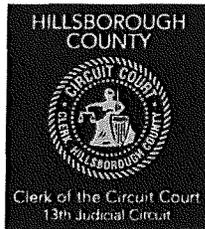


Access Governance Board Agenda
November 17, 2016
9:00 – 10:30

Mission Inn Resort
El Nuevo Mundo Conference Center
Cortes Room

- I. **Welcome** – *Judge Robert Hilliard, Access Governance Board Chair*
- II. **Approval of counties to begin implementation** – *Group Discussion*
 - a. Hillsborough County
 - b. St. Lucie County
- III. **Updating the matrix and standards** – *Group Discussion*
 - a. State Attorney request
 - b. Florida Department of Corrections
- IV. **Monthly status reports** – *Group Discussion*
- V. **Other Business** – *Group Discussion*
- VI. **Adjourn**

Counties requesting to
implement their online
electronic records
access system



September 27, 2016

The Honorable Lisa T. Munyon, Chair
Florida Courts Technology Commission
c/o Office of the State Courts Administrator
500 South Duval Street
Tallahassee, Florida 32399-1900

Re: Hillsborough County Clerk of the Circuit Court Request for Authorization to Move out of On-Line Access Pilot Phase

Dear Judge Munyon:

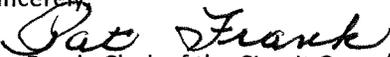
Pursuant to paragraph f. of the letter of authorization, dated September 17, 2015, I am requesting authorization to move the Hillsborough County Clerk Of Courts Office's online electronic records access system from the pilot phase into production and to discontinue the submission of regular monthly progress reports. Our online electronic records access system is in compliance with the Standards for Access to Electronic Court Records and the Access Security Matrix. I verified compliance through each of the following:

1. My office has completed the mandatory 90-day pilot period for the online electronic records access system.
2. My office has submitted at least three (3) monthly status reports to the Office of the State Courts Administrator's designated contact. Attached hereto is a combined summary of the monthly status reports for the duration of our pilot program (Attachment #1).
3. My office is in compliance with Administrative Order AOSC14-19 (amended May 23, 2014).
4. My office is in compliance with AOSC15-18.
5. My office is in compliance with the current Standards for Access to Electronic Court Records and the current Access Security Matrix that governs appropriate, differentiated levels of access to electronic court records. Attached hereto is a written description of the steps, processes and/or tools used to validate this compliance (Attachment #2).
6. My office has reported all incidents of inadvertent release and unauthorized access to confidential information, if any have occurred.
7. My office has taken the appropriate corrective actions necessary to address all reported confidential information related incidents and has ensured compliance with the amended AOSC14-19, AOSC15-18 and the security matrix.

I agree that if the Standards for Access to Electronic Court Records or the Security Matrix is amended or updated such revisions will be incorporated into my office's existing online electronic records access application. Further, I understand that the State Courts System will maintain the authority to audit the system, at its discretion, to ensure compliance with the Standards for Access to Electronic Court Records and the Security Matrix.

If you should have any questions, please let our office know.

Sincerely,


Pat Frank, Clerk of the Circuit Court/Comptroller
Hillsborough County

Attachment #2 to Certification Letter – Hillsborough

Description of the individual steps, processes and/or tools Hillsborough Clerk of Courts uses to validate that our online electronic record access system is in compliance and meets the standards outlined in AOSC 14-19, AOSC 15-18 and AOSC 16-14.

Summary of System:

Through our in-house developed web-based portal, Hillsborough is providing internet access to replicated electronic images for the following user groups as limited by the Standards for Access to Electronic Court Records:

- Attorney of Record
- Self-Represented Litigants (Pro Se)
- Registered Users
- Anonymous Users

The following user groups are provided access under the Hillsborough County Justice Information System (“CJIS”) Agreement that has been in force in Hillsborough County since 1971, initially by special law (Chapter 71-684, Laws of Florida) and currently through an Interlocal Agreement among the Chief Judge, Clerk of the Circuit Court, Sheriff, State Attorney, Public Defender and the Board of County Commissioners. Authorized users include the various state and local agencies with a need to access court records:

- Judges and Authorized Court and Clerk’s Office Personnel
- Authorized State or Local Government Agencies
- Certified Law Enforcement Officers of Federal or State Law Enforcement Agencies Including State Attorneys Offices and State Attorney General’s Office
- Department of Children and Families Personnel, or Authorized Service Providers of the Agency

Validation Steps:

Requirements from AOSC 14-19, AOSC 15-18 and AOSC 16-14, as well as commitments made in our On-Line Electronic Records Access Application as amended on May 28, 2015, were documented in our Application Requirements tool. This tool was used by our developers to build the system, and by our testers to validate the system. Critical components include the following:

- Registered Users submit a notarized request for access and are provided an authentication link to create a username and password
- Security of sensitive data at the data exchange level via firewalls that handle authentication, private routes, and encryption for direct access to our network
- A category of files are available via Viewable on Request (VoR)
- No display of URLs/links to documents

- Redaction of confidential information via a two-step redaction process, using aiRedact and manual review
- Search limited within an image, but not across images
- Search parameters limited to case type, case number, party name, citation number and date range; authenticated users have more robust search features
- Transactions are monitored and logged; CAPTCHA is used to restrict data mining operations

Attachment #1 – Hillsborough County

Documentation of On-line Electronic Records Access Activities	
Final Status Report Summary	
County:	Hillsborough
Date:	09/23/2016
<p>During the pilot period, statistical information and other reports were collected and provided to the Office of the State Courts Administrator (OSCA). report should reflect the aggregated totals from all of the monthly reports.</p>	
Reporting Details	
Provide the following totals for all monthly status reports submitted during the pilot:	
1.	Total number of images accessed by all users. 369,854
2.	Total number of images provided by Viewable on Request (VOR). 90,136
3.	Total number of registered users. 3,032
4.	Total number of registered users by access level. 2,567 Attorneys 239 Pro Se 226 Registered Users (non Attorney / non Prose)
5.	Total number of documents viewed by user access level. 203,191 Attorneys 4,847 Pro Se 18,406 Registered Users (non Attorney / non Prose) 143,410 General Public
6.	Total number of known incidents of inadvertent release of confidential information. None
7.	Total number of known incidents of unauthorized access to confidential information. None

The Honorable Lisa T. Munyon, Chair
Florida Courts Technology Commission
c/o Office of the State Courts Administrator
500 South Duval Street
Tallahassee, Florida 32399-1900

Dear Judge Munyon:

Pursuant to paragraph f. of the letter of authorization, dated March 3, 2015, I am requesting authorization to move the St. Lucie County Clerk of the Circuit Court Office's online electronic records access system from the pilot phase into production and to discontinue the submission of regular monthly progress reports. Our online electronic records access system is in compliance with the Standards for Access to Electronic Court Records and the Access Security Matrix. I verified compliance through each of the following:

1. My office has completed the mandatory 90-day pilot period for the online electronic records access system.
2. My office has submitted at least three (3) monthly status reports to the Office of the State Courts Administrator's designated contact. Attached hereto is a combined summary of the monthly status reports for the duration of our pilot program.
3. My office is in compliance with Administrative Order AOSC14-19 (amended May 23, 2014).
4. My office is in compliance with AOSC15-18 and AOSC16-14.
5. My office is in compliance with the current Standards for Access to Electronic Court Records and the current Access Security Matrix that governs appropriate, differentiated levels of access to electronic court records. Attached hereto is a written description of the steps, processes and/or tools used to validate this compliance.
6. My office has reported all incidents of inadvertent release and unauthorized access to confidential information, if any have occurred.
7. My office has taken the appropriate corrective actions necessary to address all reported confidential information related incidents and has ensured compliance with the amended AOSC14-19, AOSC15-18, AOSC16-14 and the security matrix.

