizational capability <input checked="" type="checkbox"/>	Regulatory compliance or mandate <input type="checkbox"/>

<b>JISC Approved Budget</b>	Allocated (Don't fill in )	Actual (Don't fill in )
	\$	

<b>Current Status</b>	<b>Scope</b>	●	<b>Schedule</b>	●	<b>Budget</b>	●
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Status Notes: A revised project plan was presented and approved by the JISC on January 21<sup>st</sup>.

<b>Progress :</b> (bar is table cells, red is border to update)	December - 21%	100%
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<b>Phase (what phase is project currently in)</b>	<input type="checkbox"/> Initiate	<input checked="" type="checkbox"/> Planning	<input type="checkbox"/> Execute	<input type="checkbox"/> Close
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<b>Schedule</b>	<b>Planned Start Date:</b> 5/15/2009	<b>Planned Completion Date:</b> TBD
	<b>Actual Start Date:</b> 5/15/2009	<b>Actual Completion Date:</b>

Activities Completed	Impact/Value
<ul style="list-style-type: none"> <li>✓ Released the Request for Qualifications and Quotes (RFQQ) for a National Information Exchange Model (NIEM) Information Exchange Package Documentation (IEPD) expert and completed the evaluation of Vendor responses. The AOC selected Soos Creek Consulting to provide this support. The IEPD expert is expected to join the project team on April 25 and will support the project until October 31.</li> </ul>	This NIEM IEPD expert will provide the necessary technical skills for the AOC to develop the XML message formats between the Data Exchange and local Court systems.
<ul style="list-style-type: none"> <li>✓ The team is continuing to work on the</li> </ul>	The amount of project documentation required drives both

## MONTHLY ISD PROJECT REPORT

<p>documentation requirements for completing the project. Documentation templates have been defined for most Vendor document deliverables. These templates will be included in the RFP. The team is continuing to work on the functional specifications for each of the (60) SCOMIS services and is also working on developing a system requirements document for the SCOMIS Data Exchange.</p>	<p>the project cost and schedule and is required for the RFP.</p>
<p>✓ Several IEPDs have been completed during the month which define the XML schemas and provide documentation for the web message formats. These IEPDs will need to be reviewed once the Soos Creek IEPD expert joins the project team.</p>	<p>IEPDs are required to define the XML schemas for the web message formats between the SCOMIS Data Exchange and local Court systems.</p>
<p>✓ Started modifying the SCOMIS Data Exchange RFP document to reflect current project scope.</p>	<p>Required to bring a contractor onboard to perform the Jagacy and BizTalk development.</p>
Activities Planned	Impact/Value
<p>◦ Continuing work on developing the (60) SCOMIS functional specifications that define the sequence of SCOMIS screens and screen actions for each SCOMIS service.</p>	<p>These specifications are needed to define the Jagacy development required to perform SCOMIS screen scraping.</p>
<p>◦ Complete the SCOMIS Data Exchange system requirements document.</p>	<p>Required to establish a well defined project scope.</p>
<p>◦ Continue working on the SCOMIS Data Exchange RFP document.</p>	<p>Required to bring a contractor onboard to perform the Jagacy and BizTalk development.</p>