

Minutes
Court Statistics & Workload Committee Meeting
February 1, 2016
Phone Conference

The Honorable Paul Alessandroni, Chair

12:01 pm Meeting convened

Eleven of the fifteen members were in attendance:

The Honorable Paul Alessandroni, The Honorable G. Keith Cary,
The Honorable Ilona M. Holmes, The Honorable Ellen S. Masters,
The Honorable Scott Stephens, 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 David H. Foxman, The Honorable Shelley J. Kravitz,
The Honorable William F. Stone, & Mr. Grant Slayden

OSCA Staff in attendance:

Greg Youchock, PJ Stockdale, Shelley Kaus, Kimberly Curry, Blane
Teagle, Sachin Murthy, Xiaoyuan Zhu, and Sheri Warren

Item I. Opening Remarks

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

Item II. Committee Housekeeping

- A. Minutes from 11/20/2015 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)
 - 1. The JDMS project is currently in its third quarter of the FY2015-2017 development cycle. Staff reported on some of the major infrastructure work currently underway, which included transition of user and production systems to the JDMS virtual server environment and modernization of the Uniform Data Reporting system.
 - 2. Two staff augmentation contractors joined the team on January 11, 2016, and will be working with Court Services through June 2016 on various programming projects supporting the JDMS project plan.

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3. The second quarterly status report outlining the work completed in the October to December 2015 release cycle was provided to the members. The status report also lists the objectives planned for the current quarter (January – March 2016). All status reports for the project are available at www.flcourts.org/jdms.
- B. Uniform Case Reporting (UCR) Project
1. The Uniform Case Reporting Project proposal is currently before the supreme court.
 2. Per the JDMS project plan, Office of the State Courts Administrator (OSCA) staff began reaching out to counties to request volunteers for the first round of reporting.
 3. Court Services staff is working with OSCA’s ISS department to develop an OSCA Data Exchange Web service to manage Uniform Case Reporting data.
 4. Clerk O’Neil and Clerk Robertson requested a follow-up phone conference with Judge Alessandrone and committee staff to discuss the technical aspects and practicality of the data collection specification.
- C. Judicial Workload Study
1. Staff briefed the members on the steps of the study’s methodology completed since the last committee meeting:
 - i. Site visits were conducted to the First, Fourth, Fifth, Eighth, Tenth, Fourteenth, Fifteenth, and Seventeenth Circuit by teams comprised of staff from the National Center for State Courts (NCSC), OSCA, and Judge Paul Alessandrone, Chair of the Judicial Workload Study.
 - ii. The Sufficiency of Time Survey was issued in December 2015. The survey was designed to illicit whether trial court judges believe that they have sufficient time on their dockets to devote to their respective caseloads.
 2. Judge Alessandrone, also chair to the study, thanked all judges who participated in the time study, as well as Greg Youchock for his hard work as lead staff to the study. He also reiterated praise of the 97% participation rate achieved statewide in the month-long time study.
 3. Staff reviewed the upcoming steps of the study:
 - i. Subject Matter Expert Panel Workgroup meetings will be held on February 4th and 5th. Trial court judges from throughout the state will convene to review the preliminary case weights for the major divisions of court.
 - ii. The Judicial Needs Assessment Committee 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.
- D. Foreclosure Dashboard Enhancements
1. OSCA staff contacted select users of the Foreclosure dashboard to request recommendations on improvements and features related to the usability of the dashboard.

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2. Members who have used the dashboard may still provide recommendations or ideas to committee staff. The deadline for all feedback is February 12, 2016.
 3. Once the recommendations are received, Court Services staff will work to secure a contract with the vendor who initially created the dashboard.
- E. Summary Reporting System (SRS) Manual Revisions
1. In December 2015, staff contacted various clerks of court offices to solicit subject-matter experts to review the draft chapters of the revised SRS manual. Thirty-seven counties are participating in this review. The draft for the first division completed (Probate division) was distributed to clerk staff on January 19, 2016, with a two-week time frame to provide feedback.
 2. 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.
 3. The manual revision process is still on track to be completed by December 2016.
- F. FCTC Data Exchange Workgroup Draft Data Exchange Standards
1. 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.
 2. Since the JDMS project will be one of the flagship users of this data exchange, the Chair of the Data Exchange Workgroup, Roberto Adelardi, requested the CSWC review the standards and provide input.
 3. The Draft Data Exchange Standards document was provided to the members.
 4. Members discussed the ongoing issues of how to initiate feedback on data discrepancies when found and the need for a uniform protocol to report errors and initiate their correction. It was suggested that this be cited as one of the reasons behind the creation of the data exchange standards.
 5. Members were asked to submit to staff their comments or suggestions no later than Friday, February 19, 2016.

Item IV. Court Application Processing System (CAPS) Standards

A. Introduction

1. The bi-annual revisions to Court Application Processing System (CAPS) standards will occur in 2016. At the November 20, 2015, meeting, staff informed that the committee has the opportunity to suggest additions to the CAPS standard.
2. FCTC staff suggested the CSWC prepare a letter to Judge Munyon, FCTC Chair, by mid-February 2016 with its recommendations.

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3. 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 their comments are incorporated into Item IV.B.
4. 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.

B. Discussion

1. Five capabilities were presented to the committee for their consideration. Attempts were made to keep the requirements reasonable so that vendors comply with the standards in a timely fashion and at a reasonable cost to the circuits. The five capabilities included suggested priority designations.
2. Staff noted that some of these capabilities are forward looking since the CAPS requirement review occurs at two-year intervals, with implementation by the vendors occurring within a minimum of 18 months, although 24-36 months is not unreasonable. Therefore, if a proposed capability was incorporated into the CAPS standards, the data provided by this capability would begin to be available in the 2018-2020 time frame.
3. Members discussed the capabilities, cautioning against removing any functionality currently in use by judges and any unintended consequences that could arise when a feature is deprecated. It was noted that though removal of a requirement (calculation of performance measures) would reduce the burden on vendors, this may not be the right choice since JDMS is not able to provide the performance measures at this time and some vendors have already developed this requirement. It was suggested that re-wording to demonstrate this functionality is being reassigned to the centralized JDMS system and away from the decentralized CAPS viewers may provide for more clarity as to the intent of the recommendation.
4. Staff advised that any recommendations this committee makes will be fully vetted by the FCTC CAPS Certification Subcommittee.
5. Members voted (unanimously) 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.
6. Members voted (unanimously) to adopt the list of proposed capabilities as a minimum list of additions to the CAPS standards with implementation priorities.

Item V. Juvenile Dependency Workshop

A. Introduction

1. At its November 20, 2015, meeting, the CWSC elected to convene a Juvenile Dependency Workshop to tackle the problem of accurately tracking juvenile dependency workload.
2. A charge for the workshop was also adopted on November 20th.

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B. Discussion

1. The Honorable Ellen S. Masters agreed to serve as chair of the Juvenile Dependency Workgroup.
2. 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. Staff is considering Tallahassee, Tampa, or Orlando for the location of the one-day workshop.
3. The workshop will involve 10 – 12 participants including juvenile dependency judges, case managers, representatives from clerk of court offices, and subject matter experts from the OSCA's Office of Court Improvement.
4. If the format proves productive and the interest is high, the CSWC may consider similar workshops in the FY 2016-2018 committee term.

Item VI. Next Meeting

- A. The final meeting of the FY2014-2016 term will be an in-person meeting held in either Tampa or Orlando.
- B. Staff anticipates this meeting to be scheduled during the month of May.

1:20 pm Meeting Adjourned