WASHINGTON COURTS

Administrative Office of the Courts

IT Governance

ITG Request 062 - Automate Courts DCXT Table Entries

Presented to the JISC for
Authorization decision

JISC Meeting – May 4, 2012

Analysis of IT Governance Request #062
Automate Courts DCXT Table Entries

Request:
This request seeks to automate the process for updating the County Department Cross Reference (DCXT) tables. Courts have to manually update their DCXT tables for every new Budgeting, Accounting and Reporting System (BARS) Code established due to new legislation. Errors occur in this process which can lead to misdirected funds.

Summary of Proposed Solution:
The Administrative Office of the Courts (AOC) would implement an enhancement to the Judicial Information System to automate the update of BARS codes for local courts.

Sizing:
The following estimate is based upon the best available information and does not include cost or effort estimates for on-going maintenance of the enhancement.

This enhancement would be accomplished by AOC's internal resources. The systems affected by the change would be: JIS. If this request is recommended by the court level user group, this request would proceed to the Judicial Information Systems Committee for authorization.

AOC estimates that this project would take 4 – 5 months to complete. This is an estimate of the duration of the project from the date work would begin on the project until final implementation.

Group	Hours	Tasks
Court Education	120	Documentation, communication and collaboration
Business Analysis	35	Gather and document requirements and consult with other ISD groups
Architecture	0	
Maintenance (Legacy)	400	Tech analysis/design, documentation and unit testing
Data Warehouse	0	
Quality Control	140	Testing and validation
Project Management	40	Oversight and coordination
Total	**735 hours**	
Total AOC Staff Costs = $52,740		

ISD staff costs average $76 per hour. Contractor staff generally costs $120 - $150 per hour.

Business Impacts:
Implementing this request would save court staff time by eliminating manual entries. In addition it would help ensure that the JIS fund and other state funds receive the proper revenue.

Proposed Solution:
AOC would develop four new views of the BARS Code/Sub-Account Remittance BARS Codes for data maintenance activities. The views may be implemented as either a one screen solution or in a four screen solution. AOC prefers the one screen solution and will implement it if it is determined to be feasible. The four conditions are:

1. **No new or removed sub-accounts associated with BARS Code, just changes to distribution splits. (*There are always new BARS for changes in distribution splits.)***

For these instances, a screen is presented so the courts can view the changes that were made for them. Users just need to enter the old BARS code or the new BARS code and the associated information presented. This screen is read only for old BARS/Remit information but editable on the new side of the screen if courts need to make changes to the County/Dept Code local codes.

2. **Creation of a completely new BARS Code based on new legislation and creation of new fee.** In these instances the court will need to provide all the associated local account codes. They will need to enter the new BARS Code. This will bring up the list of associated Remit Account code(s) and Remittance BARS as defined by AOC. The local court will just need to enter their associated County/Dept Code.

3. **Modification of existing BARS code because of addition of new revenue source (new split item) in BARS Code.** ***(New BARS Codes would be added – Not modified.)*** The local court will need to add their local Codes. When the user enters either the new or old BARS code the screen will display all associated information. In the New section, if an old sub account has been removed, the line is left blank. New codes are presented at the bottom of the list in the New section of the screen. This will allow the user to better map the copied over account information, deleted information, and identify the new codes needed.

4. **Modification of existing BARS code because of deletion of new revenue source (new split item) in BARS Code.** ***(New BARS Codes would be added – Not modified.)*** When all that happens is that a remittance sub account group(s) are removed from a BARS Code the screen will display old codes and the news codes with blanks in the new codes list that have been deleted. The New section of the screen will be editable in case the local court wishes to update their local Codes.

Assumptions:

1. The Maintenance (Legacy) work effort estimate is based on the assumption that four new screens will be required. The work effort required would be about 100 hours lower if the enhancement is accomplished as a single screen.

Risks:

None.

