Washington State Administrative Office of the Courts

ISD Monthly Status Report for the
Judicial Information System Committee (JISC)

March 2014
(Report Period Ending March 31, 2014)

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Background

This report provides the status of information technology projects and operational work underway at the Administrative Office of the Courts (AOC).

The systems and services provided are used by judges, court administrators and staff, county clerks, numerous government agencies, and the public. In this way, AOC supports the effective and efficient operation of the Washington judicial system. We invest wisely in order to provide maximum value to the citizens of the state of Washington.

Under direction of the Judicial Information System Committee (JISC), priorities identified by Washington Courts are implemented through the governance process.

This report is a key to measuring and monitoring progress. It provides the JISC a complete view of work. The report serves to inform and communicate the value of AOC accomplishments.

Initiatives & Project Plan Overview
March 2014

Planned

Actual

SCHEDULE STATUS KEY ● = Active/on track ▲ = Changes w/ Moderate impact ◆ = Significant rework/risk ⊖ = Not active ✔ = Completed

Initiatives	Schedule Status		CY12 Q1	CY12 Q2	CY12 Q3	CY12 Q4	CY13 Q1	CY13 Q2	CY13 Q3	CY13 Q4	CY14 Q1	CY14 Q2	CY14 Q3	CY14 Q4
7.6 Information Networking Hub (INH) Middleware	●	Planned												
		Actual												
SC-CMS Odyssey Implementation	●	Planned												
		Actual												
COTS Preparation - Restore SCOMIS Cases	✔	Planned												
		Actual								✔				
ITG #045 Appellate Court Enterprise Content Management System (ECMS)	▲	Planned												
		Actual												
ITG #041 Revised CLJ Computer Records Retention and Destruction Project	▲	Planned												
		Actual												
ITG #087 Security Project – JABS RACF Authentication	●	Planned												
		Actual												

Summary of Activities

Major Changes Since Last Report

This section provides a quick summary of initiatives or projects that have had major changes during the reporting period and includes operational areas or staffing changes that impact the work, timeline, or budget.

Initiatives & Major Projects Underway

- Superior Court Case Management System Implementation (SC-CMS) (ITG #002)
- COTS Prep – JCS
- Revised CLJ Computer Records Retention and Destruction Project (ITG #041)
- Appellate Courts Enterprise Content Management System (ITG #045)
- Security Project - JABS RACF Authentication (ITG #087)

Initiatives or Projects Completed

- ITG 121 Superior Court Data Exchange

Initiative or Project Status Changes

- None

Staffing Changes in ISD

During the reporting period of March 1 - 30, 2014:

ISD welcomed the following new staff:

- Gabrielle Stilwater, ISD Administrative staff, (3/21/2014)

The following employees left ISD:

- Meghana Chatti, Quality Assurance Tester, (2/28/2014)

Employees transferring to the SC-CMS Project:

None.

ISD Staff Recognitions

Recognitions

March 2014 – Pam Payne and Phil Zitzelman, ISD Administration – were recognized by Bill Cogswell and Vicky Cullinane for pulling together the JISC Decision Binder. It is very well organized and cross-referenced. Pam's and Phil's work made it easy to look up JISC actions on ISD Decision Packages. Great work!

March 2014 – Kathy Bradley, ISD Business Liaison to the Appellate Courts – was recognized by Gary Pinnell, Network Administrator, Court of Appeals Division II, for keeping Court of Appeals customers informed about technical issues and what is being done to resolve them. Gary says "It's nice to have someone who is following up on issues, such as ACORDS and e-Filing in such a professional manner with good detailed explanations and status update reports." Kathy's efforts save Court of Appeals customers a lot of time in researching and troubleshooting problems. Great Work!

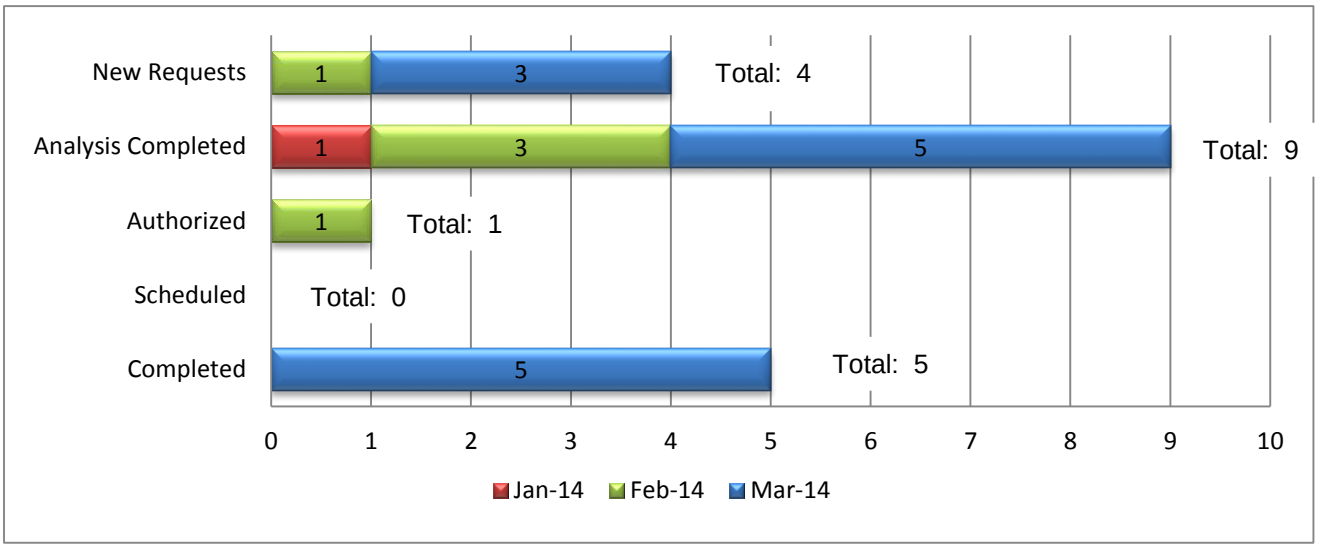
IT Governance Request Status

Completed JIS IT Requests in March 2014

- ITG 156 Court Notification when Critical Identifiers Change,
- ITG 163 WebSphere (non JIS),
- ITG 176 List of Court Date on Display Screen in e-tickets,
- ITG 191 Adding last DOL & JIS address update date on e-tickets.

Status Charts

Requests Completing Key Milestones



Current Active Requests by:

Endorsing Group			
Court of Appeals Executive Committee	1	**District & Municipal Court Management Association**	22
Superior Court Judges Association	5	**Data Management Steering Committee**	0
Washington State Association of County Clerks	7	**Data Dissemination Committee**	1
Washington State Association of Juvenile Court Administrators	4	**Codes Committee**	2
District & Municipal Court Judges Association	5	**Administrative Office of the Courts**	7
Misdemeanant Corrections Association	1		

Court Level User Group	
Appellate Court	1
Superior Court	9
Courts of Limited Jurisdiction	15
Multi Court Level	10

Initiative Summary

Summary of Activities March 2014

Information Networking Hub (INH) Middleware Project	
Activities	***Impact/Value***
✓ Completed high level design for the party data replication (PDR) components. Started work on detailed Technical design that will be used for code development.	Provides INH data exchanges to fit Odyssey's requirements.
✓ Continued to work with SC-CMS project team to identify requirements for party data replication solution and new INH services that may be needed. Also worked with the COTS-Prep JCS project team to identify their requirements.	Provides INH data exchanges to fit Odyssey's requirements.
✓ Hired additional developer for the party data replication effort. Published an RFP for Quality Control Tester. Scheduled interviews with five candidates.	Provides INH data exchanges to fit Odyssey's requirements.

ITG #002 Superior Court - Case Management System Odyssey Implementation	
Activities	***Impact/Value***
Court Business Office	
✓ Odyssey Forms Workshop Completed (3/3-3/7).	The SC-CMS project team received training from Tyler regarding the creation and configuration of forms in Odyssey.
✓ Odyssey Code Mapping Workshop Completed (3/17-3/21).	The SC-CMS project team received training from Tyler regarding the mapping of codes into Odyssey. The purpose of code mapping is to take codes that exist in a Legacy system and map them to Odyssey so that they depict the same code name and description.
✓ Odyssey Security Workshop in progress (3/24-3/28).	The SC-CMS project team is receiving training from Tyler.
✓ Requirements Meeting with Judges and Court Administrators Held (3/5).	Additional meetings were organized and held to expedite the review of the remaining gap items.
✓ March CUWG Meeting Held (3/12-3/13).	The CUWG met to continue the review and validation of the fit assessment results. The CUWG prioritized 25 application development projects for the Pilot implementation.
✓ Conceptual Process Design (CPD) Document Review in Progress.	The BA and BPE team continue to review the CPDs with the CUWG. There are currently 4 CPDs (8220, 8221, 8278, and 8661) in progress and 1 CPD (8214) approved by the CUWG.
Organizational Change Management Team	
✓ Facilitated March Business and Technical Town Hall Meetings, each of which had 10 participants.	Increase awareness and buy-in by providing accurate, relevant project information to external stakeholders.
✓ Coordinated and facilitated two Odyssey Demonstrations for Lewis County Clerk's Office staff.	Mitigate stakeholder resistance to change by increasing awareness and understanding of Odyssey's capabilities and features.
✓ Utilized the SC-CMS_INFO listserv, in addition to existing court and county clerk listservs, to distribute information about the March Town Hall Meetings.	Maximize awareness and mitigate impacts of SC-CMS implementation by appropriately targeting our communications approach to the needs of internal and external agency stakeholders.
✓ Completed development of the Implementation Planning Checklist for use with the Pilot Sites.	Develop long-term champions of the changes brought about by implementing Odyssey by increasing the knowledge and skills of court and county clerk leadership.
✓ Coordinated and facilitated a meeting with internal JCS stakeholders to clarify the impact to the JCA community of Odyssey's implementation in superior courts.	Increase awareness and buy-in by providing accurate, relevant project information to internal AOC stakeholders.
✓ Initiated contact with Early Adopter Site county clerks and court administrators to obtain information relevant to the Early Adopter Training plan.	Maximize awareness and mitigate impacts of SC-CMS implementation by appropriately targeting our communications approach to the needs of internal and external agency stakeholders.
Business Analyst Team	
✓ Review existing Superior Courts ITG Requests asking for changes to SCOMIS/JIS submitted by court staff to ISD.	Determine if the Odyssey product has existing functionality that fulfills the request. Complete a written analysis to send to ISD staff who will communicate with the requestor.
✓ Attended training on the Odyssey system related to Configuration (4 days for Forms, 4 days for Code Mapping, and 4 days for Security).	Continuing learning the ins and outs of the Odyssey system and began performing configurations.
Help Desk Team	
✓ Attended monthly CUWG meeting.	Participated in discussing Fit Analysis Results/Deliverable, Gap, Decision needed.
✓ Participated in Design calls.	Participated in discussions with Tyler developers/and analysts with requirements/processes questions.
✓ Participated in the Subject Matter Expert Workshop.	Learned different Odyssey Forms, Code Mapping and Security functionalities.
Training Team	
✓ Participated in telephone presentation by Tyler LMS staff for overview of Tyler University LMS and registration processes.	Orientation as to Tyler University offerings in the LMS as well as procedures for registering pilot site users.
✓ Compiled and submitted spreadsheet of all pilot users with roles, locations and email contacts to Tyler LMS.	Organized pilot court users and registered users for Tyler University.
✓ Completed Odyssey configuration training for future security, forms and code mapping activities.	Provides training, talking points and preliminary discussion of configuration and configuration decisions.
Project Management Team	

✓ Worked with Tyler PM to evaluate and understand new statewide rollout approach in light of King County's announcement and develop a best strategy.	Project Control and Monitor.
✓ Participated in document management discussions with AOC Leadership Team and Tyler Technologies.	Project Planning.
✓ Finalized contract extension for BlueCrane and statement of work for the next year.	Project Planning, Control and Monitor.

