Updates to JIS Data Standards

December 2015

Interim Process for Requesting Updates to the JIS Data Standards

Special Note:

Due to the criticality of the pilot implementation of the Expedited Data Exchange (EDE), this process describes the provisional approval of changes to the JIS Data Standards. Changes approved via this process will be in force for the EDE pilot court, King County District Court (KCDC), and the early adopter, the King County Clerk's Office. The changes will not be applicable to other courts unless and until the change is adopted by the JISC.

If the project team originating the change needs a decision before the next scheduled EDE Project Steering Committee meeting, meetings of the Technical Working Group and the Project Steering Committee may be convened by teleconference for purposes of deciding on the request.

Purpose:

During the Expedited Data Exchange pilot implementation and early adopter, the JIS Data Standards may at times be found to not include elements which the courts determine should be shared statewide. This process defines the steps and authorities required to make provisional modifications to the JIS Data Standards.

Contact:

EDE Program Manager, AOC/ISD.

Affected:

This policy affects the EDE pilot court, King County District Court, and early adopter, the King County Clerk's Office, as described in the Special Note above.

Ownership:

The Data and Development Section of AOC/ISD is primarily responsible for maintaining this interim policy. They will also be responsible for managing the state-wide change process identified in the JIS Data Standards.

Process:

Once it has been determined by the project teams that a change is required to the JIS Data Standards.

1. The proponent (KCDC project team, King County Clerk's Office project team or AOC project team) of the change prepares an issue statement clearly outlining the necessity for the change, the repercussions of not making the change, and the date by which the change is needed. The item is vetted and determined to be valid by the originating entity, either AOC or King County.
2. The requestor brings the proposal to the King County and AOC Technical Working Group. They review and forward the request to the steering committee.
3. The EDE Program Manager brings the proposal to the EDE Project Steering Committee. The committee reviews the request and approves, denies or modifies the request. Approval at this point is "provisional", meaning the project will incorporate the change but it is not binding on any other courts.
    a. If approved, the project incorporates the data element in the EDR and appropriate services.
    b. If modified, the project incorporates the modified request in the EDR and appropriate services.
    c. If denied, the request is considered closed.
4. The EDE Program Manager convenes the JIS Data Standards workgroup and presents the change to that body. The workgroup reviews the request and may move it forward to the JISC for statewide implementation or choose to not move forward. Not moving forward still allows the project team to use the data element, but does not change the JIS Data Standards.
5. If approved by the JIS Data Standards workgroup, the EDE Program Manager then takes the request to the JISC. If the JISC confirms the change, the JIS Data Standards will be updated to reflect the change and it will be binding on all courts which use an alternative electronic court record system to provide the data if it is available. If the JISC denies the change, the project teams may still exchange the data but it will not change the JIS Data Standards.

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