

# 1. Meeting Minutes



**JISC DATA DISSEMINATION COMMITTEE**  
**December 5, 2014**  
**8:30 a.m. – 10:00 a.m.**  
**Teleconference**

**DRAFT - MEETING MINUTES**

**Members Present**

Judge Thomas J. Wynne, Chair  
Judge J. Robert Leach  
Ms. Barbara Miner  
Ms. Aimee Vance

**Members Not Present**

Judge Jeannette Dalton  
Judge James Heller  
Judge Steven Rosen

**AOC Staff Present**

Stephanie Happold, Data Dissemination Administrator  
Vicky Cullinane, Business Liaison  
Michael Keeling  
Brian Stoll  
Keri Sullivan

**Guests Present**

Ms. Vanessa Hernandez - ACLU

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

**1. Meeting Minutes for October 24, 2014**

Committee approved the meeting minutes.

**2. ACLU Request for LFO Data**

Vanessa Hernandez presented the ACLU request for LFO data contained in the JIS database. The request is before the Committee because there is no policy for the dissemination of financial information; and therefore, the data is currently not released by the AOC. The ACLU will be asking for CLJ and Superior Court data without names, will pay for the data, and hopes to keep the burden for the AOC to a minimum. AOC staff recently met with Ms. Hernandez to provide a tutorial on JIS data, and another meeting is scheduled for next week if the DDC approves the request. Data Dissemination Administrator (DDA) Stephanie Happold explained that although the data will include some identifiers, such as date of birth, token numbers will be given for each person instead of names. Barb Miner asked if CLJ accounting data was available through the AOC Data Warehouse. Aimee Vance replied that it was available approximately 2011 onward. Ms. Miner expressed concern because the AOC does not have all the Superior Court information as it varies from county to county. She recommended that the ACLU may need to gather the information directly from the clerks. Judge Wynne agreed and if the request is approved, it has to be done without burdening the AOC and as a one-time request until there is a policy decision.

Ms. Miner stated that for Superior Court information, the AOC shall use Joel McAllister of the King County Clerk's Office as a consultant. He will assist in ensuring that conclusions are accurate and help decipher statewide information. Ms. Vance agreed with Ms. Miner and also expressed concern that there are different procedures from court to court, making analysis difficult. DDA Happold stated that there are also pending Legislative staff requests for LFO information. Legislative staff member, Luke Wickham, met with AOC staff to discuss available

data. DDA Happold asked if the two reports for Luke Wickham also be sent to Mr. McAllister to review. Ms. Miner confirmed that action as the financial questions are complex and there is no experience with disseminating this information. Ms. Vance offered to be the contact person for any CLJ financial data that needs to be reviewed.

Judge Wynne then made the motion to approve ACLU's request as long as the compiled reports were reviewed by Joel McAllister before releasing to the ACLU. The motion passed unanimously.

### **3. JABS Access to Prosecutors and Public Defenders**

DDA Happold updated the Committee on its recent decision to provide JABS access to all prosecutors and public defenders, and for access to eventually be provided through a JIS-LINK ID instead of a court-issued ID. However, because the users may access the system outside the IGN, dual factor authorization is needed for security. AOC Staff is now reviewing how to move these users to JIS-Link based access and provide the dual-factor verification.

Also, public defenders and prosecutors are not given access to the JIS Individual Case History (ICH) screen. However, because JABS works off the ICH screen, these two user groups will need that access to use the application. Judge Wynne asked if truancy cases are included in JABS. Barb Miner stated that the truancy information is not confidential by statute, but is lumped together with dependency case information; therefore, prosecutors and public defenders will not be able to see confidential information. With that understanding, the Committee did not object to allowing prosecutors and public defenders access to the ICH screen.

Judge Wynne asked what the timeline was for the implementation. Brian Stoll responded that the dual-factor verification is currently the main challenge. Michael Keeling also stated that there will be a cost for expanding to accommodate approximately 1000 new users and that the AOC needs to be sure it works, is secure, and is affordable. The security group is currently analyzing the situation. Judge Wynne stated that security should not be compromised and time should be taken to get it right. The discussion was tabled until the March DDC meeting.