Automate Courts DCXT Table Entries

Request ID: 62

Request Status Summary

Request Status Awaiting Authorization

Request Detail

Requestor Name:
Winn, Janice

Origination Date:
12/28/2010

Requestor Email:
janice.winn@courts.wa.gov

Requestor Phone:
360-705-5323

Recommended Endorser:
District and Municipal Court Management Association

Request Type: Change or Enhancement
Which Systems are affected? Judicial Information System (JIS)
Business Area: Accounting
Communities Impacted: CLJ Managers
Impact if not Resolved: High

Impact Description:

- ~~eeeeeeee~~ Courts continue manual entries that are time intensive
- ~~eeeeeeee~~ Possible loss of Revenue to JIS Fund and State Accounts

Request Attachments

DCXT Table.pdf
DCXT Worksheet for CLJ.pdf
DCXT Worksheet for SC.pdf
ITG REQUEST- DCXT.pdf

What is the Business Problem or Opportunity

- ~~eeeeeeee~~ Courts have to update their DCXT tables manually for every new BARS Code released due to new legislation.
- ~~eeeeeeee~~ This involves detailed and time intensive work for the court.
- ~~eeeeeeee~~ This involves detailed and time intensive work for Customer Services accounting staff.
- ~~eeeeeeee~~ For every BARS Code, there can be four to nine sub-accounts that need to be set up under each new BARS Code with its own remittance BARS Code. This work is multiplied by however many jurisdictions a court may have.

For Example: Updates to the DCXT Tables are due by 01/01/2011 as follows, 17 new BARS Codes with four sub-accounts each, two BARS Codes with seven sub-accounts and one BARS Code with three sub-accounts for a total of 85 table entries per each court's jurisdictions.

- ~~eeeeeeee~~ Courts may enter incorrect remittance BARS Codes redirecting the money from the intended accounts.
- ~~eeeeeeee~~ Some courts do not set up their DCXT table so money is not directed to the correct accounts. Sub-account money dedicated for JIS Fund and other state accounts would show as local money.

Expected Benefit:

- ~~eeeeeeee~~ Save the court time – no manual entries needed
- ~~eeeeeeee~~ JIS Fund would receive proper revenue
- ~~eeeeeeee~~ State Accounts would receive proper revenue

Any Additional Information:

Other Communities Impacted:

County Clerks

State Agencies funded by legislative assessments

AOC - JIS Fund and forensic accounting

Other parties for input - Ramsey Radwan AOC

Endorsement Detail

Endorsing Committee
District and Municipal Court Management Association

Endorser Name:
Vance, Aimee R

Origination Date:
01/03/2011

Endorser Email:
avance@ci.kirkland.wa.us

Endorser Phone:
425-587-3163

Endorsing Action: Endorsed

AOC Analysis Detail

Analysis Date: 09/15/2011

Request Rationale

Aligns with JIS Business Priorities, IT Strategies & Plans:	Yes
Aligns with applicable policies and with ISD Standards:	Yes
Breadth of Solution Benefit:	Wide

Cost Estimates

Cost to Implement?	735 hours
Feasibility Study needed?	No

Court Level User Group

Multi-level CLUG

Approving Authority	JISC

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Additional Systems Affected

Judicial Information System (JIS)

Communities Impacted

County Clerks
CLJ Managers

AOC Analysis Attachments

Analysis of ITG Request 062 - Automate Courts DCXT Table Entries.docx

Confirmation of Endorsing Action Detail

Endorsing Committee
District and Municipal Court Management Association

Endorser Name:
Vance, Aimee R

Origination Date:
12/12/2011

Endorser Email:
avance@ci.kirkland.wa.us

Endorser Phone:
425-587-3163

Endorsing Action: Endorsed

Court Level User Group Decision Detail

CLUG	Multi-level CLUG
Chair of Group	Rich Johnson
Date of Decision	03/07/2012
Decision	
Decision to Recommend for Approval	Unamimously recommended to the approving authority
Priority Processing Status	Prioritized
Ranking	
Request Priority	6
Request Importance	Medium

Scoring Detail	Score / Possible
Business Value	10 / 10
Relative Priority	7 / 10
Cost	3 / 5
Complexity/Level of Effort	9 / 10
Risk	5 / 5
Benefit / Impact	5 / 5
Impact of Doing Nothing	3 / 5
Total Score	42 / 50