



PROJECT STATUS REPORT

PROJECT SUMMARY

REPORT DATE	PROJECT NAME	PROJECT WEB PAGE
December 31, 2015	Judicial Data Management Services	www.flcourts.org/jdms

The Judicial Data Management Services (JDMS) Project will develop a computing environment to provide state-level data management services to all elements of the court system. Those services include:

- Data Consolidation and Standardization Services
- Reporting Services
- Processing Services
- Data Warehouse and Analytical Services

Specifically, the JDMS system will benefit judges, court managers and all users of the court system by providing meaningful data and analysis to: 1) improve adjudicatory outcomes through case management and program evaluation, 2) increase operational efficiency through efficient use of shared resources, and 3) support organizational priorities through legislative resource and budgetary requests. JDMS will additionally enhance the ability of the state courts system to provide court-related data to assist policymakers in evaluating policy and budget options.

This multi-year project is governed by a two-year project plan, which identifies three goals for the two-year cycle. The FY2015-2017 Project Plan is located on the project web page. The goals for this development cycle of the JDMS project are:

1. Establish a solid data management foundation capable of supporting court activity data management at the state level through the addition of new staff and support elements and the enhancement of existing infrastructure;
2. Expand case inventory and case aging statistics from the foreclosure case type to all case types; and
3. Identify projects and plans for the FY 2017-2018 development cycle.

STATUS REPORT SCOPE

This document reports the project elements completed during the current release and outlines the tasks identified for work in the next quarter.

DETAILS OF CURRENT RELEASE

During the second release cycle of the JDMS Project (October 1, 2015 through December 31, 2015), the project team accomplished many tasks and features to advance the project.

Hired and integrated three new staff into Data Administration and Court Services

OSCA management conducted interviews for each of the four positions allocated in the JDMS budget during this quarter. Candidates for three of the four positions were selected and these individuals began employment in Court

Services. The fourth position was re-advertised, and isn't expected to be filled until next quarter. Several administrative tasks relating to preparing for and integrating the new staff members were also completed this quarter.

Established a training plan for the new hires

The Data Administration team developed a comprehensive training plan for the new staff. The plan consists of different levels, focusing first on the achievement of "core" skills for the Data Administration unit that cover a wide breath of essential knowledge and tools. Later specialization into one of the skills tracks must come after a staff member has mastered the core level training. Resources for each of the skills in the first three levels were identified, and training materials have been provided to the new staff members for their independent study.

Prepared for contacting services for January – June 2016 development

The resource allocation for FY 2015-2016 included funds to pay for contract services, which consists of SQL software development, extraction, transformation, and loading (ETL) services and data validation. During this quarter, the JDMS team prepared a Statement of Work, negotiated with the company providing contracting services, reviewed resumes of potential contractors and completed several administrative tasks to prepare a contract expected to be executed in January 2016. The features and tools identified for contractor development will advance both Goals #1 and #2 of the project plan.

Implemented the JDMS virtual server environment for production

A virtual production server environment for JDMS was implemented this quarter. This represents a significant shift from the previous physical server environment. Staff installed software and set up the directory structures to best suit the JDMS framework on the production virtual server. This feature supports Goals #1 and #2 of the project plan.

Created XML reporting schemas for the Uniform Case Reporting (UCR) project and post to a UCR webpage

The data collection specification for the UCR Project requires the submission of data in an eXtensible Markup Language (XML) format. Schemas for each type of activity reported were developed this quarter. The XML schemas have been made available on the JDMS webpage for counties to utilize. All features related to the UCR project fulfill Goal #2 of the project plan.

Reached out to counties in preparation of UCR reporting

In anticipation of the UCR Project beginning as early as January 2016, contact was initiated with the clerks' association to get their partnership in this project and provide recommendations on any counties interested in being a part of the first round of reporting. The proposed timeline of the UCR Project calls for ten volunteer counties to begin working with the OSCA as early as January 2016. Staff also began reaching out to individual counties who maintained high levels of data quality during the Foreclosure Initiative in order to seek volunteers. All materials needed to prepare a county to begin UCR reporting are available on the JDMS webpage.

Established an OSCA data exchange host for UCR data submission and created users' log-in credentials

An exchange host for the UCR data was established and is ready to receive data from the volunteer counties. User accounts were created, which include log in credentials for each reporting entity.