### **4. Case Type 7 Access to AGO and DSHS-CA**

Per the Committee's direction at the last meeting, DDA Happold contacted the Olympia and Vancouver AGO locations and asked how these offices access records for their assigned dependency cases.

At the Vancouver location, eight attorneys do dependency cases for Cowlitz, Skamania, and Clark counties. They access information in Liberty and information received from the Clerk's Offices. JIS-Link is used to check the parents' backgrounds, but the use is minimal. The Olympia office serves Mason, Lewis, and Thurston counties. That office also uses Liberty but would like to have access to case type 7s in JIS-Link.

DDA Happold also updated the Committee how JIS-LINK users are authorized for access outside normal security levels. However, she was not sure how this would work after the SC-CMS is implemented.

Barb Miner asked if security could be limited by cause of action so the AGO access would only be for certain types of cases in the case type 7 group since the agency is usually not

involved in truancies, CHINs, or ARYs. Keri Sullivan responded that she was not sure how security will work for case/cause types in Odyssey. Judge Wynne asked that DDA Happold look into the ability to limit access in Odyssey and SCOMIS. The discussion will be tabled for the next meeting when DDA Happold provides her findings.

DDA Happold asked if the issues were the same for DSHS-Children's Administration as the AGO. Should all of Children's Administration be given Level 22 access or just 4E Specialists? Also, should they be given access to all case type 7s?

The Committee agreed that only 4E Specialists in DSHS-CA should get Level 22 JIS-Link access at this time. The Committee also agreed that the question of access being controlled to the cause/code versus case type needs to be answered for DSHS-CA as well.

**5. Public Access for Access to JIS Financial Data.**

DDA Happold stated that she needed more direction on what the policy should cover before she could start a draft. Barb Miner suggested DDA Happold talk with Joel McAllister and the AOC Data Warehouse group. Aimee Vance suggested Charlene Allen who was the lead for the Data Warehouse group and that there are a number of subject matter experts available through her.

**6. Other Business**

DDA Happold asked if there was any update on the replacement for William Holmes. Barb Miner asked if the person who replaced him on the JISC could also serve on the DDC. Judge Wynne stated he would discuss it with Justice Fairhurst.

DDA Happold was directed by Judge Wynne to schedule a short meeting if needed before the next official March 6 meeting.

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



**JISC DATA DISSEMINATION COMMITTEE**  
**February 20, 2015**  
**8:00 a.m. – 9:00 a.m.**  
**Teleconference**

**DRAFT - MEETING MINUTES**

**Members Present**

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

**Members Not Present**

Judge Jeannette Dalton  
Judge James Heller

**AOC Staff Present**

Stephanie Happold, Data Dissemination Administrator

Judge Wynne called the meeting to order and the following item of business was discussed:

**Providing Trial Court Information in the New Appellate Case Management System**

In the current Appellate Court System, (ACORDS), when a JIS-Link user accesses appellate case information, the trial court information is also provided in the following links:

**Superior Court Information**

- [Basic Information](#)
- [Charge Sentence](#)
- [Dockets](#)
- [Participants](#)

The Appellate Case Management System Project (ECMS) requested the AOC Data Dissemination Administrator (DDA) review the trial court information currently provided in ACORDS, decide if it should remain in the new case management system, and provide the data fields that should be displayed for a JIS-LINK user. It was determined that these decisions exceeded the scope of the DDA position; therefore, DDA Stephanie Happold requested the Committee meet to review and act on the request.

To aid in its decision, the DDC reviewed the trial court information currently in ACORDS, and Court Administrator/Clerk for Court of Appeals Division I, Richard Johnson's comments that the trial court information should be kept in the new appellate case management system as unknown consequences may arise if the information is removed.

