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AOC Expedited Data Exchange Pilot Implementation Program

Program Steering Committee Charter

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Document Revision History

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Vonnie Diseth	1.1	05/15/15	Included edits from King County
Vonnie Diseth	1.2	05/26/15	Included edits from Sriram Jayarama; Eric Kruger, Dan Belles: removed Stephen Bell from signature page
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Vonnie Diseth	1.5	07/01/15	Accepted final round of edits from the 6/25 Steering Committee meeting.
Kevin Ammons	1.6	05/09/2016	Drafted revisions based on the decision at the April 22, 2016 JISC meeting to add a DMCMA representative.
Kevin Ammons	1.7	5/20/2016	Incorporating Steering Committee feedback.
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1 Authorizing Signatures

This Program Steering Committee Charter for the AOC Expedited Data Exchange Pilot Implementation Program represents an agreement among the Administrative Office of the Courts (AOC), King County, and the District and Municipal Court Management Association (DMCMA) representatives as authorized by the Judicial Information System Committee (JISC). Signatures indicate that this Program Steering Committee Charter has been reviewed and the current members of the committee concur with its content.

Vonnie Diseth Date 6/10/2016

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Courtesy copies provided to:

Justice Mary Fairhurst – Washington State Supreme Court/JISC Chair
Fred Jarrett, King County Deputy Executive
Judge Susan Craighead, Presiding Judge – King County Superior Court
Judge Donna Tucker, Presiding Judge – King County District Court
Paul Sherfey, Chief Administrative Officer – King County Superior Court

2 Glossary

INH EDE Program: The Information Networking Hub Expedited Data Exchange (INH EDE) is currently under development by the Administrative Office of the Courts (AOC). When complete, the INH EDE will perform a critical business function of providing access to statewide data, across jurisdictions so that continued public safety of Washington residents can be assured. The INH EDE will eventually replace a legacy data repository that contains statewide data from all thirty-nine Washington counties. The INH EDE Program is further defined as:

Information Networking Hub (INH) –The INH is a system of interrelated components that provide a suite of functionalities to enable the AOC modernization plan while sustaining existing systems. The suite of functionalities include a common system of services, functions, data, infrastructure, processes, and communication methods. The central purpose is to provide a mechanism for data sharing between disparate case-management systems. "The Information Networking Hub" should not be confused with any single implementation or specific technologies, as there are many possible alternative logical and physical Information-Networking-Hub designs.

Expedited Data Exchange (EDE) – The program funded by the legislature for the 2015 – 2017 biennium to expedite the delivery of the EDR and the minimum necessary changes at AOC to support the implementation of the local case management systems by King County District Court and King County Clerk's Office.

Enterprise Data Repository (EDR) – The portion of the INH that will serve as the repository for all shared statewide data regardless of the case management system on which the data originated. The EDR is comprised of a much smaller set of data elements than the originating CMS and is based on the JIS Data Standard for Alternative Electronic Court Record Systems that were approved by the JISC. The EDR consists of the database as well as the services required to interact with the database.

3 Authority

This Steering Committee will be chartered by the Judicial Information System Committee (JISC) which operates under Judicial Information System Committee Rules (JISCR) and RCW Chapter 2.68.

RCW 2.68.010 gives the JISC the authority to "determine all matters pertaining to the delivery of services available from the judicial information system." JISC Rule 1 provides for AOC to operate the Judicial Information System (JIS) under the direction of the JISC and with the approval of the Supreme Court pursuant to RCW 2.56.

4 Introduction

The AOC Expedited Data Exchange (EDE) Pilot Implementation Program Steering Committee is established to provide program oversight and strategic direction to ensure the effort is focused and responsive to meeting established program timelines. While the AOC EDE will ultimately be available for use by all courts and clerks who are planning to implement their own local case management systems; this "expedited" pilot implementation is urgent to meet the established timelines of King County's case management system replacement projects for both the District Court and Superior Court Clerk. For this reason, initial membership on the Steering Committee was limited to AOC and King County representatives. On April 22, 2016, the Judicial Information Systems Committee (JISC) decided to add a non-King County representative from the District and Municipal Court Management Association (DMCMA) to the Steering Committee. At a later time (after pilot implementation), the Steering Committee may be expanded to include other courts such as Seattle Municipal Court, Spokane Municipal Court and Pierce County Clerk who either have or are planning to implement their own local case management systems independent of the statewide case management initiatives.

5 Vision

This Program Steering Committee serves as a collaborative and effective decision-making team that speaks for the AOC and King County District Court, King County Superior Court, King County Clerk's Office, and the DMCMA in support of the following unified vision:

> The Information Networking Hub (INH) and Enterprise Data Repository (EDR) will facilitate courts and clerks, using their own local case management systems, to electronically exchange statewide data with the AOC for access by other courts and clerks across the state.
>
> The INH will:
>
> - be comprised of an essential set of data exchange services, a central data repository (EDR), and infrastructure,
> - enable the sharing of statewide data from existing JIS applications, the new SC-CMS application, and the proposed CLJ-CMS application,

- provide a mechanism to share data between courts and judicial partners like the Washington State Patrol (WSP), Department of Social and Health Services (DSHS), the Secretary of State (SOS), etc., through the Administrative Office of the Courts.

