

**COURT STATISTICS AND WORKLOAD COMMITTEE
ORLANDO, FL
JUNE 2016**

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AGENDA

10:00am Meeting Convenes

Item I. Opening Remarks and Introductions

The Honorable Paul Alessandroni, Chair

Item II. Committee Housekeeping

- A. Minutes of February 1, 2016, meeting
- B. Travel Reimbursement Instructions
- C. Lunch/Other Housekeeping

Item III. Issues of Interest

- A. Judicial Data Management Services (JDMS)
- B. Uniform Case Reporting (UCR) Project
- C. Foreclosure Dashboard Enhancements
- D. Summary Reporting System (SRS) Manual Revision
- E. FCTC Data Exchange Workgroup Draft Data Exchange Standards
- F. Juvenile Dependency Workshop
- G. Review of FY2014-2016 Term
- H. End of Term Report

12:00pm – 1:00pm Lunch Break

Item IV. Judicial Workload Study

Item V. ITCAS, JDMS, and CAPS Discussion

Item VI. Upcoming FY2016-2018 Term

- A. Issues for next term
- B. Committee membership
- C. First meetings of the FY2016-2018 Term

3:00pm Meeting Adjourns

Call in is available for interested parties:

Dial-in Number: 888-670-3525
Participant Pin: 4952473921#

**Commission on Trial Court
Performance & Accountability
Court Statistics & Workload Committee**

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

The Honorable Paul Alessandroni, Chair

Item II. Committee Housekeeping

II.A. Minutes of February 1, 2016, Meeting

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, Blan
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)

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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.
 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:

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- 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.
 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

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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.
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.

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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.

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

Decision Needed:

1. Adopt the meeting minutes from February 1, 2016.

II.B. Travel Reimbursement Instructions

Refer to the separate Travel Packet for appropriate travel reimbursement forms and instructions.

Committee Action Needed:

1. Please fax or mail a completed form with all reimbursable receipts to:

OSCA – Court Services
ATTN: Penni Griffith
Florida Supreme Court Building
500 S. Duval Street
Tallahassee, FL 32399
Ph: 850-487-0749
Fax: 850-414-1342

II.C. Lunch/Other Housekeeping

Decision Needed:

1. None. For information only.

Item III. Issues of Interest

III.A. Judicial Data Management Services (JDMS)

The JDMS project is currently in its fourth quarter of the FY2015-2017 development cycle. Court Services has filled the two remaining JDMS positions, with the last new hire starting on April 11, 2016. Essential infrastructure work is still ongoing with close collaboration between OSCA staff and the augmented contractors on such deliverables as planning, developing, and implementing the Uniform Case Reporting (UCR) data model and database.

The third quarterly status report outlining both the work completed in the January through March 2016 release cycle and the work currently underway can be found in Enclosure 01.

III.B. Uniform Case Reporting (UCR) Project

On April 28, 2016, the supreme court issued AOSC16-15 In Re: Uniform Case Reporting Requirements (Enclosure 02) directing clerks of court to provide case activity data to the Office of the State Courts Administrator in accordance with the Data Collection Specification developed by this Committee in May through September 2015. This order additionally expresses several important data management strategies advocated by the CSWC, including the need for "...direct, substantive, two-way sharing of case and court activity data", the need to make data available directly from clerk systems, and that the UCR project (and by extension, JDMS) be developed as a modernization of older case reporting requirements.

Per the JDMS project plan, Court Services staff began development on the data warehouse to store the anticipated data elements defined in the Data Collection Specification. With funding from the 2015 Legislature, Court Services hired staff augmentation contractors who are working on three objectives from their contract's Statement of Work related to retrieving, parsing, and loading the UCR event records into the Trial Court Data Model database structure as per the JDMS framework.

Additionally, OSCA's Information Systems Services Unit has also begun development on an OSCA Data Exchange Web service to manage the submission of UCR data in compliance with the proposed Florida Courts Technology Commission Data Exchange Standards document.

In early 2016, Court Services staff began discussions with several clerks of court to prepare for the initial six-month pilot phase of the UCR project as outlined in the Data Collection Specification. With the issuance of the supreme court order, staff will conduct additional outreach and establish a detailed timeline for this pilot phase.

As expected, discussion with clerks of court and development work on the UCR data processing systems has identified a few areas of the specification that need correction or clarification. Staff has made these updates to the Data Collection Specification and associated reporting schemas.

The latest versions are posted at www.flcourts.org/jdms. We can reasonably expect additional modification as the pilot phase proceeds.

The third quarterly JDMS status report found in Enclosure 01 includes elements specific to the UCR project, some of which were completed in the third quarter and others currently in work this quarter.

III.C. Foreclosure Dashboard Enhancements

Staff has compiled a list of usability enhancements to the Foreclosure Dashboard website from users in the circuits. In this outreach, users had the opportunity to provide feedback on the design of pages and reports, navigation among the different pages, and any usability issues with sorting, filtering, and printing. New features or capabilities were also solicited from these users.

Staff received twenty-five suggested improvements to the Foreclosure Dashboards, some of which will be utilized when designing future dashboards and other visual displays of data. After discussions with Unisys, the company that originally developed the dashboard, the list was reduced to a set of enhancements that could reasonably be accomplished with the available funding. Contract negotiations are underway and the dashboard enhancements are expected to be completed by June 30, 2016.

III.D. Summary Reporting System (SRS) Manual Revisions

The OSCA's Court Services unit is in the process of updating the 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. From June through November 2015, Court Services' staff began drafting the new chapters within the SRS Manual. In keeping with the supreme court charge to incorporate the Case-Event Definitional Framework, staff has included the event definitions into the SRS manual revision where deemed necessary.

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 agreed to participate in this review. Drafts for the probate, circuit civil, and county civil divisions have been distributed to select staff within the counties participating in the review process. A great deal of positive feedback has been received from the reviewing counties thus far. The majority were pleased with the outcome of the chapters and a few had minor questions to which staff provided answers and further clarification.

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Within the next couple of weeks, the family division will be distributed, followed by the circuit and county criminal divisions.

Once the full draft is finalized, the manual will go before the CSWC for the committee's review. The manual revision is still on track to be completed by December 2016.

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

In January 2016, the Florida Courts Technology Commission's (FCTC) Data Exchange Workgroup requested feedback from the CSWC on its proposed Draft Data Exchange Standards document for presentation to the FCTC. Based upon comments by members at our February 1 meeting, staff provided input to the introduction section of the Data Exchange Standards document. A copy of that input is provided as Enclosure 03.

III.F. Juvenile Dependency Workshop

The Juvenile Dependency Workshop (see meeting minutes from November 20, 2015) was anticipated to be held this spring. However, staff encountered scheduling conflicts with the meeting on ITCAS, JDMS, and CAPS that arose since the last CSWC meeting and will be discussed in Item V. Judge Masters, chair of this workshop, graciously offered to delay the scheduling of the workshop until later in 2016, which will also provide time for more preparation by staff and those in attendance.