**DDC Decisions:**

1. Keep the trial court information links in the new ECMS.
2. Unless technical issues prevent it, try to keep the links the same or similar as what is currently in ACORDS:

**Superior Court  
Information**

[Basic Information](#)

[Charge Sentence](#)

[Dockets](#)

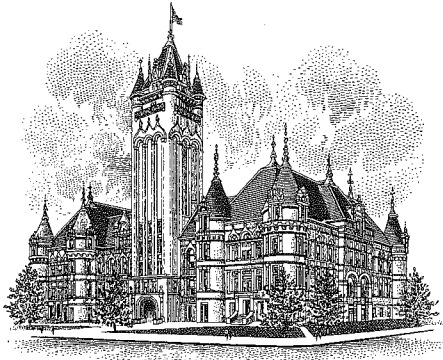
[Participants](#)

3. All JIS-LINK users get public level viewing access to the data.
4. Continue to have the links removed for confidential case types.
5. The "Participants" link should only provide data for the public level of access; therefore, only the litigant, attorney and judge information will be displayed. AOC staff is to review what data is available in the "Participants" link and ensure that non-litigants are not listed. Also, the Committee was concerned about DV criminal cases that list the victim as a participant, but the defendant then appeals the case; the Committee did not want the victim's contact information to be listed.

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

**2.**

**Spokane County  
Superior Court Request**



SPOKANE COUNTY COURT HOUSE

Superior Court of the State of Washington  
for the County of Spokane

Department No. 6

Salvatore F. Cozza

Judge

1116 W. Broadway  
Spokane, Washington 99260-0350  
(509) 477-4795 • Fax: (509) 477-5714 • TDD: (509) 477-5790  
dept6@spokanecounty.org

February 4, 2015

Stephanie Happold  
Data Dissemination Coordinator  
Administrative Office of the Courts  
P.O. Box 41170  
Olympia, WA 98504-1170

Dear Ms. Happold:

By this letter I am requesting that the following employees, who are permanently assigned to Spokane Superior Court, be given RACF-ID's to JIS/SCOMIS to allow them to continue to work for the County Clerk and Spokane Superior and Juvenile Courts:

Heather Barber  
Matt MacSuga  
Doug Russell

As you may know, these 3 individuals are responsible for all technical information systems projects involving SCOMIS and JIS involving both the County Clerk's Office and Superior Court. All of our employees, including these three individuals, sign a confidentiality agreement annually. We can provide copies of that agreement if you need them for your files. The County Clerk and/or Court Administrator provide supervision over these employees during their project work. Projects involving case management, calendaring and statistical compilation will come to a grinding halt without their access to the courts' systems. Thank you.

Sincerely,

Salvatore F. Cozza  
Presiding Judge  
Spokane Superior Court

CONCURRENCE AND APPROVAL:

Tim Fitzgerald, County Clerk  
Courthouse  
Spokane, WA 99260





**March 6, 2015**

**TO:** JISC Data Dissemination Committee

**FROM:** Stephanie Happold, AOC Data Dissemination Administrator

**RE:** RACFIDs for Spokane County IT Personnel Permanently Assigned to the Spokane County Superior Court.

### **Issue**

Can county IT personnel permanently assigned to the Spokane County Superior Court be allowed RACFIDs?

### **Background and Recommendation**

Spokane County Superior Court is requesting three county IT personnel who are permanently assigned to it be given RACFIDs to conduct work for the County Courts and Clerk's Office. These three individuals also signed confidentiality agreements that are on-file with the Court. The AOC is unable to provide this access because the IT personnel are county executive employees and not court employees. Therefore, the request is being brought before the Data Dissemination Committee (DDC) to review.

The JIS Committee (JISC) authorized the DDC to act on its behalf in reviewing and acting on requests for JIS access by non-court users.<sup>1</sup> The DD Policy sets forth criteria which this Committee may use in deciding these requests:

- The extent to which access will result in efficiencies in the operation of a court or courts.
- The extent to which access will enable the fulfillment of a legislative mandate.
- The extent to which access will result in efficiencies in other parts of the criminal justice system.
- The risks created by permitting such access.<sup>2</sup>

During the past year, the Committee discussed drafting a policy to allow JIS access for non-court IT personnel working with the courts on specific projects. Committee members expressed concern in allowing executive branch employees to be given court user access to JIS data, while also realizing the important work these IT personnel do for the courts and the clerk's offices. The Committee tabled the draft policy to be reviewed at a later time.

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<sup>1</sup> JISC Bylaws, Article 7, Secs. 1 and 2.

<sup>2</sup> DD Policy, Sec. IX.C.