ITG #045 Appellate Court Enterprise Content Management System (AC-ECMS)

Activities	***Impact/Value***
✓ The AOC project team and the appellate courts continued to address additional requirements questions and requests for information from ImageSoft.	Improve the efficiency of document management for the Appellate Courts.
✓ The contract amendment to incorporate Hyland OnBase Work View into the solution was developed by AOC and sent to ImageSoft for review.	Improve the efficiency of document management for the Appellate Courts.
✓ ImageSoft continued developing the Functional Design Specification.	Improve the efficiency of document management for the Appellate Courts.
✓ Connie Williams, Clair Bruggeman, Richard Kimball, and Dave Pearson will attend Hyland's Introduction to Workflow class.	Improve the efficiency of document management for the Appellate Courts.
✓ Gary Guinotte, the Appellate Courts Operations Architect, continued designing the changes to JIS Link and web access to appellate court data.	Improve the efficiency of document management for the Appellate Courts.
✓ The development of a work breakdown structure for court/AOC tasks continued.	Improve the efficiency of document management for the Appellate Courts.
✓ Continued to pursue the procurement of the Hyland OnBase Premium Education Subscription. ImageSoft is having difficulty getting an answer back from Hyland.	Improve the efficiency of document management for the Appellate Courts.

ITG #041 Revised CLJ Computer Records Retention and Destruction Process

Activities	***Impact/Value***
✓ The Project Team finalized programming the current retention and destruction rules to work in the active database, along with adding rules for VRV and eTicket case files to come into compliance with a legislative mandate (The Project Team calls this Iteration 1 – Preliminary rules are applied).	Provides faster viewing of the Courts of Limited Jurisdiction (CLJ) records.
✓ QA Test group produced estimated hours to complete work and high level schedule. Also evaluated test environment preparedness.	Provides faster viewing of the Courts of Limited Jurisdiction (CLJ) records.
✓ Project Steering Committee Meeting – Approved Next Project Steps: Pilot Court selection, Court Data Clean-up Plan, and Project Implementation Communications Plan.	Provides faster viewing of the Courts of Limited Jurisdiction (CLJ) records.
✓ Updated project status presentation at JISC meeting with Steering Committee approved direction, February 28, 2014.	Provides faster viewing of the Courts of Limited Jurisdiction (CLJ) records.
✓ Continued to develop Iteration 1 Communications Management Plan approach.	Provides faster viewing of the Courts of Limited Jurisdiction (CLJ) records.

ITG #087 / Security Project - JABS RACF Authentication

Activities	***Impact/Value***
✓ Completed the development and unit testing the Legacy changes.	Strengthens the JABS sign-in process and increases security of JIS data and systems.
✓ Finalized the communication notices to the stakeholders.	Strengthens the JABS sign-in process and increases security of JIS data and systems.
✓ Finalized the schedule to send the notices. There are six notices all together. The notices are going to be sent at various phases/stages of the project.	Strengthens the JABS sign-in process and increases security of JIS data and systems.

✓ Sent out first notice on March 10th to District and Municipal Court Administrators, Clerks, Judges, and Site Coordinators, Superior Court Administrators, Clerks, Judges, and Site Coordinators and Appellate Court Users. The notice provides a high-level overview of the changes to the JABS login process. It advises the courts to identify all of the JABS users and ensure they each have an active RACF ID and password before the JABS logon process takes effect.	Strengthens the JABS sign-in process and increases security of JIS data and systems.
✓ Sent out second notice on March 31st. It is reminder notice repeating the same message of the first notice.	Strengthens the JABS sign-in process and increases security of JIS data and systems.
✓ Completed review of integration test plan and scenarios.	Strengthens the JABS sign-in process and increases security of JIS data and systems.

Detailed Status Reports

Status Update Key

●	Green = Progressing as planned.
▲	Yellow = Changes with moderate impact.
◆	Red = Severe changes or significant re-work is necessary.

Initiative Status Reports

Information Networking Hub (INH) Middleware Services Odyssey Integration Project

Reporting Period through March 31, 2014

Executive Sponsor(s) Vonnie Diseth, CIO/ISD Director	**IT Project Manager:** Dan Belles
Business Area Manager: Tamra Anderson, Data and Development Manager	**Consultant/Contracting Firm:** Soos Creek Consulting

Description:
The Information Networking Hub (INH) is being built to support the implementation of a Superior Court Case Management System (SC-CMS). It is also building a foundation for data exchanges with other COTS packages and local court systems.

The INH is the required future state architecture needed to support information exchanges between the JIS central database (new and existing) and local systems. This project involves a core team of resources with the experience and knowledge of AOC systems, "as is" and the "to be" future state to support the building a robust enterprise architecture capable of exchanging messages from disparate systems with one common messaging standard.

Business Benefit:

- Seamless integration of current and future as well as centralized and local applications that provides better customer experience.
- Near real-time information exchanges through "publish-subscribe" mechanisms that facilitates the sharing of data and dramatically reduces duplicate data entry.
- Modern architecture that aligns with latest technology trends to provide flexibility and the ability to deliver new customer requests in a timely manner.
- A centrally managed data repository governed by data standards and quality.
- A centralized security framework that can meet the needs for ensuring data is secure.
- Enhanced customer interfaces to improve productivity, advance decision-making capabilities and aid in access to justice.

Business Drivers				
	Improve Decision Making ☐	Improve Information Access X	Improve Service or efficiency ☐	Manage Risks ☐
	Maintain the business ☐	Manage the costs ☐	Increase organizational capability ☐	Regulatory compliance or mandate ☐

Current Status	**Scope**	●	**Schedule**	●	**Budget**	●

Status Notes:

The INH project is focused on developing a party (person) data replication solution between JIS and the new SC-CMS Odyssey application in support of the Pilot Court Go Live, scheduled for February 2015.

Progress

March – 60%

Phase	☐ Initiate	☐ Planning	X Execute	☐ Close
Schedule	**Planned Start Date:** 1/2012		**Planned Completion Date:** 2/16/15	
	Actual Start Date: 1/2012		**Actual Completion:** TBD	

Activities Completed	Impact/Value
✓ Completed high level design for the party data replication (PDR) components. Started work on detailed Technical design that will be used for code development.	Provides INH data exchanges to fit Odyssey's requirements.
✓ Continued to work with SC-CMS project team to identify requirements for party data replication solution and new INH services that may be needed. Also worked with the COTS-Prep JCS project team to identify their requirements.	Provides INH data exchanges to fit Odyssey's requirements.

✓ Hired additional developer for the party data replication effort. Published an RFP for Quality Control Tester. Scheduled interviews with five candidates.	Provides INH data exchanges to fit Odyssey's requirements.
Activities Planned	**Impact/Value**
° Complete design work for statewide party data replication (PDR) solution.	Provides INH data exchanges to fit Odyssey's requirements.
° Complete the baseline set of requirements from SC-CMS and COTS-Prep JCS teams for the PDR solution.	Provides INH data exchanges to fit Odyssey's requirements.
° Hire contract Quality Control Tester to assist with testing PDR solution.	Provides INH data exchanges to fit Odyssey's requirements.
° Continue development of party data replication solution.	Provides INH data exchanges to fit Odyssey's requirements.

Milestones Planned and Accomplished

Milestone	Original Date	Revised Date	Actual Date
INH – Odyssey Integration	1/1/12	5/11/15	
Initiation complete	3/7/14	4/14/14	4/30/14
Planning complete	3/17/14	4/10/14	4/30/14
Odyssey data mapping	3/13/14	3/6/14	4/30/14
Analysis complete	3/13/14	4/30/14	4/30/14
Design complete	3/6/14	4/30/14	4/30/14
Development complete	5/27/14	10/31/14	
Functional Test	7/14/14	8/20/14	
Internal Test complete	10/23/14	10/28/14	
Deploy complete	10/31/14	10/31/14	
End Project	5/1/15	2/16/15	

ITG #002 Superior Court Case Management System (SC-CMS) Implementation

Reporting Period Through March 31, 2014

Executive Sponsor(s)	**IT Project Manager:**
Judge Charles Snyder, President Superior Court Judges Association (SCJA) *Sonya Kraski, President* Washington State Association of County Clerks (WSACC) *Jeff Amram, President* Association of Washington Superior Court Administrators (AWSCA)	Maribeth Sapinoso, PMP maribeth.sapinoso@courts.wa.gov **Consultant/Contracting Firm:** Tyler Technology, Inc. Bluecrane, Inc. **Business Manager** Vonnie Diseth, AOC- CIO/ISD Director Dirk Marler, AOC-JSD Director

Description:
The Superior Court Case Management System (SC CMS) Odyssey Implementation Project is intended to implement Tyler Technology, Inc. software application "Odyssey" enabling the AOC to support the business functions of state superior courts and county clerks in Superior Courts in the state. The SC CMS Odyssey solution will specifically support calendaring and case flow management functions, along with participant/party information tracking, case records and relevant disposition services functions in support of judicial decision-making, scheduling, and case management.