The Juvenile Dependency Workshop has been tentatively scheduled for Friday, August 26, 2016, in Tallahassee, FL. Funds are being requested in the FY2016-2018 budget allocation for the Commission on Trial Court Performance and Accountability. Staff has reached out to the OSCA's Office of Court Improvement Unit to provide subject matter experts for the one-day workshop. The remaining 10 – 12 participants will include juvenile dependency judges, case managers, and representatives from clerks of court offices. Once funding is allocated, staff will be sending emails to Chief Judges and Trial Court Administrators to ask for volunteers. Ideally, participants will be selected from small, medium, large, and very large circuits.

The recommendations of the Juvenile Dependency Workshop will be presented to the committee at the fall 2016 meeting following the workshop.

III.G. Review of FY2014-2016 Term

The FY2014-2016 term was a busy one, and the committee worked on a variety of projects that provided guidance and direction on data management and data quality issues in the court system, and supported the work of the Commission on Trial Court Performance and Accountability (TCP&A). In accordance with Charges 3 and 4 of AOSC14-40 In Re: Commission on Trial Court Performance and Accountability, this committee oversaw the following projects:

- Judicial Data Management Services (JDMS) Project

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- FY2014-2016 Judicial Workload Study
- Summary Reporting System (SRS) Manual Revision
- Incorporation of Case-Event Definitional Framework (AOSC14-20) into SRS
- Incorporation of Stalking Violence Injunctions (AOSC12-05) into SRS
- FY2013-2015 Foreclosure Initiative (data collection continued under AOSC15-9)
- Foreclosure Dashboard Enhancements
- Judicial Management Council (JMC) Performance Workgroup Recommendation (TCP&A Referral)
- Uniform Case Reporting (UCR) Project
- Creation of a Juvenile Dependency Workshop
- FCTC Data Exchange Workgroup Draft Data Exchange Standards
- Suggested revisions to the Court Application Processing System (CAPS) Standards
- Uniform Data Reporting – Court Interpreters Hourly Report (AOSC11-45)
- Performance Measures Required by Fla. R. Jud. Admin. 2.225(a)(2)

III.H. End of Term Report

The Commission on Trial Court Performance and Accountability will finalize their End of Term Report on June 15, 2016. CSWC's contribution to fulfilling the specific charges in AOSC14-40 are included in the following excerpt proposed for inclusion in the commission's End of Term Report:

Consistent with Charge 3 of AOSC14-40, the Court Statistics and Workload committee provided guidance and direction on several data management issues, including work related to the Judicial Data Management Services component of the Integrated Trial Adjudication Systems project. The Judicial Data Management Services FY2015-2017 project plan was approved during this term and work began on this project. The project plan sets three goals for this period that include: (1) updates to existing data collection infrastructures for Uniform Data Reporting and Uniform Traffic Citation reporting; (2) development of a data collection system to support Uniform Case Reporting; and (3) evaluation of visual display of data strategies to support performance measure monitoring and other informational dashboards.

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In collaboration with the Family Court Steering Committee, the Court Statistics and Workload Committee oversaw the incorporation of stalking violence reporting into the Summary Reporting System as per SC12-1205, In Re: Amendments to the Florida Family Law Rules of Procedure.

As directed in Charge 4 of AOSC14-40, the committee oversaw the efforts to update the weights in the Judicial Workload Model through the FY2014-2016 Judicial Workload Study. Chair of the Court Statistics and Workload committee, Judge Paul Alessandrone, served as the chair for this study. In partnership with the National Center for State Courts, the study included the following components: meetings of a Judicial Needs Assessment Committee (JNAC), comprised of one county and one circuit judge from each circuit; a month-long time study of all trial court judges, magistrates, child support hearing officers, and civil infraction hearing officers; site visits to small, medium, large, and extra-large circuits; an assessment of the preliminary case weights developed as a result of the time study by a panel of subject matter expert judges; and a final review of the new case weights by the JNAC. The National Center for State Courts is expected to submit its final report to the supreme court in June 2016.

Decisions Needed:

1. Items III.A-III.G: None. For information only.
2. Item III.H: Approve the proposed CSWC end of term summary and submit to TCP&A for inclusion in the commission's end of term report.

Enclosure 01

Judicial Data Management Services

Quarterly Status Report

March 31, 2016

PROJECT STATUS REPORT

PROJECT SUMMARY

REPORT DATE	PROJECT NAME	PROJECT WEB PAGE
March 31, 2016	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 third release cycle of the JDMS Project (January 1, 2016 through March 31, 2016), the project team accomplished many tasks and features to advance the project.

Hired and integrated new staff into Data Administration and Court Services

OSCA management conducted interviews for both the remaining position allocated in the JDMS budget and a vacancy due to an internal promotion. Candidates for both positions were selected and one of the new employees began

employment in Court Services this quarter. The last staff member is expected to join the team next quarter. Several administrative tasks relating to preparing for and integrating the new staff member were also completed this quarter.

Prepared resources for contracting services beginning in mid-January 2016

Court Services staff prepared several sets of requirements and specifications for the contractors brought on board in mid-January. Additionally, staff worked with the contractors throughout the quarter to prepare the development environment, revise the requirements, provide additional clarification, and perform code reviews.

Set up a Uniform Case Reporting (UCR) data model

In preparation for accepting data from the UCR project, the data model was defined this quarter. The data model includes places for each data element collected in the UCR project data collection specification, as well as meta data captured from the submission of case activity records.

Created a Uniform Case Reporting (UCR) database

Following the creation of the UCR data model, the physical database was built in accordance with the JDMS framework. Development of the data model and database support Goal #2 of the project plan.

Worked with volunteer counties to prepare them for prototype UCR reporting and testing

In anticipation of the UCR Project proposal approved by the Commission on Trial Court Performance and Accountability and currently before the supreme court, contact was initiated with several clerks of court who have considered being in the group of early reporters. Conference calls were held with counties during this quarter, and staff is using the questions and comments received to develop additional materials, including a Frequently Asked Questions document. This objective directly supports Goal #2 of the project plan and is planned to continue in the next quarter.

Developed business rules for the parsing of UCR data received from counties

This quarter, staff worked on developing the business rules for parsing UCR records as defined in the data collection specification into the data model. Rules for two of the events types were developed this quarter and the remaining rules will be finalized next quarter. These parsing rules will be used by contractors and staff to process the staged records and load them into the Court Services Data Warehouse. All features related to UCR support Goal #2 of the project plan.

Modernized ETL process for Uniform Data Reporting (UDR) data to conform to the JDMS framework

The extraction, translation, and loading process for the UDR system was modernized from the older Perl-based applications to TSQL applications. This included incorporating needed changes to the system due to the new method of reporting Court Interpreting event durations as per AOSC11-45 *Corrected In re: Court Interpreting Services in Florida's Trial Courts*. This modernization supports Goal #1.

Developed a graphical application to efficiently manage access to various court dashboards

A more robust and dynamic mechanism to manage user access to court dashboards is in great need. This quarter, a new database process was designed and developed to more accurately manage the users and their associations. A graphical application was also developed to allow for the efficient addition, modification, and deletion of users and their permissions to the Foreclosure dashboard, and can be adapted for future dashboards created by the JDMS project. This feature supports Goals #1 and #3 of the project plan.

Modified SRS research datasets to include Stalking Violence cases

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 last quarter to modify the SRS research datasets accordingly. The suite of programs finished testing and deployed into production this quarter. The modified SRS research datasets support Goal #1 of the project plan.