AOC Staff asserts that this request is different than what was previously discussed by the Committee, because the IT personnel are executive branch employees, but they are permanently assigned to the Superior Court and are supervised by the County Courts and Clerk's Office. Their access will be solely for, and monitored by, these offices. If any of the three are reassigned, than the Court will contact the AOC and the RACFID will be revoked. As the IT staff will be used only for much needed judicial branch-related work, AOC staff recommends issuing RACFIDs for the three IT Personnel mentioned in Judge Cozza's letter.

**3.**

## **Snohomish County PAO Request**



**Snohomish County  
Prosecuting Attorney  
Mark K. Roe**

Criminal Division  
Joan Cavagnaro, Chief Deputy  
Mission Building., M/S 504  
3000 Rockefeller Ave  
Everett, WA 98201-4060  
(425) 388-6362  
Fax (425) 388-6418

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February 11, 2015

JISC Data Dissemination Committee

Re: JIS access

Dear DDC Members,

I supervise a small program within the Snohomish County Prosecuting Attorney's office. Our program is an alternative to prosecution for individuals with drug/alcohol and/or mental health problems. The program is called Therapeutic Alternatives to Prosecution or TAP for short. Our program is similar to Drug Court or Mental Health Court except that we do not involve a judge or court staff and we serve clients with co-occurring disorders.

We are trying to do a recidivism study on our program with the research department of the Snohomish County Human Services Department. I am asking that the researcher, Nathen R. Marti, be given temporary access to JIS to assist us with our study. I have been told that he cannot be given access because he is not an employee of the Prosecutor's Office. I am asking you to please make an exception for us and allow Mr. Marti access so he can work with us to determine the effectiveness of our program. I'm sure you can appreciate how important this data will be to when we are trying to justify the continuation of our program.

I thank you in advance for your consideration. If you have any questions or concerns please feel free to contact me at 425-388-6363.

Very truly yours,

Pamela Tolles Jones, MSW  
Supervisor, TAP Program



**March 6, 2015**

**TO:** JISC Data Dissemination Committee

**FROM:** Stephanie Happold, AOC Data Dissemination Administrator

**RE:** The Snohomish County Prosecuting Attorney's Office Request for Researcher Access

### **Issue**

Can a Snohomish County Human Services Department researcher working with the Snohomish County Prosecuting Attorney's Office on a recidivism study be given Level 25 JIS-LINK prosecutor access?

### **Background**

The Snohomish County Prosecuting Attorney's Office (PAO) is conducting a recidivism study on its Therapeutic Alternatives to Prosecution Program that provides alternatives to prosecution of individuals with drug, alcohol or mental health problems. The PAO is working with a researcher from the Snohomish County Human Services Department and is requesting JIS-LINK access for that researcher. The AOC is unable to provide JIS-LINK level 25 access to the individual as he is not part of the prosecutor's office. Therefore, the request is being brought before the Data Dissemination Committee (DDC) to review.

The JIS Committee (JISC) authorized the DDC to act on its behalf in reviewing and acting on requests for JIS access by non-court users.<sup>1</sup> The DD Policy sets forth criteria which this Committee may use in deciding these requests:

- The extent to which access will result in efficiencies in the operation of a court or courts.
- The extent to which access will enable the fulfillment of a legislative mandate.
- The extent to which access will result in efficiencies in other parts of the criminal justice system.
- The risks created by permitting such access.<sup>2</sup>

Washington State County Prosecuting Attorneys and City Attorneys are granted JIS-LINK level 25 access. This level is given more access to data contained in the JIS database than members of the public, public defenders and law enforcement. Level 25

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<sup>1</sup> JISC Bylaws, Article 7, Secs. 1 and 2.

<sup>2</sup> DD Policy, Sec. IX.C.

users can see confidential information contained on the DCH, DOL, PER, and case financial screens. Before level 25 users are given this elevated access, Prosecuting Attorney and City Attorney Offices must sign a JIS-LINK Service Agreement attesting that account will be used only by office employees in "conducting official prosecuting attorney business." JIS-Link City County Attorney Level 25 Service Agreement, 5.b.i.

