

## AGENDA

### 12:00pm Meeting Convenes

#### **Item I. Opening Remarks and Introductions**

The Honorable Paul Alessandroni, Chair

#### **Item II. Housekeeping**

A. Minutes of August 31, 2015 meeting

#### **Item III. Status Updates**

A. Summary Reporting System (SRS) Manual Revisions

B. Judicial Data Management Services (JDMS)

C. Uniform Case Reporting (UCR) Project

D. Judicial Workload Study

E. Foreclosure Dashboard Enhancements

F. FCTC Data Exchange Workgroup

#### **Item IV. Juvenile Dependency Workshop**

#### **Item V. Court Application Processing System (CAPS) Standards**

#### **Item VI. Next Meeting**

A. Phone Conference in January or February 2016

B. In-person meeting in April or May 2016

### 1:30pm Meeting Adjourns

#### **Call in is available for interested parties:**

Dial-in Number: 888-670-3525

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## **FY 2014-16 Term Membership List**

### **Chair:**

**The Honorable Paul Alessandroni**

County Judge, Charlotte County

### **Members:**

**Mr. Fred Buhl**

Director/Court Technology Officer, Eighth Judicial Circuit

**The Honorable G. Keith Cary**

Circuit Judge, Twentieth Judicial Circuit

**Ms. Holly Elomina**

Trial Court Administrator, Sixteenth Judicial Circuit

**The Honorable David H. Foxman**

County Court Judge, Volusia County Court

**The Honorable Ilona M. Holmes**

Circuit Court Judge, Seventeenth Judicial Circuit

**The Honorable Shelley J. Kravitz**

County Court Judge, Miami-Dade County

**The Honorable Ellen S. Masters**

Circuit Court Judge, Tenth Judicial Circuit

**The Honorable Paula S. O'Neil, Ph.D.**

Clerk of Circuit Court & County Comptroller, Pasco County

**Ms. Kathleen R. Pugh**

Trial Court Administrator, Seventeenth Judicial Circuit

**The Honorable Sharon Robertson**

Clerk of Court, Okeechobee County

**Mr. Philip G. Schlissel**

Administrative General Magistrate, Seventeenth Judicial Circuit

**Mr. Grant Slayden**

Trial Court Administrator, Second Judicial Circuit

**The Honorable Scott Stephens**

Circuit Judge, Thirteenth Judicial Circuit

**The Honorable William F. Stone**

Circuit Judge, First Judicial Circuit

**Item I. Opening Remarks**

**I.A. Opening Remarks**

The Honorable Paul Alessandroni, Chair

## **Item II. Committee Housekeeping**

### **II.A. Minutes of August 31, 2015 Meeting**

**Minutes  
Court Statistics & Workload Committee Meeting  
August 31, 2015  
Phone Conference**

#### **The Honorable Paul Alessandroni, Chair**

#### **12:01 pm Meeting convened**

Ten of the fifteen members were in attendance:

The Honorable Paul Alessandroni, The Honorable David H. Foxman,  
The Honorable Ilona M. Holmes, The Honorable Ellen S. Masters,  
The Honorable William F. Stone, The Honorable Paula S. O'Neil, Ph.D.,  
The Honorable Sharon Robertson, Ms. Holly Elomina,  
Ms. Kathleen R. Pugh, & Mr. Philip G. Schlissel

Members absent:

The Honorable G. Keith Cary, The Honorable Shelley J. Kravitz,  
The Honorable Scott Stephens, Mr. Grant Slayden (military leave), &  
Mr. Fred Buhl

OSCA Staff in attendance:

Greg Youchock, P.J. Stockdale, Shelley Kaus, & Kimberly Curry

#### **Item I. Opening Remarks**

- A. The Honorable Paul Alessandroni, Chair, welcomed everyone to the phone conference.

#### **Item II. Committee Housekeeping**

- A. Minutes from 6/1/2015 Meeting
  - 1. Members voted (unanimously) to approve the minutes from the most recent phone conference.

