

REQUIRED DATA ELEMENTS - IMPLEMENTATION OVERVIEW

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2024 Version





BACKGROUND

In 2018, NCSC published NODS and in 2020-21, Data Standards Steering Committee developed a list of ~250 Required Data Elements (RDEs) for Arizona courts

- ACJA § 1-508 adopted by AJC in April 2022
- Administrative Directive 2022-12 signed in October 2022
- Administrative Directive 2023-10 signed in December 2023

Goal - Work towards all case management systems having a common set of data elements for improved data collection and reporting



IMPLEMENTATION PHASES

- 1) **Define** each RDE— done during Data Standardization Advisory Committee meetings
- 2) **Confirm** each RDE is in each case management system – done via yearly checklist process (20 RDEs in 2023, 60 in 2024, 30 in 2025, etc.)
- 3) **Direct** courts to utilize standard codes for each RDE – being developed
- 4) **Audit** each RDE in each case management system – being developed now
- 5) **Train** on each RDE in each case management system – TBD



CHECKLIST TIMETABLE

- Every January, checklists need to be completed by courts and approved by presiding judges before January 31st
- AOC IT Staff complete the checklists for all LJ AJACS courts; however, they do need to be signed off on by presiding judges
- Statewide memos are sent during November and reminder emails go out from Data Standards staff (Laura)



BOTTOM LINE FOR COURT MANAGEMENT

- Standardizing codes for required data elements may impact staff and their order of business when doing data entry
- Every January, checklists need to be completed by courts and approved by presiding judges before January 31st, so you might be contacted to provide a gentle nudge for signatures



QUESTIONS? PLEASE CONTACT US -

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[Data Elements and Code Standardization \(azcourts.gov\)](https://www.courts.az.gov/Data-Elements-and-Code-Standardization)