Defined an Extract, Transform, and Load (ETL) process for UCR data, including process metrics

The team defined the ETL process for the new UCR data. This important task provides specific business rules to guide the contractors developing the ETL scripts, beginning in January 2016. Process metrics were also defined for every step of the process, ensuring that quality is built into the system from the beginning.

Created a migration plan to move the first data system into the JDMS framework

To execute a successful migration of the current data systems into the new JDMS framework, which includes the change to a virtual server environment, careful and detailed planning is needed to ensure the compatibility of these legacy systems. This quarter, the team developed a plan for one of the production systems: the Foreclosure data system. The migration will occur next quarter. Modernizing the current data systems into the new framework directly supports Goal #1 of the project plan.

Refined UDR Court Reporting Transcript research export process

During the first quarter of the JDMS project cycle, work was completed to modernize the UDR Court Reporting Transcript portion of the Uniform Data Reporting (UDR) system. (Goal #1) These new scripts were refined this quarter to incorporate some of the JDMS principals, such as the use of process metrics, the new logging format, and the use of code repositories.

Deployed SAS virtual workstations for all OSCA users

Last quarter, virtual workstations were created for the purpose of hosting SAS for remote access for the Statistics & Evaluation unit. Virtual PCs were created for the Data Administration unit this quarter, which completes the deployment of the needed virtual workstations. This feature extends the Court Services Unit's infrastructure as per Goal #1.

Identified Court Interpreter Research Dataset Use Cases

In advance of coming changes to the Court Interpreter data entry form, the JDMS team met with end users to define a research dataset. Plans were developed for the modifications needed to current database tables. Since changes are being made to this portion of the Uniform Data Reporting (UDR) system, opportunities to align the system with the new JDMS framework will be taken wherever possible, in support of Goal #1.

DEVIATIONS FROM PLANNED OBJECTIVES

The first planned objective called for hiring and integrating four new staff into Data Administration and Court Services. Since one of the positions had to re-advertised to find qualified candidates, this pushed back the selection process. One of the four positions was filled by an internal promotion; therefore, that vacancy needs to be filled before the JDMS team is fully staffed.

One of the objectives planned for this quarter was to identify ten volunteer counties and prepare them for prototype Uniform Case Reporting (UCR) reporting and testing. However, as the UCR proposal is currently in front of the supreme court, OSCA staff has focused on notifying the counties of the proposed project and ensuring all resources are made available, should a county be proactive in preparing to report in this new manner. This feature is carried over to the objectives planned for next quarter.

The recent addition of reporting Stalking Violence to the Summary Reporting System (SRS) calls for several changes to the components of the SRS data system. As a means to provide this new data being collected to end users, new scripts were developed this quarter to modify the SRS research datasets accordingly. However, the suite of programs must be tested and deployed into production before the modified SRS research datasets are ready for use. This feature is carried over to the objectives planned for next quarter and supports Goal #1 of the project plan.

OBJECTIVES PLANNED FOR NEXT QUARTER

For the release cycle ending March 31, 2016, the following features are identified for work:

- Hire and integrate new staff into Data Administration and Court Services
- Prepare resources for contracting services beginning in mid-January 2016
- Set up a Uniform Case Reporting (UCR) data model
- Create a Uniform Case Reporting (UCR) database

- Work with volunteer counties to prepare them for prototype UCR reporting and testing
- Finalize business rules for the parsing of UCR data received from counties
- Develop scripts to retrieve UCR data from the OSCA data exchange host
- Develop scripts to read the UCR data files from disk, parse associated XML envelope and stage data for processing into the appropriate data system
- Develop scripts to read, parse and transform UCR data submitted and stage for incorporation into the Court Services Data Warehouse
- Modernize ETL process for Uniform Data Reporting (UDR) data to conform with JDMS framework
- Implement a graphical application to efficiently manage access to various court dashboard
- Modify SRS research datasets to include Stalking Violence cases
- Develop an automated stalking violence Summary Reporting System (SRS) report for clerks of court
- Implement the JDMS virtual server environment for SQL Server
- Migrate the Foreclosure System to the JDMS virtual server environment
- Migrate end users' data files into the virtual server environment
- Develop migration plans to transition the SRS and OBTS systems into the virtual server environment
- Prepare for contacting services for April – June 2016 development

OVERVIEW OF FY2015-2017 PROGRESS

At this time, the project is on track to meet its goals by the June 30, 2017 deadline.