Business Benefits: The Superior Court Case Management (SC CMS) will implement Tyler Technology, Inc. software application "Odyssey", a case management system, that (1) is consistent with the business and strategic plans approved by the JISC; (2) follows the JISC guidelines and priorities for IT decision making; (3) modernizes AOC technology; (4) works within planned technology architecture; (5) supports improvements in superior court operations; and (6) provides the opportunity and incentives to retire legacy systems such as SCOMIS.

Business Drivers								
	Improve Decision Making	X	Improve Information Access	X	Improve Service or efficiency	X	Manage Risks	X
	Maintain the business	X	Manage the costs	X	Increase organizational capability	X	Regulatory compliance or mandate	☐

Current Status	**Scope**	●	**Schedule**	●	**Budget**	●

Status Notes:

Progress

Project Phase	☐ Initiate	X Planning	☐ Execute	☐ Close
Schedule	**Planned Start Date:** 7/25/2013		**Planned Completion Date:** 4/23/21	
	Actual Start Date: 7/25/2013		**Actual Completion Date:** TBD	

Activities Completed	**Impact/Value**
Court Business Office	
✓ Odyssey Forms Workshop Completed (3/3-3/7).	The SC-CMS project team received training from Tyler regarding the creation and configuration of forms in Odyssey.
✓ Odyssey Code Mapping Workshop Completed (3/17-3/21).	The SC-CMS project team received training from Tyler regarding the mapping of codes into Odyssey. The purpose of code mapping is to take codes that exist in a Legacy system and map them to Odyssey so that they depict the same code name and description.
✓ Odyssey Security Workshop in progress (3/24-3/28).	The SC-CMS project team is receiving training from Tyler.
✓ Requirements Meeting with Judges and Court Administrators Held (3/5).	Additional meetings were organized and held to expedite the review of the remaining gap items.
✓ March CUWG Meeting Held (3/12-3/13).	The CUWG met to continue the review and validation of the fit assessment results. The CUWG prioritized 25 application development projects for the Pilot implementation.

✓ Conceptual Process Design (CPD) Document Review in Progress.	The BA and BPE team continue to review the CPDs with the CUWG. There are currently 4 CPDs (8220, 8221, 8278, and 8661) in progress and 1 CPD (8214) approved by the CUWG.
Organizational Change Management Team	
✓ Facilitated March Business and Technical Town Hall Meetings, each of which had 10 participants.	Increase awareness and buy-in by providing accurate, relevant project information to external stakeholders.
✓ Coordinated and facilitated two Odyssey Demonstrations for Lewis County Clerk's Office staff.	Mitigate stakeholder resistance to change by increasing awareness and understanding of Odyssey's capabilities and features.
✓ Utilized the SC-CMS_INFO listserv, in addition to existing court and county clerk listservs, to distribute information about the March Town Hall Meetings.	Maximize awareness and mitigate impacts of SC-CMS implementation by appropriately targeting our communications approach to the needs of internal and external agency stakeholders.
✓ Completed development of the Implementation Planning Checklist for use with the Pilot Sites.	Develop long-term champions of the changes brought about by implementing Odyssey by increasing the knowledge and skills of court and county clerk leadership.
✓ Coordinated and facilitated a meeting with internal JCS stakeholders to clarify the impact to the JCA community of Odyssey's implementation in superior courts.	Increase awareness and buy-in by providing accurate, relevant project information to internal AOC stakeholders.
✓ Initiated contact with Early Adopter Site county clerks and court administrators to obtain information relevant to the Early Adopter Training plan.	Maximize awareness and mitigate impacts of SC-CMS implementation by appropriately targeting our communications approach to the needs of internal and external agency stakeholders.
Business Analyst Team	
✓ Review existing Superior Courts ITG Requests asking for changes to SCOMIS/JIS submitted by court staff to ISD.	Determine if the Odyssey product has existing functionality that fulfills the request. Complete a written analysis to send to ISD staff who will communicate with the requestor.
✓ Attended training on the Odyssey system related to Configuration (4 days for Forms, 4 days for Code Mapping, and 4 days for Security).	Continuing learning the ins and outs of the Odyssey system and began performing configurations.
Help Desk Team	
✓ Attended monthly CUWG meeting.	Participated in discussing Fit Analysis Results/Deliverable, Gap, Decision needed.
✓ Participated in Design calls.	Participated in discussions with Tyler developers/and analysts with requirements/processes questions.
✓ Participated in the Subject Matter Expert Workshop.	Learned different Odyssey Forms, Code Mapping and Security functionalities.
Training Team	
✓ Participated in telephone presentation by Tyler LMS staff for overview of Tyler University LMS and registration processes.	Orientation as to Tyler University offerings in the LMS as well as procedures for registering pilot site users.
✓ Compiled and submitted spreadsheet of all pilot users with roles, locations and email contacts to Tyler LMS.	Organized pilot court users and registered users for Tyler University.
✓ Completed Odyssey configuration training for future security, forms and code mapping activities.	Provides training, talking points and preliminary discussion of configuration and configuration decisions.
Project Management Team	
✓ Worked with Tyler PM to evaluate and understand new statewide rollout approach in light of King County's announcement and develop a best strategy.	Project Control and Monitor.
✓ Participated in document management discussions with AOC Leadership Team and Tyler Technologies.	Project Planning.
✓ Finalized contract extension for BlueCrane and statement of work for the next year.	Project Planning, Control and Monitor.
Activities Planned	**Impact/Value**
Court Business Office	
° The SC-CMS project team will configure Odyssey to reflect the business processes of the Washington Superior Court and County Clerk's Offices. The goal of the activity is to populate the configuration tables so that when data is pushed into Odyssey during the first data push, Odyssey can process the data and Odyssey behaves as specified by the business requirements and processes.	Odyssey Configuration.

° Continue code mapping in Odyssey.	The purpose of code mapping is to take codes that exist in a Legacy system and map them to Odyssey so that they depict the same code name and description. The code mapping activity runs in parallel of the Odyssey configuration activity.
° The SC-CMS project team will work with the County Clerk's to plan for a hands-on demonstration of specific functions in Odyssey to evaluate the user experience and usability.	Odyssey Clerk functions hands-on demonstration.
Organizational Change Management Team	
° Facilitate April Business and Technical Town Hall Meetings.	Increase awareness and buy-in by providing accurate, relevant project information to external stakeholders.
° Draft quarterly article for AOC Employee newsletter.	Increase awareness and buy-in by providing accurate, relevant project information to internal AOC stakeholders.
° Obtain approval on communications plan for external impacted agencies and justice partners and Pilot Site Implementation Planning Checklist.	Maximize awareness and mitigate impacts of SC-CMS implementation by appropriately targeting our communications approach to the needs of external agency stakeholders.
Business Analyst Team	
° Review data quality reports regarding Superior Court data.	Our business knowledge will assist with identifying issues, or needs in current data quality issues, and for future development of the CMS for Superior Courts. The intent is to assure that data used in the new CMS is clear, concise, and useful for the business.
° Assist Test Team Group with coordination of the conversion data testing.	This is a group effort; AOC Tiger Team BA's to work with Tyler Team to coordinate testing of Odyssey once production data is converted to the conversion environment.
° Attend training on the Odyssey system related to Configuration.	Continue to learn the ins and outs of the Odyssey system and perform further configurations.
Help Desk Team	
° Continue participating in reviewing the Fit Assessment Deliverables/Traceability Matrix.	Learned different Odyssey functionalities.
° Attend monthly CUWG meetings.	Reviewed if Tyler's solutions met our requirements and gaps.
° Continue participating in design calls/tiger team discussions.	Participated in discussions with Tyler developers/analysts with requirements/processes questions.
° Attend meetings with Kathy Wyer & Ann Howard on the training phase of Odyssey.	Work with the Training Team to assist in planning the training activities.
Project Management Team	
° Resume regularly scheduled SC-CMS Project Steering Committee meetings pending passing of proviso.	These meetings continue to address issues and concerns identified by various stakeholder groups during the procurement process.
° Work with Tyler team to develop the Design and Construction Plan.	Project Planning.
° Participate in Juvenile Impact Analysis Discussion/Development.	Project Communication and Stakeholder Engagement.

Milestones Planned and Accomplished

Milestone	Original Date	Revised Date	Actual Date or Status
Project Start	7/25/2013		7/25/2013
Project Management Plan	10/4/13		10/4/13
SC-CMS Core Training Plan	10/4/13		10/4/13
Certification of Equipment Specification	10/11/13		10/11/13
Validated Fit Analysis	09/20/13		09/20/13
Pre-Design Training Complete	10/18/13		10/18/13
Requirements Fit Analysis Results	03/10/14		
Requirements Traceability Matrix	03/10/14		
SC-CMS Design and Construction Plan	03/31/14		
Pilot, early adopter, deployment plan	02/28/14		02/28/14
Certification of Infrastructure Build	01/23/14		01/23/14
SC-CMS Interoperability Prototype	02/07/14		
Conceptual Process Design Docs START Date - Application Development	02/03/14		02/03/14

Conceptual Process Design Docs START date-Integration Development	2/12/14		2/12/14
SC-CMS User and Administrator Training	01/30/14		01/30/14
Case Manager Workshop Complete	2/7/14		2/7/14
Security Workshop Complete	3/28/14		
Form Workshop Complete	3/7/14		
Financial Workshop Complete	2/21/14		2/21/14
First Data Conversion Push – Parties Push	6/6/14		
Completion of Data Mapping	3/28/14		
First Data Conversion Push	6/6/14		
System Administration and Support Training Complete	12/18/13		12/18/13
Odyssey Implementation Finish	11/27/20	4/23/21	
Project Finish	2/1/2019	4/23/21	

ITG #045 Appellate Courts Enterprise Content Management System (AC-ECMS)

Reporting Period through March 31, 2014

Executive Sponsor(s)	**IT Project Manager:**
Appellate Courts Executive Steering Committee Justice Debra Stephens, Committee Chair Vonnie Diseth, CIO/ISD Director	Martin Kravik (360) 704-4148 martin.kravik@courts.wa.gov
	Consultant/Contracting Firm: ImageSoft
	Business Area Manager Vonnie Diseth, AOC- CIO/ISD Director

Description: The Appellate Courts Enterprise Content Management System (ECMS) project will implement a common ECMS for the Appellate Courts (Courts of Appeal and Supreme Court) that will support the following:

- Provide a web interface for external Court users and public,
- Support e Filing of Court documents, and
- Implement an automated workflow for processing Court documents.

The project will be completed in the following Phases:

- Phase 1 – Finalize Appellate Courts ECMS requirements,
- Phase 2 – Release an RFP to select an ECMS Vendor & system, and
- Phase 3 – Implement the Appellate Courts ECMS system.

