

- 1. April 25, 2014
Meeting Minutes**



JISC DATA DISSEMINATION COMMITTEE
April 25, 2014
8:30 - 10:00 a.m.
Administrative Office of the Courts
SeaTac Office Building
18000 International Blvd. Suite 1106
SeaTac, WA 98188

DRAFT - MEETING MINUTES

Members Present

Judge Thomas J. Wynne, Chair
Mr. William Holmes
Judge J. Robert Leach
Ms. Barbara Miner
Judge Steven Rosen
Ms. Aimee Vance

Guests Present

Dr. Carl McCurley, WSCCR

Members Not Present

Judge Jeannette Dalton
Judge James R. Heller

AOC Staff Present

John Bell, Contracts Manager

Judge Wynne called the meeting to order and the following items of business were discussed:

- 1. Meeting Minutes for February 28, 2014**
Committee approved the meeting minutes.

- 2. Research Access to Sealed Cases**

The Committee addressed this issue first as Dr. Carl McCurley was in attendance. Dr. McCurley presented the issue of AOC accessing and sharing sealed information, in particular juvenile cases, and gave examples when sharing data, including sealed juvenile cases, was in the best interest of the judicial branch.

Judge Wynne asked Dr. McCurley what he wanted from the DDC. Judge Leach stated that it was not the job of the DDC to give general opinions and everyone agreed. Dr. McCurley could possibly come to the DDC with a specific request, but Barb Miner stated she was not sure in reading the statutes that any sealed cases could be shared so even if there was a specific request, it may be denied.

Judge Leach stated if the information was to be released it would need to be a statewide order from the Supreme Court or permission would need to be granted by each county court. The decision-making authority on the release of sealed cases cannot be delegated to AOC, but must be done on a case-by-case basis and decided by a court. Judge Leach also advised talking with an AG and possibly seeking an AG opinion regarding the release of sealed information.

3. Dr. Gagliardi, Western State Hospital, ASRA Request

Attempts to contact Dr. Gagliardi were unsuccessful. His voice mail message stated he would not be back in the office until May 5. The DDC decided to continue without his participation as they could refer to his letter and the material provided by Stephanie Happold. Judges Rosen and Leach indicated that the courts could provide ASRA to Western State in a packet. Judge Rosen raised a concern about those courts who did not use ASRA and whether Dr. Gagliardi would need to contact the courts that have ASRA in order to get the assessment he needs. Ms. Miner commented that the prosecutor also has this information and they could provide it. Everyone agreed that AOC could not provide him with a RACF ID without a court willing to authorize and supervise Dr. Gagliardi's use of the RACF ID. Judge Wynne stated that the DDC will write Dr. Gagliardi a letter indicating he needs to get a copy of the ASRA through the court or prosecutor, however Judge Wynne wants to meet with AOC staff Regina McDougal and Stephanie Happold before the letter is composed. He will try to contact Ms. McDougal at the upcoming conference.

4. Access to JIS for Non-Court IT Employees

AOC has been contacted by several courts requesting access to JIS by their county/city IT departments. In most of these situations, the IT departments are non-court employees. They are usually employed by the municipality or the county. Amy Vance gave an example of Kirkland Municipal Court's need to use City of Kirkland IT employees to assist the court in a move of computers. Ms. Vance stated she needed the expertise of the city IT employees to do the work. The Committee agreed that such work is a necessity, but stated the access should be limited and should be time blocked. They agreed with the recommendations that Ms. Happold set forth in her memo and suggested that she develop a form/application (consulting with AOC security) that the administrator/clerk complete prior to awarding access. Judge Leach also suggested drafting guidelines that explain when such requests would be granted and what criteria would be considered. They ask that Ms. Happold draft an application/form and bring it to the next meeting for their approval.

There being no other business to come before the Committee, the meeting was adjourned.

2. Non-Court IT Personnel Access to JIS

DRAFT - Guidelines for Requesting a Court RACFID for Non-Court IT Personnel.