I agree that if the Standards for Access to Electronic Court Records or the Security Matrix is amended or updated such revisions will be incorporated into my office's existing online electronic records access application. Further, I understand that the State Courts System will maintain the authority to audit the system, at its discretion, to ensure compliance with the Standards for Access to Electronic Court Records and the Security Matrix.

County: St. Lucie
Name: Joseph E. Smith
Title: Clerk of the Circuit Court
Date: 9/21/2016

Signature: _____



St. Lucie County, Clerk of the Circuit Court Online Electronic Record Access System

Steps, processes, and tools used to validate compliance with the current Standards for Access to Electronic Court Records and the Current Access Security Matrix

1. Local case types compared to Matrix and mapped.
2. Document types reviewed for confidential protection and security set based on Matrix user roles.
3. Other data and information reviewed protected and security set based on Matrix user roles.
4. Programming completed and internally tested.
5. External testing performed, additional programming finalized. Testing focused on the protection of confidential information.
6. Minor errors corrected as discovered.
7. Created a View On Request (VOR) Department that is staffed with three employees. The VOR department will be handling all redactions in addition to the VOR requested documents.
8. Created an auditing process for the Clerk's Performance Management Department to audit docketed images for accuracy daily.
9. Created a blind-key verification process on the docket index such that two different employees confirm the contents of each document indexed onto a case.
10. Contracted with the Clerk's auto-redaction vendor Computer Systems Innovations (CSI) to now send ALL courts documents through the auto-redaction process instead of just processing a selected group, as was the case previously.
11. Two new docket codes were created, Department of Juvenile Justice Assessment (DJJA) and Department of Juvenile Justice Face Sheet (DJJFS). These two new docket codes enable confidential Juvenile documents to retain the confidential flag when a Juvenile case is upfiled into a felony case. Our VOR clerks went back and rectified all dockets containing these confidential documents.
12. Created a new case list to ensure that all Orders to Expunge or Seal signed by the judge are taken care of immediately after the order was signed.
13. Created two new VOR docket codes. These two docket codes are used after reviewing every case for any confidential information, regardless of

statute or case type. (PRR - Pending Redaction Review; CRR - Completed Redaction Review) The first clerk uses PRR when their review is completed and the second clerk uses CRR to finalize the case.

14. Our office has created a cross-functional team that is comprised of clerks from the civil and criminal departments. This team is tasked with improving the functionality and cohesiveness of each department. The team has recently been focused on the standardization of docket codes. The standardization of the docket codes will allow VOR to be much more consistent and manageable while ensuring that confidential documents are being docketed appropriately.
15. Our office provided training to Attorneys, Agencies, and the general public to show the changes on accessing documents.

Documentation of On-line Electronic Records Access Activities

Final Status Report Summary

County: St. Lucie County

Date: 07/01/2015 to 08/31/2016

Reporting Details

Provide the following details:

1	Number of images accessed by all users	2377603
2	Number of images provided by Viewable on Request (VOR)	142846
3	Number of registered users	2192
4	Provide the number of registered users by access level.	
	1- Internal Viewing (Judges, JA's, Court Personnel, Clerk Personnel)	258
	2- State Attorney	108
	3 - Attorney of Record	745
	4 - Party Access	27
	5 - Public in Clerk's Office and Registered Users	231
	6 - Government Agencies	126
	7 - Public Internet (Anonymous)	17
	8 - Law Enforcement	549
	9 - A.G. & DCF	51
	10 - School Board	3
	11 - Commercial Purchasers	1
	12 - Public Defender	76
5	Provide the number of documents viewed by user access level	
	1- Internal Viewing	486727
	2- State Attorney	427798
	3 - Attorney of Record	355582
	4 - Party Access	1805
	5 - Public in Clerk's Office and Registered Users	171349
	6 - Government Agencies	62017
	7 - Public Internet (Anonymous)	118495

	8 - Law Enforcement	293238
	9 - A.G. & DCF	197592
	10 - School Board	491
	11 - Commercial Purchasers	0
	12 - Public Defender	262509
6	Report all known incidents of inadvertent release of confidential information.	64
7	Report all known incidents of unauthorized access to confidential information.	
8	Provide information regarding changes made to internal procedures to improve security or quality controls.	10
	*Created a View On Request (VOR) Department that is staffed with three employees. The VOR department will be handling all initial redactions in addition to the VOR requested documents.	
	*Created an auditing process for the Clerk's Performance Management Department to audit docketed images for accuracy daily.	
	* Created a blind-key verification process on the docket index such that the contents of each document indexed on to a case is confirmed by two different employees.	
	* Contracted with the Clerk's auto-redaction vendor to now send ALL court's documents through the auto-redaction process instead of just processing a selected group as was the case previously.	
	* There was an issue with the way Juvenile cases were up filed to the Felony Division. When the cases were transferred over, the documents were no longer marked as confidential. To resolve this issue two new docket codes, Department of Juvenile Justice Assessment (DJJA) and Department of Juvenile Justice Face Sheet (DJJFS), were created. Our VOR clerks went back and rectified all dockets containing these confidential documents. These incorrectly docketed images were not reported by external users as being accessed, however, there is a possibility that some images may have been viewed by registered users in our pilot program.	
	* Created a new case list to ensure that all Orders to Expunge or Seal signed by the judge are taken care of immediately after the order was signed.	
	* Created two new VOR docket codes. These two docket codes are used after reviewing every case for any confidential information, regardless of statute or case type. (PRR - Pending Redaction Review; CRR - Completed Redaction Review) The first clerk uses PRR when their review is completed and the second clerk uses CRR to finalize the case.	
	*Our office has created a cross functional team that is comprised of clerks from the civil and criminal departments. This team is tasked with improving the functionality and cohesiveness of each department. The team has recently been focused on the standardization of docket codes. The standardization of the docket codes will allow VOR to be much more consistent and manageable while ensuring that confidential documents are being docketed appropriately.	

	*Our office is opening pilot testing to our customers that frequent our Research department. We are also holding an information session that will explain AOSC 15-18 and teach users how to maneuver our online viewing system.	
	*Our office provided training to Attorneys to show the changes on accessing documents. Also, training was provided to Public registered users to teach them how to access documents.	

Updating the Matrix



ED BRODSKY
State Attorney

Twelfth Judicial Circuit

Serving Sarasota, Manatee and DeSoto Counties

Sarasota County
Criminal Justice Building
2071 Ringling Boulevard
Suite 400
Sarasota, FL 34237-7000
(941) 861-4400

Venice Office
R.L. Anderson Building
4000 South Tamiami Trail
Room 135
Venice, FL 34293-5028
(941) 861-3200

Manatee County
County Admin. Building
1112 Manatee Avenue W.
P.O. Box 1000
Bradenton, FL 34206-1000
(941) 747-3077

DeSoto County
DeSoto County Courthouse
115 East Oak Street
Third Floor
Arcadia, FL 32466-4446
(863) 993-4881

Please reply to:

September 19, 2016

Dear Honorable Judge Hilliard,

The purpose in writing this letter is to address some issues that the Sarasota County State Attorney's Office of the Twelfth Judicial Circuit has been having with the Security Matrix and Administrative Order AOSC16-14. Recently, our office spoke with Alan Neubauer in a conference call with representatives from the Sarasota Clerk of Courts and Court Administration to address some online access issues we have been struggling with as a result of the recent Administrative Order. Reviewing the Security Matrix, it appears that the State Attorney's Office is currently listed as having Category B access, with access to all documents EXCEPT those under Chapter 943 or those sealed under Rule 2.420. In reviewing Rule 2.420, it appears that this restricts a State Attorney's access to "Public Access" of judicial branch records contrary to section 27.341, Florida Statutes.

However, it is our position that State Attorneys are not considered the general public. The role of the State Attorney is specifically outlined in section 27.02, Florida Statutes. Therefore, limiting our access to that of the "general public" not only hinders the State in the prosecution of crime but also as a judicial resource for information pursuant to section 454.11, Florida Statutes. Changing State Attorneys access from Category B to Category A would alleviate all of the issues we have been having with the online access from the Clerk's office. If the Board is unwilling to make that change, I have laid out four main concerns regarding access to online records with possible solutions for each issue.