Business Benefits: The project will implement an Appellate Courts ECMS that will improve the efficiency of document management for the courts. To achieve this objective, all Appellate Courts need to use the same ECM application. Some of the benefits that will be gained are:

- Reduce the need and cost of converting paper documents to electronic documents,
- Reduce the cost of storing hard copy official court documents,
- Reduce the time of receiving documents through mail or personal delivery,
- Reduce the misfiling of documents,
- Eliminate staff time for duplicate data entry,
- Reduce document distribution costs (mail, UPS, FedEx),
- Ability for cross court sharing/viewing of documents, and
- Reduce the time/cost of compiling documents since they will be digitally stored and will be searchable.

Business Drivers				
	Improve Decision Making **X**	Improve Information Access **X**	Improve Service or efficiency **X**	Manage Risks ☐
	Maintain the business ☐	Manage the costs **X**	Increase organizational capability **X**	Regulatory compliance or mandate ☐

Current Status	**Scope**	●	**Schedule**	◆	**Budget**	●

Status Notes:

This status report is for the period March 1 – 30, 2014.

Progress

Project Phase	☐ Initiate	☐ Planning	**X** Execute	☐ Close

Schedule		
	Planned Start Date: 8/15/2011	**Planned Completion Date:** 5/29/2015
	Actual Start Date: 8/15/2011	**Actual Completion Date:** TBD

Activities Completed	Impact/Value
✓ The AOC project team and the appellate courts continued to address additional requirements questions and requests for information from ImageSoft.	Improve the efficiency of document management for the Appellate Courts.
✓ The contract amendment to incorporate Hyland OnBase Work View into the solution was developed by AOC and sent to ImageSoft for review.	Improve the efficiency of document management for the Appellate Courts.

✓ ImageSoft continued developing the Functional Design Specification.	Improve the efficiency of document management for the Appellate Courts.
✓ Connie Williams, Clair Bruggeman, Richard Kimball, and Dave Pearson will attend Hyland's Introduction to Workflow class.	Improve the efficiency of document management for the Appellate Courts.
✓ Gary Guinotte, the Appellate Courts Operations Architect, continued designing the changes to JIS Link and web access to appellate court data.	Improve the efficiency of document management for the Appellate Courts.
✓ The development of a work breakdown structure for court/AOC tasks continued.	Improve the efficiency of document management for the Appellate Courts.
✓ Continued to pursue the procurement of the Hyland OnBase Premium Education Subscription. ImageSoft is having difficulty getting an answer back from Hyland.	Improve the efficiency of document management for the Appellate Courts.
Activities Planned	**Impact/Value**
° The AOC project team and the appellate courts will continue to address additional requirements questions and requests for information from ImageSoft.	Improve the efficiency of document management for the Appellate Courts.
° Finalize the contract amendment to incorporate Hyland OnBase Work View into the solution. A meeting is scheduled on 4/3 between Cheryl Mills and the ImageSoft attorney.	Improve the efficiency of document management for the Appellate Courts.
° ImageSoft will continue developing the Functional Design Specification.	Improve the efficiency of document management for the Appellate Courts.
° Gary Guinotte will attend the Hyland OnBase system administration classes.	Improve the efficiency of document management for the Appellate Courts.
° The development of a work breakdown structure for court/AOC tasks will continue.	Improve the efficiency of document management for the Appellate Courts.
° Analyze the sustainability of an AOC provided solution for e-filing and public documents.	Improve the efficiency of document management for the Appellate Courts.
° Continue to pursue the procurement of the Hyland OnBase Premium Education Subscription.	Improve the efficiency of document management for the Appellate Courts.

Milestones Planned and Accomplished

Milestone	Original Date	Revised Date	Actual Date
Start Project	8/15/11		4/4/11
Contract negotiations		9/9/13	9/9/13
AC-ECMS Web Portal Requirements		12/7/12	12/7/12
AC-ECMS Procurement Documents		3/20/13	3/20/13
AC-ECMS Technical Requirements		8/3/12	8/3/12
AC-ECMS Business Requirements		9/12/12	9/12/12
End of Project	6/22/12	5/29/2015	

ITG #041 Revised CLJ Computer Records Retention and Destruction Project

Reporting Period through March 31, 2014

Executive Sponsor(s)	**IT Project Manager:**
Judge Thomas Wynne, Chair JISC Data Dissemination Committee (DDC) *Judge David Svaren, President* District and Municipal Court Judges Association (DCMJA) *Ms. Aimee Vance, President* District and Municipal Court Management Association (DMCMA)	Kate Kruller, MBA, PMP IT Project Manager 360 704 5503 (o) Kate.Kruller@courts.wa.gov
Business Area Manager: Mike Keeling, Operations Manager	**Consultant/Contracting Firm: N/A**

Description: The ITG 41 Project objectives are to eliminate all JIS archiving for the Courts of Limited Jurisdiction (CLJ) cases and apply new destruction rules to the CLJ JIS cases according to the revised policy developed by the Data Dissemination Committee for recommendation to the JISC. Any policy determinations to alter the policy are referred directly to the JISC - CLJ Policy Workgroup for deliberations (workgroup formed July 19). These activities are being handled by Stephanie Happold.
The current activity is to return archived records to the active database (i.e. no records will remain in archive). This will pave the way to implement the new rules. At the conclusion of this project, all JIS CLJ records will be retained according to the revised policy.

Business Benefit: Purging these records would remove their visibility from the public website. Removal of the archiving requirement will eliminate the option for court staff to restore archive records. This request was generated based on the JISC adopting the recommendations of the JISC Public Case Search Workgroup on August 18th, 2010. The work detailed in this request will fulfill Recommendation #3 from the report.

Business Drivers				
	Improve Decision Making ☐	Improve Information Access ☐	Improve Service or efficiency ☐	Manage Risks ☐
	Maintain the business ☐	Manage the costs ☐	Increase organizational capability ☐	Regulatory compliance or mandate **X**

Current Status	**Scope**	●	**Schedule**	◆	**Budget**	▲

Status Note:
The Project is currently in the Quality Assurance Test stage. The Quality Assurance Test Team needs to establish an updated test environment with restored CLJ cases from archives. The project is waiting for an estimate to complete that work. The project Schedule will slide the same amount of time on the calendar that it takes to complete that task. This may also impact the project budget.

Progress :

Project Phase	☐ Initiate	☐ Planning	**X** Execute	☐ Close
Schedule	**Planned Start Date:** 4/23/2012		**Planned Completion Date:** 1/27/15	
	Actual Start Date: 4/23/2012		**Actual Completion Date:** TBD	

Activities Completed	**Impact/Value**
✓ Continued to refine Iteration 1 Communication Plan.	Provides faster viewing of the Courts of Limited Jurisdiction (CLJ) records.
✓ Continued working with Quality Assurance Test Team to establish updated test environment with restored CLJ cases from archives.	Provides faster viewing of the Courts of Limited Jurisdiction (CLJ) records.
Activities Planned	**Impact/Value**
° Quality Assurance Team will continue testing preliminary rules.	Provides faster viewing of the Courts of Limited Jurisdiction (CLJ) records.

° Update education/training plan, on-boarding plan, and pilot court deployment plan.	Provides faster viewing of the Courts of Limited Jurisdiction (CLJ) records.
° Develop and coordinate Iteration 1 local court data cleanup process.	Provides faster viewing of the Courts of Limited Jurisdiction (CLJ) records.
° Develop specific information on the implementation via the normal technical communications, notifications, eService Information and Customer Service line support.	Provides faster viewing of the Courts of Limited Jurisdiction (CLJ) records.

Milestones Planned and Accomplished

Milestone	Original Date	Revised Date	Actual Date
Start Project	8/1/11	8/1/11	8/1/11
Develop Technical Design/Produce Non-Functional Requirements Document	3/12/13	4/11/13	4/11/13
Deploy Iteration 1 to Production	11/13/13	1/31/14	2/26/14
Approval of Non-Functional Requirements by AOC Management (Restore Process)	10/7/13	1/10/14	1/10/14
Develop & Validate Code – Iteration 2 All New Rules	2/14/14	7/2/14	
Deploy Iteration 2 to Production	5/22/14	12/16/14	
Development complete	5/22/14	12/16/14	
Phase V – New Process Acceptance/On-going Planning	7/3/14	1/27/15	
Phase VI – Project Close Completed	7/3/14	1/27/14	
End Project	7/3/14	1/27/15	

ITG #087 / Security Project – JABS RACF Authentication

Reporting Period through March 31, 2014

Executive Sponsor(s) Vonnie Diseth, CIO/ISD Director	**IT Project Manager:** Sree Sundaram 360-704-5521 Sree.Sundaram@courts.wa.gov
Business Area Manager(s): Michael Keeling, Operations Manager	**Consultant/Contracting Firm:** N/A

Description:

As part of the Security Enhancement initiative, AOC has been working on identifying security vulnerabilities within existing systems and applications. Among other things, the Judicial Access Browser System (JABS) authentication has been identified and prioritized as one of the vulnerable security areas. As such, it requires immediate action to prevent any potential security breach. Currently, the JABS application can be accessed from outside the AOC firewall using weak access credentials. This project will analyze, design and implement a suitable access mechanism for securing the JABS application which is both strong and easy to use.

Business Benefit:

- Increases security of JIS data and systems.

Business Drivers				
Improve Decision Making ☐	Improve Information Access ☐	Improve Service or efficiency ☐	Manage Risks X	
Maintain the business ☐	Manage the costs ☐	Increase organizational capability ☐	Regulatory compliance or mandate ☐	

Current Status	**Scope**	●	**Schedule**	●	**Budget**	●

Status Notes:

Project progress: March - 67% (100%)

Phase	☐ Initiate	X Planning	☐ Execute	☐ Close
Schedule	**Planned Start Date:** 10/25/13		**Planned Completion Date:** 7/8/14	
	Actual Start Date: 10/25/13		**Actual Completion:** TBD	

Activities Completed	Impact/Value
✓ Completed the development and unit testing the Legacy changes.	Strengthens the JABS sign-in process and increases security of JIS data and systems.
✓ Finalized the communication notices to the stakeholders.	Strengthens the JABS sign-in process and increases security of JIS data and systems.
✓ Finalized the schedule to send the notices. There are six notices all together. The notices are going to be sent at various phases/stages of the project.	Strengthens the JABS sign-in process and increases security of JIS data and systems.
✓ Sent out first notice on March 10th to District and Municipal Court Administrators, Clerks, Judges, and Site Coordinators, Superior Court Administrators, Clerks, Judges, and Site Coordinators and Appellate Court Users. The notice provides a high-level overview of the changes to the JABS login process. It advises the courts to identify all of the JABS users and ensure they each have an active RACF ID and password before the JABS logon process takes effect.	Strengthens the JABS sign-in process and increases security of JIS data and systems.

