

AGENDA

12:00p Meeting Convenes

Item I. Opening Remarks and Introductions

The Honorable Paul Alessandroni, Chair

Item II. Housekeeping

A. Minutes of November 20, 2015 meeting

Item III. Issues of Interest

- A. Judicial Data Management Services (JDMS)
- B. Uniform Case Reporting (UCR) Project
- C. Judicial Workload Study
- D. Foreclosure Dashboard Enhancements
- E. Summary Reporting System (SRS) Manual Revision
- F. FCTC Data Exchange Workgroup Draft Data Exchange Standards

Item IV. Court Applications Processing Systems (CAPS) Standards

Item V. Juvenile Dependency Workshop

Item VI. Next Meeting

A. In-person meeting in May 2016

1:30p Meeting Adjourns

Call in is available for interested parties:

Dial-in Number: 888-670-3525

Participant Pin: 4952473921#

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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 November 20, 2015 Meeting

**Minutes
Court Statistics & Workload Committee Meeting
November 20, 2015
Phone Conference**

The Honorable Paul Alessandroni, Chair

12:03 pm Meeting convened

Eleven 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, Mr. Fred Buhl, 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

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 8/31/2015 Meeting
1. Members voted (unanimously) to approve the minutes from the most recent phone conference.

Item III. Issues of Interest

- A. Summary Reporting System (SRS) Manual Revisions

1. 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.
 2. 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.
 3. The anticipated completion date for the manual is December 2016.
- B. Judicial Data Management Services (JDMS)
1. The JDMS project is currently in its second quarter of the development cycle.
 2. During the first quarter, a Communications Management Plan was established and added to the FY2015-2017 Project Plan. 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.
 3. The first quarterly status report was provided to the members. It can also be found on the JDMS webpage: www.flcourts.org/jdms (the creation of which is one of the features accomplished during the first quarter).
- C. Uniform Case Reporting (UCR) Project
1. Staff advised that the proposal and accompanying data collection specification approved by this committee at its August 31, 2014 meeting were forwarded to the Commission on Trial Court Performance and Accountability (TCP&A).
 2. 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.
 3. The project documents, as approved by TCP&A, are now available on the JDMS webpage.
 4. Additionally, Court Services' staff created the eXtensible Markup Language (XML) schemas needed for the first round of reporting and published these on the JDMS webpage as well.
- D. Judicial Workload Study
1. The "time study" was conducted from September 28 through October 25 of all circuit and county judges, senior judges, magistrates, child support enforcement hearing officers and civil traffic infraction hearing officers participating throughout the state.
 2. Staff reported that participation rates were very high, approximately 97%.
 3. The NCSC will now begin the statistical analysis of the data.

4. The next steps of the Judicial Workload study were discussed. In December 2015, all judges will be asked to complete a Sufficiency of Time survey. In addition, site visits to eight judicial circuits will be conducted in early December by the NCSC team, Judge Alessandrone 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.
- E. Foreclosure Dashboard Enhancements
1. Funding has been allocated for enhancements to the Foreclosure Dashboard website. OSCA staff is contacting frequent users to ask for recommendations on improvements and features needed to increase the usability of the website.
 2. Members who have used the dashboard and have any recommendations or ideas were asked to provide them to committee staff by December 31, 2015.
- F. FCTC Data Exchange Workgroup
1. Staff advised that Version 1.0 of the standard will be advanced to the Florida Courts Technology Commission (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.
 2. 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.

Item IV. Juvenile Dependency Workshop

- A. Background
1. An overview of the challenge in accurately tracking workload within juvenile dependency cases was presented. This is an issue discussed by the committee several times over the past several years.
 2. With the development of the Trial Court Data Model, Case-Event Definitional Framework, Judicial Data Management Services (JDMS) and the transactional reporting structure developed for the Uniform Case Reporting project, additional tools are now available to tackle the nuances of juvenile dependency tracking and reporting.
 3. A one-day workshop to consider the best ways to track and report workload in juvenile dependency cases was proposed. The workshop

- would consist of juvenile dependency judges, case managers and subject matter expert staff from the OSCA's Office of Court Improvement (OCI).
4. Committee members encouraged this idea and suggested other divisions of court may also benefit from an in-depth workshop on techniques to measure the unique workload in those divisions.
- B. Members voted unanimously to convene a Juvenile Dependency Workshop to be held in the remaining months of the FY2014-2016 committee term.
- C. Members voted unanimously to adopt the charge as worded in the meeting materials for the Juvenile Dependency Workshop.

Item V. Court Application Processing System (CAPS) Standards

- A. Background
1. The bi-annual revisions to Court Application Processing System (CAPS) standards will occur in 2016. Staff informed that the committee has the opportunity to suggest additions to the CAPS standard at this time.
 2. Florida Court Technology Commission (FCTC) staff suggests the CSWC prepare a letter to Judge Munyon, FCTC Chair, by mid-February 2016 with its recommendations.
 3. Staff provided a list of capabilities previously mentioned by members as a starting point for discussion.
- B. Discussion
1. Members brought up the concern that since some circuits don't yet have judicial viewers at all, adding additional requirements will make it that much harder to get viewers in compliance and therefore deployed in these circuits.
 2. Members directed staff to gather additional information from FCTC staff and OSCA's Resource Planning Unit regarding the impact of the committee's potential recommendations.
 3. Members were asked to submit additional capabilities to staff by January 08, 2016.
 4. A list of all recommendations will be presented for final approval and prioritization at the January/February 2016 meeting.