ISSUE 1: Access to Mental Health Records

Currently, Assistant State Attorneys in our jurisdiction do not have access to mental health records of defendants. Specifically the State may not access any reports from court appointed doctors detailing the competency and/or insanity of defendants. This is troubling because our attorneys are given a paper copy of these reports from the doctors once these reports are completed. However, the reports are not able to be viewed online with the Clerk's office with our current access level. By the Clerk's reading of the current security matrix, these are considered confidential records that are not permitted by Fla. Statute 916.107 (8). Additionally, by adding the language in Category B "or sealed under rule 2.420" the Clerk's

Office is interpreting that to mean that under 2.420(B)(x) these records are deemed confidential to any State Attorney and shall not be viewable online.

Access to these records is essential to doing our job properly. With alarming frequency, Assistant State Attorneys are not given a paper copy of this report until well after the scheduled competency hearing. Therefore, when attorneys are in court and are preparing to argue the issue of competency, our attorneys rely on the Clerk's Office online records to access these reports to properly argue the issue in front of the court. When our attorneys do not have access to these records they are ill prepared to properly argue a position. As you are aware, the State has complete authority to review psychological records in any case, past or present. *See Ex. Fla. Stat. 394.9125 (2015); Fla. R. Crim. P. 3.202; Fla. R. Crim. P. 3.210.* Competency arises in cases at first appearance to post conviction relief.

As an example, on August 22, 2016, our office had a potential plea to two murder convictions. The State Attorney handling the case needed the competency records in order to supplement the record for the plea. The paperwork had not been delivered to our office and because we were not able to image the competency records online with the Clerk's Office, a representative from our office had to physically walk over to the Clerk's Office, which is not located in the courthouse, to request these reports. We were first told we would not be permitted access to these records as they are confidential per our access level. We then asked for a supervisor and the representative went to speak to a supervisor. After approximately 10 minutes of waiting we were told the documents would be printed for us.

A simple remedy to ensure the State Attorneys have access to this type of record would be to either:

- (1) Delete "or sealed under rule 2.420" under heading B
- (2) Note an exemption be made for State Attorneys under 2.420 (d)(1)(B)(x), thereby allowing copies of these competency records; or
- (3) Allow State Attorneys access to mental health records to mirror the access of the Public Defender's by adding mental records as permitted by sections 394.4615, 394.4655 and 394.467, Florida Statutes (or accompanying rule).

ISSUE 2: Access to Pending Warrants/Capias Requests

Currently, our access on the Clerk's website does not permit State Attorneys to view pending arrest warrants or capias requests until they have been executed. In fact, even on cases where our attorneys actually issue the capias requests, they are still not able to be viewed by our attorneys with the current access level. Often, our attorneys will send a capias request to the judge to be signed and the capias/arrest warrant is entered into the system by the Clerk's Office and sent to the Sheriff's Office, Warrant's Division. However, when we go online to the Clerk's website to view the arrest warrant to view if it has been executed, this document is marked "confidential" or not present at all.

Access to these types of documents is also essential to a State Attorney's daily responsibilities. Many times in court, our Judges will ask if there are any pending violations of probation or arrest warrants outstanding for a defendant when the court is determining whether or not to grant bond. Without access to these records, we are unable to properly answer that question for the Court, and the Court cannot adequately assess a defendant's danger to community appropriately.

As an example, one of our attorneys was preparing for First Appearances, specifically looking at a case involving an alleged sexual battery. The only document provided to the attorney was the actual *capias* paperwork with the scheduled bond. Due to *capias* and arrest warrants not being imaged by the Clerk's Office, the attorney had to physically walk to the Sheriff's Office, show identification and request a copy of the probable cause affidavit that would have normally been attached to the *capias* and warrant. However, due to the current security matrix delineating State Attorneys as the general public per Rule 2.420, these probable cause affidavits and *capias* requests are exempt from viewing unless and until they have been executed.

A simple remedy to ensure that State Attorneys have access to this type of record would be to either:

- (1) Delete "or sealed under rule 2.420" under heading B or
- (2) Note an exemption be made for State Attorney's under 2.420 (c)(6), thereby allowing copies of arrest warrants and or search warrants to be imaged by State Attorney's.

ISSUE 3: Redacted Probable Cause Affidavits

With the current security matrix, our access on the Clerk's website does not permit State Attorneys to view un-redacted probable cause affidavits with the victim's information and the defendant's social security numbers. The support staff in our office looks to the police reports when gathering information to prepare a new file. Support staff needs these police reports to get the contact information for victims to set up Pre-Filing Interviews and to run NCIC/FCIC to obtain criminal history information on a defendant. With our current redacted access to these types of records, the support staff then has to wait until the un-redacted paperwork comes from the law enforcement agency. This can take days and even up to a week for this to occur when the support staff could login to the Clerk's website, look at an un-redacted report, gather this information, and prepare the necessary documents. I receive almost daily issues from our support staff where they need the equivalent of the Benchmark program we previously had access to.

As you know, it is the intent of the legislature to move towards paperless filing. See Fla. Stat. 27.341 (2015). The legislature has placed several time sensitive burdens upon the State ranging from the Jessica Lunsford Act, Anti-Murder Act, to section 741.2901, Florida Statutes. Subsection (3) is particularly noteworthy, because the State is mandated to perform a thorough investigation of all prior incidents of domestic violence and "noting history of other victims". If we are unable to access the victims *prior to* First Appearance, the State cannot appropriately

fulfill a statutory requirement. If the current system is not remedied immediately, the public is at risk.

A simple remedy to ensure State Attorneys have online access to this type of record would again be to either:

- (1) Delete "or sealed under rule 2.420" under heading B or
- (2) Note an exemption be made for State Attorneys under 2.420 (d)(1)(B) (iii) and 2.420 (d)(1)(B) (xii) , thereby allowing this information to be made available to State Attorneys in an un-redacted form.

ISSUE 4: Access to Pre-Sentence Investigations

With the current security matrix, our access to the Clerk's website does not permit State Attorneys to have access to view any Pre-Sentence Investigation Reports (PSI) (although the State is a party in each instance). Similar to competency evaluations, these reports sometimes are mailed to us and do not arrive in physical form to our office prior to a sentencing date. Therefore, in the past we would access these reports online through the Clerk's Office online records to prepare for a sentencing hearing. However, now that these are not imageable online, we are unable to prepare for sentencing hearings as we are unable to determine the accuracy of the information contained in the PSI, what the recommendation of the Department of Corrections is, or view any victim impact statements or statements made by the defendant in this report.

As an example, one of our attorneys had a Pre-Sentence Investigation Report ordered in a 1st Degree Attempted Murder trial. The State Attorney was unable to view the report and did not receive a physical copy of the report from the Department of Corrections prior to the defendant's sentencing hearing. It was only at the actual hearing the judge went online with his access, printed out the report and handed it to the State Attorney that he was able to see a report that was generated for him.

A simple remedy to ensure the State Attorneys have online access to this type of record would again be to either:

- (1) Delete "or sealed under rule 2.420" under heading B or
- (2) Note an exemption be made for State Attorneys under 2.420 (d)(1)(B) (iii) and 2.420 (d)(1)(B) (xx) , thereby allowing these Pre-Sentence Investigations be made available to State Attorneys.

Proposed Amendments:

After speaking to Mr. Neubauer, it was suggested that we first show the access security matrix as it stands, and then include a new access security matrix with the additions that we wish to see implemented. I have done so at the conclusion of this letter. For your reference, I have italicized and highlighted the proposed changes to the security matrix standards that our office specifically is requesting be taken in front of the Board for approval and/or amendment.

Additionally, it should be noted that we have consulted with the Court Administration and a Judicial Representative and believe that our Bench is absolutely in favor of the State Attorney's Office having unredacted and immediate access to the aforementioned documents.