✓ Sent out second notice on March 31st. It is reminder notice repeating the same message of the first notice.	Strengthens the JABS sign-in process and increases security of JIS data and systems.
✓ Completed review of integration test plan and scenarios.	Strengthens the JABS sign-in process and increases security of JIS data and systems.
Activities Planned	**Impact/Value**
◦ Start integration testing of Legacy changes.	Strengthens the JABS sign-in process and increases security of JIS data and systems.
◦ Resolve integration test defects.	Strengthens the JABS sign-in process and increases security of JIS data and systems.
◦ Promote Legacy code to production.	Strengthens the JABS sign-in process and increases security of JIS data and systems.
◦ Complete Java coding changes, unit testing, reviews.	Strengthens the JABS sign-in process and increases security of JIS data and systems.
◦ Identify new risks and/or issues.	Strengthens the JABS sign-in process and increases security of JIS data and systems.
◦ Send notice #3 advising the Site Coordinators to setup the RACF Ids and associate the RACF ids with JABS user Ids.	Strengthens the JABS sign-in process and increases security of JIS data and systems.

Milestones Planned and Accomplished

Milestone	Original Date	Revised Date	Actual Date
Start Project	10/25/2013		10/25/2013
INITIATING PHASE	11/22/13	11/22/13	11/22/13
MS - Planning process complete	02/21/14	02/21/14	02/19/14
MS – Roll out legacy changes to production	4/21/14	4/21/14	
MS – Roll out JAVA/Web changes to production	05/19/14	05/29/14	
MS – Executing phase completed	05/30/14	06/25/14	
MS – Closing phase completed	07/7/14	07/8/14	
End Project	07/7/14	7/8/14	

ISD Operational Area Status Reports

Operational Area: ISD Policy and Planning

William Cogswell, ISD Associate Director

Through March 31, 2014

Includes: Governance, IT Portfolio, Clarity support, Enterprise Security Planning, Business Relationships, Service Delivery, Resource Management, Release Management and Organizational Change / Communications teams

Description: The ISD Policy and Planning group is responsible for providing strategic level functions within ISD. AOC ISD Policy and Planning teams support division-wide transition activities furthering the capabilities and maturities of the entire organization.

Activities Completed	Impact/Value
Resource Coordinator	
✓ Meeting individually with Functional managers to review resource utilization and timecard reporting against applications and projects.	Better understanding of resource utilization for maximum management of staff assignments in accordance with processes developed by ISD management.
✓ Continue meetings with SC-CMS and other high-impact project leaders to update project plan activities and correct allocations as needed.	Effective management of staff resources by following the coordinating project resource assignments process developed by ISD management, project management and Policy and Planning.
✓ Coordinated and received training on RightNow from Ted Bailey in Customer Services department.	Able to process resource-related, incidents reported through Customer Service/RightNow links.
✓ Evaluating effectiveness of weekly and monthly reports produced by Resource Coordinator – determining value to recipients. In process of re-working several reports based on conversations with management team members.	Provide visibility and increased value from data gathered through Clarity's time management program to help managers better utilize staff resources on projects and applications.
Portfolio Coordinator	
✓ Participated in interviews of all ISD managers and key staff in preparation for updating the ISD Strategic Plan.	These interviews provided the information needed to complete the plan. The presentation will report back to the managers our findings and encourage them to make some strategic decisions and priorities.
✓ Met with ISD managers to develop process to update the Application Portfolio data.	The updated Application Portfolio will be used to prepare the biennial IT Portfolio Report for the Legislature.
✓ Updated project portfolio and prepared monthly portfolio reports.	The IT portfolio reports provide key project status information to ISD Management.
✓ Prepared Quality Assurance Report for project schedule reporting.	This report is intended to ensure that project schedules are updated at least once per month.
Service Delivery	
✓ Moved ITG Portal to new (inside the network) application server.	This move fixed problems caused by outside web access firewall which was making portal very difficult to use.
✓ Interviewed all ISD managers and key staff to collect information for new ISD Strategic Plan. Also developed presentation for the manager's strategic planning session on April 4th.	These interviews provided the information needed to complete the plan. The presentation will report back to the managers our findings and encourage them to make some strategic decisions and priorities.
✓ Moved 4 ITG requests out of the analysis phase for endorsement confirmation and completed 4 other ITG requests.	These are important steps to take in order to keep the ITG process moving.
✓ Completed new ITG Analysis process and received approval from the OCB.	The new process will streamline requests by doing more vetting upfront. It will also improve communications with other functional and process areas such as the PMO, COTS Prep, and SC-CMS.
Release/Change Management	
✓ Participated in weekly System Availability meeting.	Track future changes to AOC Applications & Services in Production Environment for potential impact and deconfliction.
✓ Administer Change and Release Calendar.	Provide AOC stakeholder's visibility and increased transparency for Changes to and Software Releases in Production Environment.

✓ Participated in Security Team weekly meetings.	Data Breach support to Agency Director, CIO, Information Security Officer, ISD Associate Director, and ISD OPS Manager in Security Enhancement efforts.
✓ Participated in Environmental Management Committee meeting.	The Environment Management Committee (EMC) is chartered to provide a forum to coordinate changes affecting BizTalk environments. The EMC is to ensure ISD can effectively support all of its business needs and commitments related to these environments. The committee's mission is to ensure that significant changes to the environments are communicated and coordinated prior to implementation.
✓ Participated in SC-CMS Preparation and Integration Planning meetings.	Develop communications around risks, issues, and decisions impacting the implementation of SC-CMS, INH, and COTS-Prep.
✓ Participated in WA Statewide Agency Lean Advisors Community of Practice meeting.	Represent AOC interest in supporting GOV Inslee's LEAN efforts. "Governor directed agencies throughout state government to use Lean principles and methods to improve value for taxpayers' money. Washington state is on a long-term journey to adapt Lean to state government."
✓ Participate in ISD Data Quality process improvement.	Increase in completeness of Process Control Number (PCN), Criminal Identification Number (measured by decrease in number of null values, higher percentage of matches between WA State Patrol). Increase in transfer accuracy and timeliness (amount of time from failure to successful transmission decrease, decrease in number of missing PCNs, etc.). Improved efficiency in resource allocations for courts, AOC and Implement a Data Quality process.
✓ Pursue vetting of my Military Security Clearance and new Information Security Officer with FBI upon request of ISD OPS Manager.	This effort will allow the option to have an AOC Employee on a CYBER Incident Response Team who can effectively communicate with the FBI & Homeland Security during a Data Breach or Cyber Incident.
Enterprise Security	
° IT Security Officer and ISD Business Liaison to Court of Appeals visited Division I to discuss the impacts of recent security changes.	Understand the environment of each division so security can be strengthened with minimal impact to business processes.
Policy Development	
✓	
✓	
✓	
Organizational Change Management	
✓ Published the "Out of Office" instructional communication to ISD.	Inform ISD staff of management expectations for when they are not physically at their official worksite.
✓ Published notifications to ISD staff of changes to Clarity.	Make staff aware of changes to Clarity.
Business Liaison	
✓ Continued participation in AC-ECMS project meetings; attended AC-ECMS Executive Steering Committee meeting.	Delivery of a product that will meet the Appellate Court's business needs. Creates a better understanding of the business processes used.
✓ Compiled a February monthly report of Appellate Court RightNow ticket information and distributed to the Clerks. Also, created a CLJ report of RightNow tickets for the CLJ Business Liaison.	Provides an overview of problems that have been reported to the AOC Service Desk by Appellate Court staff; the report identifies outstanding problems for resolution.
✓ Drafted an AC-ECMS project overview for distribution at the April Appellate Conference.	Informed the Judges and Justices of current project status and approximate timelines.
✓ Visited COA Division I.	Visited with Terry Overton and Lynne Alfasso to discuss recent IT Security changes and their business impacts, and to better understand court business processes and potential impacts.

✓ Completed and implemented the communication plan regarding the WSBA one-time attorney information update. Coordinated the successful attorney table update and external communication.	The WSBA one-time update ensured that attorney information accessed by applications is up-to-date. This one-time update produced a larger-than-normal weekly text file for the COAs; the communication plan ensured that they were informed prior to receiving the larger file and that business processes were not interrupted.
✓ Coordinated the stakeholder input process for customers on ISD projects and IT Governance requests.	Direct customer input on IT projects helps ensure a successful project outcome.
✓ Provided information on ISD projects and activities to District and Municipal Court Judges' Association, District and Municipal Court Management Association, Misdemeanant Corrections Association other stakeholder groups on IT activities relating to courts of limited jurisdiction.	Direct communication and interaction with broader customer groups increases their understanding of ISD services and activities, and builds trust in AOC.
Activities Planned	**Impact/Value**
Resource Coordinator	
° Continue with evaluation on reports and tailoring information for greater utilization for management teams.	Provide visibility and increased value from data gathered through Clarity's time management program to help managers better utilize staff resources on projects and applications.
° Continue working with Functional Managers on project and application tracking and reporting efforts.	Better understanding of resource utilization for maximum management of staff assignments in accordance with processes developed by ISD management.
Portfolio Coordinator	
° Participate in presenting interview findings to the ISD Leadership.	This has to do with development of a new strategic plan. The presentation will report back to the managers our findings and encourage them to make some strategic decisions and priorities.
° Begin updating the application portfolio information in Clarity.	The updated Application Portfolio information will be used to prepare the biennial IT Portfolio Report for the Legislature.
Service Delivery	
° Present Interview findings to the ISD Leadership.	This has to do with development of a new strategic plan. The presentation will report back to the managers our findings and encourage them to make some strategic decisions and priorities.
° Modify and publish new OCB Charter.	This will clarify the role of the Operations Control Board and makes some necessary updates.
° Begin work to refresh the data exchange services website.	This will be information for our customers who ask about our data exchange plans and services.
° Develop processes and formal interfaces between the ITG process and the PMO, COTs Prep, and SC-CMS.	This will align the work done through the ITG process which right now is mainly for legacy system work and the work being done to modernize the applications.
Release/Change Management	
° Continued participation in System Availability Meetings.	Track future changes to AOC Applications & Services in Production Environment for potential impact and deconfliction.
° Continued Administration of Change and Release Calendar.	Provide AOC stakeholder's visibility and increased transparency for Changes to and Software Releases in Production Environment.
° Continued participation in Security Team weekly meetings.	Data Breach support to Agency Director, CIO, Information Security Officer, ISD Associate Director, and ISD OPS Manager in Security Enhancement efforts.
° Continued participation in Environmental Management Committee meeting.	The Environment Management Committee (EMC) is chartered to provide a forum to coordinate changes affecting BizTalk environments. The EMC is to ensure ISD can effectively support all of its business needs and commitments related to these environments. The committee's mission is to ensure that significant changes to the environments are communicated and coordinated prior to implementation.
° Continued participation in SC-CMS Preparation and Integration Planning meetings.	Develop communications around risks, issues, and decisions impacting the implementation of SC-CMS, INH, and COTS-Prep.