RCW 36.27.020 describes the duties of a County Prosecuting Attorney:

- (1) Be legal adviser of the legislative authority, giving it his or her written opinion when required by the legislative authority or the chairperson thereof touching any subject which the legislative authority may be called or required to act upon relating to the management of county affairs;
- (2) Be legal adviser to all county and precinct officers and school directors in all matters relating to their official business, and when required draw up all instruments of an official nature for the use of said officers;
- (3) Appear for and represent the state, county, and all school districts subject to the supervisory control and direction of the attorney general in all criminal and civil proceedings in which the state or the county or any school district in the county may be a party;
- (4) Prosecute all criminal and civil actions in which the state or the county may be a party, defend all suits brought against the state or the county, and prosecute actions upon forfeited recognizances and bonds and actions for the recovery of debts, fines, penalties, and forfeitures accruing to the state or the county;
- (5) Attend and appear before and give advice to the grand jury when cases are presented to it for consideration and draw all indictments when required by the grand jury;
- (6) Institute and prosecute proceedings before magistrates for the arrest of persons charged with or reasonably suspected of felonies when the prosecuting attorney has information that any such offense has been committed and the prosecuting attorney shall for that purpose attend when required by them if the prosecuting attorney is not then in attendance upon the superior court;
- (7) Carefully tax all cost bills in criminal cases and take care that no useless witness fees are taxed as part of the costs and that the officers authorized to execute process tax no other or greater fees than the fees allowed by law;

- (8) Receive all cost bills in criminal cases before district judges at the trial of which the prosecuting attorney was not present, before they are lodged with the legislative authority for payment, whereupon the prosecuting attorney may retax the same and the prosecuting attorney must do so if the legislative authority deems any bill exorbitant or improperly taxed;
- (9) Present all violations of the election laws which may come to the prosecuting attorney's knowledge to the special consideration of the proper jury;
- (10) Examine once in each year the official bonds of all county and precinct officers and report to the legislative authority any defect in the bonds of any such officer;
- (11) Seek to reform and improve the administration of criminal justice and stimulate efforts to remedy inadequacies or injustice in substantive or procedural law.

RCW 36.27.020.

In the current matter, the PAO study could, perhaps, fall under RCW 36.27.020(11); however, it does not allow for a researcher outside the office to given the same elevated access to confidential JIS information as prosecutors.

### **Recommendation**

The AOC staff recommends denying the request because Washington state prosecuting attorney's offices have elevated JIS-LINK accounts that provide access to confidential information not available to the public, public defenders and law enforcement. This access is granted to the PAO for the purpose of "conducting official prosecuting attorney business." Allowing the same access to a researcher who is part of the County's Human Services Department does not fall under prosecutorial duties listed in RCW 36.27.020(11). The access is also beyond the scope of the JIS-LINK service agreement with PAO that provides the account for office employees only.

An alternative to level 25 access would be to give the researcher JIS-LINK level 1 public access or provide the information in a one-time data dissemination request.

## **6. Draft DD Training Presentation**



The following power point presentation is a draft based on previous Committee meetings. The presentation just lists basic information at this time. Pictures, animations, examples, etc., will be added after the Committee reviews the slides for content. This may be the last time the Committee can review the message content before the CLJ court administrators' training in May.



JIS Security  
and  
Data Confidentiality  
for  
District / Municipal  
Court Administrators

# Topics

Access

Data Confidentiality

RACFID Set-Up and Monitoring

RACFID Use

# Access to Court Records

- Washington State Constitution, Article 1  
Section 10
  - Justice in all cases shall be administered  
openly, and without unnecessary delay
- GR 31 – Access to Court Records
  - Transparency
  - Accessible

# Confidential Information

- **Access is restricted by:**
  - **Statutory and/or common law**
  - **Court Rules**
  - **Court Order**
- **Court staff has access to confidential information**
- **Duty to ensure that the confidential information is protected – once the information is labeled confidential**

# CONFIDENTIAL INFORMATION

How do I know if information is confidential?