Item VI. Next Meeting

- A. A January or February 2016 phone conference was discussed. Staff will email members regarding their availability.
- B. The subsequent meeting is expected to be an in-person meeting in April or May of 2016. This will be the last meeting of the FY2014-2016 committee term.

1:28 pm Meeting Adjourned

Decision Needed:

1. Adopt the meeting minutes from 11/20/2015.

Item III. Issues of Interest

III.A. Judicial Data Management Services (JDMS)

The JDMS project is currently in its third quarter of the FY2015-2017 development cycle. Essential infrastructure work is underway, which included transition of user and production systems to JDMS virtual server environment and modernization of the Uniform Data Reporting (UDR) system. Staff is beginning to work internally with our ISS department to develop an OSCA Data Exchange Web service to manage Uniform Case Reporting (UCR) data.

Two staff augmentation contractors joined the team on January 11, 2016 and will be working with Data Administration through June 2016 on various programming projects within JDMS. Data Administration has filled three of the five needed JDMS positions. Staff is diligently working to fill the remaining two positions.

The second quarterly status report outlining the work completed in the October to December 2015 release cycle can be found in Enclosure 01. The status report also lists the objectives planned for the current quarter (January – March 2016).

Decision Needed:

1. None. For information only.

III.B. Uniform Case Reporting (UCR) Project

The Uniform Case Reporting (UCR) Project proposal is currently before the supreme court. Per the JDMS project plan, Court Services staff began reaching out to counties to request volunteers for the first round of reporting. Staff is beginning to work internally with our ISS department to develop an OSCA Data Exchange Web service to manage Uniform Case Reporting (UCR) data.

The second quarterly JDMS status report found in Enclosure 01 includes elements specific to the UCR project.

Decision Needed:

1. None. For information only.

III.C. Judicial Workload Study

In December 2015, site visits were conducted as per the Judicial Workload Study methodology. Eight circuits were visited, including the First, Fourth, Fifth, Eighth, Tenth, Fourteenth, Fifteenth, and Seventeenth Circuit, by teams comprised of staff from the National Center for State Courts (NCSC), Office of the State Courts Administrator, and Judge Paul Alessandroni, Chair, Judicial Workload Study. Chief Judges, trial court administrators, administrative judges, county judges, and circuit judges were interviewed to gain their perspectives on factors impacting judicial workload in their respective circuit.

Also during the month of December, the Sufficiency of Time Survey was issued. All trial court judges were encouraged to complete the Sufficiency of Time Survey developed by the NCSC. The survey was designed to illicit whether judges believe that they have sufficient time on their dockets to devote to their respective caseloads.

On February 4th and 5th, the Subject Matter Expert Panel Workgroup meetings will be held. Trial court judges from throughout the state will convene to review the preliminary case weights for the major court divisions including, circuit criminal, circuit civil, family/juvenile, probate, county criminal and county civil.

The Judicial Needs Assessment Committee (JNAC) will then reconvene on March 4, 2016 to review, tweak (if necessary), and approve the final case weights to be used in the NCSC's final report to the supreme court. The JNAC is an executive committee comprised of 41 judges from throughout the state with a county and circuit judge from each circuit represented.

Decision Needed:

1. None. For information only.

III.D. Foreclosure Dashboard Enhancements

As mentioned during the November 20, 2015 phone conference, funding was allocated for enhancements to the Foreclosure Dashboard website. OSCA staff identified and contacted select users of the Foreclosure dashboard to request recommendations on improvements and features related to the usability of the dashboard. Any members who have used the dashboard may still provide recommendations or ideas to committee staff. The layout of the pages and reports, navigation between the pages, and general usability issues are candidates for the recommended enhancements, although any suggestion or feedback on the current website is welcome. The deadline for all feedback is COB February 12th, 2016.

Once the recommendations are received, Court Services staff will work to secure a contract with the vendor who initially created the dashboard.

Action Needed:

1. Provide any feedback or recommendations to Shelley Kaus (kauss@flcourts.org) by February 12, 2016.

III.E. Summary Reporting System (SRS) Manual Revision

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 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. In June through November 2015, Court Services’ staff began drafting chapters of the SRS Manual.

In December 2015, staff made contact with various clerks of court offices to solicit subject-matter experts to aid in the review process. Thirty-seven counties are participating in this review. The first division draft was distributed to clerk staff on January 19, 2016 with a two-week time frame to provide feedback.

In keeping with the supreme court charge to incorporate the Case-Event Definitional Framework, staff is including the case-event definitions into the SRS manual revision where deemed necessary.

Decision Needed:

1. None. For information only.

III.F. FCTC Data Exchange Workgroup Draft Data Exchange Standards

The Florida Courts Technology Commission’s (FCTC) Data Exchange Workgroup presented a Draft Data Exchange Standards document at the November 19, 2015 meeting of the FCTC. Although the workgroup asked for approval of the standards, the FCTC requested additional input from stakeholders. Since the JDMS project will be one of the flagship users of this data exchange, the Chair of the Data Exchange Workgroup, Roberto Adelardi, has requested the CSWC review the standards and provide input. The [Draft Data Exchange Standards](#) document is provided as Enclosure 02.