For the AOC to properly review any request for JIS access for non-court IT personnel, the following guidelines shall be used:

In the application form, the court must provide:

1. Description of the specific project for which the non-court IT personnel are needed.
2. Detailed explanation of why the non-court IT person needs the RACFID.
 - a. If the need is for monitoring the local government system communicating with JIS, please provide an explanation of why a RACFID is needed.
 - b. If the IT personnel is supporting court computer systems, please provide an explanation why non-court IT personnel need access to the JIS system to conduct this work.

In addition:

- All requests must include specific detail of why access is needed. General statements will be rejected.
- Access is granted for one-year. The court will have to re-apply for the individual at year end.
- Limit two.
- Authorized access will be given once the confidentiality agreement is signed and on-file with the court.
- Any profiles set up for non-court IT personnel shall be with as limited access as needed.
 - AOC will review if a profile can be created for the non-court IT personnel, but will need to know what access is needed. Temporary fix is to set-up as a court user with limited access as possible and revoke after a certain amount of time to switch to the IT profile.
- Background checks

<https://inside.courts.wa.gov/index.cfm?fa=cntIJsUserManage.showForm&type=JIS>

Manage JIS User Access

***** ATTENTION: SECURITY REQUESTS MAY TAKE UP TO 48 HOURS TO PROCESS *****

Please review the [JIS Security Overview](#) before submitting this form.

Note - All fields with an * are required.

RACFID: DJISSUH
Name: Happold, Stephanie U
Court: AOC

*What would you like to do?

Add a New User Modify an Existing User

* Do you have on file, for this employee, a state approved Confidentiality Agreement that is signed by the employee and the Presiding Judge, County Clerk, or Chief Judge?

YES - There is a Signed Confidentiality Agreement on File

Note: No action will be taken unless there is a signed Confidentiality Agreement on file.
(Confidentiality Agreement Forms and Information)

Identify the User

* RACF User ID:
[Determine a New RACF User ID](#)

* Last Name:

* First Name:

Middle Initial:

Modify Name and/or RACF User ID

Modified RACF User ID:

Last Name:

First Name:

Middle Initial:

* Is this User an Employee of the Court? Yes No

If No, Where are They Employed?

**NEW
ADDITION:**

***If the User is Non-Court IT Personnel, Please Provide with Specific Detail the Following Information.**

Where are They Employed?

What is the project that requires non-court IT personnel to have court access to JIS?

What does the IT personnel need court access to JIS to conduct this project?

How long is the access needed?

Is there a Confidentiality Agreement On-file for this individual?

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*** Is this User any of the Following?** No

Presiding Judge Judge Commissioner Magistrate

Will this user have an Administrative Role? Determine if a user should have an Administrative Role. If any of the following roles are selected, then the user will be able to re-set RACF and JIS Passwords, add, and delete employees. Those with an Administrative Role will have an AM in JIS and will be able to set-up OFO and ATH records. [Site Coordinators](#) will need to regularly review user lists and delete inactive RACF User IDs and user security authorizations.

Administrative Role:

No Administrative Role

Site Coordinator

Court Administrator Replacing Current Court Administrator

Court Administrator/Site Coordinator Replacing Current Court Administrator/Site Coordinator

Note - It is the court's responsibility to delete inactive RACF User IDs and user

If an Administrative Role was **not** chosen, a user may be added to the call-in list, so they can obtain assistance from Customer Services.

Do you want the new user added to the call-in list? No Yes

Email Address/Phone Number

The Users Email Address and Phone Number are **required** if the user has an Administrative Role, Will be Added to the Call List, or is a Judge, Commissioner, or Magistrate.

Email Address:

Phone Number:

Special Access

Select any Special Access that will be permitted:

Data Warehouse Access?

Automated Check Print

Document Indexing

ASRA

Other Systems:

Comments or Additional Information

Submit