In closing, I want to thank you for your time and attention in this matter as these amendments are paramount to our office conducting our duties and responsibilities to our Courts and our citizens appropriately. Should you need any further information please do not hesitate to call or email me.

Respectfully Submitted,



Craig Schaeffer
Chief Assistant State Attorney
(941) 861-4460

CC: Walt Smith, Court Administrator
Alan Neubauer, Deputy Director, IT

Current State Attorney Access Security Matrix Standards

USER GROUPS	ACCESS PERMITTED	SECURITY REQUIREMENTS
<p>Certified law enforcement officers of federal or state law enforcement agencies, including the state attorney's offices and attorney general's office.</p>	<p>All records except those that are expunged or sealed, automatically confidential under rule 2.420(d)(1) or made confidential by court order</p> <p>Access to social security numbers as permitted by s.119.071, FS</p> <p>Access to sexually transmitted disease results as permitted by s.384.29(1), FS</p> <p>Access to birth certificates as permitted by s.382.013(5), FS</p> <p>Access to mental health records as permitted by s. 916.107(8), FS</p> <p>Access to addresses of domestic violence victims, and identifies of victims of sexual and child abuse when originating from law enforcement as permitted by s.119.071(2) FS</p> <p>Access to children and families in need of services records as permitted by s.984.06(3), FS</p> <p>Access to juvenile records as permitted by s.39.0132(4)(a)(1) FS</p> <p>Access to juvenile delinquency records as permitted by s.985.04 FS</p> <p>Access limited to law enforcement personnel who</p>	<p>Secure access through user name and password by written notarized agreement. Agency gatekeeper is responsible for maintaining an authorized user list.</p>

	requires access in performance of their official job duties.	
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Proposed Amendments to State Attorney Access Security Matrix Standards

USER GROUPS	ACCESS PERMITTED	SECURITY REQUIREMENTS
<p>Certified law enforcement officers of federal or state law enforcement agencies, including the office of the state attorney and Attorney General.</p>	<p><i>All records except those that are expunged or sealed pursuant to s.943.0585 with discretionary limits based on local security policy. Each court and clerk must establish policies to ensure that access to confidential records and information is limited to those individuals who require access in performance of their official duties.</i></p> <p>Access to social security numbers as permitted by s.119.071, FS</p> <p>Access to sexually transmitted disease results as permitted by s.384.29(1), FS</p> <p>Access to birth certificates as permitted by s.382.013(5), FS</p> <p>Access to mental health records as permitted by s. 916.107(8), 394.4615, 394.4655 and 394.467 FS.</p> <p>Access to addresses of domestic violence victims, and identifies of victims of sexual and child abuse when originating from law enforcement as permitted by s.119.071(2) FS</p> <p>Access to children and families in need of services records as permitted by s.984.06(3), FS</p>	<p>Secure access through user name and password by written notarized agreement. Agency gatekeeper is responsible for maintaining an authorized user list.</p>

	<p>Access to juvenile records as permitted by s.39.0132(4)(a)(1) FS</p> <p>Access to juvenile delinquency records as permitted by s.985.04 FS</p> <p>Access limited to law enforcement personnel who requires access in performance of their official job duties.</p> <p><i>Access to copies of arrest and search warrants and supporting affidavits retained by judges clerks or other court personnel</i></p> <p><i>Access to complete presentence investigation reports under Fla. R. Crim. P. 3.712</i></p> <p><i>Access to clinical records of criminal defendants found incompetent to proceed or acquitted by reason of insanity by s.916.107(8) FS.</i></p> <p><i>Access to records of individuals detained under the Involuntary Civil Commitment of Sexually Violent Predators Act (formerly known as the "Jimmy Ryce Act" as permitted by ss.394.916 and 394.917, F.S.</i></p>	
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FLORIDA
DEPARTMENT of
CORRECTIONS

Governor

RICK SCOTT

Secretary

JULIE L. JONES

501 South Calhoun Street, Tallahassee, FL 32399-2500

<http://www.dc.state.fl.us>

July 13, 2016

The Honorable Robert Hilliard, Chair
Access Governance Board
c/o Office of the State Courts Administrator
500 S. Duval Street
Tallahassee, Florida 32399-1900

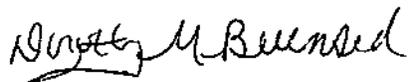
RE Follow Up To Florida Department of Corrections User Group in Access Security Matrix

Dear Judge Hilliard:

Thank you for having reviewed the Florida Department of Corrections (FDC) user group request for the Access Security Matrix. At the time, FDC believed a unique user group was necessary because, as addressed in the FDC January 29, 2016, letter, broader access than what is granted to the General Government and Constitutional Officers user group, is needed. Also, as was previously noted, FDC is considered law enforcement when a particular statute or rule specifically includes correctional and correctional probation officers. Without FDC specifically being designated as law enforcement for the purposes of being included in the Law Enforcement user group, FDC would require its' own unique user group.

After numerous discussions among FDC personnel, it has been decided that if the Law Enforcement user group specifically designates FDC as law enforcement for inclusion in that user group for purposes of the Access Security Matrix, the potential for access denial because FDC is not "law enforcement" will be eliminated. Thus, FDC believes that its' inclusion in the Law Enforcement User Group is an appropriate alternative to the creation of a unique FDC user group, and would ask the Board to consider that option.

Sincerely,


for Kenneth S. Steely
General Counsel

USER GROUPS	ACCESS PERMITTED	SECURITY REQUIREMENTS
<p><u>Certified law enforcement officers of federal Federal or state law enforcement agencies and all Florida law enforcement agencies, including but not limited to, Florida state attorney's offices, and the Florida state attorney general's office, and Florida Department of Corrections</u></p>	<p>All records except those that are expunged or sealed, automatically confidential under rule 2.420(d)(1), or made confidential by court order.</p> <p>Access to social security numbers as permitted by s.119.071, F.S.</p> <p>Access to HIV test results as permitted by ss. 775.0877, 951.27, and 960.003, F.S.</p> <p>Access to sexually transmitted disease results as permitted by s. 384.29(1), F.S.</p> <p>Access to birth certificates as permitted by s. 382.013(5), F.S.</p> <p>Access to mental health records as permitted by s. 916.107(8), F.S.</p> <p>Access to addresses of domestic violence victims, and identities of victims of sexual and child abuse when originating from law enforcement as permitted by s. 119.071(2), F.S.</p> <p>Access to children and families in need of services records as permitted by s. 984.06(3), F.S.</p> <p>Access to juvenile records as permitted by s. 39.0132(4)(a)(1), F.S.</p>	<p>Secure access through user name and password by written notarized agreement. Agency gatekeeper is responsible for maintaining an authorized user list.</p>

	<p>Access to juvenile delinquency records as permitted by s. 985.04, F.S.</p> <p>Access limited to law enforcement personnel who require access in performance of their official job duties.</p>	
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August through October
Online Electronic Records
Access Monthly Status
Reports

Documentation of On-line Electronic Records Access Activities

Monthly Status Report

County: Brevard

Date: September 19, 2016

Reporting Period: August 1, 2016 through August 31, 2016

During the 90-day pilot period, statistical information and other reports are to be collected and provided to the courts by the last workday of each month. The report will be broken into 30-day increments with a 90-day report summary.

At the discretion of the FCTC, the frequency of the reporting process may be amended to contain a progress report that is beyond the initial 90-day pilot period. Thus, the report must be distributed every thirty days, and must include any operational or technical modifications made to the initial description of the project's scope, current progress, and approval by the FCTC.

Reporting Categories

Scope of Pilot.

Define the areas that are included in the on-line electronic records access system, such as the case types that will be available for access and the size of the pilot group involved in the testing.
All court divisions and case types are available.

Reporting Details shall be for the month unless it is the final summary for the conclusion of the pilot.