Action Needed:

1. Please provide any comments or suggestions to staff no later than Friday, February 19, 2016.

Enclosure 01

Judicial Data Management Services

Quarterly Status Report

12/31/2015



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.

Enclosure 02

Draft Data Exchange Standards

2015-11-03

Introduction

The exchange of court data represents an extremely dynamic challenge for all involved. The demands of efficiency, timeliness, accuracy and confidentiality combine to impose significant, often conflicting, demands on the exchange process. Traditionally, these challenges have been met locally with solutions targeted to the specific court data management system involved. However, if the court system is to keep pace with the evolving information age, a more global solution is required. The task of this specification is to define a sufficiently rigorous mechanism to standardize the transfer of data between two or more data systems while remaining flexible enough to tailor the exchange particulars required to the specific needs of those systems.

For the purpose of this standard, interaction is being considered between the following entities:

- Clerk of court case maintenance/management systems and supporting systems (referred to as clerk CMS)
- Circuit court judicial viewer and/or CAPS systems (referred to as JV)
- State level Judicial Data Management Services system (referred to as JDMS)

The decentralized nature of the relationships between county and circuit, circuit and state and county and state and the variety of data management solutions deployed guarantees that the transfer of data between various entities within and outside of the court system is a complex matter. Multiple counties may maintain individual CMS systems or may share the same CMS system. Similarly, circuits may share a single JV system among multiple counties within their jurisdiction or deploy individual JV system as appropriate. Consequently, this standard must define a data transfer mechanism that satisfies the need to efficiently and effectively exchange data between court partners and that is independent to the complex relationships mentioned above while simultaneously guaranteeing the highest levels of security, resilience and privacy of the data contained and shared among these systems.

However, it is not possible to compose a standard describing a limitless set of possible interactions. The intent of this standard is to define the mechanism by which a data transfer event is initiated and completed and to provide a description of the data package that is exchanged. It is not concerned with what must happen to a particular piece of data once it is received. Those details are left to the consuming system.

This Data Exchange Standard incorporates other existing, non-proprietary standards and specifications wherever possible. In particular, this standard has dependencies on the [ECF] (See Appendix A), [NIEM] (See Appendix A), [FIPS 180-2] (See Appendix B), and the World Wide Web Consortium (W3C) (See Appendix A). The terminology used in this standard to describe the components of the Data Exchange architecture conforms to a Service Oriented Architecture (SOA) (See Appendix B and C).

Governance

Once the standard is approved, the Data Exchange Workgroup will schedule quarterly conference calls with at least one meeting in-person annually.

Changes to these standards must be approved by the Florida Courts Technology Commission (FCTC) based on recommendations of the Data Exchange Workgroup before implementation.

Requests for changes to these standards will be submitted to the Data Exchange Workgroup via the Office of the State Courts Administrator (OSCA) and reviewed at the next scheduled meeting and a recommendation will be made to the FCTC.

This workgroup will evaluate the results of the pilot project once fully implemented. Any necessary changes will be incorporated and reported back to the FCTC with recommended revisions to these standards.

Nonconformance with these standards, once adopted, may be referred to the FCTC Compliance Subcommittee.

Data Exchange Security

As noted in the Introduction section, version 1.0 of these standards will cover the exchange of data between local Case Maintenance Systems (CMS), Judicial Viewer (JV) and state level Judicial Data Management Services (JDMS) systems and may include interactions with other state level systems such as the Comprehensive Case Information System (CCIS) as appropriate. Subsequent versions of this standard may expand upon and include data exchange between additional systems or stakeholders.

The Data Security Model should contain the following elements:

- **Data Storage Encryption** – All data stored electronically in locations other than those where the systems are located must also be encrypted, e.g., an offsite backup facility. This also applies to any data extracted from the CMS with the intention of performing bulk transfers into other systems.
- **Workstation Security** – All end user workstations or devices must maintain an up-to-date, industry standard anti-malware system to protect the information being consumed by the end-user. This may be exempted only in the event that a business case has been developed showing that the end device cannot be kept current. In this event the organization providing the data must be notified prior to the exchange.
- **Mobile Devices** – No data may reside in mobile devices beyond the current session. If such a device is deployed or used for the “consumption” of information, a VPN solution must be deployed and managed by the courts.

- Cleaning Hard Disks – If at any moment a portable Hard Disk Drive or similar technology is used to transfer data among systems, the storage device must be sanitized using the DoD 5220.22-M approach.
- Firewalls – Firewalls are required when data must transport through an external network to reach its destination. This will be through a firewall specific source and destination (IP and Port) defined in the firewall to prevent unintentional access to source/destination servers.
- User Credentials – When credentials (passwords) are necessary to access or transmit data among systems, the password should be a complex (upper, lower, numeric, and special character) combination password no shorter than 8 characters and renewable every 90 days. Provisions should be taken to deny the reuse of the previous 5 passwords.
- Security Updates – To mitigate vulnerabilities at the host and PC level, systems **must** have security updates applied frequently (preferably via automatic update); checks to ensure any system is not vulnerable should be performed before bringing it into production.