Implemented the JDMS virtual server environment for SQL Server

A virtual database server environment for JDMS was implemented this quarter. Staff installed software and set up user accounts on the new server. This feature supports Goal #1 of the project plan.

Migrated the Foreclosure System to the JDMS virtual server environment

The first Court Services' data system was migrated from the current server to the new virtual server production environment this quarter. This involved restructuring the system's directory structure, updating several programs, and extensive testing. This is the first system in the new JDMS framework. Migration of the Court Services' data systems directly supports Goal #1 of the project plan.

Migrated end users' data files into the virtual server environment

In support of Goal #1, all files on the Court Services file server were successfully moved to the new virtual server environment during this quarter.

Developed migration plans to transition the SRS and OBTS systems into the virtual server environment

To ensure the compatibility of the legacy systems in the new virtual server environment, the team developed plans for two more of the production systems: the Summary Reporting System and the Offender Based Tracking System. These migrations will be carried out next quarter. Modernizing current data systems into the new environment is in direct support of Goal #1.

Prepared for contacting services for April – June 2016 development (Foreclosure Dashboard enhancements)

Resources were allocated for enhancements to the Foreclosure Dashboard website, which has been live since November 2013. This quarter, staff requested feedback from end users about the usability of the website. From this feedback, a list of needed corrections and desired features was created and will be used to develop the contract's statement of work. The feedback obtained from the dashboard's users directly supports Goal #3 of the project plan. Many of the requests won't be accommodated by this round of enhancements but will be used when designing future dashboards and other visual displays of data.

DEVIATIONS FROM PLANNED OBJECTIVES

The initial features scheduled for development by the contractors ran over their estimated time. As such, work on subsequent features planned for development were started but not completed during this quarter. The company under contract has resolved resource issues to ensure the remainder of the objectives are completed by the end of the contract period.

The following three features will carry over to the objectives planned for the next quarter:

- ***Develop scripts to retrieve UCR data from the OSCA data exchange host***
- ***Develop scripts to read, parse and transform UCR data submitted and stage for incorporation into the Court Services Data Warehouse***
- ***Develop scripts to read the UCR data files from disk, parse associated XML envelope and stage data for processing into the appropriate data system***

The suite of programs to incorporate stalking violence into the Summary Reporting System (SRS) was finished late within the quarter. The subsequent feature to develop an automated stalking violence SRS report for clerks of court was not completed during the quarter.

OBJECTIVES PLANNED FOR NEXT QUARTER

For the release cycle ending June 30, 2016, the following features are identified for work:

- Integrate new staff into Data Administration and Court Services
- Provide support services for contractors, including developing detailed specifications and performing code reviews and release testing for all remaining objectives
- Secure a contract for needed enhancements to the Foreclosure Dashboard website
- Migrate the Summary Reporting System to the JDMS virtual server environment
- Migrate the Offender Based Tracking System to the JDMS virtual server environment
- Develop a migration plan to transition the Uniform Traffic Citation system into the virtual server environment
- Develop a migration plan to transition the Uniform Data Reporting system into the virtual server environment
- Migrate Court Services production databases to the new DA-SQL virtual server
- Work with volunteer counties to prepare them for prototype UCR reporting and testing
- 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 a mechanism to read, parse and transform case-event transaction data submitted as per the UCR Project Specification and stage for incorporation into Court Services Data Warehouse
- Develop a mechanism to parse imported UCR events into the courts Trial Court Data Model database structure as per the JDMS framework
- Update the Extract, Transform, and Load (ETL) process for criminal transaction data as provided by the OBTS to conform to the JDMS framework
- Modernize ETL process for Uniform Traffic Citation Reporting from older SAS-based application to TSQL API to conform to the JDMS framework

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

**Supreme Court Administrative Order 16-15
In Re: Uniform Case Reporting Requirements**

April 28, 2016

Supreme Court of Florida

No. AOSC16-15

IN RE: UNIFORM CASE REPORTING REQUIREMENTS

ADMINISTRATIVE ORDER

The Florida Court System requires timely access to accurate and reliable data in order to ensure the responsible use of public resources and to effectively administer justice in the State of Florida. We find that direct, substantive, two-way sharing of case and court activity data is vital to the trial courts' efforts to effectively manage cases and judicial operations. Consistent with that need, this Court finds it necessary to revise and expand the current uniform case reporting requirements.^{1,2}

Specifically, the clerks of the circuit court are hereby required to expand the existing clerk of court data reporting requirements for real property mortgage foreclosure cases (found in In Re: Continued Case Reporting Requirements for Real Property Mortgage Foreclosure Cases, Fla. Admin. Order AOSC15-09 (April, 2015)) to all case types and to increase the data elements provided to include

1. Section 25.075, Florida Statutes, requires the Supreme Court to develop a uniform case reporting system.

2. Fla. R. Jud. Admin. 2.245 establishes the mechanism for uniform case reporting.

information on case inventory and status assignment, summary reporting system case type and disposition assignment, and post-judgment reopen and reclosure activity for all case types, including mortgage foreclosure cases. The data specifications for reporting are fully described in the Uniform Case Reporting Project Data Collection Specification.³ The clerks of court are also required to electronically transmit data to the Office of the State Courts Administrator directly through an approved interface from clerk case maintenance systems and not through any third-party, non-judicial branch means.

The Uniform Case Reporting requirements prescribed herein represent a much needed modernization of the older case reporting requirements^{4,5} and will substantially improve court activity reporting. These requirements will assist with workload measures and result in additional tools for judges and court managers to enhance data quality and service delivery throughout the court system.

While these updated uniform case reporting requirements will ultimately consolidate several existing reporting requirements, this Court recognizes that full implementation will take time to complete. Accordingly, clerks of court, circuit

3. The Uniform Case Reporting (UCR) Project Data Collection Specification document is available on the Florida Courts Website at <http://www.flcourts.org/jdms>.

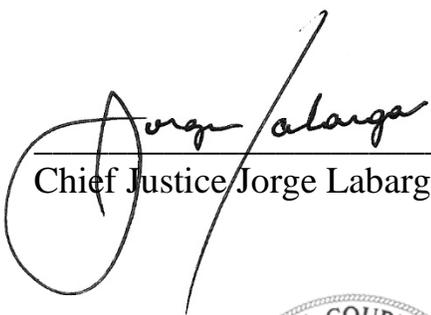
4. Ibid [1][2].

5. Additional requirements are added in Fla. R. Jud. Admin 2.225(a)(2) (case inventory reporting), Fla. R. Jud. Admin 2.250(b) (quarterly pending caseload reporting) and Fla. R. Civ. P. 1.201 (complex civil case reporting).

court administration, and other reporting entities shall continue data collection and reporting under all applicable rules and guidelines until otherwise notified by the Office of the State Courts Administrator.

This administrative order extends the real property foreclosure data reporting requirements contained in In Re: Continued Case Reporting Requirements for Real Property Mortgage Foreclosure Cases, Fla. Admin. Order No. AOSC15-9 (April 1, 2015), until implementation of the uniform case reporting specification is complete and notification is provided to the various reporting entities by the Office of the State Courts Administrator. The referenced uniform case reporting specification prepared by the Office of the State Courts Administrator is effective upon the signing of this order.