° Continued participation in WA Statewide Agency Lean Advisors Community of Practice meeting.	Represent AOC interest in supporting GOV Inslee's LEAN efforts. "Governor directed agencies throughout state government to use Lean principles and methods to improve value for taxpayers' money. Washington state is on a long-term journey to adapt Lean to state government."
° Continued participation in ISD Data Quality process improvement.	Increase in completeness of Process Control Number (PCN), Criminal Identification Number (measured by decrease in number of null values, higher percentage of matches between WA State Patrol). Increase in transfer accuracy and timeliness (amount of time from failure to successful transmission decrease, decrease in number of missing PCNs, etc.). Improved efficiency in resource allocations for courts, AOC and Implement a Data Quality process.
° Continued participation in Cyber Security sessions.	Education and information sharing on WA State CYBER and CYBER Incident Response activities. Become more aware of CYBER Resources available to AOC during a CYBER incident.
Enterprise Security	
° IT Security Officer and ISD Business Liaison to Court of Appeals will visit Division II and III to discuss the impacts of recent security changes.	Understand the environment of each division so security can be strengthened with minimal impact to business processes.
Policy Development	
°	
°	
°	
Organizational Change Management	
° Continue clean-up of SharePoint sites from migration to SharePoint 2010.	Present information in a clear and easily accessible way.
° Support ISD strategic planning efforts through meeting facilitation.	Assist ISD Leadership to establish goals and objectives.
Business Liaison	
° Continue participation on AC-ECMS project and in project meetings.	Provides support to the project and project manager, as needed, to help the project meet its goals and objectives.
° Schedule court visitations with Divisions II and III.	Terry Overton, Lynne Alfasso and I will meet with the Clerks and several judges to discuss IT Security changes and business impacts. Provides AOC staff with opportunity to better understand court business processes.
° Begin identification and development of an AOC internal process for a quick response to, and communication about, Appellate Court technical incidents.	Provides a holistic approach to incident troubleshooting and keeps the customer better informed.
° Continue to represent AOC on the e-Trip Operations Managers Team.	Ensuring that the business and technical needs of the courts and AOC are considered when changes to the e-Trip system are considered and implemented.
° Continue to coordinate the stakeholder input process for customers on ISD projects.	Direct customer input on IT projects helps ensure a successful project outcome.
° Provide updates and reports to associations and other stakeholder groups on IT activities relating to courts of limited jurisdiction.	Direct communication and interaction with broader customer groups increases their understanding of ISD services and activities, and builds trust in AOC.
° Continue monitoring progress and provided input on ISD projects on behalf of customer groups.	Communicating customer perspective on ISD projects helps ensure that system changes meet customer needs.
° Continue staffing CLJ and multiple court level IT governance groups.	Assisting IT governance groups with the process enhances their ability to focus on decision making.

Operational Area: Architecture & Strategy

Kumar Yajamanam, Architecture & Strategy Manager

Through March 31, 2014

Includes: Enterprise Architecture and Solutions Management

Description: Architecture & Strategy is a group within ISD that is responsible for providing strategic technology guidance in support of all services provided by ISD. The functions provided by the group include enterprise architecture, solution management, service catalog development, vendor management, enterprise security and business continuity planning.

Activities Completed	Impact/Value
✓ JIS Codes Committee: Enterprise architecture perspective was provided in preparation for the Committee's monthly meeting.	The JIS Codes Committee reviews code requests against established guidelines. It prioritizes implementation of those which are approved.
✓ Court User Work Group (CUWG): In March, the AOC Enterprise Business Architect, representing AOC, participated in: (1) weekly CUWG teleconferences to consider SC-CMS development, (2) a one-day meeting of the judges and administrators to expedite review of gap items and make recommendations for the full CUWG; (3) the full CUWG's monthly 2-day meeting. At the full meeting, review and validation of fit assessment results continued, and development projects were prioritized, resulting in the identification of those development projects for which completion is needed by pilot.	The Court User Work Group (CUWG) serves as the governing body for Court Business Office (CBO) initiatives to optimize, standardize, and continuously improve court business process in conjunction with implementation of a new Superior Court Case Management System (SC-CMS).
✓ Solution analysis for the ITG 184 request to extend the driver's license number field was completed. The analysis was approved by the Operations Control Board (OCB).	Solution analyses provide information so that requests can be processed though the governance process, unlimitedly resulting in new capabilities being provided. The solution will meet the requestor's requirement to be able to store a driver's license number from any state in the United States. In addition, the solution will provide specific data fields that could be used to improve data quality and keep historical information.
✓ Solution analysis was completed for the ITG 190 request to provide access from the Judicial Access Browser (JABS) application to the new Department of Licensing (DOL) Abstract of Driving Record (ADR).	Solution analyses provide information so that requests can be processed though the governance process, unlimitedly resulting in new capabilities being provided. Providing access to the new DOL ADR will improve judicial decision making and increase productivity.
✓ Solution analysis was completed for ITG 195 request to change the way juvenile numbers are assigned and managed.	Solution analyses provide information so that requests can be processed though the governance process, unlimitedly resulting in new capabilities being provided. The enhanced juvenile-number assignment process will improve juvenile programs that are targeted at reducing recidivism.
✓ ITG 206 (Add DOL information screens to JCS): Solution analysis was completed. It addresses providing access to the new Department of Licensing (DOL) Abstract of Driving Record (ADR) from the Juvenile and Correction System (JCS) application.	Solution analyses provide information so that requests can be processed though the governance process, unlimitedly resulting in new capabilities being provided. Providing access to the new DOL ADR will improve judicial decision making and increase productivity.
✓ Enterprise Architect met with the ISD Leadership Team and reviewed the Standards for Local CMS (Case Management Systems) version 1.0. Meeting feedback was incorporated into a version for vetting with stakeholders.	The standards are needed to provide guidance for what data needs to be shared between AOC centrally-hosted systems and local CMS systems.

✓ A work plan for the creation of the JIS long-range modernization plan was developed. Scope, objectives, benefits and identified impacts, costs and risks were developed. The proposed approach and preliminary schedule were drafted.	The JIS Modernization Plan will provide long-range strategic guidance for decision makers related to: • Application maintenance, enhancements, and retirement • Long-range scheduling and resource needs • Long-term funding and decision packages • Providing predictable roadmap for customers • Promoting success of AOC projects by assuring stakeholders that subsequent phases are being planned for and resourced, and will actually be executed.
✓ Information Networking Hub (INH): Preliminary Person/Party Replication Application Design was finalized.	The Application Design will be used as a basis for creating Technical Design Documents which define the Person/Party replication solution.
✓ COTS-Prep Project for Integration with SC-CMS: (1) LFO [Legal Financial Obligation] Billing -- The high-level solution development has been completed. (2) JCS -- High level financial data needs for JCS have been documented and communicated to SC-CMS project.	Ensure that Odyssey court accounting information will continue to be available to JCS and LFO billing will continue to function for non-Odyssey courts, and the existing information exchange between the Department of Corrections (DOC) and AOC will remain the same for LFO billing.
Activities Planned	**Business Value**
° Court User Work Group (CUWG): The Enterprise Business Architect, representing AOC, will participate in the April meeting of the CUWG and in weekly CUWG telephone conferences. In addition, participation and assistance in April SC-CMS Town Hall meetings is planned.	The Court User Work Group (CUWG) serves as the governing body for Court Business Office (CBO) initiatives to optimize, standardize, and continuously improve court business process in conjunction with implementation of a new Superior Court Case Management System (SC-CMS).
° The requirements and design for the JABS (Judicial Access Browser System) Security Enhancement project have been agreed upon. Enhancements to security screens are being tested. Development changes to JABS are under way. Deployment to the production environment is expected in early June.	The JABS security-enhancement design provides greater security of court data while giving judicial officers easier access to the various court data that they need access to.
° Architects continue to participate in regular AOC Preparation and Integration Planning (PIP) meetings, as well as various collaborative meetings, to facilitate coordination between projects working toward the SC-CMS pilot go-live date.	To be successful, the Odyssey pilot implementation rests on coordination between Tyler's development, the SC-CMS projects' business direction, and both the Information Network Hub (INH) and COTS-Preparation efforts to integrate Odyssey with existing JIS systems.
° COTS-Prep Project for Integration with SC-CMS: (1) LFO Billing -- Planned activity for the month of April is to conduct review sessions on high-level solution development. (2) JCS -- Planned activity for the month of April is to perform solution analysis for JCS accounting and support business-requirement development.	Ensure that Odyssey court accounting information will continue to be available to JCS and LFO billing will continue to function for non-Odyssey courts, and the existing information exchange between the Department of Corrections (DOC) and AOC will remain the same for LFO billing.

Operational Area: Infrastructure

Dennis Longnecker, Infrastructure Manager

Through March 31, 2014

Includes: Desktop Unit, Network Unit, Server Unit, Support Unit and System Database Unit

Description: AOC ISD operates and supports the computer related operational needs of the AOC, Temple of Justice, and Court of Appeals, along with the Judicial Information System (JIS) applications, the Judicial Receipting System (JRS), Superior Court Information System (SCOMIS), Juvenile and Corrections System (JCS), Appellate Court System (ACORDS), JIS Calendaring (CAPS), e-Ticketing, data exchange and web services, and applications. The infrastructure team in ISD supports the servers (hardware and operating systems) that run all the necessary software applications. Although existing user systems are dated, the systems they run on are current and state of the art. Having a state of the art infrastructure and a team dedicated to maintaining it ensures that the courts and partners throughout Washington State have access to the JIS systems, the data is secure and that downtime for system users is minimized.