Transport

All data transport should be secured/encrypted in compliance with ECF 4.0.1, Section 5, Service Interaction Profiles, as augmented below. (See Appendix B – [FIPS-180-2] and Appendix C)

- Data Exchange Protocol – Enhanced transport requirements shall be Secure HTTP (HTTPS) that consists of the standard HyperText Transfer Protocol (HTTP) layered on top of a secure Transport Level Security (TLS) session. To maximize security, any public-facing interface should be registered with a Certificate Authority (CA); either a commercial service, or maintained via the State Courts System. For the best security, 2048 bit (or more) key lengths should be used. For closed data center environments where communications occur between trusted servers, TCP may also be used (See Appendix A.)
- Web Services – To ease implementation, the use of the Web Services Description Language (WSDL) is strongly recommended, as it helps automate the creation of compliant interfaces for clients by providing a machine-readable description of the web service.

Data transport includes the transfer of data to state and other repositories. For example, AOSC09-30, Statewide Standards for Electronic Access to the Courts, identifies the capability to transfer case and court activity data, both as single records and in bulk, to state level data repositories as an essential capability of court data management systems. Transfers may be made for a wide variety of purposes including routine activity reporting, program and performance monitoring, resource allocation, court operations management and data warehousing. The transfers may use a wide variety of data exchange scenarios, e.g., a data transfer initiated by a local data provider to a receiving state repository in response to changes within the underlying data being reported (event-push), or a transfer where the request originates from the repository to the local data management system (timed-pull). Consequently, the general web services capability established at either end of the data transfer should be capable of handling both types of

transactions. The specific strategy, event-push or timed-pull, should be identified by the entity originating the transaction as part of the data request package definition.

It is recommended that data transfer occur using the lowest level, stable technology suitable for the task, in conformance to this standards document. However, it may be necessary to define alternate data transfer mechanisms, such as FTP or FTPS, in order to maintain compatibility with legacy reporting systems or when reporting is of sufficiently short term or is of such a nature as to not justify the cost to develop a web services solution. Suitability of alternate transfer mechanisms should be determined by the entity originating the reporting requirement and approved by this standard's governing body.

While this data transfer standard is comprehensive, not all elements defined for a data request package may be applicable to a given exchange scenario. Since the data request may involve a large number of agencies, the entity originating the request should define a data transfer package description document detailing the format and content of the data being transferred and identifying the appropriate auditing and tracking elements as provided in this standard. This information may be included as part of the integration kit discussed below. If necessary to ensure data transfer integrity, the service enabling the specific data transfer should provide for immediate, synchronous response to, for example, allow a service to initiate a transfer and the receiving service to signal success or failure of transfer. (See Appendix C)

Data Transfer Framework

The court system is adopting an enterprise standard for data management. Conformance to this standard requires the use of a SOA as the foundation for all data transfer. This approach views data exchange not as a series of isolated data projects with each exchange subject to separate and unconnected rules. It is expected that data exchange projects can be built from a set of reusable modular components that can be mixed and matched as needed to provide the necessary functionality. The data exchange mechanism defined in this standard can serve as an architecture for data transfer in that the mechanism is capable of exchanging data between two end points.

The data transfer can be broken down in to three types of information:

- Metadata describing the data being transferred
- Sufficient tracking and auditing information to ensure reliable transmission, receipt, and messaging.
- The actual data to be transferred

The integration toolkit discussed below will contain sufficient information to describe the data exchange. While some of the data needs can vary widely between jurisdictions, there are many types of common data exchanged, across all entities within the state. As specific data exchanges are defined and appropriate integration kits built, it is planned that these standards will be expanded with a library of namespaces, XML Schemas, Major Design Elements (MDEs), and data dictionaries for common data ex-

changes (See Appendix C). This library will further help standardize data exchange within the court system and simplify implementation of new exchanges across the state. Data Exchange Content Models will be developed to facilitate this standardization (See Appendix C and D.) In the context of web services, Major Design Elements (MDEs) are the conceptual representation of the exchange (See Appendix C) exposing a canonical set of core capabilities (See Appendix F). The Data Exchange architecture is divided into two principal elements:

1. Core specifications that define the MDEs and the operations and messages that are exchanged between the MDEs, and (See Appendix C and Appendix F)
2. Service Interaction Profiles that are specifications that describe the communication infrastructures that deliver the messages between MDEs. Any Data Exchange MDEs will follow these two principal elements as formulated in the ECF 4.0.1 (or current) standard for data exchange. In addition, the data transfer framework components of:
 - 1) Metadata description,
 - 2) Audit and tracking information, and
 - 3) Data content are to be constrained through the use of namespaces and XML Schema Definition (XSD) files.

Multiple namespaces can be included in one or more XML Schema Definition files that includes all necessary constraints that are specific to the particular data transfer. The Data Exchange XML schemas are implementations of the data exchange content models (See Appendix C and D.) They are the only normative representations of the messages.

Integration Toolkit

An integration toolkit should be provided for any implementation purposes. This toolkit consists of detailed documentation identifying:

- A plain language name for the integration toolkit.
- A Universally Unique Identifier (UUID) for the integration toolkit (mandatory element) – A UUID for the integration toolkit as agreed upon by the entities involved.
- A UUID for other existing or new data exchange specifications – This UUID allows versioning of the specification and promotes controlled upgrades and modifications between different data systems.
- A clear plain language description of the contents of the data being transferred including appropriate references to specifications if necessary.