#### **Item III. Issues of Interest**

- A. Judicial Data Management Services (JDMS)

**Commission on Trial Court  
Performance & Accountability  
Court Statistics & Workload Committee  
Phone Conference  
November 20, 2015**

1. Funding has been allocated by the Legislature for the FY2015-2017 JDMS development cycle, which includes resources for staff augmentation, software development and licensing.
  2. Staff gave an overview of the project elements currently in work, and the project goals each advances.
  3. The JDMS Project Plan was provided to the committee members.
- B. FY2013-2015 Foreclosure Initiative
1. The initiative officially ended on June 30, 2015. The last few monthly reports are yet to be prepared, as data amendments are still being submitted.
  2. However, reporting of the mortgage foreclosure data was continued per AOSC15-9 In re: Continued Case Reporting Requirements for Real Property Mortgage Foreclosure Cases.
- C. Incorporating Case-Event Definitional Framework (AOSC14-20) into SRS
1. Staff reported that a clarification memorandum regarding the administrative order was sent to the trial court clerks, trial court administrators, and Florida Court Clerks and Comptrollers on July 30, 2015.
  2. Staff advised its goal was to provide 24 months advance notice to the clerks of court before full reporting under the new framework is expected.
  3. Feedback received from the clerks of courts in response to the memorandum was provided to the members, as was as a detailed chronology of the project that led up to the issuance of this administrative order.
- D. Incorporating Stalking Violence Injunctions (AOSC12-05) into SRS
1. OSCA staff has been monitoring this issue and was notified that the supreme court re-issued opinion SC12-1205: In re: Amendments to the Florida Family Law Rules of Procedure. The opinion included an amended Family Law Rules of Procedure Form 12.900(H) and amended Family Law Cover Sheet Form 12.928 that adding Stalking Injunction as a new case type.
  2. As a result, OSCA staff sent an email on June 3, 2015 informing the trial court clerks of the addition of the Stalking Violence case type to the Circuit Family Division of the Summary Reporting System (SRS) retroactive to November 2013.
  3. Staff reported that stalking data is now being collected and will be incorporated into SRS reporting.

#### **Item IV. Judicial Workload Study**

A. Project Update

1. Staff updated the committee on the progress of this study.

2. Two presentations were recently given by Judge Alessandroni and National Center for State Courts' (NCSC) staff to plenary sessions of the county and circuit judges conferences re: the overall methodology and the time study.
3. The next step will be the time study, which is scheduled from September 28 – October 25, 2015.
4. A copy of the NCSC presentation to the FL Conference of Circuit Judges and FL Conference of County Judges was provided.

## **Item V. Judicial Management Council (JMC) Performance Workgroup Recommendation #1 (TCP&A Referral)**

### **A. Background**

1. Staff announced that the preliminary proposal recommended by this committee was approved by the Commission on Trial Court Performance and Accountability on June 5, 2015.

### **B. Uniform Case Reporting (UCR) Project**

1. An overview of the proposed project was provided, including the reasons and motivations behind several design elements. It was noted that the UCR Project is the consequence of a long series of data management initiatives that began with the Trial Court Integrated Management Solutions (TIMS) Project advancing through the Case-Event Definitional Framework and into the Judicial Data Management Services (JDMS) Framework.
2. It was further noted that the CSWC is cognizant of the potential impact this data collection specification may have on clerks of court, court administration and other justice partners and encourages all partners to seek solutions that maximize deployment and minimize costs. The CSWC believes in the engagement of all stakeholders and will continue to work with all partners to implement these mission critical projects in a responsible and sustainable way.

### **C. Final Proposal & Data Collection Specification**

1. A final proposal was presented to the members. The chief difference of the final proposal compared to the preliminary proposal is the addition of an implementation schedule.
2. An accompanying Data Collection Specification was presented to satisfy the supreme court's October 1, 2015 deadline.
3. Members voted (unanimously) to approve the final data collection proposal, with the addition of language recognizing the additional resources needed by clerks of court in supporting the reporting requirements.

**Commission on Trial Court  
Performance & Accountability  
Court Statistics & Workload Committee  
Phone Conference  
November 20, 2015**

4. Members voted (unanimously) to approve the Data Collection Specification for use in satisfying the requirements outlined in the UCR project.
5. Members voted (unanimously) to recommend that the Commission on Trial Court Performance and Accountability adopt this proposal and data collection specification as final response to Recommendation 1 of the Judicial Management Council's Performance Workgroup.
6. Staff encouraged members, especially the two clerks of court, to contact a staff member with any suggestions or concerns as the Data Collection Specification is amended going forward.