Activities Completed	Impact/Value
✓ Completed the March 2014 disaster recovery test. Results were extremely successful.	Disaster Recovery is a JIS activity which ensures the JIS systems would be available in the event of a disaster (either localized or large).
✓ Continuing the project to upgrade the network routers at most of the district and municipal courts. The current routers will be reaching end of life this year. Also implementing a redundant VPN for their access. Routers are now being deployed to the courts. The anticipated length of this activity is two (2) months.	Maintaining current and supported software/hardware levels ensures users are able to continue to work.
✓ Waiting for testing of Natural 8.2.3 so we can migrate to production. Current version is unsupported by the vendor, and the JIS systems are put at risk not upgrading to supported versions. Software has been installed since **June 2012**, waiting for testing.	Maintaining current and supported software levels ensures users are able to continue to work.
✓ Waiting for testing of CICS/TS 5.1, which is the application server for SCOMIS and DISCIS, so we can migrate to production. Software has been installed since **June 2013**, waiting for testing.	Maintaining current and supported software levels ensures users are able to continue to work.
✓ Continuing installation of DB2 Version 11. As of 02/02/2014 it is available in the system test areas. Planning for a September 1, 2014 installation.	Maintaining current and supported software levels ensures users are able to continue to work.

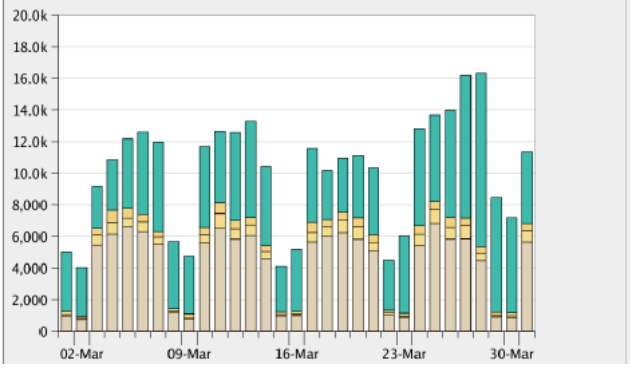
Various reports:

During the last 30 days, Spam Filtering prevented 179,920 e-mails from entering the system. Only 130,767 (42%) were valid e-mails. The charts below are generated by IronPort.

View Data for: All Email Appliances

01 Mar 2014 00:00 to 31 Mar 2014 23:59 (GMT -07:00) **Data in time range: 99.97 % complete**

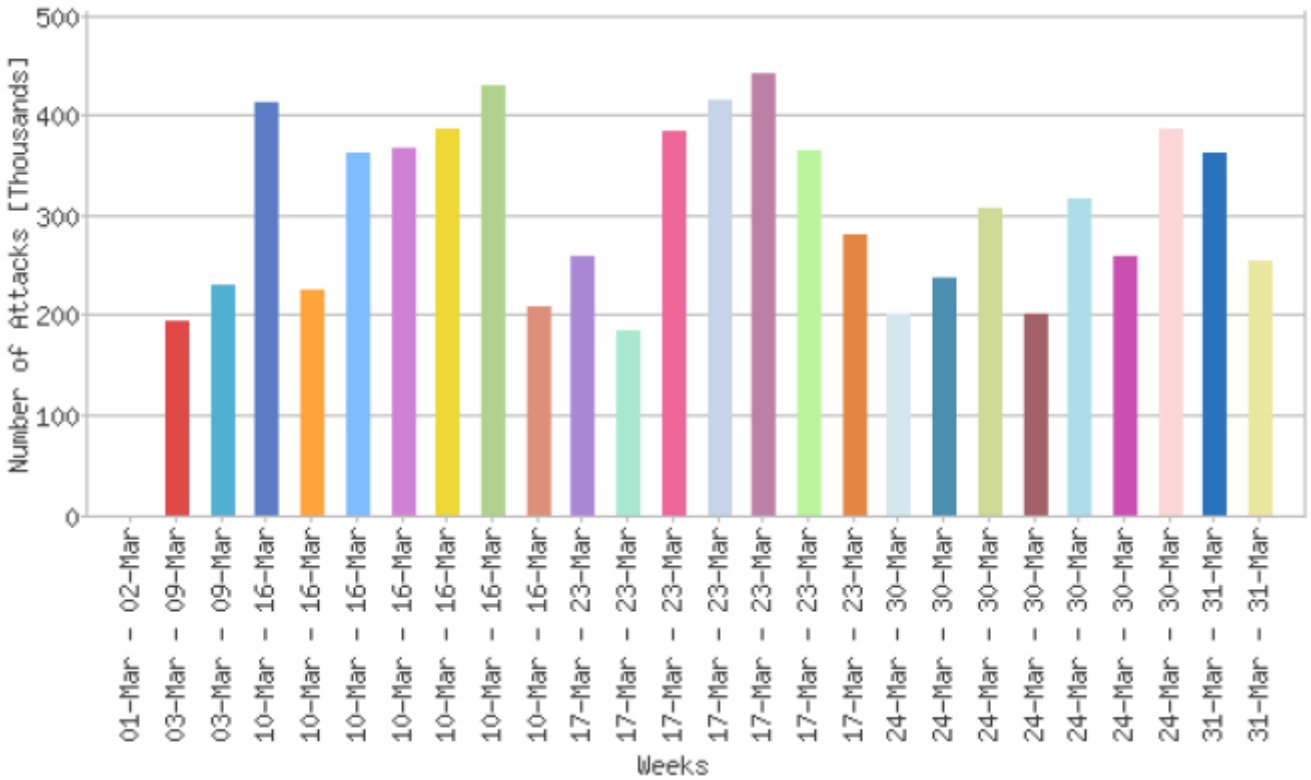
Incoming Mail Graph



Incoming Mail Summary

Message Category	%	Messages
Stopped by Reputation Filtering	49.0%	152,328
Stopped as Invalid Recipients	0.0%	1
Spam Detected	4.1%	12,599
Virus Detected	0.0%	7
Stopped by Content Filter	4.8%	14,885
Total Threat Messages:	**57.9%**	**179,820**
Clean Messages	42.1%	130,767
Total Attempted Messages:		**310,587**

Security Attacks prevented by the Firewalls by day of week for the month:



Operational Area: Data & Development

Tamra Anderson, Data & Development Manager

Through March 31, 2014

Includes: Data Warehouse Unit, Data Exchange/Development Unit, and Data Quality and Data Governance Unit.

Description: *The Data & Development Section is comprised of three separate units:*
Data Warehouse: The enterprise data warehouse is a repository of historical information that allows courts to query data for managerial and historical reporting. Case and person data is consolidated from SCOMIS, JIS, ACORDS, and JCS for reporting across all court levels. Court specific data marts provide users the ability to query information by specific court level. The information in the warehouse is accessed using a query tool called Business Objects XI (AKA BOXI). The ability to run queries and reports on historical information on court data provides business intelligence and insight into patterns, trends, issues and gaps in that data that can be used for research analysis, improvement of business functions, risk assessment and other business needs. Reports from the enterprise data warehouse can be run on demand or scheduled on a preset basis and the output can be sent to the desktop, or sent to an email address or a file folder making the information easy to share and obtain.
Data Exchange/Development: The development team is tasked with staffing active projects. They complete requirements analysis, design specifications, service development, unit testing, and implementation to production of new application components. Work performed by the Development Unit is reported separately under the project(s) to which the staff is currently assigned.
Data Quality and Governance: Data maintained by business applications is viewed as an enterprise asset. In addition to supporting business operations, data is used to support strategic decisions and business process improvements. Data Governance will ensure data is complete, accurate, and timely so the Courts can improve decision making through the Data Quality Program. Data quality management exercises the defined governance processes, policies, and standards required throughout the data life cycle which will result in increased accuracy, consistency, and confidence in the enterprise data within the Washington State Courts System.

	Activities Completed	Impact/Value
	Data Warehouse Unit	
✓	Completed monthly Caseload report.	Provide data requirements.
✓	Completed Appellate 2013 yearly caseload report.	Provide data requirements.
✓	Fixed issues with the appellate court events and opinions.	Provide data requirements.
✓	Isolated problem in BOXI FTP processing for some customers.	Provides required reports to customers.
✓	Added address information missing from initial load.	Provides required data to customers.
✓	Completed review of documents for integration.	Provides required data to customers.
✓	Added court info to FCT_CASE_STATUS_HISTORY to ease loading and verification.	Provides required data to customers.
✓	Staff attended Database and Token training.	Provide a high level understanding of the Odyssey features as an observer.
✓	Submitted RFQQ for Business Object 3.1 SP6 upgrade.	Obtain qualified vendors to assist with implementation.
✓	Submitted Business Object 4.x upgrade decision package.	Plan for new release of business intelligence reporting tool and prepare for current release end of life support.
	Data Exchange/Development Unit	
✓	Supported QA testing effort for INH services.	Help with completing the QA testing of the first and second releases of INH services.
✓	Continue development of the last two INH services (Phase 2) for QA testing.	Helps to complete the development of all the planned INH services.
✓	Continue to triage INH service defect tickets for AOC development team.	Provides assistance to troubleshoot defect causes.
✓	Deployed a new INH build 0.9.0 with enhancements to Core INH Biztalk infrastructure for QA testing.	Help with completing the QA testing of INH BizTalk infrastructure for the INH application.
✓	Coordinated and continue to coordinate with SC-CMS team and Tyler Technologies to help them understand the Integration points in AOC.	Support Tyler with implementing Odyssey for the Pilot courts.
✓	Coordinated with CMS team with analyzing and reviewing Requirements for Integration effort.	Support Tyler with implementing Odyssey for the Pilot courts.