- Example XML requests and responses, data dictionary (including the detailed description / format of each data element or attribute), references to appropriate business rules, relevant standards and definitions, XML schema definition files, theory of operation, Major Design Elements – (MDEs, and sample usage cases for each MDE (See Appendix C).

Conformance

Conformance to this standard does not apply to existing systems that are technically incapable, or it is cost prohibitive, to conforming to this standard and data exchanges

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Appendix A

Symbols and Abbreviations

The key symbols and abbreviations used in this standard include:

ECF	Electronic Court Filing
IEPD	Information Exchange Package Documentation
MDE	Major Design Element (See Appendix C)
NIEM	National Information Exchange Model
OASIS	Organization for the Advancement of Structured Information Standards, a <i>non-profit consortium for open standards</i>
SOAP	Simple Object Access Protocol
TCP	Transmission Control Protocol
XML	eXtensible Markup Language
W3C	World Wide Web Consortium
WSDL	Web Services Description Language
WS-I	Web Services Interoperability Organization

Appendix B

Normative References

[ECF Specification]

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Universal Business Language Version 2.1 30 May 2011. 30 May 2011. Committee Specification Draft 02 / Public Review Draft 02. <http://docs.oasisopen.org/ubl/prd2-UBL-2.1/UBL-2.1.html> J. Bozak, T. McGrath, G. K. Holman (editors), *Universal Business Language 2.0*, OASIS Standard, December 12, 2006.

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T. Bray, *Extensible Markup Language (XML) 1.0 (Third Edition)*, <http://www.w3.org/TR/REC-xml/REC-XML-20040204>, W3C Recommendation, February 4, 2004.

[XMLENC]

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Appendix C

Terms and Definitions

The key terms used in this standard include:

Attachment

Information transmitted between MDEs that is of an arbitrary format, and is related to the message(s) in the transmission in a manner defined in the standard. An attachment may be in XML format, non-XML text format, encoded binary format, or un-encoded binary format. (See the terms Message and Major Design Element (MDE) in Appendix C)

Callback message

A message transmission returned by some operations sometime after the operation was invoked (asynchronously). (See the terms Message and Message Transmission in Appendix C)

Content Model

Describes the information components used in the messages defined. The data exchange content models will be the result of a detailed analysis of the data requirements to support the particular data exchange. (See Appendix D)

Core Messages

Defined by the core specifications which define the MDEs and the operations and messages that are exchanged between MDEs. These are required messages for the particular MDEs. (See the terms Message and Major Design Element (MDE) in Appendix C)

Major Design Element (MDE)

A logical grouping of operations representing a significant business process supported by the standard. Each MDE operation receives one or more messages, returns a synchronous response message, and optionally sends an asynchronous response message back to the original sender. (See the terms Message and Synchronous Response in Appendix C)

Message

Information transmitted between MDEs that consists of a well-formed XML document that is valid against one of the defined message structure XML schemas. A message may be related to one or more attachments in a manner defined in the standard. (See the term Attachment in Appendix C)

Message Transmission

The sending of one or more messages and associated attachments to an MDE. (See the terms Attachment and Message in Appendix C) Each transmission must invoke or respond to an operation on the receiving MDE, as defined in the standard. (See Receiving MDE in Appendix C)

Operation (or MDE Operation)

A function provided by an MDE upon receipt of one or more messages. The function provided by the operation represents a significant step in the business process. A sender invokes an operation on an MDE by transmitting a set of messages to that MDE, addressed to that operation. An operation will have an operation signature. (See the terms Message, Operation Signature, and Major Design Element (MDE) in Appendix C)

Operation signature

A definition of the input message(s) and synchronous response message associated with an operation. Each message is given a name and a type by the operation. The type is defined by a single one of the message structures defined. (See the terms Message and Synchronous Response in Appendix C)

Receiving MDE

The MDE that receives the request with the operation invocation performs the operation and sends the response. (See the terms Major Design Element (MDE) and Operation in Appendix C)

Sending MDE

The MDE that sends the request including the operation invocation and receives the response with the results of the operation. (See the terms Major Design Element (MDE) and Operation in Appendix C)

Service Interaction Profiles

Specifications that describe communication infrastructures that deliver messages between MDEs. (See the terms Message and Major Design Element (MDE) in Appendix C)

Service Oriented Architecture

A design pattern based on distinct pieces of software providing application functionality as services to other applications via a protocol. It is independent of any vendor, product, or technology. The W3C defines it as a set of components which can be invoked, and whose interface descriptions can be published and discovered.

Synchronous response

A message transmission returned immediately (synchronously) as the result of an operation. Every operation has a synchronous response. (See the terms Message and Message Transmission in Appendix C)

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Appendix D

Data Exchange Content Models

Data exchange content models describe the information components used in all of the messages defined (See the term Message in Appendix C). The data exchange content models will be the result of a detailed analysis of the data requirements to support the particular data exchange. During the modeling process, common items of data will be identified by a process of normalization to identify aggregates based on functional dependency. Where appropriate, these will be generalized so that they can be re-used to support the various messages. The data exchange content models will be used for the following purposes:

- Facilitate the identification of the reusable components, i.e., the data structures that are common across the Data Exchange messages (See Appendix E).
- Aid in understanding the information requirements of the total scenario.
- The source from which the object classes are derived and documented in the Data Exchange XML Schemas (See the normative references for Schema Part 1 and Schema Part 2 in Appendix B).