Plans for future INH development include data validation and integration with other AOC data sources following the successful implementation of the pilot.

The Expedited Data Exchange program will:

- make information sharing easier throughout the state for courts and clerks using their own local case management systems;
- use a centralized hub-and spoke model for the exchange of data;
- create a central repository for statewide shared court information based on the JISC approved Standard for Alternative Electronic Court Record Systems;
- expose a set of web services and other transaction interfaces for use by local courts and clerks for exchanging data.

The services provided are targeted for initial use by King County District Court; but are not being specifically developed for only one court. The services will be available for use by all applicable systems statewide.

6 Governance

The program has established a strong governance and oversight structure. The following structure is in place to guide decision-making for the program:

- JISC – governs the overall program budget, scope, and schedule. Changes to any of these items will require approval from the JISC. Program updates are provided to this committee at their bi-monthly meetings. In addition, the independent QA vendor will also provide their QA assessment to this group as well.

- Executive Program Sponsors – provide high-level program guidance, direction, and issue resolution as needed. Justice Mary E. Fairhurst, the Chair of the JISC, and Mr. Fred Jarrett, the Senior Deputy Executive of King County, are the two Executive Program Sponsors.

- Program Co-Sponsors – provide the day-to-day program guidance and direction, and resolve issues as needed. The program sponsors ensure that the program meets the business needs of the AOC, King County District Court (KCDC), and the King County Clerk's Office (KCCO). Vonnie Diseth, Director/CIO of the Information Services Division (ISD) of the AOC, and Bill Kehoe, CIO for King County, are the two Program Co-Sponsors.

- Program Steering Committee – provides high-level oversight, direction, and decision making throughout all phases of the program's lifecycle. The INH EDE

Program Steering Committee meets monthly and is the key body within the governance structure that is responsible to monitor the program to ensure that the schedule is adhered to and the business interests are being met. This group is comprised of ten (10) members: three (3) from the AOC, one (1) from the DMCMA, and six (6) from King County.

- JIS Systems Change Governance Committee – makes decisions on what changes should be made to the JIS applications based on recommendations and alternatives developed and presented by AOC staff. The AOC program team works closely with this group to ensure the changes made to the JIS applications will meet the business needs of the JIS courts.

7 Scope

The Program Steering Committee will actively support and provide careful oversight and guidance on the development and implementation of the data exchanges as part of the INH and EDR to ensure that it meets the needs of the King County District Court, Superior Court Clerk's Office, and the AOC.

The Program Steering Committee will be in effect throughout the duration of the AOC Expedited Data Exchange program including the following phases:

- Development of all components necessary to implement the EDR, adapt existing AOC applications and exchanges to use the EDR for statewide shared data, and for King County District Court and King County Clerk's Office to provide data to and retrieve data from the EDR
- Pilot Court Implementation – King County District Court
- Early Adopter Implementation – King County Clerk's Office

The Program Steering Committee will define the quality assurance scope, select a consulting company to perform quality assurance assessments, and approve the contract with the consulting company.

After the Pilot and Early Adopter Implementation Phases, the Steering Committee may be expanded to include other courts and County Clerks and will have the following additional responsibilities:

- On-boarding with Other Courts – (such as Seattle Municipal Court, Spokane Municipal Court, Pierce County Superior Court Clerk, etc.)
- Ongoing INH data governance oversight

In addition, the Program Steering Committee will select a consulting firm to perform independent quality assurance assessments; define the quality assurance scope, and approve the contract. The focus of the assessments will be on the King County District Court and County Clerk project schedules/timelines and all the integration touch points between King County and AOC. The quality assurance vendor will report to the Program Steering Committee on a schedule to be established by the Steering Committee. The quality assurance vendor will provide a *draft* of their report to the

committee for input prior to finalization of the report. A quorum must be present at all meetings with the quality assurance vendor. There will be no pre-briefings with individual committee members. The final report will be distributed to the Program Steering Committee members, Program Executive Sponsors, and JISC.

8 Governing Principles

The Program Steering Committee has identified and adopts the following principles critical to the success of the program:

- Be positive advocates for the program to other court users and stakeholders throughout the state.
- Focus on workable solutions and how to help each other to ensure these data exchanges and integrations projects are successful.
- Be open, honest, and transparent with each other.
- Make timely decisions in as unified a manner as is possible.
- Be respectful of all committee members and program team members.
- Collaborate with each other to solve problems and remove roadblocks for the program team.
- Ensure stakeholder buy-in of the vision and technology direction.
- Promote open communication between committee members, sponsors, and program leadership.
- Enlist active participation of all committee members.

9 Decision Making Process

Program Steering Committee members should consistently attend all meetings so that timely decisions can be made. E-mail voting or proxy voting is allowed. In the event that a Program Steering Committee member cannot attend a meeting and someone attends on their behalf as a proxy, it is the Program Steering Committee member's responsibility to provide project background information to their proxy. The person standing in as a proxy for the Program Steering Committee member will have the authority to make decisions and give approval on behalf of the absent committee member when needed.