Provide the following details:

Documentation of On-line Electronic Records Access Activities

Monthly Status Report

County: Brevard

Date: September 19, 2016

Reporting Period: August 1, 2016 through August 31, 2016

1.	Number of images accessed by all users: 7449
2.	Number of images provided by Viewable on Request (VOR): 2008
3.	Number of registered users: 345
4.	Provide the number of registered users by access level: Clerk: 330 Attorney: 4 Registered Users: 11
5.	Provide the number of documents viewed by user access level: Clerk: 6324 Attorney: 37 Registered Users: 375 Anonymous Public: 713
6.	Report all known incidents of inadvertent release of confidential information There haven't been any known incidents of inadvertent release of confidential information.
7.	Report all known incidents of unauthorized access to confidential information. There haven't been any incidents of unauthorized access to confidential information
8.	Provide information regarding changes made to internal procedures to improve security or quality controls. Internal changes are related to the security status of event codes based on analysis of documents routed through the redaction process.

Documentation of On-line Electronic Records Access Activities

Monthly Status Report

County: Brevard

Date: October 5, 2016

Reporting Period: September 1, 2016 through September 30, 2016

During the 90-day pilot period, statistical information and other reports are to be collected and provided to the courts by the last workday of each month. The report will be broken into 30-day increments with a 90-day report summary.

At the discretion of the FCTC, the frequency of the reporting process may be amended to contain a progress report that is beyond the initial 90-day pilot period. Thus, the report must be distributed every thirty days, and must include any operational or technical modifications made to the initial description of the project's scope, current progress, and approval by the FCTC.

Reporting Categories

Scope of Pilot.

Define the areas that are included in the on-line electronic records access system, such as the case types that will be available for access and the size of the pilot group involved in the testing.

All court divisions and case types are available.

Reporting Details shall be for the month unless it is the final summary for the conclusion of the pilot.

Provide the following details:

- | | |
|----|--|
| 1. | Number of images accessed by all users: 11,983 |
| 2. | Number of images provided by Viewable on Request (VOR): 2570 |

Documentation of On-line Electronic Records Access Activities

Monthly Status Report

County: Brevard

Date: October 5, 2016

Reporting Period: September 1, 2016 through September 30, 2016

3.	Number of registered users: 367
4.	Provide the number of registered users by access level: Clerk: 333 State Attorney: 17 Attorney: 12 Registered Users: 5
5.	Provide the number of documents viewed by user access level: Clerk: 7,454 State Attorney: 534 Attorney: 165 Registered Users: 371 Anonymous Public: 3,459
6.	Report all known incidents of inadvertent release of confidential information There haven't been any known incidents of inadvertent release of confidential information.
7.	Report all known incidents of unauthorized access to confidential information. There haven't been any incidents of unauthorized access to confidential information.
8.	Provide information regarding changes made to internal procedures to improve security or quality controls. Internal changes are related to the security status of event codes based on analysis of documents routed through the redaction process.

Documentation of On-line Electronic Records Access Activities

Monthly Status Report

County: Brevard

Date:

Reporting Period: October 1, 2016 through October 31, 2016

During the 90-day pilot period, statistical information and other reports are to be collected and provided to the courts by the last workday of each month. The report will be broken into 30-day increments with a 90-day report summary.

At the discretion of the FCTC, the frequency of the reporting process may be amended to contain a progress report that is beyond the initial 90-day pilot period. Thus, the report must be distributed every thirty days, and must include any operational or technical modifications made to the initial description of the project's scope, current progress, and approval by the FCTC.

Reporting Categories

Scope of Pilot.

Define the areas that are included in the on-line electronic records access system, such as the case types that will be available for access and the size of the pilot group involved in the testing.

All court divisions and case types are available.

Reporting Details shall be for the month unless it is the final summary for the conclusion of the pilot.

Provide the following details:

- | | |
|----|---|
| 1. | Number of images accessed by all users: 16,101 |
| 2. | Number of images provided by Viewable on Request (VOR): 2,546 |

Documentation of On-line Electronic Records Access Activities

Monthly Status Report

County: Brevard

Date:

Reporting Period: October 1, 2016 through October 31, 2016

3.	Number of registered users: 387
4.	Provide the number of registered users by access level: Clerk: 335 State Attorney: 32 Attorney: 14 Registered Users: 6
5.	Provide the number of documents viewed by user access level: Clerk: 7,030 State Attorney: 1,235 Attorney: 27 Registered Users: 315 Anonymous Public: 7,494
6.	Report all known incidents of inadvertent release of confidential information There haven't been any known incidents of inadvertent release of confidential information.
7.	Report all known incidents of unauthorized access to confidential information. There haven't been any incidents of unauthorized access to confidential information.
8.	Provide information regarding changes made to internal procedures to improve security or quality controls. Internal changes related to the security status of event codes based on analysis of documents routed through the redaction process.

Attachment C
Documentation of On-line Electronic Records Access Activities

Monthly Status Report

County:	Hamilton
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Date:	9/7/2016
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During the 90-day pilot period, statistical information and other reports are to be collected and provided to the courts by the last workday of each month. The report will be broken into 30-day increments with a 90-day report summary.

At the discretion of the FCTC, the frequency of the reporting process may be amended to contain a progress report that is beyond the initial 90-day pilot period. Thus, the report must be distributed every thirty days, and must include any operational or technical modifications made to the initial description of the project's scope, current progress, and approval by the FCTC.

Reporting Categories

Scope of Pilot.

Define the areas that are included in the on-line electronic records access system, such as the case types that will be available for access and the size of the pilot group involved in the testing.

Our AO 15-18 "Online Electronic Image Viewing" Project is being implemented in Phases. We have completed Phase I of the project, which included but is not limited to: incorporating the AO 15-18 and the Security Access Matrix logic into our local Case Management System (CMS), working through the entire Case historic record to verify Case Matrix Descriptions and Docket Privacy levels, and establishing the Public Website with all necessary functionality. Only one User Group was implemented during Phase I, the "Public Internet (Anonymous)" User (Security Access Matrix User role = 7). During the Phase I Pilot, all Case types were available except for (MH, DP, CJ).

Phase II of our AO 15-18 "Online Electronic Image Viewing" Project was implemented and completed. During Phase II, the Public Viewing Website was migrated to a new hardware/software infrastructure and philosophy. Additional user roles of Attorney of Record (Security Access Matrix User role = 3) and Registered User (Security Access Matrix User role = 5) were also incorporated into the website.

**Attachment C
Documentation of On-line Electronic Records Access Activities**

Monthly Status Report

County: Hamilton

Date: 9/7/2016

Reporting Details shall be for the month unless it is the final summary for the conclusion of the pilot.

Provide the following details:

1.	Number of images accessed by all users. – 281 images accessed.
2.	Number of images provided by Viewable on Request (VOR). – 70 images provided by Viewable on Request.
3.	Number of registered users. – 14 Registered Users
4.	Provide the number of registered users by access level. – 0 Registered Users 14 Attorneys of Record
5.	Provide the number of documents viewed by user access level. – Public Internet (Anonymous) User viewed 279 images Registered Users viewed 0 images Attorney of Record viewed 2 images
6.	Report all known incidents of inadvertent release of confidential information. – At this time, the County Clerk of Courts Office knows of no reported incidents of the inadvertent release of confidential information.
7.	Report all known incidents of unauthorized access to confidential information. – At this time, the County Clerk of Courts Office knows of no reported incidents of unauthorized access to confidential information.

Attachment C
Documentation of On-line Electronic Records Access Activities

Monthly Status Report

County: Hamilton

Date: 9/7/2016

8.

Provide information regarding changes made to internal procedures to improve security or quality controls.