To facilitate comprehension, several particular data exchange content model diagrams will be developed. Each diagram will represent a logical grouping of components and display both the attributes and object classes belonging to the components in the grouping. The scope of each diagram will be arbitrary and will not hold any significance beyond the diagrams.

Appendix E

Data Exchange Messages

The key principles that shall guide the design of the Data Exchange message structures are:

- Interoperability – The Data Exchange message structures shall provide a means for exchanging data among all types of court information systems.
- Completeness – The Data Exchange message structures format shall provide for all the elements for the particular data exchange.
- Simple implementation – The design should foster rapid implementation.
- Simple XML and portable structure – The core messages in a data exchange will be formatted as XML documents (See Appendix C).
- Familiarity – The data elements and code values shall be meaningful.
- Interdisciplinary utility – The design should be usable by a broad range of court related applications.

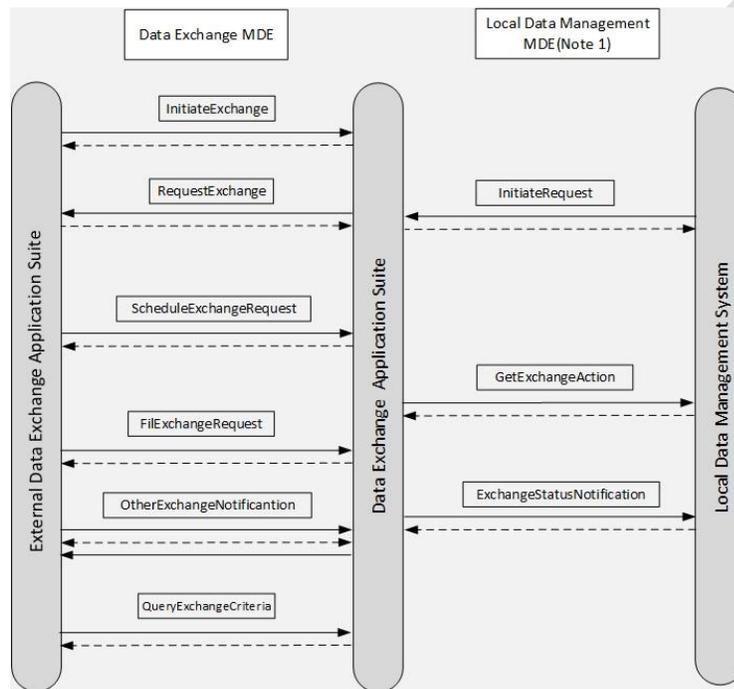
(See the term Message in Appendix C)

Appendix F

Data Exchange Capability Model

This data exchange standard advances a common set of exchange capabilities that should be built upon to define a specific data exchange. The below general methods describe a minimal set of capabilities that each exchange must implement. However, implementation details are left to the individual exchange which need not define methods with these specific names. Refer to Figure 1. for a representative diagram.

Figure 1. Data Exchange MDE Reference



InitiateExchange

The Data Exchange MDE must allow for an external data source to initiate a data exchange at any time. The initiation action for this method includes the direct transfer of data from the external data source to the Data Exchange MDE as part of the Initiate Exchange message. The Data Exchange MDE must respond synchronously with a message denoting receipt of the data or failure of the transfer. Failure messages must include a reason for failure if such reason is identifiable by the Data Exchange MDE.

RequestExchange

The Data Exchange MDE may request an exchange of data from another Data Exchange MDE. The receiving MDE must respond synchronously with the data requested, an error message, or by invoking the ScheduleExchangeRequest operation on the consuming Data Exchange MDE to schedule a date/time when the request will be filled. The RequestExchange message must include a unique identifier for the request that must be used through subsequent operations.

ScheduleExchangeRequest

The Data Exchange MDE may satisfy a RequestExchange action by scheduling a date and time when the requested data will be provided. Messages must use the unique identifier established during the original RequestExchange operation.

FillExchangeRequest

The Data Exchange MDE must resolve a ScheduleExchangeRequest operation by providing the data originally requested by invoking the FillExchangeRequest operation on the requesting Data Exchange MDE. The FillExchangeRequest must use the unique identifier associated with the original RequestExchange operation. The message must contain the data requested. The Data Exchange MDE must respond synchronously with a message denoting receipt of data or failure of transfer. Failure messages must include a reason for failure if such reason is identifiable by the Data Exchange MDE.

OtherExchangeNotification

The Data Exchange MDE must define a capability to establish arbitrary data exchanges. The complexity of court data exchange will necessitate specialized exchanges between local data providers. The OtherExchangeNotification operation should provide a mechanisms for meeting this local exchange need through the appropriate message namespaces while remaining compliant with this specification.