- Formal motions will be presented for all decisions put to the committee.
- Each member's vote will be recorded in the meeting minutes.
- A majority vote is enough to carry/pass a motion.
- Co-Chairs will have the ability to appeal the outcome of a vote or escalate concerns to the Executive Sponsors: JISC Chair Justice Fairhurst and Deputy King County Executive Fred Jarrett.

10 Committee Membership

Committee members must have the authority to make decisions and be committed to the success of the project. The Steering Committee will not exceed ten (10)

members. To demonstrate the partnership between AOC and King County, there will be two Co-Chairs, one from King County and one from AOC.

The Co-Chairs will be:

- AOC ISD Director/CIO
- King County CIO

The Committee Membership will be:

- AOC EDE Program Manager
- AOC EDR Project Manager
- King County District Court Chief Administrative Office
- King County District Court IT Service Delivery Director
- King County Clerk
- King County Clerk's Office Technology Division Manager
- King County Superior Court IT Director
- Non-King County – District and Municipal Court Manager

11 Roles and Responsibilities

The Co-Chairs of the Steering Committee will:

- Review and approve draft agendas and minutes.
- Conduct meetings according to the agendas.
- Ensure that all members are encouraged to provide input throughout the meetings.
- Mediate conflict among members.
- Ensure decisions or recommendations are adequately resolved and confirmed by the members.

The Program Steering Committee members will:

- Serve as program champions and leaders promoting the program to their colleagues and other stakeholders.
- Encourage and provide open, honest, and respectful communication between committee members, sponsors, and program leadership.
- Be committed to resolving issues in a timely manner so as to not adversely affect the program schedule and implementation timeline.
- Provide strategic direction and decision support when necessary.
- Communicate Program Steering Committee decisions to the groups they represent.
- Monitor and review the program health at monthly committee meetings.
- Control scope as emergent issues require changes to be considered and, if necessary, recommend significant schedule changes to the original plan to the JISC for final approval.
- Actively support the program funding and other resource requirements with association colleagues and legislators.

- Receive reports regarding the selection of any contractors or contracts associated with this program so that committee members can participate in the selection process if appropriate, or provide feedback.
- Executive Sponsors may, upon mutual agreement, escalate significant scope, schedule or budget changes, and risk mitigation strategies to the JISC.
- Address any issues and risks identified by the INH EDE Program Manager.
- Ensure program deliverables reasonably satisfy the business and technical needs at the local level.
- Promote continued stakeholder buy in of the vision and technology direction.
- Approve and ensure the availability of appropriate resources.
- Reconcile differences in opinion and approach and resolve disputes in a timely and constructive manner.
- Review and ensure the meeting minutes accurately reflect the decisions and discussions of the meeting, and provide feedback within three (3) business days of receiving meeting minutes if discrepancies or omissions are discovered.

The AOC INH EDE Program Manager will:

- Schedule the Program Steering Committee meetings.
- Prepare draft agendas and the documents associated with those agendas for consideration by the co-chairs at least five (5) days before the scheduled meeting.
- Draft and finalize meeting minutes to be sent to meeting participants within the same work week, when possible, following the meeting for review and comment.
- Make appropriate updates to the meeting minutes based on participant feedback.
- Provide agendas and documents associated with those agendas to the committee members at least four (4) business days before the scheduled meeting.
- Provide detailed budget information including actual and projected expenses.
- Provide reports regarding selection of any contractors associated with this program and allow members to participate in the selection process.
- Provide other information as requested by the Program Steering Committee.

12 Meetings

A quorum consists of six (6) voting members provided that there is at least one representative from King County District Court, one representative from King County Clerk's Office and one representative from the AOC.

Meeting Frequency

- Meetings will be scheduled monthly for the duration of the program, or more frequently if necessary. Unless otherwise noted, meetings will take place every second Friday at 9:00 am.
- Most meetings will be done in person at the AOC SeaTac Office as well as other locations as appropriate. On occasion, meetings via teleconference may need to be scheduled.
- The duration of each meeting will depend on the complexity of the agenda items.
- Any ad-hoc participants brought to the meeting by the members to provide expert information on a process or subject will be identified in advance to ensure they are included on the agenda and receive meeting materials.
- Optional attendees on meeting schedule notices will be considered observers.

Every attempt will be made to provide Steering Committee meeting participants with the agenda and meeting documents at least four (4) business days prior to the scheduled meeting.

The Program Steering Committee meeting agenda will typically include:

- Overall INH EDE Program Management Update
- King County District Court Project Update
- King County Clerk's Office Project Update
- AOC Enterprise Data Repository (EDR) Update
- AOC JIS Legacy Integrations Updates
- Budget Update
- Update on any issues affecting scope or schedule
- Update on any issues affecting strategic direction
- Update regarding the selection of any contractors or other contracts associated with this program.
- Other items as needed

All updates will be timely and of sufficient detail to fully inform the committee of the current state.

Special or Urgent Meetings:

- Special or urgent meetings may be called by any Steering Committee member.
- Special meetings may be called with (5) full business day's advance notice.
- Urgent meetings may be called ad hoc.