DONE AND ORDERED at Tallahassee, Florida, on April 27, 2016.



Chief Justice Jorge Labarga

ATTEST:



John Tomasino, Clerk of Court



Enclosure 03

**Court Statistics and Workload Committee
Input to Data Exchange Standards Document**

Introduction

The sharing of court related data among judicial branch partners is one of the most important activities within the court system. Judicial branch partners employ a wide variety of technological solutions to meet the divers set of court and case management challenges. The explosive growth of automation technologies and the demands of real time integration of data to action further complicate this process. The exchange of court data represents an extremely dynamic challenge for all involved. The demands needs 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.

While this standard must be flexible enough to support a wide variety of data exchange scenarios, the capabilities expressed by this standard must also support the essential business operations that require data exchange. For example, data quality is of critical importance to the courts. While quality is not a responsibility of an exchange per se, the need for quality data requires that certain capabilities exist within a generalized exchange. For example, two way communication between user and reporting systems is essential to the timely verification and correction of court data. Similarly, the capability to push data from one system to another in response to specific events is central to maintaining quality. Consequently, these standards will enable such capabilities as they are identified.

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).

Item IV. Judicial Workload Study

The Subject Matter Expert Panel workgroups met on February 4-5, 2016, to evaluate the preliminary case weights for the major court divisions, including circuit criminal, circuit civil, family/juvenile, probate, county criminal, and county civil, tweaking as necessary. This step is commonly known as a Delphi review. Any adjustments to the case weights were documented and justified. Many of the case weights did receive adjustments.

The Judicial Needs Assessment Committee (JNAC) then reconvened on March 4, 2016, to approve the final case weights and make other recommendations for modifications to the workload methodology. The major JNAC decisions are listed below.

Final JNAC March 2016 Judicial Workload Decisions:

- Adoption of the judge year value, which is 215 days. This is the total number of days each year that judges are available to work.
- Adoption of the three-year average for filings (CY 2012, CY 2013 and CY 2014). Note: filings continue to trend downward from FY 2014-2015 for most court divisions excluding the Probate division.
- Elimination of the urban/rural distinction for case-related time available each day in circuit court. The time study data indicates that circuit judges are spending approximately 6 hours each day on case-related matters. Previously, there was a slight difference between urban and rural areas. Urban areas were at 6.0 with rural at 5.5 due to travel between courthouses. That distinction has been eliminated.
- Reduction in case-related time available each day in county court. The time study data indicates that county judges are spending approximately 5 hours each day on case-related matters. The previous time spent was 5.5 hours. The decline is driven by county judge work in circuit court and duty work.
- Adoption of the adjusted case weights, which includes data from the time study and input/tweaks from the Subject Matter Expert Panel workgroups. Justification for all Subject Matter Expert Panel workgroups adjustments are documented by case type.
- Adoption of a chief judge adjustment in circuit court that allows for administrative time spent by chief judges. The amount of the adjustment depends on the judicial need within the circuit. If the judicial need is < 10 = .25 FTE; 10-25 = .5 FTE; 26-49 = .75 FTE; and 50+ = 1.0 FTE.

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Performance & Accountability
Court Statistics & Workload Committee
Orlando, FL
June 2016**

- Adoption of a canvassing board adjustment for time spent by county court judges during election periods. The adjustment is .05 per county, not per county judge, which equates to 12 days per year.
- Judicial need is determined at the judge level using a 1.10 threshold in circuit and county court. This is a departure from our previous methodology, which was at the jurisdiction level (i.e., rounding up from .5 for circuit or county court). The judge level need determination is a conservative approach for certifying judicial need. Essentially, what it means is that a circuit's need will be evaluated by spreading the workload across all circuit judges for circuit work. The same methodology is used in county court. In order to qualify for a new judgeship, a circuit would need to demonstrate that each judge is working at 1.10 level (or 110 percent). If not, they do not qualify. This was not a unanimous vote, with 5-7 members voting no.
- The OSCA should develop a mechanism for capturing judicial workload associated with problem solving courts.
- The empirically-based Judicial Workload Model provides a baseline from which to establish the need for judges; however, no statistical criteria will be so complete that it encompasses all contingencies. Consideration should also be given to qualitative criteria that offer possible local exceptions to established criteria, such as:
 - Multiple court locations
 - Geography
 - Caseload trends or unusual caseload mix
 - Problem solving courts
 - Prosecutor and law enforcement practices
 - Staffing levels
 - Facilities
 - Technology
 - State institutions, such as correctional facilities, hospitals, universities
 - Demographics
 - Access to justice
 - Roles and responsibilities of all quasi-judicial officers

Some of these items are codified in the current certification rule. See rule 2.240 (1) (B), Florida Rules of Judicial Administration.

The Legislature's Office of Program Policy Analysis and Government Accountability (OPPAGA) has attended all judicial workload study meetings and is fully in the information loop.

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The National Center for State Courts issued their draft report on May 16, 2016, and it is currently under OSCA review. The final report is anticipated to go to the supreme court later this month (June 2016). If the supreme court adopts the recommendations, the updated case weights along with adjustments to the methodology could be used by the court in their 2016 judicial certification opinion.

Decision Needed:

1. None. For information only.

Item V. ITCAS, JDMS, and CAPS Discussion

At its November 2015 meeting, the Court Statistics and Workload Committee began consideration of several proposed changes to the functional standards of the Court Application Processing System (CAPS) in support of future JDMS development. These proposals included specific functionality to enhance the quality of case inventory data, improve the availability of basic case inventory reports, consolidate reporting across systems to reduce cost, and to lay the groundwork for expanded case event tracking.

As part of its ongoing efforts to coordinate JDMS development with other stakeholder commissions and committees, CSWC members requested that the proposed capabilities be forwarded to the Florida Courts Technology Commission (FCTC) CAPS Certification Subcommittee and to the Trial Court Budget Commission (TCBC) for input on the potential impact of these additions on court administration and CAPS vendors and for the TCBC's Trial Court Technology Initiative. In January 2016, the CAPS Certification Subcommittee met to consider the CSWC material. After some discussion, members of the Certification Subcommittee felt they did not know enough about the JDMS project and its connection with CAPS to provide the requested input. Judge Perkins, Chair of the CAPS Certification Subcommittee, and Judge Munyon, Chair of the FCTC, requested a briefing on the JDMS project.

On April 13, 2016, Judge Alessandroni, Chair of the CSWC, Judge Diana Moreland, Chair of TCP&A, PK Jameson, State Courts Administrator, Blan Teagle and Eric Maclure, Deputy State Courts Administrators and other OSCA staff met with Judges Munyon and Perkins and other members of the FCTC CAPS Certification Subcommittee to discuss the relationship between JDMS and CAPS systems and the roles of each in the overarching Integrated Trial Court Adjudication System (ITCAS). Enclosure 04 contains the material provided at that briefing including an overview of the ITCAS project and the evolution of and relationships between the JDMS and CAPS systems.

At the conclusion of the briefing, Judge Munyon requested additional details on the CSWC's proposals so that the FCTC CAPS Certification Subcommittee may have a fuller picture of the CSWC's needs before providing input. On May 13, 2016, Judge Alessandroni sent a memorandum to Judges Munyon and Perkins describing in more detail what the committee is asking of the FCTC CAPS Certification Subcommittee. Included was an expanded discussion of the original capabilities this committee had identified. The memorandum and attachment are included in Enclosure 05.