✓	Started dialogue with Tyler to get an understanding of the integration/interaction of SCDX/INH web services with the Odyssey application.	Helps integrate Odyssey application with the rest of AOC's applications.
✓	Continued prototyping the applications required for Integrating Odyssey to the back end JIS databases.	Helps with CMS Integration effort.
✓	Continued prototyping options for triggering Person related change events occurring in JIS to replicate Person data into Odyssey.	Help with CMS integration effort for Person Data replication.
✓	Worked with the Solutions Architect to help them create a Conceptual Design for Person Data replication.	Helps INH with designing an application for replicating Person/Party data between JIS and Odyssey.
✓	Created a High Level Design Document for Person Data replication for the Conceptual Design.	Helps INH with information for creating an application for replicating Person/Party data between JIS and Odyssey.
✓	Created over 29 Decision packets for the SC-CMS Business Analyst to help them create Business Requirements for INH Person/Party data replication between JIS and Odyssey.	Helps INH to move forward with designing and creating an application for replicating Person/Party data between JIS and Odyssey.
✓	Technical Lead attended SC-CMS Database & Token training.	Provide a high level understanding of the Odyssey features as an observer.
	Data Quality and Governance	
✓	Review data designs for 10 requests supporting Appellate Reporting, JABS security, and data quality.	Change management of data designs.
✓	Participate in the LEAN A3 process for documenting issues with Reference Data Management and proposed solutions to those issues.	Identify risks, process deficiencies and propose solutions.
✓	Attended LEAN training.	Professional development.
✓	Developed eight "A3" Root-Cause Analysis products specific to Data Quality and Data and Development. Multiple solutions in motion as the result of A3 work for reducing "Error and Test Cases in JIS Transmitting Criminal Disposition Erroneously to Washington State Patrol" and "Missing/Dropped ETickets from ETRIP."	Communicate data quality issues more efficiently.
✓	Analyze and document 3 data quality issues related to process issues with the maintenance of reference data and referential integrity issues related to Individual (INV) table that require further action.	Identification of data and process deficiencies.
✓	State Auditor's Office Audit of AOC/WSP Criminal Data. Participated with WSP and State Auditor's Office. Document mapping for the XML packet sent to WSP as part of the WSP Disposition data feed. Met with WSP and State Auditor's Office to discuss planning and needs for the audit. In preparation for the audit, WSP WASIS and AOC have been working together to test data quality between JIS and WASIS, gather requirements to understand how the process may be causing data quality issues.	Discovery of data quality issues related to data and process deficiencies. Update internal documentation. Support external reporting requirement through collaboration with external partners.
✓	Staff attended SC-CMS Database & Token training.	Provide a high level understanding of the Odyssey features as an observer.
	Activities Planned	**Impact/Value**
	Data Warehouse Unit	
°	Continue Legislative bill sizing and impact analysis.	Provides required data from legislator for bill sizing.
°	Participate in the SC-CMS training.	Provide data for SC-CMS.
°	Work on refining reporting architecture.	Routine maintenance.
°	Continue data analysis on AOC-WSP Criminal Data.	Provides required data to customers.
°	Continue analysis for redesign or appellate and juvenile data marts.	Routine maintenance.
°	Begin planning for SC-CMS impacts.	Provides required data to customers.
°	Develop statement of work for RFQQ bidders	Identify specific timelines and deliverables to fulfill RFQQ requirements.
	Data Exchange/Development Unit	
°	Continue to support QA testing for INH services.	Help with completing the QA testing of the deployed INH services.

° Continue to triage defects for INH services from QA testing.	Help with completing the QA testing of the deployed INH services.
° Deploy the next INH Build (if necessary) with Defect fixes for INH core component to QA.	Help with completing the development effort of INH web services.
° Continue the design and prototyping process for replicating Party information between JIS and Odyssey.	Helps with Person data replication between the two systems.
° Continue the discussion with the CMS team and Tyler to integrate Odyssey into AOC.	Helps AOC to move to Odyssey for Superior Case management system.
° Collaborate with the Solutions Architect to help him create an Application Design Document based on the Conceptual Design and the corresponding High Level Design for Person/Party replication project.	Helps with designing a solution for Person data replication between the two systems.
° Have technical discussions with the INH tech folks to help them create a Detailed Technical Design document for the Application Design that will be produced by the SA for Person/Party data replication.	Helps with designing a solution for Person data replication between the two systems.
° Create a Detailed Technical Design document for Person/Party data replication.	Helps with writing application code for the solution for Person data replication between the two systems.
Data Quality and Governance	
° Support Database Design Review requests.	Change Management of database designs (DDRT).
° Oversee and support Data Quality Data Profiling Project.	Research and analysis of data related issues.
° Support Metadata Repository framework.	Planning for better management of our metadata. Improve information about court databases and make information more visible and accessible.
° State Auditor's Office Audit of AOC/WSP Criminal Data: Continue to meet with WSP and State Auditor's Office. Identify common elements between systems, gather and provide information in support of State Auditor's needs, collaborate with State Auditor's Office.	Reduce risk to public safety, improve information quality and provide required data to customers.
° Data Quality Routines: Continue identifying current data quality-related existing processes and policy throughout AOC and examining ways to streamline for efficiency. Working to establish a Data Quality routine between AOC and WSP for JIS/WASIS Criminal Data.	Reduce risk to public safety, provide required data to customers and ensure efficiency in processes throughout AOC.

Operational Area: Operations

Mike Keeling, Operations Manager

Through March 31, 2014

Includes: All application units; Legacy Applications and Systems Standards teams.

Description: AOC ISD Operations teams support new projects and the ongoing maintenance of legacy systems including the Judicial Information System (JIS) application, the Judicial Receipting System (JRS), Superior Court Information System (SCOMIS), Juvenile and Corrections System (JCS), Appellate Court System (ACORDS), Judicial Access Browser System (JABS), e-Ticketing, Adult Static Risk Assessment (ASRA), and Data Exchanges.

Activities Completed	Impact/Value
✓	
✓ Legacy Maintenance – Updated Statewide Code Tables.	The SuperFile Code table CSUP (SCOMIS Proceeding Held Code Ends Inactive Case Status) was defined but never implemented. The CSUP table entries and supporting table definition entries were deleted effective 02/03/2014.
✓ Legacy Maintenance – Abstract of Driving Record Display using lower case characters and causing problems in the JIS name screens.	When creating a case using NCCA, get the person record from DOL by using PF9 to check DOL and PF6 to use DOL data. DOL data filled the screen in with mixed case rather than Capitals. Court person has to change into Upper case to add the person in the case. 1) This would create extra time in creating person records and cause clerks to doubt the info being entered due to the warning message, and may cause them to overlook a valid warning message in the future if they become used to ignoring the messages. 2) The addresses and names will print in lower case letters, which is not standard for USPS addresses, and may increase returned mail. 3) If the address and names are being entered into JIS with lower-case letters, this info may transmit to the WADL and cause issues with their info as well Added translate logic to all Name, Address, City and State code fields from mixed case letters into upper case letters, when using PF6 to get the DOL data into JIS.
✓ Legacy Maintenance – Upload SMC IT local Laws to the JIS Law table.	SMC wanted to start using SECTOR and needed a way to get their laws sent to SECTOR. It was decided that the JIS LAW table would become the repository for SMC's local laws and use the existing JIS upload to SECTOR to include SMC laws. SMC now has access to FPSU to maintain their own local laws for SECTOR. It was requested to have AOC create an upload for SMC's local laws to reduce data entry time and errors. SMC provided a file of IT local laws to upload into the JIS LAW table. Loaded SMC Laws to the JIS Law table.
✓ Legacy Maintenance – Added change docket codes to SCOMIS.	With the approval of the JIS Codes Committee, added 24 new docket codes.
✓ Legacy Maintenance – Added new Language code.	A new Language Code of **MAM** was created to identify the language of Mam, Northern which is generally spoken by people of Northern Guatemala.
✓ Legacy Maintenance – Added new Case Condition Codes and other Deferral Reason codes.	With the approval of the JIS Codes Committee on January 14, 2014, a new Other Deferral Reason code and several Case Condition Codes were created.
✓ ACORDS – Released v74.1 with updates for new java version and optimization to prevent Acords from failing when running certain large reports.	Continue to support superior court application as technical environment changes and case history size increases.
✓ ETP – Released versions 4.1, 4.1.1 and 4.2 with enhancements for ITG 156, 176 and 191.	Enhancements to the applications as requested by DMCMA representatives through the ITG process.

✓ JABS – Completed development of version 6.5, due to release April 7. Release includes ITG 207 and minor bug fixes.	Enhancements to the applications as requested by DMCMA representatives through the ITG process.
✓ JABS – Began work on JABS RACF authentication.	Improvements to security in order to decrease the likelihood of unauthorized access of the system.
✓ JCS - Completed testing of JCS version 2.56.	Version 2.56 will be a security fix release that addresses various security and application issues that have been identified as areas for improvement. Release slated for either April 21, 2014 or May 19, 2014 (dependent upon technical factors).
✓ JCS - Continued integration discussions between JCS and Odyssey.	Discussions continue regarding the best methodologies available for integrating JCS with Odyssey, including discussions around security, data access, usage of the Integrated Networking Hub, and case/person data replication.
Activities Planned	**Impact/Value**
° DX – VRV On-boarding of Puyallup, Des Moines municipal courts.	Vehicle-related violation tickets can be sent electronically from LEA to JIS directly, saving court manual ticket entry.
° Legacy Maintenance – JABS Authentication project – Design research.	Improve application security.
° Legacy Maintenance – ITG 41 Destruction of Records.	Continue integration testing.
° Legacy Maintenance – RN Court support for JIS/SCOMIS.	Continued support for JIS and SCOMIS courts.
° Legacy Maintenance – Natural/CICS upgrade.	Continue testing Natural CICS upgrade. Production planned implementation date is 4/12/2014.
° Legacy Maintenance – Fix JIS DCH screen abend when clerk navigates to CFHS screen.	DCH screen successfully navigates to CFHS screen.
° Legacy Maintenance – COTS Prep.	Continue working with SCCMS and COTS prep to determine how LFO billing process will integrate with JIS.
° Legacy Maintenance – Add PCN (WSP Fingerprint #) to JIS screens NCCD and NCC.	The Process Control Number (PCN) is not visible on the Case Filing Inquiry/Update (NCC) or Case Filing Delete (NCCD) screen which has resulted in errors in reporting criminal case dispositions to the Washington State Patrol (WSP).
° Legacy Maintenance – WSP Disposition.	Continue support of WSP disposition process.
° JABS – Work on JABS RACF authentication project.	Improvements to security in order to decrease the likelihood of unauthorized access of the system.
° JCS - Begin testing of ASRA version 1.05.	Version 1.05 will be a security fix release that addresses various security and application issues that have been identified as areas for improvement.
° JCS - Begin testing of JCS version 2.57.	Version 2.57 contains several minor user interface enhancements as well as new functionality intended to improve the ease of use of the application. Specific focus is being given to providing richer data entry. Testing start date dependent upon release date for JCS version 2.56.
° JCS - Continue gap analysis for INH functionality.	Gap analysis to determine on an item-by-item level within JCS where issues might occur related to data availability and synchronization. Key to ensuring continued functionality of JCS with no impacts when Odyssey pilot courts are live.

WASHINGTON COURTS
ADMINISTRATIVE OFFICE OF THE COURTS

1206 QUINCE STREET SE
P.O. BOX 41170
OLYMPIA, WA 98504-1170

Contact Information

Vonnie Diseth, Director, Information Services Division
Administrative Office of the Courts
PO Box 41170
Olympia, WA 98504-1170
(360) 705-5236
vonnie.diseth@courts.wa.gov

William Cogswell, Associate Director, Information Services Division
Administrative Office of the Courts
PO Box 41170
Olympia, WA 98504-1170
(360) 704-4066
bill.cogswell@courts.wa.gov