The County Clerk of Courts Office has performed a multitude of upgrades and workflow process reviews to prepare for a successful implementation of AO 15-18. With the completion of the Phase I of our AO 15-18 implementation, the County has reviewed and strengthened workflow process regarding, but not limited to:

Daily Image Redaction Processing and Workflow Review

Daily Image Processing and Workflow Review

Reviewed and Analyzed CMS Code functionality regarding the newly upgraded AO 15-18 Access Security Matrix Philosophy

Confirmed Historic Case Record and new AO 15-18 Access Security Matrix Philosophy

Established and Confirmed Public Viewing Website and Access Security Matrix User role verification

Attachment C
Documentation of On-line Electronic Records Access Activities

Monthly Status Report

County: Hamilton

Date: 10/5/2015

During the 90-day pilot period, statistical information and other reports are to be collected and provided to the courts by the last workday of each month. The report will be broken into 30-day increments with a 90-day report summary.

At the discretion of the FCTC, the frequency of the reporting process may be amended to contain a progress report that is beyond the initial 90-day pilot period. Thus, the report must be distributed every thirty days, and must include any operational or technical modifications made to the initial description of the project's scope, current progress, and approval by the FCTC.

Reporting Categories

Scope of Pilot.

Define the areas that are included in the on-line electronic records access system, such as the case types that will be available for access and the size of the pilot group involved in the testing.

Our AO 15-18 "Online Electronic Image Viewing" Project is being implemented in Phases. We have completed Phase I of the project, which included but is not limited to: incorporating the AO 15-18 and the Security Access Matrix logic into our local Case Management System (CMS), working through the entire Case historic record to verify Case Matrix Descriptions and Docket Privacy levels, and establishing the Public Website with all necessary functionality. Only one User Group was implemented during Phase I, the "Public Internet (Anonymous)" User (Security Access Matrix User role = 7). During the Phase I Pilot, all Case types were available except for (MH, DP, CJ).

Phase II of our AO 15-18 "Online Electronic Image Viewing" Project was implemented and completed. During Phase II, the Public Viewing Website was migrated to a new hardware/software infrastructure and philosophy. Additional user roles of Attorney of Record (Security Access Matrix User role = 3) and Registered User (Security Access Matrix User role = 5) were also incorporated into the website.

Attachment C
Documentation of On-line Electronic Records Access Activities

Monthly Status Report

County: Hamilton

Date: 10/5/2015

Reporting Details shall be for the month unless it is the final summary for the conclusion of the pilot.

Provide the following details:

1.	Number of images accessed by all users. – 906 images accessed.
2.	Number of images provided by Viewable on Request (VOR). – 43 images provided by Viewable on Request.
3.	Number of registered users. – 15 Registered Users
4.	Provide the number of registered users by access level. – 0 Registered Users 15 Attorneys of Record
5.	Provide the number of documents viewed by user access level. – Public Internet (Anonymous) User viewed 906 images Registered Users viewed 0 images Attorney of Record viewed 0 images
6.	Report all known incidents of inadvertent release of confidential information. – At this time, the County Clerk of Courts Office knows of no reported incidents of the inadvertent release of confidential information.
7.	Report all known incidents of unauthorized access to confidential information. – At this time, the County Clerk of Courts Office knows of no reported incidents of unauthorized access to confidential information.

Attachment C
Documentation of On-line Electronic Records Access Activities

Monthly Status Report

County: Hamilton

Date: 10/5/2015

8.

Provide information regarding changes made to internal procedures to improve security or quality controls.

The County Clerk of Courts Office has performed a multitude of upgrades and workflow process reviews to prepare for a successful implementation of AO 15-18. With the completion of the Phase I of our AO 15-18 implementation, the County has reviewed and strengthened workflow process regarding, but not limited to:

Daily Image Redaction Processing and Workflow Review

Daily Image Processing and Workflow Review

Reviewed and Analyzed CMS Code functionality regarding the newly upgraded AO 15-18 Access Security Matrix Philosophy

Confirmed Historic Case Record and new AO 15-18 Access Security Matrix Philosophy

Established and Confirmed Public Viewing Website and Access Security Matrix User role verification

Documentation of On-line Electronic Records Access Activities

Monthly Status Report

County: Lee

Date: 9/4/2016

During the 90-day pilot period, statistical information and other reports are to be collected and provided to the courts by the last workday of each month. The report will be broken into 30-day increments with a 90-day report summary.

At the discretion of the FCTC, the frequency of the reporting process may be amended to contain a progress report that is beyond the initial 90-day pilot period. Thus, the report must be distributed every thirty days, and must include any operational or technical modifications made to the initial description of the project's scope, current progress, and approval by the FCTC.

Reporting Categories

Scope of Pilot.

Define the areas that are included in the on-line electronic records access system, such as the case types that will be available for access and the size of the pilot group involved in the testing.

On 2/4/2016 a new pilot was rolled out per Lee County's new approved application. The Pilot group to date consists of the following:

- **Registered Users (Matrix Level 5)**
 - 67
- **Attorney of Record (Matrix Level 3)**
 - 63

Documentation of On-line Electronic Records Access Activities

Monthly Status Report

County: Lee

Date: 9/4/2016

- Party Access (Matrix Level 4)
 - 25
- Judiciary, Clerk, and Court Employees (Matrix Level 1)
 - 74
- Law Enforcement (Matrix Level 8)
 - 5
- Attorney General, DCF, Legal Aid (Matrix Level 9)
 - 9
- General Government & Constitutional Officers (Matrix Level 6)
 - 1
- Public Internet (Anonymous) (Matrix Level 7)

Total Registered Pilot users to date: 244

All case types are included in the scope of the pilot with security applied per the Access Security Matrix with viewable on request (VOR) process in place.

Reporting Details shall be for the month unless it is the final summary for the conclusion of the pilot.

Provide the following details:

Documentation of On-line Electronic Records Access Activities

Monthly Status Report

County: Lee

Date: 9/4/2016

1.	Number of images accessed by all users. Total number of images accessed by all users: 141686
2.	Number of images provided by Viewable on Request (VOR). Total number of images provided by VOR: 5362
3.	Number of registered users. Total number of registered users: 244
4.	Provide the number of registered users by access level. Level 1 (Judiciary, Clerk and Court Employees): 74 Level 3 (Attorney of Record): 63 Level 4 (Party Access): 25 Level 5 (Registered Users): 67 Level 6 (General Government and Constitutional Officers): 1 Level 8 (Law Enforcement): 5

Documentation of On-line Electronic Records Access Activities

Monthly Status Report

County: Lee

Date: 9/4/2016

Level 9 (Attorney General, DCF): 9

5. Provide the number of documents viewed by user access level.

Level 1 (Clerk Personnel): 272

Level 3 (Attorney of Record): 82

Level 4 (Party Access): 85

Level 5 (Registered Users and Public in Clerk's Office): 1914

Level 6 (General Government & Constitutional Officers): 1

Level 7 (Public Internet – Anonymous): 139275

Level 8 (Law Enforcement): 2

Level 9 (Attorney General, DCF): 55

6. Report all known incidents of inadvertent release of confidential information.

No known incidents of inadvertent release of confidential information.

Documentation of On-line Electronic Records Access Activities

Monthly Status Report

County: Lee

Date: 9/4/2016

7.	<p>Report all known incidents of unauthorized access to confidential information.</p> <p>No known incidents of unauthorized access to confidential information.</p>
8.	<p>Provide information regarding changes made to internal procedures to improve security or quality controls.</p> <p>Due to issues found with Odyssey Portal software a new application was submitted and approved with a pilot rollout date of 2/17/2016. The pilot of this new application started ahead of schedule on 2/4/2016. This is our second reporting on the new pilot. The old pilot has ended as this new pilot for the new application commenced on 2/4/2016.</p>

Documentation of On-line Electronic Records Access Activities

Monthly Status Report

County: Lee

Date: 10/4/2016

During the 90-day pilot period, statistical information and other reports are to be collected and provided to the courts by the last workday of each month. The report will be broken into 30-day increments with a 90-day report summary.