Decision Needed:

1. None. For information only.

Enclosure 04

ITCAS, CAPS and JDMS Briefing

04/13/2016

MEETING ON CAPS AND JDMS

12 p.m. to 2 p.m., Wednesday, April 13, 2016
Via Telephone Conference Call
1-888-670-3525; Passcode 151-885-8269#

AGENDA

- I. Welcome and Introductions
- II. Purpose of Meeting
- III. Brief History of Integrated Trial Court Technology Leading to Court Application Processing System (CAPS) and Judicial Data Management Services (JDMS) Initiatives
- IV. Governance, Description, and Status of JDMS Initiative
- V. Governance, Description, and Status of CAPS
- VI. CAPS and JDMS Functional Comparison, Interoperability, and System Impacts
- VII. Court Statistics and Workload Committee Recommendations Regarding CAPS Standards
- VIII. CAPS and JDMS Coordination Going Forward – General Discussion

Agenda Item III. Brief History of
Integrated Trial Court Technology
Leading to Court Application Processing
System (CAPS) and Judicial Data
Management Services (JDMS) Initiatives

A Brief History of Integrated Trial Court Technology Leading to Court Application Processing System (CAPS) and Judicial Data Management Services (JDMS) Initiatives

The CAPS and JDMS projects are two pieces of a larger enterprise data management effort that began in 2009 with the implementation of the E-Filing portal. The need for a comprehensive data management strategy was codified in the Trial Court Integrated Management Solutions (TIMS) project¹ (2010-2012), which considered two things: 1) essential information that the court system needs to manage its operations, and 2) the capabilities and structure that any data management system needs in order to provide that information. Understanding the TIMS project is key to understanding the relationships between CAPS and JDMS.

The TIMS project provided four key deliverables, of which three are relevant to this discussion:

1. A Trial Court Data Model (see Appendix C of the TIMS report)
 - a. The Trial Court Data Model is a conceptual model of the cases, events, actors and issues relevant to court operations and the data elements that describe them.
2. A Court Data Management Framework (see Appendix L of the TIMS report)
 - a. This framework serves as a reference architecture that identifies the minimum capabilities and structure any court data management system should have to capture information contained in the Trial Court Data Model. This architecture identified three distinct data management needs: those involving adjudication of cases, those involving court operations and a core system to provide common services.
3. Key insights into the nature of data management in the courts (see Appendix L of the TIMS report)
 - a. This series of insights has shaped all subsequent projects, such as the CAPS and JDMS systems, and includes a set of 15 capabilities that should be shared by all systems; the need for a common data exchange protocol for data sharing; the determination that there is no one-size-fits-all system that will satisfy the very distinct needs of different court personnel, judges, managers and staff; and the decision that those systems that will meet the courts' needs should be implemented using a mixed build and buy strategy.

In December 2012, technology experts from the National Center for State Courts (NCSC) reviewed the findings of the TIMS project. While they were in agreement with its conclusions and supportive of its results, they expressed concern at the potential cost of implementing a comprehensive data management framework statewide, given the widely different needs and technology available in the circuits. Subsequent to the NCSC's findings, the Supreme Court directed the Information System Services unit to develop a smaller, more targeted plan. The resultant implementation project is known as the Integrated Trial Court Adjudication System (ITCAS).

¹ [Trial Court Integrated Management Solutions: Identifying Key Case and Workload Data and Establishing Uniform Definitions for Improving Automation of Florida's Trial Courts](http://www.flcourts.org/core/fileparse.php/253/urlt/TIMSFinalPhaseOneReport.pdf), December 1, 2012, <http://www.flcourts.org/core/fileparse.php/253/urlt/TIMSFinalPhaseOneReport.pdf>

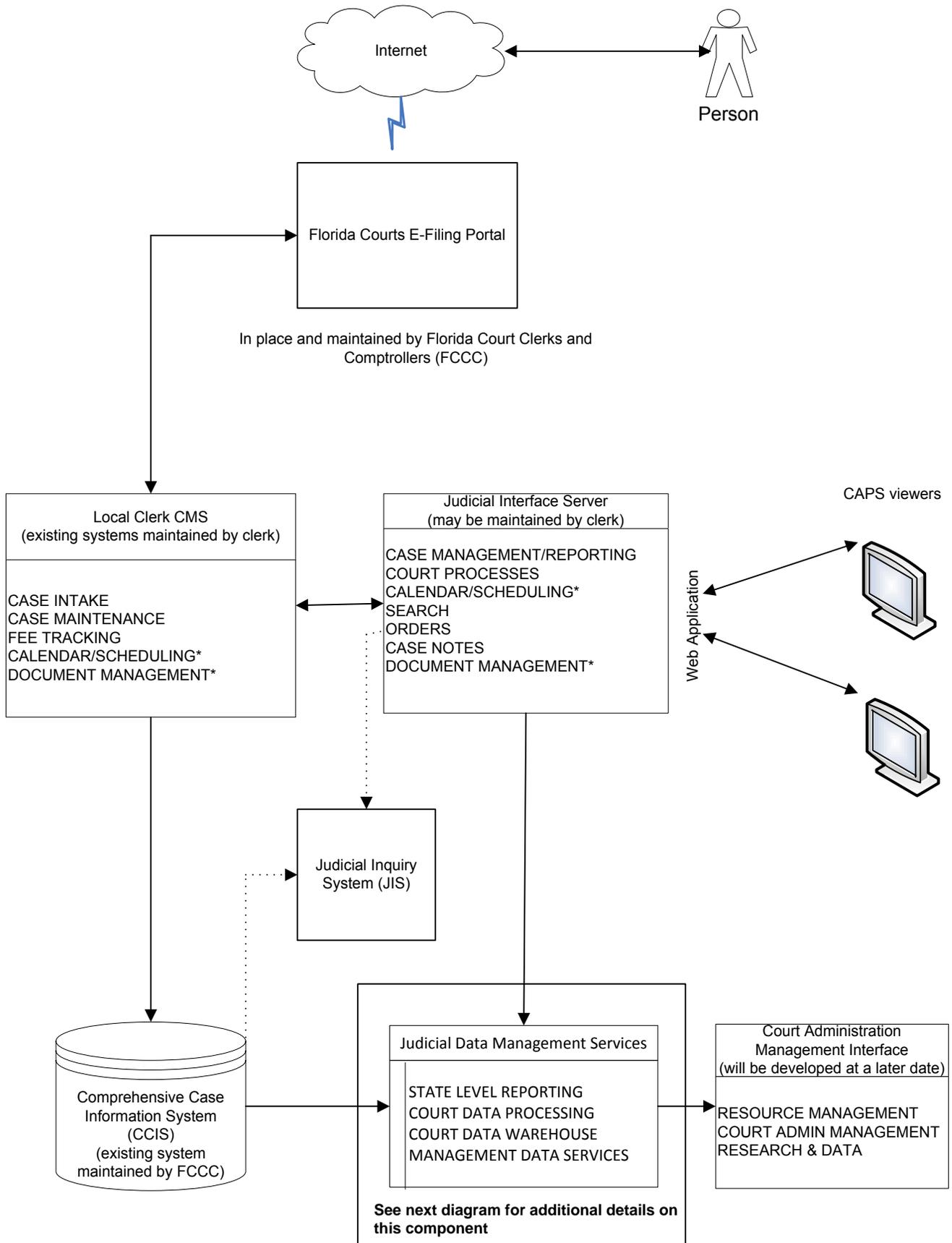
ITCAS implements three aspects of the Court Data Management Framework Reference Architecture:

1. CAPS system – provides judges and supporting case managers the tools they need to manage day-to-day operations necessary to adjudicate cases.
2. JDMS system – provides state-level core system functionality to enable organization-level data management, business rules and analytics necessary to manage court system operations.
3. Data Exchange – a specification that provides for the sharing of data among all judicial branch entities and data systems using a common protocol and procedure.

