

**APPROVED MINUTES  
DATA MANAGEMENT STEERING COMMITTEE (DMSC)  
January 15, 2009 9:30 a.m. to 11:10 a.m.  
SeaTac Facility, SeaTac, WA**

**Members Present:**

Mr. Richard Johnson, Chair  
Mr. Larry Barker  
Mr. Frank Maiocco  
Ms. Barb Miner (*Alternate*)  
Mr. Chuck Ramey

**Members Absent:**

Judge Michael Lambo  
Judge Brian Tollefson  
Judge Thomas Wynne

**AOC Staff:**

Ms. Jennifer Creighton  
Ms. Kathie Smalley

**By Phone:**

Mr. Randy McKown  
Mr. Gregg Richmond

**By Teleconference:**

Ms. Jeri Cusimano (*Alternate*)  
Mr. William Holmes  
Ms. Jenni Christopher (**for Carl McCurley**)  
Ms. Siri Woods

**CALL TO ORDER**

Mr. Rich Johnson called the meeting to order at 9:30 a.m.; introductions were made, including those joining by conference call.

The December 18, 2008 meeting minutes were approved as written.

**REVIEW OF PENDING ACTION ITEMS FROM DECEMBER 18, 2008**

Action Item	Responsible Party(s)	Completed/Date
Provide the DMSC with more detailed documentation for the Accounting and Juvenile Risk Assessment projects, and a Draft Project Charter for the Research project by either the January or February meeting.	Jennifer Creighton	Pending

Pending item above due by February DMSC meeting.

**JISC UPDATE – Rich Johnson**

Nothing to report.

**SERVICE ORIENTED ARCHITECTURE (SOA) UPDATE – Gregg Richmond**

- Ernst & Young is conducting interviews with JISC, AOC ISD, and others to analyze current capabilities and ISD support of the JIS systems to define the future for JIS (with JISC guidance), and create a detailed plan on how to achieve that future state.
- JISC will decide on April 24, 2009 whether to proceed or take another direction.
- After discussion, if members are unclear about the content of the Ernst & Young RFP and their scope of work, they should take it up with the JISC for answers.

**ENTERPRISE DATA WAREHOUSE – Jennifer Creighton**

**Monthly Status Report**

- Project Status Reports handouts for the EDW project itself, and for the maintenance mode. **ACTION ITEM (Jennifer):** Another reminder E-mail will be sent, advising that access will be cut off after the 31st for those courts that have not provided their list.
- AOC is testing different solutions for some issues with real time proceedings for superior courts; should go out to the courts next week for final testing.
- AOC still on track to turn Hyperion off January 31, signaling the formal end of the project.

**DATA EXCHANGE – Randy McKown**

**Vehicle Related Violations (VRV) Data Exchange Monthly Status Report**

- Project status is Green. The vendor, Cayzen, is meeting documentation timelines.

- On track for getting BizTalk servers in production, and eTicketing application moved over to new servers.
  - AOC Internal testing has begun on that process, and testing will also be done on the eTicketing project so there will be no impact on the users because of this change.
  - AOC is waiting on the National SEARCH committee to provide feedback on AOC's proposed set of XML schemas/standards. The standards will help courts know what data to capture.
  - A portal will be developed for courts to go and set up their own process, with minimal AOC involvement.
- ACTION ITEM (Randy):** When portal is ready, AOC will relay a message to the courts, and report to DMSC at February meeting about the portal, and rollout implications.

### **Data Exchange Timeline Review**

- AOC is working towards publishing the SCOMIS DX RFP by early February.
- The "SCOMIS Data Exchange Categories" handout shows the AOC's recommended order for implementation of incoming/outgoing DX categories.
- AOC staff are working on data associated with each exchange identified in the SOW, to move toward pure data exchanges and no logical processing on AOC's end.
- AOC will be soliciting Superior Courts to review and provide feedback for the exchanges.