- **What does the file or document say**
- **Is there a statute**
- **Refer to GR 31, GR 22, GR 15**
- **Is there a court order**
- **Consult with your Prosecuting Attorney**
- **Call me at 360-705-5315**

# Data Confidentiality: Examples

- Case index screens are public but a court user's view shows more information
- Case history screens are not public
- Reports may contain data that is not public (e.g., Docket Report and the Court Calendar)
- Personal identifiers and screens are not public
- DOL's Abstract of Driving Record is not public

# CONFIDENTIALITY AGREEMENTS

- **Access only for job-related purposes**
- **Only divulge to authorized people**
- **Only divulge to others if authorized**
- **Report breaches or potential breaches of release of confidential information to you**
- **Staff should consult supervisors if questions**



# Managing User IDs

Address <http://inside.courts.wa.gov/index.cfm?fa=cntJisUserManage.showHome> Go Links >>

**WASHINGTON COURTS**

Home | Logout | Bookmark | eService Center | Advanced Search | Search

**Manage JIS User IDs**

- [Manage ACORDS User Access](#)
- [Manage JIS User Access](#)
- [Manage JIS User Access](#)
- [Manage SCOMIS User Access](#)

**You can request to add a new user or to modify an existing user's level of access.**

Site Map | eService Center | Search

**[\(Manage JIS User Access\)](#)**

# Setting Up and Maintaining JIS Security for Court Officials and Staff

- *(optional)* Search for officials (**OOD**)
- Create Official Person record for AM, AC, CH, CL, and JG officials (**OFOA**)
- Create security authorizations for AC, CH, CL, and JG officials (**ATHA**)
- Modify security authorizations (**ATHX**)
- Maintain security profiles & passwords (**ATH**)
- Delete security authorizations (**ATHD**)

# When staff needs different security:

## Manage User ID: Modify Existing User

- Role Changes--site coordinator , authorized caller, or printing automated checks
- Note: For name changes or role changes do the “Leaves Court” tasks then do the “New User” tasks.

# When staff needs different security:

JIS: Change security settings

- ATH to change receipt printer (example: desk location changed, closer to a different receipt printer)
- ATHX to change screen or utility security (example: needs access to additional screens due to new duties)

## When Staff Leaves the Court:

1

date  
the  
OFO

2

ATH to  
delete  
the

3

ATHD to  
delete  
the JIS

4

RACFAD  
MN to  
delete  
the

A ***Deleted User Report*** is generated and initiates an eService Center incident.

# JIS online manual documentation on the RACFADMN utility

Address <http://inside.courts.wa.gov/index.cfm?fa=cntlManuals.showJisPage&manualid=userman&sectionid=102&folder=admin&file=dasecur-06> Go Links >>

**WASHINGTON COURTS**

Home | Logout | Bookmark | eService Center | Advanced Search | Search

Previous | TOC | Next

**RACF ADMINISTRATION (RACFADMN)**

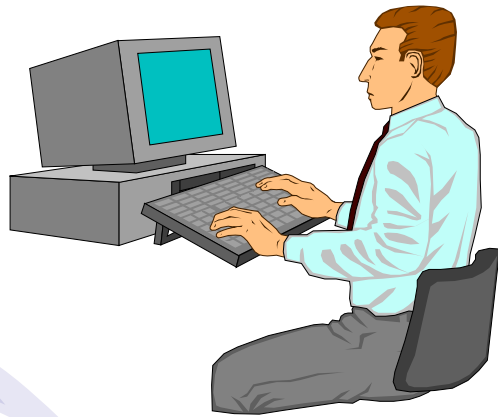
Revised: August 4, 2004

- Introduction
- RACFADMN Screens
- RACFADMN Reports
- Reset RACF (AOC Screen) Passwords
- Delete RACF Users
- Create a RACF User List
- User List Report Sample
- Request a New RACF User ID
  - Access the Forms Bulletin Board on EMC2/TAO
  - Complete the Security Form
  - Use Web Site to Request new
- RACF User ID Maintenance Rep

Find and bookmark it online!

# Self-Maintenance of Sign-on (UserID/RACF ID) Password

- Encourage staff to self-register online for User ID password reset service
- “Blockade” is AOC’s self service security system
- After registering, you can reset the password for your User ID, even if you’ve forgotten the old password



# Review Your Court's

## User Lists:

- ✓ Active User List
- ✓ Site User List



# RACFID Misuse



Setting up a user who is not a court employee

Providing access that does not match the user's position

Looking up information for personal reasons

Sharing sensitive and confidential data