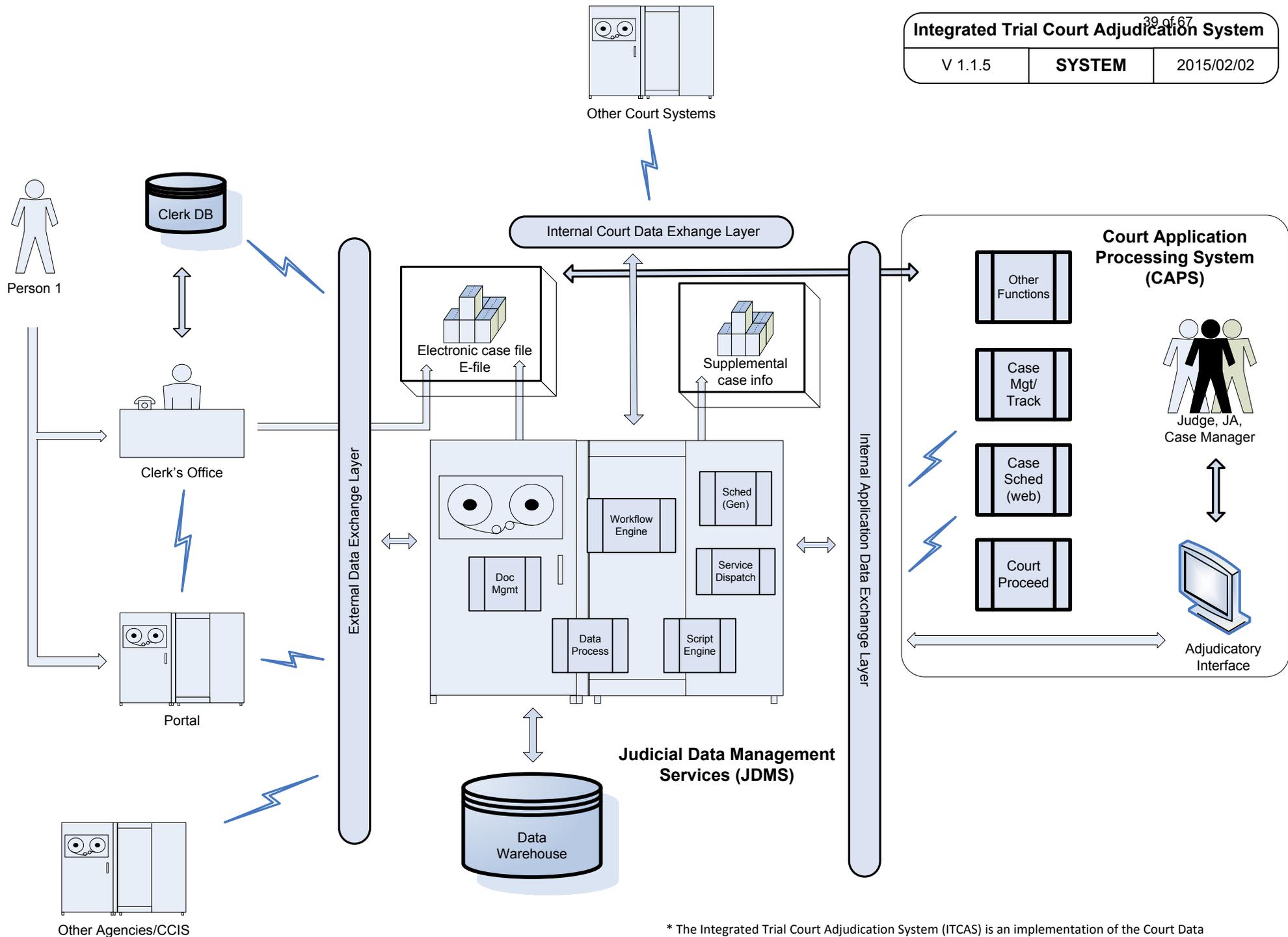
Development of these three components has proceeded at different paces due to various development opportunities. Both CAPS and JDMS were fully envisioned as a result of the 2012 TIMS project although, as noted, the progenitor of the CAPS systems arose from the 2009 E-Filing initiative. Following on the heels of the 2012 TIMS study, the FY 2013-2015 Foreclosure Backlog Initiative provided the opportunity to purchase some CAPS systems. The JDMS system represented a significant change in the court systems data management philosophy and, consequently, required considerable vetting and testing before implementation. A proof of concept of the JDMS system was developed during the FY2013-15 Foreclosure Initiative. The original business case was presented in January 2013 and initial funding was provided by the Legislature in July 2015 which included four FTE for development and maintenance. The FCTC Data Exchange Workgroup began work on a data exchange standard in April 2014 with a final draft currently under review.

The distinct development of these components is an example of one of the key insights of the TIMS project; that any court activity management system should be implemented as a series of short, targeted, stand-alone modules that share data through a common exchange method. One advantage to this strategy is that it allows the court system to more quickly take advantage of opportunities for development such as the funding available through the Foreclosure Initiative. Careful planning and coordination between the components is needed to use these opportunities to our maximum advantage. One consequence of this strategy is that, at any given time, components such as CAPS and JDMS will be in various stages of development which may include more or less functionality than is needed by another component. Careful planning and coordination is necessary to keep these kinds of disconnects to a minimum. One drawback to this strategy is that one module may need to temporarily implement functionality that would be more appropriately placed in another module. This is a reasonable trade-off to ensure judges and court managers have the tools and data they need. Again, careful planning and coordination is essential to ensure unnecessary duplication of work is kept to a minimum.

Integrated Trial Court Adjudicatory System



*Functions will be contained in the Local Clerk CMS or the Judicial Interface



* The Integrated Trial Court Adjudication System (ITCAS) is an implementation of the Court Data Management Framework Reference Architecture that advances the Adjudication Subsystem via local CAPS and the state level Core Subsystem via JDMS

Agenda Item IV. Governance, Description, and Status of JDMS Initiative

Judicial Data Management Services

Governance, Description and Status



Court Statistics and Workload Committee's Charge

- AOSC14-40 charges the Commission on Trial Court Performance and Accountability:
 - “Through the Court Statistics and Workload Committee, continue to provide guidance and direction on data management issues as necessary to maintain integrity of data collection and reporting through appropriate Uniform Case Reporting systems, the Summary Reporting System, the Uniform Data Reporting System, and other data collection efforts relevant to court management.”
 - “This includes associated analytical products such as the Weighted Caseload Model, case age and other case inventory statistics, and work related to the Judicial Data Management Services component of the Integrated Trial Court Adjudication Systems project.”