At the discretion of the FCTC, the frequency of the reporting process may be amended to contain a progress report that is beyond the initial 90-day pilot period. Thus, the report must be distributed every thirty days, and must include any operational or technical modifications made to the initial description of the project's scope, current progress, and approval by the FCTC.

Reporting Categories

Scope of Pilot.

Define the areas that are included in the on-line electronic records access system, such as the case types that will be available for access and the size of the pilot group involved in the testing.

On 2/4/2016 a new pilot was rolled out per Lee County's new approved application. The Pilot group to date consists of the following:

- **Registered Users (Matrix Level 5)**
 - 88
- **Attorney of Record (Matrix Level 3)**
 - 93

Documentation of On-line Electronic Records Access Activities

Monthly Status Report

County: Lee

Date: 10/4/2016

- Party Access (Matrix Level 4)
 - 35
- Judiciary, Clerk, and Court Employees (Matrix Level 1)
 - 74
- Law Enforcement (Matrix Level 8)
 - 5
- Attorney General, DCF, Legal Aid (Matrix Level 9)
 - 12
- General Government & Constitutional Officers (Matrix Level 6)
 - 1
- Public Internet (Anonymous) (Matrix Level 7)

Total Registered Pilot users to date: 308

All case types are included in the scope of the pilot with security applied per the Access Security Matrix with viewable on request (VOR) process in place.

Reporting Details shall be for the month unless it is the final summary for the conclusion of the pilot.

Provide the following details:

Documentation of On-line Electronic Records Access Activities

Monthly Status Report

County: Lee

Date: 10/4/2016

1.	Number of images accessed by all users. Total number of images accessed by all users: 156146
2.	Number of images provided by Viewable on Request (VOR). Total number of images provided by VOR: 5786
3.	Number of registered users. Total number of registered users: 308
4.	Provide the number of registered users by access level. Level 1 (Judiciary, Clerk and Court Employees): 74 Level 3 (Attorney of Record): 93 Level 4 (Party Access): 35 Level 5 (Registered Users): 88 Level 6 (General Government and Constitutional Officers): 1 Level 8 (Law Enforcement): 5

Documentation of On-line Electronic Records Access Activities

Monthly Status Report

County: Lee

Date: 10/4/2016

Level 9 (Attorney General, DCF): 12

5. Provide the number of documents viewed by user access level.

Level 1 (Clerk Personnel): 152

Level 3 (Attorney of Record): 146

Level 4 (Party Access): 163

Level 5 (Registered Users and Public in Clerk's Office): 2246

Level 6 (General Government & Constitutional Officers): 0

Level 7 (Public Internet – Anonymous): 153341

Level 8 (Law Enforcement): 0

Level 9 (Attorney General, DCF): 98

6. Report all known incidents of inadvertent release of confidential information.

No known incidents of inadvertent release of confidential information.

Documentation of On-line Electronic Records Access Activities

Monthly Status Report

County: Lee

Date: 10/4/2016

7.	<p>Report all known incidents of unauthorized access to confidential information.</p> <p>No known incidents of unauthorized access to confidential information.</p>
8.	<p>Provide information regarding changes made to internal procedures to improve security or quality controls.</p> <p>Due to issues found with Odyssey Portal software a new application was submitted and approved with a pilot rollout date of 2/17/2016. The pilot of this new application started ahead of schedule on 2/4/2016. This is our second reporting on the new pilot. The old pilot has ended as this new pilot for the new application commenced on 2/4/2016.</p>

Documentation of On-line Electronic Records Access Activities

Monthly Status Report

County: Lee

Date: 11/4/2016

During the 90-day pilot period, statistical information and other reports are to be collected and provided to the courts by the last workday of each month. The report will be broken into 30-day increments with a 90-day report summary.

At the discretion of the FCTC, the frequency of the reporting process may be amended to contain a progress report that is beyond the initial 90-day pilot period. Thus, the report must be distributed every thirty days, and must include any operational or technical modifications made to the initial description of the project's scope, current progress, and approval by the FCTC.

Reporting Categories

Scope of Pilot.

Define the areas that are included in the on-line electronic records access system, such as the case types that will be available for access and the size of the pilot group involved in the testing.

On 2/4/2016 a new pilot was rolled out per Lee County's new approved application. The Pilot group to date consists of the following:

- **Registered Users (Matrix Level 5)**
 - 123
- **Attorney of Record (Matrix Level 3)**
 - 126

Documentation of On-line Electronic Records Access Activities

Monthly Status Report

County: Lee

Date: 11/4/2016

- Party Access (Matrix Level 4)
 - 47
- Judiciary, Clerk, and Court Employees (Matrix Level 1)
 - 73
- Law Enforcement (Matrix Level 8)
 - 8
- Attorney General, DCF, Legal Aid (Matrix Level 9)
 - 13
- General Government & Constitutional Officers (Matrix Level 6)
 - 2
- Public Internet (Anonymous) (Matrix Level 7)

Total Registered Pilot users to date: 392

All case types are included in the scope of the pilot with security applied per the Access Security Matrix with viewable on request (VOR) process in place.

Reporting Details shall be for the month unless it is the final summary for the conclusion of the pilot.

Provide the following details:

Documentation of On-line Electronic Records Access Activities

Monthly Status Report

County: Lee

Date: 11/4/2016

1.	Number of images accessed by all users. Total number of images accessed by all users: 576661
2.	Number of images provided by Viewable on Request (VOR). Total number of images provided by VOR: 16074
3.	Number of registered users. Total number of registered users: 392
4.	Provide the number of registered users by access level. Level 1 (Judiciary, Clerk and Court Employees): 73 Level 3 (Attorney of Record): 126 Level 4 (Party Access): 47 Level 5 (Registered Users): 123 Level 6 (General Government and Constitutional Officers): 2 Level 8 (Law Enforcement): 8

Documentation of On-line Electronic Records Access Activities

Monthly Status Report

County: Lee

Date: 11/4/2016

Level 9 (Attorney General, DCF): 13

5. Provide the number of documents viewed by user access level.

Level 1 (Judiciary, Clerk, and Court Employees): 996

Level 3 (Attorney of Record): 727

Level 4 (Party Access): 514

Level 5 (Registered Users): 10654

Level 6 (General Government & Constitutional Officers): 46

Level 7 (Public Internet – Anonymous): 563396

Level 8 (Law Enforcement): 58

Level 9 (Attorney General, DCF): 270

6. Report all known incidents of inadvertent release of confidential information.

No known incidents of inadvertent release of confidential information.

Documentation of On-line Electronic Records Access Activities

Monthly Status Report

County: Lee

Date: 11/4/2016

7.	<p>Report all known incidents of unauthorized access to confidential information.</p> <p>No known incidents of unauthorized access to confidential information.</p>
8.	<p>Provide information regarding changes made to internal procedures to improve security or quality controls.</p> <p>Due to issues found with Odyssey Portal software a new application was submitted and approved with a pilot rollout date of 2/17/2016. The pilot of this new application started ahead of schedule on 2/4/2016. This is our second reporting on the new pilot. The old pilot has ended as this new pilot for the new application commenced on 2/4/2016.</p>

Attachment C
Documentation of On-line Electronic Records Access Activities

Monthly Status Report

County: Pasco

Date: 9/7/2016

During the 90-day pilot period, statistical information and other reports are to be collected and provided to the courts by the last workday of each month. The report will be broken into 30-day increments with a 90-day report summary.

At the discretion of the FCTC, the frequency of the reporting process may be amended to contain a progress report that is beyond the initial 90-day pilot period. Thus, the report must be distributed every thirty days, and must include any operational or technical modifications made to the initial description of the project's scope, current progress, and approval by the FCTC.

Pilot to Production Notes

Due to pending case maintenance system conversion all phases covered by this pilot are not yet complete. Not all documents have been loaded into the repository accessed by the On-line Court Records Viewing system. Therefore, Pasco County is not yet prepared to make application to transition from pilot mode to production, and will continue to submit reports every 30 days until resources permit the inclusion of all data and documents described in the scope of the pilot.