### **Feasibility and Statement of Work Documents Review**

- This **Feasibility** handout provides AOC's presumed cost benefits of doing these exchanges, mostly defining the SCOMIS DX as a small project allowing AOC to put multiple teams on the effort and complete efforts in parallel.
  - Currently, this project does not plan to include the ability of data to flow between SCOMIS or JRS/JASS, but at some point an integrated accounting system for the clerks will be needed.
  - Coordination of the exchanges should be such as to provide value when they're released, or the end result could be many exchanges that no one could use until all are complete.
  - The concept for more "specialized" exchanges such as for Drug Courts or Imaging Applications (if needed), would be to call up the Case Update exchange and send in the information to be updated, and minor differences between cases would be included in the exchange process.
  - While there may be dependencies for all the pieces to be there, this plan provides for the AOC to be developing and testing smaller pieces along the way instead of all in one shot, so the sequencing and approach to the development of these exchanges becomes somewhat critical.
  - The scope of the **Statement of Work (SOW)** handout is currently focused on exchanges for SCOMIS Superior Court cases, and not for the CLJ or Appellate Court cases.
- ACTION ITEM (Randy):** AOC will send out the RFP for the SCOMIS DX once it is close to being published.
- The language in Section C., as it related to "Any entity," was deemed too broad.
- ACTION ITEM (Randy):** Reword to "Any entity" to say something such as, "Any authorized organization," or send the requesting organization to their county to retrieve it, because the DMSC's primary focus of exchange is to support the courts first and foremost.
- ACTION ITEM (DMSC Members):** Relating to the SOW, members to provide Randy (via E-mail), within the next few days, with comments, additions, deletions, etc.
  - The Phase 1, 2, etc. type approach for the RFP shouldn't be needed, because the infrastructure with which to build upon is already in place with the current vendor.
  - With regard to the **Imaging DX**, it was noted that both Barb Miner and Siri Woods had committed at a previous meeting to pull together some representatives from Snohomish, King, Chelan, and the Eagle application into a Task Team to come up with the requirements for the Imaging applications. **ACTION ITEM (Randy, Barb & Siri):** AOC to categorize or structure the process with the information needed for the Statement of Work, and at the direction of Ms. Barb Miner and Ms. Siri Woods, the Clerks/Counties will need to show what

their Imaging applications do or don't do, what their processes are for moving data back and forth, and what they want for the future.

- Mr. McKown added the importance of coming up with a set of processes that can utilize a single set of exchanges that will be built. **ACTION ITEM (Randy):** To write an email to send out to the Clerks, something to the effect of: "The Data Management Steering Committee is moving forward with the development of statewide data exchanges towards your needs. The next two exchanges are involving SCOMIS data, and for those courts with imaging systems, here's what we need from you, and we need to accomplish this in the next 45 days."
- It was also suggested possibly contacting Cathy Grindle, on behalf of the District Courts that are currently using imaging systems.

### OTHER BUSINESS

- Ms. Siri Woods noted that there was a special meeting of the JISC scheduled for the 21st of January to look at the CAPS program. Mr. Johnson added that the scheduling of that review was a product of looking at systems that we might have exchanges with; that people could expand the use of. Mr. Gregg Richmond stated the meeting was to report: 1) here's what CAPS was supposed to do, 2) here's where it was shut off, 3) here's what's left to do, and 4) here's who's using it, the pros and cons of it, and then a demo will be presented, if JISC wants. If JISC doesn't want CAPS, then the AOC can get rid of it.
- Ms. Jennifer Creighton reported the JIS Codes Committee had asked the DMSC to review and approve a Code change related to the code of BAL that has always been used in JIS in the Hair Color field for someone who's Bald. The NIEM standard is to put in XXX for Bald. In order to meet the NIEM standard, the request is that Bald be taken out of the codes table, XXX be put in for that, and the AOC maintenance people would run a one time job that would take everybody who has a Bald code, and put Bald in the "Physical Description" field, and put XXX in the Hair Color code. The DMSC approved.
- Meeting adjourned at 11:10 a.m.

### NEW ACTION ITEMS FROM JANUARY 15, 2009 MEETING

Action Item	Responsible Party(s)	Completed/Date
Another reminder email re: BOXI access will go out advising that access will be cut off after the 31st for those that have not provided their list.	Jennifer Creighton	1/27/2009
Once the portal is developed for what's needed for the specific exchanges and documentation, notification will be sent to the courts.	Randy McKown	
AOC will send out the RFP for the SCOMIS DX once it is close to being published.	Randy McKown	1/30/2009
Redraft language of Section C. of SOW surrounding "Any entity."	Randy McKown	
Send Randy any comments, additions, deletions regarding the SOW within 5 days of meeting.	DMSC	
AOC provide information needed for the SOW, and Courts to track what's needed for Imaging systems.	Randy McKown Barb Miner, Siri Woods	

### FUTURE MEETINGS

- February 19, 2009, 9:30 a.m. – 12:00 p.m., SeaTac Facility
- March 19, 2009, 9:30 a.m. – 12:00 p.m., SeaTac Facility
- April 16, 2009, 9:30 a.m. – 12:00 p.m., SeaTac Facility

**MEMBERSHIP LIST**

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<b>Rich Johnson</b> / Court Administrator / Clerk <a href="mailto:richard.johnson@courts.wa.gov">richard.johnson@courts.wa.gov</a>	Court of Appeals, Div I	One Union Square 600 University St Seattle WA 98101-1176	(206) 424-7750 (206) 389-2613
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