JDMS Purpose

- JDMS is a framework of applications, tools and other services that help the court operationalize the business rules necessary for the efficient and effective management of the court system.
 - AOSC14-25 Case Event Definitional Framework
 - Court Data Management Glossary of Terms
 - Algorithms for computing performance and workload statistics



JDMS Elements

- **Data Consolidation and Standardization Services**
 - Applications, tools and services to draw court activity data from a variety of sources and transform this data into a coherent framework
- **Reporting Services**
 - The production of inventory reports, case activity, aging reports and performance and program measurement
- **Processing Services**
 - Services that assist judges and court managers with the performance of their duties, including judicial workload balancing, resource management and special or short-term data collection services
- **Data Warehouse and Analytical Services**
 - A central repository of court activity data for operations research, analysis and management



Data Sources

- Clerk of court case maintenance systems
 - Essential case activity, status and assignment information
 - Specifically not concerned with case content
- Circuit CAPS systems
 - Essential court activity information
 - Court and case operations information not available from clerk of court systems
- Secondary data sources
 - Data available through other agencies or entities not directly affiliated with the judicial branch
 - OBTS, CCIS, TCATS, etc.



Status

- JDMS received initial funding in the 2015 Legislative Session
- JDMS is in year one of a two-year initial development cycle
- Goal One
 - Essential infrastructure: hire staff, transition legacy data systems, develop core data management tools and processes
- Goal Two
 - Uniform Case Reporting: establish the first data exchange, working with counties to submit data, and developing infrastructure to automate data processing operations within JDMS
- Goal Three
 - Future planning: visual display of data tools (dashboards, scorecards, near real-time updates) and preparation for FY17-18 development cycle

Want more information?

- The JDMS web page can be found at
 - www.flcourts.org/jdms
- On this page, you can find
 - JDMS FY2015-2017 Project Plan
 - Quarterly status reports detailing progress
 - Latest documents and specifications on the Uniform Case Reporting sub-project



Opportunities

Working together, the CAPS and JDMS systems offer a unique opportunity to provide judges and court managers with powerful tools for court management.

Agenda Item V. Governance, Description, and Status of CAPS Initiative

Governance, Description, and Status of CAPS

Electronic Filing is making its way into all courts statewide. Once e-filing is fully implemented, judges will need to have the ability to view and process electronic court records effectively and efficiently. In order to provide judges with this capability, the Florida Courts Technology Commission (FCTC) approved the functional requirements for a court application processing system (CAPS) developed by the Trial Court Integrated Management Solution (TIMS) subcommittee.

CAPS aims to provide better case management services to judges and case managers by providing immediate availability of e-filed documents and improved ability to search and view specific case information and documents. CAPS is a web-based application that enables judges and court staff to work on cases from any location across many devices. It: 1) provides judges with rapid and reliable access to case information; 2) enables them to access and use case files and other data sources in the course of managing cases, scheduling and conducting hearings, adjudicating disputed issues, and recording and reporting judicial activity; and 3) lets them prepare, electronically sign, file, and serve orders in the court.)

Any system implemented must adhere to the standards and vendors must be certified to sell their product to any county in Florida.

- Full Certification – a vendor has fully complied with all of the standards set forth in the functional requirements document for court application processing system and the current version of the Florida Supreme Court Standards for Electronic Access to the Courts.
 - Pioneer Technology Group (received full recertification on October 13, 2015)
 - Eighth Judicial Circuit (received full recertification on October 14, 2015)
 - Thirteenth Judicial Circuit (received full recertification on October 14, 2015)
 - Fifteenth Judicial Circuit (received full certification on November 17, 2015)
- Provisional Certification – a vendor's system meet only a part of the standards set forth in the functional requirements document for court application processing system and the current version of the Florida Supreme Court Standards for Electronic Access to the Courts. Provisional certification is for six months and may be renewed at the discretion of the Florida Courts Technology Commission (FCTC).
 - Mentis Technologies (received provisional recertification on October 13, 2015)
 - Seventeenth Judicial Circuit (received provisional certification on October 13, 2015)

In order to ensure that the CAPS viewers continue to evolve in a standardized manner while staying current with advancing technology, the Certification Committee of the FCTC, which is chaired by Chief Judge Terence Perkins, is responsible for developing new functional requirements to be implemented in new versions of the CAPS viewers. This committee evaluates the recommended functional requirements for inclusion in the CAPS standards and determines how the vendors will demonstrate compliance.

Agenda Item VI. CAPS and JDMS Functional Comparison, Interoperability, and System Impacts

Interactive Version of Diagram on Next
Page

Agenda Item VII. Court Statistics and Workload Committee Recommendations Regarding CAPS Standards

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.

Enclosure 05

Memorandum:

**Items for FCTC Discussion regarding CAPS specifications and
JDMS Development**

05/13/2016

MEMORANDUM

TO: The Honorable Lisa Munyon, Chair,
Florida Courts Technology Commission

The Honorable Terence Perkins, Chair,
Court Applications Processing Systems Certification
Subcommittee

FROM: Judge Paul Alessandroni, Chair,
Court Statistics and Workload Committee

DATE: May 13, 2016

SUBJECT: Items for FCTC Discussion regarding CAPS specifications
and JDMS Development

As a follow up to our April 13, 2016 teleconference about CAPS and the JDMS system, I want to provide additional information on the CSWC's request concerning revisions to the CAPS standards. During the committee's work on the JDMS project plan, we identified several possible opportunities where CAPS could contribute to long-term structural improvements to the quality, availability, and usefulness of court data and where JDMS could extend the capabilities of CAPS viewers. While we are excited about these possibilities, we are mindful of the potential impact these suggestions could have on CAPS development. Therefore, we are requesting additional feedback from the CAPS Certification Subcommittee on five proposed capabilities before any formal recommendations are made.

At your request, I have included with this memorandum the original materials forwarded to Judge Perkins in January 2016, and discussed at the CSWC meeting on February 1, 2016. Additional commentary is also provided on each capability in the attachment.

The five capabilities in the attached meeting materials excerpt are:

1. Option for a judge or case manager to report status of case to Clerk and JDMS (Priority 1)

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2. Option for a judge or case manager to identify that he/she believes a case to be closed (Priority 1)
3. Capability to request and retrieve performance statistics from JDMS Dashboard (Priority 2)
4. Removal of requirements for computing clearance rate, time to disposition and pending performance metrics locally within CAPS (Priority 3)
5. Transfer of Calendaring Information to JDMS (Priority 4)

As I mentioned during our teleconference, when a judge on the bench or in chambers takes action that effectively closes a case or changes its status (active/inactive), the simple act of clicking a box that hides the case from view on the docket list could also be employed to reflect its status change. This simple action would require minimal effort by the judge but could reap many benefits from the case management perspective. At least the CAPS viewer that I use (Mentis SmartBench) already has the capability through user input to receive and store data associated with individual cases. How this proposal may impact the development of the CAPS viewers is one example of a question on which we would like to have your thoughts.