**Item VI. Next Meeting**

- A. A November phone conference was discussed. Staff will email members regarding their availability.
- B. The subsequent meeting is expected to be an in-person meeting in January or early February of 2016.

**1:01 pm Meeting Adjourned**

**Decision Needed:**

1. Adopt the meeting minutes from 8/31/2015.

### **Item III. Issues of Interest**

#### **III.A. Summary Reporting System (SRS) Manual Revisions**

The Office of the State Courts Administrator's Court Services unit is in the process of updating the Summary Reporting System (SRS) manual. The last full SRS Manual revision was in January 2002, with updates in 2010 to the circuit civil and family divisions.

In May 2015, Court Services' staff developed a priority scheme for the revision of the SRS Manual. A review of technical memorandums from 2002 to the present, questions from counties for clarification, and case-event definitions will be incorporated into the revised manual.

Staff will complete revisions to the manual in phases and request assistance from clerk of court staff involved with SRS or SRS-related issues to provide recommendations or useful comments that will help aid in this process.

The anticipated completion date for the manual is December 2016.

#### **Decision Needed:**

1. None. For information only.

#### **III.B. Judicial Data Management Services (JDMS)**

The Judicial Data Management Services (JDMS) project is currently in its second quarter of the development cycle. During the first quarter, a Communications Management Plan was established and added to the FY2015-2017 Project Plan. This communications plan will enable the JDMS team to keep stakeholders, judges, trial court administrators, court commissions and senior managers engaged in the JDMS project. As part of this communications plan, the project will produce a quarterly status report that details the features and capabilities of the project accomplished during the previous quarter and identify the features and capabilities planned for the next quarterly release cycle. The status report will also discuss deviations from the planned feature list as well as major issues affecting the project's progress. The JDMS team believes that this communication plan, combined with quarterly release cycles and an annual set of project goals, will keep the JDMS project aligned with the needs of the project sponsors and stakeholders.

The status reports will be provided to commission staff for distribution and published on the [JDMS project](#) webpage (the creation of which is one of the features accomplished during the first quarter) for all interested parties. The first quarterly status report can be found in Enclosure 01.

**Decision Needed:**

1. None. For information only.

**III.C. Uniform Case Reporting (UCR) Project**

The proposal and accompanying data collection specification approved by this committee at its August 31<sup>st</sup> meeting were forwarded to the Commission on Trial Court Performance and Accountability (TCP&A). On September 17, 2015, TCP&A amended the specification to include the implementation timeline (now written into the final proposal) and submitted the finalized recommendation to the supreme court.

As the timeline called for 10 volunteer counties to begin transitioning reporting in early 2016, the project documents, as approved by TCP&A, are now available on the JDMS webpage. In anticipation of the court's approval, staff created the eXtensible Markup Language (XML) schemas needed for the first round of reporting and published these on the JDMS webpage as well.

**Decision Needed:**

1. None. For information only.

**III.D. Judicial Workload Study**

From September 28 through October 25, a "time study" was conducted of all circuit and county judges, senior judges, magistrates, child support enforcement hearing officers and civil traffic infraction hearing officers participating throughout the state. Everyone was asked to track their time throughout the day and upload the information onto the National Center for State Courts' (NCSC) website each evening. Statewide, approximately 1,250 court officers participated in the time study. This data will serve as the foundation for updated case weights. Participation rates were very high, approximately 97%. The NCSC will now begin the statistical analysis of the data.

In December 2015, two additional key steps in the *Judicial Workload Study* (JWS) will occur. First, all judges will be asked to complete a *Sufficiency of Time* survey. This survey is designed to illicit feedback from the judges as to the amount of available time they have to process different types of cases, whether the time is sufficient given their dockets, and to identify any statutory or rule requirements that are imposing additional requirements on judge that may be impacting their overall workload. The survey is a key methodological step in the JWS as it will

document additional workload requirements imposed on the judiciary since the FY 2006-2007 *Judicial Resource Study*.