QueryExchangeCriteria

A Local Data Exchange MDE may obtain the necessary exchange criteria parameters from a Data Exchange MDE by invoking the QueryExchangeCriteria operation. The invocation of the QueryExchangeCriteria must include a specific exchange UUID for which to receive criteria as the exchange of different data products may imposed different limitations. The Data Exchange MDE returns a machine readable WSDL describing specific limitation associated

The following methods should not be exposed for general consumption. They are intended to provide management capabilities to local and/or internal data management systems authorized to interact with a specific instance of a Data Exchange MDE. In particular, the implementation details of the Local Data Management MDE is left to the specific jurisdiction. While it is expected that the accepted method of interaction with the Data Exchange MDE is via a web services protocol, the interaction between the Local Data Management MDE need not be constructed as a web service. The intent of this element of the diagram is to illustrate functionality that the Data Exchange MDE needs to define. For example, the Data Exchange MDE must have functionality to enable local, authorized data management system to initiate a request for data via the Data Exchange MDE. However, while the request for data may be accomplished via web services, the initiation could be accomplished by different means such as another web service, a locally defined message queue or even a simple set of scheduled jobs.

InitiateRequest

The Local Data Management MDE may invoke this operation on the Data Exchange MDE to retrieve data from an external data provider. The Data Exchange MDE must respond synchronously reporting the date/time that the data was requested (via the RequestExchange operation) and the unique identifier for the request. The Data Exchange MDE must respond asynchronously with the requested data, the date/time the data is scheduled to be provided or an error message indicating failure of the data transfer.

GetExchangeAction

The Data Exchange MDE may invoke the GetExchangeAction on the local data management MDE if that system provides for it. The Local Data Management MDE must respond synchronously with a method, location or mechanism to store or process the data received the the Data Exchange MDE.

ExchangeStatusNotification

The Data Exchange MDE must define a capability to exchange status and other relevant information with the Local Data Management MDE through appropriate messages and namespaces.

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Item IV. Court Applications Processing Systems (CAPS) Standards

Introduction:

The bi-annual revisions to the [Court Application Processing System \(CAPS\)](#) functional requirements document will occur in 2016. The CSWC has the opportunity to recommend additions or modifications to the CAPS requirements document at this time. Florida Court Technology Commission (FCTC) staff suggests the CSWC prepare a letter to Judge Munyon, FCTC Chair, by mid-February 2016 with its proposal. 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.

Staff has spoken with the OSCA's Resource Planning Unit concerning possible requirements affecting the Trial Court Budget Initiative. Their concerns primarily revolved around the calculation of performance statistics, and we have incorporated their comments below. Staff has also provided this material to FCTC staff for comment. FCTC staff has forwarded our materials to their Certification Subcommittee for their input. Staff will forward comments from the FCTC to members when received.

Discussion:

With the addition of the calculation of performance statistics, there are five candidate proposals to the CAPS requirements that this committee may wish to consider. In preparing this list, staff was mindful of Mr. Buhl's suggestion that requirements must be reasonable so that vendors comply with the standards in a timely fashion and at a reasonable cost to the circuits.

Option for judge to report status of case to Clerk and JDMS (Priority 1)

An option for a judge to indicate a case is in an INACTIVE/ACTIVE 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)

This is an essential capability that the court system needs immediately. The accurate reporting of case status is fundamental to the meaningful assessment of court activity and judicial workload. The majority of activity measures in use or under consideration depend to some degree on the accurate designation of case status. The consensus is that the court system is the most appropriate authority when determining ACTIVE/INACTIVE case status. This view was supported by the supreme court during the FY 2013-2015 Foreclosure Initiative when it required judges to submit an order designating a foreclosure case as inactive. In a recent letter to the State Court Administrator, the Florida Court Clerks and Comptrollers Association (FCCC) indicated that they also believe that this designation was best performed by the courts.

The exact format of this notification would have to be defined with the clerks of court and would likely be jurisdiction-specific to ensure this capability integrates smoothly with local circuit and clerk systems. Also, since this would be a docketable entry, an appropriate chain of authority would have to be maintained. The OSCA would also have to define a notification format, which would likely be based on the existing order as proposed for the Uniform Case Reporting Project.

An option for a judge or case manager to identify that he/she believes a case to be closed. (Priority 1)

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)

Unlike the first option designating a case ACTIVE/INACTIVE, this option does not designate a case as CLOSED/RECLOSED. Instead, this option would start a verification process within JDMS. Once a notification was received, JDMS and/or OSCA staff would contact the clerk of court to determine the correct status of the case and arrange for the appropriate reporting. The ultimate goal would be to develop an entirely automated verification process

This capability is considered essential and one that the court system needs immediately. This capability would have a significant impact on the quality of case activity data. More than half of the case inventory issues identified during the Foreclosure Initiative involved case closure. The majority of clerk, circuit and OSCA staff time expended on data quality issues involved correction to case closure reporting.

**The capability to request and retrieve performance statistics from JDMS Dashboard
(Priority 2)**

This proposed requirement would add the capability for the CAPS systems to request and retrieve performance statistics from a JDMS dashboard and display these statistics and reports to judges. (Quality: § Case Management and Reporting)

Two of the essential JDMS services are Reporting and Analytics. This value-added capability would enable the CAPS systems to take advantage of these standard state-level services. Developing this capability within CAPS early would also enable the court system to bring state-level performance metrics to judges and case managers more quickly. New statistics and associated reports would be available as soon as they were developed.

While the request and display of management statistics is foundational to effective court management, JDMS does not currently have the capacity to provide this type of reporting and analytic services. This capability within JDMS is not projected until the FY 2018-2020 development period. Consequently, the proposed capability should be interpreted as forward looking.