Reporting Categories

Scope of Pilot.

Define the areas that are included in the on-line electronic records access system, such as the case types that will be available for access and the size of the pilot group involved in the testing.

Our AO 15-18 "Online Electronic Image Viewing" Project is being implemented in Phases. We have completed Phase I of the project, which included but is not limited to: incorporating the AO 15-18 and the Security Access Matrix logic into our local Case Management System (CMS), working through the entire Case historic record to verify Case Matrix Descriptions and Docket Privacy levels, and establishing the Public Website with all necessary functionality. Only one User Group was implemented during Phase I, the "Public Internet (Anonymous)" User (Security Access Matrix User role = 7).

During the Phase I Pilot, all Civil Case types were available within the "Online Electronic Image Viewing" program except for Mental Health, Dependency, and Wills on Deposit Cases. Mental Health case status and dockets are available as an auxiliary search. No documents are available for mental health cases. The mental health case number search is compliant with local administrative orders that are more restrictive than the matrix. Another auxiliary search is for wills on deposit.

Attachment C
Documentation of On-line Electronic Records Access Activities

Monthly Status Report

County: Pasco

Date: 9/7/2016

The search is by name and provides the case information and docket. No documents are available for this case type.

Criminal case data is available in the primary "Online Electronic Image Viewing" program, but criminal documents are not yet available due to a pending case maintenance system conversion.

On 10/1/15, Phase II of our AO 15-18 "Online Electronic Image Viewing" Project was implemented and completed. During Phase II, the Public Viewing Website was migrated to a new hardware/software infrastructure. Additional user roles of Attorney of Record (Security Access Matrix User role = 3) and Registered User (Security Access Matrix User role = 5) were also incorporated into the website.

Reporting Details shall be for the month unless it is the final summary for the conclusion of the pilot.

Provide the following details:

- | | |
|----|--|
| 1. | Number of images accessed by all users. – 19360 images accessed. |
| 2. | Number of images provided by Viewable on Request (VOR). – 3480 images provided by Viewable on Request. |
| 3. | Number of registered users. –
701 Registered Users |
| 4. | Provide the number of registered users by access level. –
2 Registered Users
699 Attorneys of Record |
| 5. | Provide the number of documents viewed by user access level. –
Public Internet (Anonymous) User viewed 17179 images
Registered Users viewed 0 images
Attorney of Record viewed 2181 images |
| 6. | Report all known incidents of inadvertent release of confidential information. – For this reporting period, the Clerk & Comptroller's Office knows of no reported incidents of the inadvertent release of confidential information. |

Attachment C
Documentation of On-line Electronic Records Access Activities

Monthly Status Report

County: Pasco

Date: 9/7/2016

- | | |
|----|--|
| 7. | Report all known incidents of unauthorized access to confidential information. – At this time, the Clerk & Comptroller’s Office knows of no reported incidents of unauthorized access to confidential information. |
| 8. | <p>Provide information regarding changes made to internal procedures to improve security or quality controls.</p> <p>The Clerk & Comptroller’s Office has performed a case maintenance system upgrade to support the roles and permissions of the matrix and provide web services for viewing redacted documents. View-on-request (VOR) processing and notification has been integrated into the existing redaction workflow. Feedback mechanisms are in place for the public to request further review of documents.</p> <p>Reviewed and analyzed Case Maintenance System codes at the case, party, docket, and document level to align with the AO 15-18 Access Security Matrix.</p> <p>Confirmed the above settings in the historic case data aligns with the AO 15-18 Access Security Matrix.</p> <p>Established a public viewing website and verified the user role functionality against Access Security Matrix.</p> |

Attachment C
Documentation of On-line Electronic Records Access Activities

Monthly Status Report

County: Pasco

Date: 10/5/2016

During the 90-day pilot period, statistical information and other reports are to be collected and provided to the courts by the last workday of each month. The report will be broken into 30-day increments with a 90-day report summary.

At the discretion of the FCTC, the frequency of the reporting process may be amended to contain a progress report that is beyond the initial 90-day pilot period. Thus, the report must be distributed every thirty days, and must include any operational or technical modifications made to the initial description of the project's scope, current progress, and approval by the FCTC.

Pilot to Production Notes

Due to pending case maintenance system conversion all phases covered by this pilot are not yet complete. Not all documents have been loaded into the repository accessed by the On-line Court Records Viewing system. Therefore, Pasco County is not yet prepared to make application to transition from pilot mode to production, and will continue to submit reports every 30 days until resources permit the inclusion of all data and documents described in the scope of the pilot.

Reporting Categories

Scope of Pilot.

Define the areas that are included in the on-line electronic records access system, such as the case types that will be available for access and the size of the pilot group involved in the testing.

Our AO 15-18 "Online Electronic Image Viewing" Project is being implemented in Phases. We have completed Phase I of the project, which included but is not limited to: incorporating the AO 15-18 and the Security Access Matrix logic into our local Case Management System (CMS), working through the entire Case historic record to verify Case Matrix Descriptions and Docket Privacy levels, and establishing the Public Website with all necessary functionality. Only one User Group was implemented during Phase I, the "Public Internet (Anonymous)" User (Security Access Matrix User role = 7).

During the Phase I Pilot, all Civil Case types were available within the "Online Electronic Image Viewing" program except for Mental Health, Dependency, and Wills on Deposit Cases. Mental Health case status and dockets are available as an auxiliary search. No documents are available for mental health cases. The mental health case number search is compliant with local administrative orders that are more restrictive than the matrix. Another auxiliary search is for wills on deposit.

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The search is by name and provides the case information and docket. No documents are available for this case type.

Criminal case data is available in the primary "Online Electronic Image Viewing" program, but criminal documents are not yet available due to a pending case maintenance system conversion.

On 10/1/15, Phase II of our AO 15-18 "Online Electronic Image Viewing" Project was implemented and completed. During Phase II, the Public Viewing Website was migrated to a new hardware/software infrastructure. Additional user roles of Attorney of Record (Security Access Matrix User role = 3) and Registered User (Security Access Matrix User role = 5) were also incorporated into the website.

Reporting Details shall be for the month unless it is the final summary for the conclusion of the pilot.

Provide the following details:

1.	Number of images accessed by all users. – 13929 images accessed.
2.	Number of images provided by Viewable on Request (VOR). – 3596 images provided by Viewable on Request.
3.	Number of registered users. – 746 Registered Users
4.	Provide the number of registered users by access level. – 2 Registered Users 744 Attorneys of Record
5.	Provide the number of documents viewed by user access level. – Public Internet (Anonymous) User viewed 12056 images Registered Users viewed 0 images Attorney of Record viewed 1873 images
6.	Report all known incidents of inadvertent release of confidential information. – For this reporting period, the Clerk & Comptroller's Office knows of no reported incidents of the inadvertent release of confidential information.

Attachment C
Documentation of On-line Electronic Records Access Activities

Monthly Status Report

County: Pasco

Date: 10/5/2016

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|----|--|
| 7. | Report all known incidents of unauthorized access to confidential information. – At this time, the Clerk & Comptroller’s Office knows of no reported incidents of unauthorized access to confidential information. |
| 8. | <p>Provide information regarding changes made to internal procedures to improve security or quality controls.</p> <p>The Clerk & Comptroller’s Office has performed a case maintenance system upgrade to support the roles and permissions of the matrix and provide web services for viewing redacted documents. View-on-request (VOR) processing and notification has been integrated into the existing redaction workflow. Feedback mechanisms are in place for the public to request further review of documents.</p> <p>Reviewed and analyzed Case Maintenance System codes at the case, party, docket, and document level to align with the AO 15-18 Access Security Matrix.</p> <p>Confirmed the above settings in the historic case data aligns with the AO 15-18 Access Security Matrix.</p> <p>Established a public viewing website and verified the user role functionality against Access Security Matrix.</p> |