



WASHINGTON
COURTS

DATA MANAGEMENT STEERING COMMITTEE (DMSC)

THURSDAY, SEPTEMBER 17, 2009

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

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

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

APPROVED MEETING MINUTES

Members Present: Rich Johnson, Chair; Larry Barker; William Holmes; Frank Maiocco; Julia Appel (for Carl McCurley); Barb Miner (Alternate); Chuck Ramey (Phone); Siri Woods (Phone).

AOC Staff: Gregg Richmond, Jennifer Creighton, Randy McKown, and Kathie Smalley.

Guests: Kim Morrison (Phone).

Call to Order

The June 18, 2009 meeting minutes were approved as written.

Open Action Items

- o Randy McKown will re-send the information relating to access to the web portal for data exchanges to DMSC members. **Due prior to October 15.**
- o Discussion on the Marketing Schedule Outline for Vehicle Related Violations (VRV) will be put on the next agenda so the Courts of Limited Jurisdiction (CLJs) can be present to discuss. **Due by October 15.**
- o Randy McKown will send Siri Woods a form with what the Administrative Office of the Courts (AOC) needs for what the Clerks need for eliminating redundant data entry between the two Judicial Information (JIS) systems. **Due prior to October 15.**
- o Randy McKown will send a copy of the information collected from a previous survey on imaging requirements and vendors to Frank Maiocco, so he and possibly AOC can share that information with the SCAs at conference next month and get their input, and also to Barb Miner and Siri Woods with regard to the Action Item below and also sharing at the Washington Association of County Officials (WACO) conference in the last week of September. **Due prior to October 15.**
- o Barb Miner will lead a small Superior Court Imaging Requirements Workgroup, to include herself, Siri Woods, Randy McKown, Betty Gould, somebody from Liberty, Snohomish County, Spokane, and possibly others knowledgeable about what's out there; to document the requirements to support exchanging data with the various imaging systems. Cayzen may need to be involved to some extent. William Holmes will survey the JCAs regarding their imaging needs. **Due prior to October 15.**
- o AOC will produce the meeting minutes within a week and provide to Rich Johnson for review and approval for distribution to DMSC shortly thereafter. **Due September 30.**

JISC Update – Rich Johnson

The Judicial Information System Committee (JISC) approved the Business Plan and the IT Strategy. At the last JISC meeting, information regarding the funding necessary to support implementation of the Business Plan and Strategy was distributed and discussed. That was detailed out as: 1) what we currently have, 2) what we need, and 3) then if we only get a partial increase, which only includes the Business Plan work to be done. With regard to DMSC efforts, current program staff and contract funds are already incorporated in the current budget and committee projects and priorities are projected to be fully funded at this time.

Enterprise Data Warehouse (EDW) Update – Jennifer Creighton

EDW Monthly Project Status Report

Jennifer Creighton reported that the Business Objects software upgrade to 3.1 adds the functionality of being able to schedule jobs, have output sent to your email, and have it sent to a file server and other various upgrade options. New storage was installed in an effort to improve queries, response times, and performance. AOC is currently working on taking the security processing out of Business Objects and putting it back onto the SQL server database, which should improve query performance. Implementation went well and post-implementation work is in progress.

Work is being done behind the scenes with moving the public web search for cases and hearing dates from Data Transformation Services (DTS) to Informatica and onto a different server. Caseload processing is also being moved over to Business Objects, so people can run the reports any time they want and will have more capability to manipulate data.

EDW Proposed Timeline

Jennifer Creighton presented the Task List/Timeline for projects needing work, ongoing maintenance work, and requests from the courts for different information. The list outlines how AOC sees resources being expended over the next 6 months; next steps will include adding the next 12 months to reach the DMSC's targets. The list is also what AOC has been told is their priority, unless something urgent comes up.