I greatly appreciate Judge Perkins's and the CAPS Certification Subcommittee's review of this material. The CSWC needs input in areas concerning: 1) the impact of these additions to overall CAPS development; 2) the ability of CAPS vendors to deliver systems that meet these standards; and 3) the impact of these additions to CAPS users.

Our goal is to develop a set of planned enhancements that will enable both CAPS and the JDMS system to fulfill their respective potentials within the overarching Integrated Trial Court Adjudication System. Our April 13th meeting reinforced my belief that together, CAPS and JDMS can achieve much more than either system can alone.

Please feel free to contact me or OSCA staff dedicated to JDMS development and administration should you have any questions about CSWC's intent. The OSCA's points of contact for the JDMS project are PJ Stockdale stockdap@flcourts.org (850) 410-1523 and Shelley Kaus kauss@flcourts.org (850) 617-1854. Thank you.

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JPA/pjs/slk

Attachment

cc: The Honorable Diana Moreland, Chair, Commission on Trial Court
Performance and Accountability

Excerpt from Court Statistics and Workload Meeting Materials, February 1, 2016: Court Application Processing Standards Enhancements (*with additional commentary*)

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 viewer. 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.

Capability 1: Option for a judge or case manager 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 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.

Capability 2: 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.

Additional commentary for Capabilities 1 and 2:

The first two options relate directly to the quality of data needed to manage court operations. As such, we designated them as “Priority 1” capabilities. Chief Judges, trial court administrators and all other court managers agree that data quality is the number one issue with respect to court management today. The accurate reporting of case data is fundamental to the meaningful assessment of court activity and judicial workload. These options encompass two specific capabilities that have been identified as essential to improving data quality. In practical terms, quality is achieved when those who work with the data directly, judges and case managers, have the opportunity for review and correction as a natural part of their daily work. Initiating a review or a corrective action should be simple and obvious enough that it can be done at the moment the issue is identified. The ability for judges and case managers to initiate these actions within CAPS would go a long way to enhancing data quality.

Additionally, this capability will open the door to future improvements of this type. Our suggestions are limited to two very specific and essential pieces of data. However, once an

infrastructure for immediate update and correction of these two elements is created, it can be expanded at reduced cost and effort to other data, providing the courts with continued opportunities for improvement.

The CSWC recognizes that various CAPS viewers may implement these capabilities differently, but we envision a button, menu item, or link associated with a case record that would send an appropriately-formatted message via web services as defined in the FCTC data exchange standards to initiate update or further verification.

Capability 3: 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.

Additional commentary for Capability 3:

One of the defined capabilities of the JDMS system is to provide reporting services. The Chief Justice has designated the JDMS system as the primary vehicle for the supreme court's business analytics. The OSCA has a team of analysts available to produce various workload and resource reports. Therefore, JDMS will be able to provide these reports to circuit administration and judges who want to make use of them. During our work on court data management, many judges expressed the desire to stay within one primary application to obtain the data they need. With this in mind, it seems a logical step to include the capability to retrieve reports produced by JDMS from within the CAPS viewers. Several of the CAPS viewers currently enable web-based access to external websites such as Westlaw. This proposed capability would ensure that judges could access state-level reports and data in the same way.

Capability 4: 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 viewers. 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 viewers. 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 divisions in select counties and circuits. More complete statistics would become available in 2018-2020.

That said, removing the requirement for computing 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.

Additional commentary for Capability 4:

This enhancement is offered as an opportunity to consolidate and standardize analytical services. Nothing in this suggestion should be construed to limit a circuit from implementing any or all reporting locally that the circuit finds valuable. It is our understanding that not all CAPS implementations currently compute these statistics. JDMS is required to compute these statistics under Fla. R. Jud. Admin. 2.225(a)(2) and the OSCA fields a team of dedicated analysts trained for this work. Every additional capability has costs, and given the potential costs and effort that might be associated with Capabilities 1, 2 and 3, it seems a reasonable proposition to reduce costs to CAPS by sharing this capability from JDMS.

Capability 5: Transfer of Calendaring Information to JDMS (Priority 4)

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

This requirement to share data with JDMS addresses two issues related to court statistics and workload analysis.

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 CAPS 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.

Additional commentary for Capability 5:

This last capability is more aspirational in nature, which is why it is ranked lowest in priority. During the recent Judicial Workload Study, many judges commented that while the total number of cases is decreasing, the workload associated with each case is increasing. Judicial workload is one of the central concerns of the CSWC. As such, access to the calendaring information as a data source is one avenue that we are exploring in attempts to identify some of the underlying events increasing the workload in a case. The committee realizes that not every circuit has access to this information via the CAPS viewers, but some circuits do. We also realize that this data would only provide a partial picture of the workload we seek. However, it would be a start. Also, the regular transmittal of this data between CAPS and JDMS will require basic data transfer infrastructure in both the CAPS and JDMS systems. Building this infrastructure will provide increased opportunities for data sharing in the future.

The committee is cognizant of the fact that neither CAPS nor the JDMS system are developed enough to make effective use of a general data exchange, but under the ITCAS framework, they should be moving in that direction. The proposed FCTC Data Exchange Standards provide for the transfer of specifically formatted data using a common file structure and a common message envelope. Thus, the creation and transmission of scheduling data would involve many of the same functionalities as required for Capabilities 1 and 2. In fact, since Capabilities 1 and 2 involve exchanging messages only, the exchange of actual data is a logical evolution of that transfer process. While there are many types of data that would be useful to JDMS, the CSWC opted for scheduling data because of its relevance to judicial workload. If the Certification Subcommittee believes that this data is not reasonably contained within the CAPS viewers, the CSWC would be very interested in considering alternative types of data that may be more accessible.

Item VI. Upcoming FY 2016-2018 Term

VI.A. Issues for next term

Staff is working on TCP&A's reauthorization, which includes CSWC direction. There are several ongoing projects that will be carried forward to next term, such as the JDMS Project, the UCR Project, the Juvenile Dependency Workshop, and SRS Manual Revisions. Other projects the committee may want to consider are listed below. If any member would like to submit ideas for projects or issues to be taken up in the next term, please contact staff.

- i. Uniform Data Reporting Expert Witness
- ii. Visual Display of Data and Reporting
- iii. Data Reporting and Problem Solving Courts
- iv. Data Reporting for Self-Represented Litigants

VI.B. Committee membership

The membership for the FY2016-2018 term must be designated by June 30, 2016. Current members are encouraged to remain on the committee as several of our ongoing projects will be carried through and completed in the next term. Please contact staff as soon as possible if you are unable to continue serving on the committee.

VI.C. First meetings of the FY2016-2018 Term

The first meeting of the FY2016-2018 term will be a phone conference, likely held during lunch time. It is anticipated this meeting will be held in August or early September 2016.

The following meeting is planned to be an in-person meeting in early December 2016. For the scheduling of both meetings, staff will email possible dates to members to request your availability and preference.

Committee Action Needed:

1. Email ideas for future projects or issues to PJ Stockdale (stockdap@flcourts.org) no later than June 30th, 2016.
2. Please contact Shelley Kaus (kauss@flcourts.org) as soon as possible if you are unable to serve on the committee for the FY2016-2018 term.
3. Please look for the forthcoming emails regarding possible meeting dates in the fall and winter.