In early December, site visits to eight judicial circuits will be conducted by the NCSC team, Judge Alessandrini and staff from the Office of the State Courts Administrator (OSCA). The circuits are representative of small, medium, large and extra-large circuits and include the First, Fourth, Fifth, Eighth, Tenth, Fourteenth, Fifteenth, and Seventeenth Circuits. Chief judges, trial court administrators, administrative judges, and judges from every major court division will be interviewed. Each site visit is designed to last a full day.

On February 4-5, 2016 a series of Subject Matter Expert panels comprised of experienced trial court judges will meet in Orlando to review and tweak the preliminary case weights developed via the time study. The divisional groupings include circuit criminal, circuit civil, family/juvenile, probate, county criminal and county civil. Each session will last approximately three hours with two sessions running concurrently. Once reviewed and approved, the preliminary case weights will then be forwarded to the Judicial Needs Assessment Committee (JNAC) for final approval.

On March 4, 2016 the JNAC will meet to review, and if necessary, adjust the final proposed case weights. The JNAC is a 41 member judge committee representing each circuit in Florida and provides executive policy direction on the *Judicial Workload Study* to the NCSC and the OSCA. The final case weights approved by the JNAC will then be incorporated in the NCSC's final report. Once complete, the NCSC will issue its final *Judicial Workload Study* report to the OSCA and Supreme Court of Florida in late spring 2016.

**Decision Needed:**

1. None. For information only.

**III.E. Foreclosure Dashboard Enhancements**

Funding was allocated for enhancements to the Foreclosure Dashboard website, which has been live for two years. OSCA staff is contacting frequent users to ask for recommendations on improvements and features needed to increase the usability of the website. Members who have used the dashboard and have any recommendations or ideas, should provide them to committee staff. The layout of the pages/reports, navigation, and usability issues are currently under review.

A contract with the vendor who created the dashboard is expected to be secured in early 2016.

**Action Needed:**

1. Provide any feedback or recommendations to Shelley Kaus ([kauss@flcourts.org](mailto:kauss@flcourts.org)) by December 31, 2015.

**III.F. FCTC Data Exchange Workgroup**

The Florida Courts Technology Commission's Data Exchange Workgroup is completing its 18 month effort to define a meaningful specification for the exchange of data between court justice partners. Version 1.0 of the standard will be advanced to the FCTC at its November 19, 2015 meeting. The standard defines the basic components for data exchange between entities within the courts. This includes transfer of data from clerks of court to the circuit court Court Application Processing System (CAPS) viewers and from clerks and CAPS viewers to the state-level JDMS system.

The specification envisions a web services backbone communicating through XML-based messages. These exchange web services will lay the groundwork for real or near-real time communications. The XML format will ensure the messages are sufficient to process the wide range of exchanged data.

As directed by the CSWC, the UCR project data collection is designed consistent with the data exchange specification. This project will be the first real-world test of the specification. Lessons learned from this implementation will help shape the evolution of the standard.

**Decision Needed:**

1. None. For information only.

**Enclosure 01**

**Judicial Data Management Services**

**Quarterly Status Report**

09/30/2015



# PROJECT STATUS REPORT

## PROJECT SUMMARY

REPORT DATE	PROJECT NAME	PROJECT WEB PAGE
September 30, 2015	Judicial Data Management Services	<a href="http://www.flcourts.org/jdms">www.flcourts.org/jdms</a>

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 first release cycle of the JDMS Project (July 1, 2015 to September 30, 2015), the project team accomplished many tasks and features to advance the project.

### ***Resources put in place***

This initial phase of the JDMS project required many first-time tasks to set up the project and put the necessary resources allocated in place. OSCA management began the process of hiring the four new positions funded for this project. In addition, the offices, furniture, computers, and other resources for the new staff were ordered.

### ***Establishing a Communications Management and a Change Management plan***

The FY2015-2017 Project Plan was developed several months prior to the beginning of the JDMS project on July 1, 2015. At the direction of OSCA management, the project plan was updated to include a Communications Management Plan and a Change Management Plan. A central component of the Communications Management Plan is the publication of these quarterly status reports. The latest version of the Project Plan can be found on the project web page, also created during this quarter. The webpage will host the Project Plan and all project status reports.