Removal of requirements for computing clearance rate, time to disposition and pending performance metrics locally within CAPS. (Priority 3)

The original requirement to include the calculation of these performance metrics within CAPS predates the JDMS project. At that time, the only mechanism for providing these metrics to judges and court managers was through the CAPS systems. However, with the adoption of the JDMS system and its associated enterprise data management strategy, these metrics would, more appropriately, be provided by the JDMS system. The existence of these requirements in the CAPS document represent an unnecessary burden on the vendors, who can better expend their time and efforts on other features, and on the circuits, who must pay for these features.

One complication to consider is that many circuits and vendors have already begun to implement these metrics within their local CAPS systems. On the one hand, we do not want to waste these efforts since the manpower and money expended is valuable. On the other hand, the existence of this requirement within the CAPS standard sets up an inevitable clash between statistics computed at the state level and those computed locally. The scenario of “dueling” statistics is counter-productive from a management standpoint and contradicts the enterprise management principle of a single authoritative source.

Another relevant consideration is that JDMS will not have the capability to provide these statistics until 2017 at the earliest and then only for Circuit Civil in select counties and circuits. More complete statistics would become available in 2018-2020.

That being said, removing the requirement for compute these statistics from the CAPS requirement document does not prohibit the circuit from pursuing this option. Circuits may elect to pursue any software capability they deem necessary to their efficient operation.

Transfer of Calendaring Information to JDMS (Priority 4)

This requirement would establish the capability to transfer calendaring information contained within the CAPS systems to the JDMS system. (Event Tracking, Workload: § Case Management and Reporting, Calendaring)

This requirement addresses two issues related to court statistics and workload.

1. The calendaring and scheduling information proposed in this capability is intended to develop a more detailed understanding of case events such as hearing, case conferences and related judicial activities that are not currently captured by existing workload reporting systems such as the Summary Reporting System (SRS). Judges have repeatedly stressed that caseloads are becoming more complex and that existing models are not capturing the workload inherent in these events.
2. It is a specific instance of the more general requirement that the CAPS systems have the capability to transmit data to JDMS. That general capability was put into the CAPS requirements in the 2014 revision cycle. However, feedback at the time indicated that this capability would not be implemented absent a specific data requirement. The proposed capability would start the process of implementing a general data transfer mechanism within the CAPS systems.

While the exchange of data between the CAPS systems and JDMS is foundational to effective court data management, JDMS does not currently have the capacity to handle this type of data. This capability within JDMS is not projected until, at least, the FY 2018-2020 development period. Consequently, the proposed capability should be interpreted as forward looking.

One factor the committee may wish to consider is the potential time lag associated with implementing a capability within CAPS. The CAPS requirement review occurs at two-year intervals, with implementation by the vendors occurring within a minimum 18 months, although 24-36 months is not unreasonable. If this proposed capability were incorporated into the CAPS standards, the data provided by this capability would begin to be available in the 2018-2020 time frame. If this proposal is postponed until the next review cycle, the data this capability would provide would not be available until 2020-2022 time frame.

Decisions Needed:

1. Determine whether the CSWC wants to submit a letter proposing additional capabilities for the CAPS requirement document to the FCTC CAPS Workgroup for consideration in the 2016 CAPS standard revision cycle.
2. Adopt the list of proposed capabilities as a minimum list of additions to the CAPS standards with implementation priorities.

Item V. Juvenile Dependency Workshop

Introduction:

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

At its November 20 meeting, the CWSC elected to convene a Juvenile Dependency Workshop to tackle the problem of tracking dependency workload and adopted the following charge:

The Juvenile Dependency Workshop will identify events within a juvenile 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.

Discussion:

The Honorable Ellen S. Masters has graciously agreed to serve as chair of the Juvenile Dependency Workgroup. Staff is working with Judge Masters to schedule the date for the workshop, which is anticipated to be held during the last week of March or early April. The workshop will involve 10 – 12 participants including juvenile dependency judges, case managers, and subject matter experts from the OSCA's Office of Court Improvement (OCI).

As this workshop deals with reporting issues, the perspective of the clerks of court is invaluable. Therefore, workshop participants should include representatives from clerk of court offices. Ideally, participants will be selected from small, medium, large, and very large circuits. However to keep the workshop manageable and focused, participation will have to be restricted. If the format proves productive and the interest is high, the CSWC may consider similar workshops in the FY 2016-2018 committee term.

Staff will be sending emails to Chief Judges and Trial Court Administrators in early February asking for volunteers. We will also be discussing this workshop at the February 4-5 meeting of the Judicial Workload Study's Subject Matter Expert Panel Workgroup, since many judges from that group have expressed interest in this topic. Location for the one-day workshop has not been determined, but staff is considering Tallahassee, Tampa or Orlando.

**Commission on Trial Court
Performance & Accountability
Court Statistics & Workload Committee
Phone Conference
February 1, 2016**

The recommendations of the Juvenile Dependency Workshop will be presented to the committee at our next meeting, which is anticipated to be held in May 2016.

Decision Needed:

1. None. For information only.

Item VI. Next Meeting

The final meeting of the FY2014-2016 term will be an in-person meeting held in either Tampa or Orlando. Staff anticipates this meeting to be scheduled during the month of May and will email possible dates to members to request availability and preference.

Committee Action Needed:

1. Please reply to the forthcoming email with your availability for the proposed meeting dates.