The Accounting and Juvenile Risk Assessment projects that have not been fully fleshed out yet were discussed. Under "Review project list" in the Task List, there is a DECISION POINT slated for 4/15/2010. Rich Johnson would like the users to get together and provide the input from their proponents by the first of March, so the DMSC can make a decision and determine what project has the highest priority. Barb Miner thought a process form should be created to facilitate getting input from all the users on their various projects. Sierra has been engaged to develop a one-stop shop portal with a simple form anyone can fill out; to then go to the appropriate governance body over that.

Data Exchange Update – Randy McKown

Superior Court Data Exchange Project

From this point forward, the "SCOMIS Data Exchange" will be renamed the "Superior Court Data Exchange" to reflect a broader and more inclusive scope. Mr. Johnson stated the DMSC needs to look at the bigger picture – it's not just about SCOMIS or imaging – it's any system that wants to share or extract data from JIS. It is critical that the Superior Courts get engaged now in identifying what all those systems are and providing their business requirements for those applications in order to pass that on to the vendor, so they can build the exchanges the way they need to be built in order to meet the courts' needs.

Randy McKown provided a more detailed description of the construction of data exchanges and the courts' perceived expectations for them. Specifically, if AOC builds any single exchange that does an update, it is not by default built to return data back to the user. Every exchange AOC builds is two-way; initiated by somebody that wants either to update or retrieve data from AOC, and sends a response back to the initiator. How the exchange gets initiated and the responses vary greatly depending on the functionality of the exchange. For an update operation, the initiation package is generally larger than the response package. A query operation to populate one of a court's local systems would typically send a small package to initiate, and a large package would be returned. The AOC is looking to minimize the amount of traffic back and forth and for updates to be more specific about what's getting updated and broader in terms of information being sent back, so that it covers cases, dockets, orders, etc. Bottom line is AOC needs the requirements documents to show what data the Superior Courts need for a particular data exchange, and whether it gets updated to AOC or gets sent back to the courts. The concept is to have a small number of exchanges with a large amount of data and the courts would use what they need out of the package of data that comes back to them.

The intent of data exchange and the charter of the DMSC is to exchange data real time. The DMSC's focus is threefold: 1) uploading data for courts using a different case management system, 2) supporting imaging applications as effectively as possible, and 3) providing data exchanges in either direction for ancillary systems that superior courts are using, whether it's the clerks or the administrators.

Imaging Flow Example

Referencing the Imaging Flow Example submitted, the AOC needs clear instruction on a set of data that can be updated or returned in order to be able to build an exchange that supports one or all of the different methods of document imaging. The data involved in the exchange can cover the needs of multiple imaging methods, but everybody needs to initiate the exchange using a common set of parameters. AOC would then return all the required information and the court would use whatever information they wanted to get out of it. Randy McKown stated that he would like the imaging requirements workgroup to take the Imaging Flow Example (template) and provide the AOC with a picture of what the courts want AOC to support – following that template as a model and coming up with the data elements to go along with it, as they relate to Liberty, King County, Snohomish County, etc.

VRV DX Monthly Status Report

The VRV has been built, but there is currently difficulty getting people engaged to actually test and use it, due to vendors not being ready, switching vendors, and/or contracts not yet in place. Randy McKown stated he has been working with Jeri Cusimano as the President of the District and Municipal Court Management Association (DMCMA) to see if they can find someone currently involved with the vendor in building something. The vendor (RedFlex) that created Fife Municipal's photo enforcement system viewed the AOC's web portal and found the information in there to be good. RedFlex is seeking approval to modify the system they've built to work with sending parking and photo enforcement tickets electronically to AOC's system.

Marketing Draft for VRV

Representatives from the Courts of Limited Jurisdiction put together a brief marketing document. There were no CLJ members in attendance and it was deemed the matter could wait until they were able to speak to what's in it and how they want to get that distributed to the courts around the state.

Future Meetings

- October 15, 2009, 9:30 a.m. – 12:00 p.m., TBD
- November 19, 2009, 9:30 a.m. – 12:00 p.m., Conference Call
- December 17, 2009, 9:30 a.m. – 12:00 p.m., Conference Call