### ***Standardization of operating environment and methods***

In support of Goal #1, and as a prerequisite to any development taking place, the team needed to standardize both the operating environment and methods for the JDMS framework. This effort was completed during the first quarter, and the platforms for JDMS have been established.

### ***Skills training for current Data Administration staff***

Once the platforms identified for use in JDMS development were settled on, skills training for the existing Data Administration staff was undertaken to ensure all staff possess the core skills needed to advance the JDMS project.

### ***Implementation of virtual server environment for development***

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

### ***Creation of virtual PCs to host SAS for analysts***

In addition to the new virtual development server, virtual PCs were created for the purpose of hosting SAS for remote access. The virtual PC environment for SAS workstation installation have been established and tested, and are ready for use by the Statistics and Evaluation unit. This extends Data Admin's infrastructure as per Goal #1.

### ***Identification of specific tools and objects for contractor 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. The JDMS team identified a list of specific features, tools, and data management objects most appropriate for contractor development. The features and tools will advance both Goals #1 and #2 of the project plan. This list will be included in the Statement of Work utilized in the contract with the consulting company hired.

### ***Advancement of the Uniform Case Reporting Data Collection Specification***

Coinciding with direction from the supreme court in response to recommendations made by the Judicial Management Council, a Uniform Case Reporting (UCR) Project proposal and accompanying Data Collection Specification was created. This data collection specification outlines the requirements of the clerks of court to expand the current reporting of mortgage foreclosure case data to the rest of the Circuit Civil division, and thus supports Goal #2 of the project plan. The UCR Project proposal and data collection specification was approved by the Court Statistics & Workload Committee on August 31, 2015 and adopted by the Commission on Trial Court Performance and Accountability on September 17, 2015.

### ***Automation enhancements to the Uniform Data Reporting (UDR) system***

Also in support of Goal #1, in efforts to enhance the existing infrastructure, improvements began on the Uniform Data Reporting (UDR) system, including an automated mechanism to produce Court Transcript research files on a daily basis.

### ***Research into the visual display of data***

In support of Goal #3, identifying projects and plans for the FY2017-2018 cycle, the team attended two commercial product demonstrations (by the SAS Institute and RecordXChange) on their applications that display data for end users. Staff also evaluated JavaScript's D3.js and several similar data visualization packages the Python language offers.

## DEVIATIONS FROM PLANNED OBJECTIVES

As this was the first quarter of the project cycle, there was no previously published status report outlining the objectives planned for next quarter.

## OBJECTIVES PLANNED FOR NEXT QUARTER

For the release cycle ending December 31, 2015, the following features are identified for work:

- Hire and integrate four new staff into Data Administration and Court Services
- Establish a training plan for the new hires
- Prepare for contacting services for January – June 2016 development
- Implement the JDMS virtual server environment for production
- Create XML reporting schemas for the Uniform Case Reporting (UCR) project and post to a UCR webpage
- Identify ten volunteer counties and prepare them for prototype UCR reporting and testing
- Establish an OSCA data exchange host for UCR data submission and provide users with log-in credentials
- Define an Extract, Transform, and Load (ETL) process for UCR data, including process metrics
- Create a migration plan to move the first Data Admin system into the JDMS framework
- Modify the SRS research dataset to include Stalking Violence cases
- Refine UDR Court Reporting Transcript research export process
- Deploy SAS virtual workstations for all OSCA users
- Identify Court Interpreter Research Dataset Use Cases

## OVERVIEW OF FY2015-2017 PROGRESS

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

## **Item IV. Juvenile Dependency Workshop**

Accurately tracking the workload within dependency cases has historically been a difficult challenge. SRS reporting works well for dependency filings, but does not capture the continued workload associated with these cases. Disposition in dependency cases, is not clear cut as may be in other case types. It is these nuances that represent a significant amount of judicial workload that may not be captured in the current reporting format. The CSWC has wrestled with this issue many times in the past eight years. More recently, the question was identified as an area of interest as part of the Judicial Workload Study.

In the past, the CSWC had few tools available to address this reporting deficiency; however, times have changed. The development of the Trial Court Data Model, Case-Event Definitional Framework, Judicial Data Management Services, and the transactional reporting structure developed for the Uniform Case Reporting project, provide many of the necessary tools to tackle dependency tracking and reporting.

