Judicial Information System Committee Meeting May 19, 2010

DECISION POINT – SCJA Request for Calendaring and Case Management

MOTION:

- I move that the JISC authorize AOC to initiate a feasibility study on a calendaring and case management solution for superior courts to include the identified core elements, requirements, and expectations.

I. FACTS

In alignment with the JISC-approved IT strategy and business plan, the Information Services Division (ISD) began implementation of a multi-year operational plan in 2009. A key initiative to the JIS modernization is the JIS Applications Refresh Initiative. For the operational plan to stay on schedule, a feasibility study must be started in July, 2010 so that funding can be secured during the 2011 legislative session.

On March 5, 2010 the JISC approved the final IT Governance Framework, which includes a workflow with processes to initiate, endorse, analyze, recommend, and schedule action on IT requests. The framework is expected to begin implementation in July, 2010.

The JISC has identified case management, resource management, and scheduling as top priorities. To meet the deadlines set under the Operational Plan, and at the same time honor the spirit of the adopted IT Governance Framework, AOC has worked with the user community to follow the IT governance steps for this request.

The Superior Court Judges' Association initiated and endorsed a request to address functional gaps in the areas of case management, calendaring and resource scheduling, as well as other areas considered separately.

A user's group representing various court representatives was brought together to review the request, and their recommendations were considered by the JISC on April 23rd. The JISC directed AOC to develop a draft Request for Proposal (RFP) for a feasibility study on the calendaring and case management functions. The committee decided to address the scope and considerations for the feasibility study at its next meeting.

II. DISCUSSION

The draft RFP calls for the feasibility study to provide information on the project size, impact and risks. It will include a cost/benefit analysis, available alternatives, best fit, and strategic alignment.

The RFP asks for the feasibility study to analyze the following core elements:

- Calendaring (scheduling case events and recording outcomes)
- Caseflow Management (court management of case schedules and events)
- Case Management (post-judgment clerk activities)
- Outcome reporting (court calendars and summary caseflow management reports)
- Resource Management (coordinated scheduling of resources with case events, e.g., courtrooms, interpreters, A/V)

The feasibility study cost would be capped at $250,000, it would follow the ISB Feasibility Study Model, and analyze against the list of requirements submitted with the SCJA request.

III. PROPOSAL

The JISC should authorize AOC to initiate a feasibility study to address case management and calendaring functions. The JISC should define the scope of the study and the considerations to be included.

IV. OUTCOME IF NOT PASSED

If the committee does not approve AOC to proceed with a feasibility study today, the study may not be completed in time to request funding from the Legislature for the identified solution. If that is the case, the Transformation plan will fall behind schedule, and there will be delay in delivering improved services to the courts in key areas of need.

V. NEXT STEPS

If the feasibility study is authorized, AOC will proceed with the RFP process to identify a vendor to conduct the study. Under the proposed timeline, work on the study can begin in late July.