



WASHINGTON  
COURTS

## DATA MANAGEMENT STEERING COMMITTEE (DMSC)

THURSDAY, NOVEMBER 19, 2009

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

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

pin # for AOC: 362668#

### APPROVED MEETING MINUTES

**Members Present:** Rich Johnson, Chair, Larry Barker, Jeri Cusimano, William Holmes, Frank Maiocco, Barb Miner, Chuck Ramey, and Jenni Christopher (for Carl McCurley).

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

#### Call to Order

Rich Johnson requested a change to Page 2, *Superior Court Data Exchange Project*, 1st paragraph, 1st sentence, to read: "From this point forward, the 'SCOMIS Data Exchange' will be renamed the 'Superior Court Data Exchange' to reflect a broader and more inclusive scope. The minutes will reflect the SeaTac location, and were deemed approved as amended.

Mr. Johnson communicated the loss of Randy McKown, praising the number of significant accomplishments he had made to the committee; members joined him in how much he will be missed. He added that Manny Najarro will be taking over as project manager for the Superior Court Data Exchange, and welcomed him to the team.

#### Previous Action Items Review

Re Bullets 3-5 – Barb Miner reported email communications between herself, Randy McKown, Siri Woods, and Frank Maiocco – wherein Randy had reported he felt he had everything he needed from previous communications with the clerks related to imaging requirements, and was planning to review it again and look for any holes in information. Barb Miner and Frank Maiocco both gave Superior Court Data Exchange (SC DX) updates to their constituents at their recent conferences.

#### Open Action Items

- o Jeri Cusimano will get with the Courts of Limited Jurisdiction 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 Rich Johnson, Manny Najarro, Jeri Cusimano (and someone of her choosing), will meet to work on developing the marketing document to announce the success of the VRV project, the intention to expand it and identifying the effort required, and who would be interested. The document would include 5 or so main bullets that identify the main areas required, such as vendor cooperation, programming, internal ISD, etc. *Due by January 21, 2010.*
- o Provided there are no delays on the contract with Cayzen, the AOC will work to provide to the DMSC (in advance of the January 21 meeting) the work plan and timeline for consideration and adoption at that meeting. *Due by January 11, 2010.*

#### Enterprise Data Warehouse Update – Jennifer Creighton

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

Jennifer Creighton reported the project being in maintenance mode, with the majority of effort on caseload reporting to get it into the warehouse, thus allowing courts to be able to run their caseloads at any time. Also providing more drill down functionality, and flexibility in how courts process those to get more detail at each of the levels. Other ongoing activities are supporting

retrieval of historical information out of the warehouse, doing data dissemination requests, and the usual maintenance type of activities.

Jenni Christopher confirmed that the caseload reporting effort was prioritized in order to be able to use BOXI to produce the annual reports. The project is on track, but has to be cut over at year-end in order to publish the public document. Superior Court is approximately 90% complete; Courts of Limited Jurisdiction are close except for pulling in revenue information, and work continues on time in process reports for the COA's.

#### *Accounting and Juvenile Risk Assessment Discussion*

Rich Johnson noted that these projects were identified as targets for expanding the data in the warehouse, and added that the committee was still waiting for the respective stakeholders to make their cases in writing and in person to the DMSC as to why these projects needed to be done. (See Open Action Items.)

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

#### *VRV Data Exchange Status Update*

Manny Najarro reported the project is in its initial release, fully operational, and in live production in Everett. Kudos to Everett and the AOC team. Another release is scheduled for the end of the year as part of a set of back office updates on AOC's end. The plan is to help Everett with any closeout activities, and insure the VRV solution itself is robust enough and staged to handle increased usage by other jurisdictions.

Any discussion around expanding to other courts and going into pilot means that by 12/31/09, an operational plan that says who will support and maintain VRV needs to be in place. The AOC will need to know how it gets structured with the technical back end and support, gleaned from Everett (through documentation) the effort required, and then put that out on the portal to make all that information available to other interested parties in early 2010.

#### *VRV Marketing Piece Update*

Rich Johnson stated the next task for DMSC is to decide how to go about identifying the next top 5 list for the committee to prioritize and get going after the first of the year. Jeri Cusimano brought up the Marketing document that she, William Holmes, and Delilah George had worked up and offered to send something out when the time is right.

Rich suggested presenting the JISC with a report/update, reporting that VRV went into production and what the committee's (through its representation) next course of action will be, which is to develop a short list for prioritization for the expanded rollout of this project. In the meantime, the DMSC will work with Manny Najarro and the AOC/ISD team to identify what would be the most pertinent data to collect from those who might be interested in the VRV. (See Open Action Items.)

#### *Superior Court Data Exchange Status Update - Review/discuss and finalize project charter updates*

Rich Johnson emphasized the focus from the last DMSC meeting was: 1) uploading data from courts using different case management systems, supporting imaging applications, and exchanging data with ancillary systems for Superior Courts.

In Re the Superior Court DX Project Charter Amendment Overview handout, Manny Najarro presented the suggested changes to be made to the Superior Court Data Exchange Project Charter, significantly to Section D on pages 5-6 to provide a clearer description of what this

project needs to deliver. This revised plan sets out to replace the first generation model of data exchange for Superior Courts (23 separate exchanges) with focusing efforts on these three high level areas: docketing, imaging, and calendaring.

**Motion:** to adopt the amended charter and direction as described and provided to this committee. Larry Barker moved and Frank Maiocco seconded. Motion carried.

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

Number one on the next steps deliverables will be developing the project timeline for the next 18 months. Also critical to the committee and its representatives are the requirements components for the imaging and calendaring sections (assuming the docketing requirements are already there). Also, a work plan depicting actual effort to get everything completed (including the requirements piece), and having Cayzen update the schedule when milestones are hit. Once that is done, it will be shared with the committee.

The timeline begins with the revising of the current Statement of Work in support of the SC DX charter, scheduled for the first week of December. The balance of December will likely be spent working on updating the schedule and the work plan. Something should be drafted and available to the committee by January.

Rich Johnson decided to cancel the December DMSC meeting and members concurred. Rich, Manny, Gregg, and Jennifer will still have a meeting on December 17 or other workable day, and there will be a committee update distributed electronically by January 1, 2010.

Meeting adjourned 10:55 a.m.

### **Future Meetings**

- December 17, 2009, 9:30 a.m. – 12:00 p.m., **CANCELED**
- January 21, 2010, 9:30 a.m. – 12:00 p.m., SeaTac Office Center
- February 18, 2010, 9:30 a.m. – 12:00 p.m., Conference Call