Judge Masters has previously suggested the CSWC form a dependency workshop to consider the best ways to track and report workload in dependency cases. Using the workload assessment tools described above, the time for such a workshop is appropriate. Staff recommends that the CSWC convene a one-day workshop in the spring of 2016. This workshop may be centrally held and would consist of 10-12 participants including dependency judges, case managers and subject matter expert staff from the OSCA's Office of Court Improvement (OCI). The goal of the workshop would be to brainstorm ways to track and report various workload issues in dependency cases, in particular, judicial workload that may be occurring over a multi-year period. The CSWC's charge is specific to data management issues and the integrity of data collection and reporting. Therefore, the challenge for this workshop will be to focus on how to best track events and workload, rather than the best way to dispose of those events. A highly focused charge will also fit closely with the structure of a workshop. Staff suggests the following charge as a starting point for committee discussion:

*The Dependency Workshop will identify events within a dependency case that involve significant judicial workload or court resources that are not captured by current tracking and reporting data systems. This workshop will identify appropriate data management and reporting processes for capturing this workload and resource usage. The workshop should focus on what is needed to track key case events, workload, and resources, and may consider tools or reporting processes not yet available.*

### **Decision Needed:**

1. Adopt the proposal to convene a Dependency Workshop to be held in the remaining months of the FY2014-2016 committee term.
2. Adopt a charge for the Dependency Workshop.

## **Item V. Court Application Processing System (CAPS) Standards**

The bi-annual revisions to [Court Application Processing System \(CAPS\)](#) standards will occur in 2016. The CSWC has the opportunity to suggest additions to the CAPS standard at this time. These suggestions should be focused on advancing capabilities important to the CSWC, data collection, performance management, etc., within the functional capabilities defined for a CAPS system. These capabilities are defined as:

- Calendaring (section 5)
- Search (section 6)
- Case Management and Reporting (section 7)
- Orders (section 8)
- Case Notes (section 9)
- Help (section 10)

Given the scope of CSWC's charge, the majority of suggestions may occur in the Case Management and Reporting sections. However, that does not preclude suggestions for other sections, if they specifically relate to data management issues. Previous capabilities mentioned by CSWC members include:

- A menu option for a judge to indicate a case is in an INACTIVE status with the CAPS viewer generating the proper notifications to both clerks of court and OSCA data systems. (Event Tracking: § Case Management and Reporting, Orders)
- A menu option for the judge to identify that he/she believes a case to be closed. This notification to the OSCA would then start a verification process within JDMS. (Quality: § Case Management and Reporting)
- The capability to transfer calendaring information to the JDMS system (Event Tracking, Workload: § Case Management and Reporting, Calendaring)
- Add the capability for the CAPS system to request and retrieve performance statistics from a JDMS dashboard. (Quality: § Case Management and Reporting)

Members may wish to consider recommending additional capabilities that would assist the committee with its work. For example, capabilities needed within CAPS that are necessary or beneficial to the Uniform Case Reporting project.

Florida Court Technology Commission (FCTC) staff suggests the CSWC prepare a letter to Judge Munyon, FCTC Chair, by mid-February 2016 with its recommendations. Members could submit suggestions for staff to compile through early January 08, 2016. Staff would then provide CSWC with all recommendations for final approval at its January/February 2016 meeting.

**Decisions Needed:**

1. Determine whether the CSWC wants to submit additional capabilities for the CAPS viewers during the 2016 CAPS standard revision cycle.
2. Adopt the list of proposed capabilities as a minimum list of additions to the CAPS standards.
3. Adopt the proposed plan for member input and final adoption of a capability list.

## **Item VI. Next Meeting**

The next meeting of the FY2014-2016 term will be a phone conference, likely held during lunch time. It is anticipated this phone conference will be held in January or February of 2016. Staff will email possible dates to members to request your availability and preference.

Staff is planning to hold the last meeting of the FY2014-2016 term as an in-person meeting. It is anticipated this meeting will be held in April or May of 2016. Staff will email possible dates to members to request your availability and preference.

### **Committee Action Needed:**

1. Please look for the forthcoming email regarding possible meeting dates.