

DATA STANDARDS ADVISORY COMMITTEE

July 30, 2024

10:00 a.m. – 12:00 p.m., via Zoom Webinar

MINUTES

Present: Laurie Allen, Odette Apodaca, Gil Bensinger, Daniel Bowman, Summer Dalton, , Ralph Garcia, Todd Herrera-Ridenhour, Ester Reeves, Susann Holland, Roopa Kalidindi, Randy Kennedy, Michael Malone, Cynthia Navarro (as proxy for Niltza Flores), Mike Nimtz, Danielle Welborn (as proxy for Ginger Rodas), Marcos Romero, Danica Sanchez, Tony Sita (as proxy for Adele May), Katrina Solis, and Adam Walterson

Not Present: Jeanette Wiesenhofer

Administrative Office of the Courts (AOC) and Guests: Alexis Allen (Tempe Municipal Court), Lorri Behunin (Chandler Municipal Court), Stewart Bruner (AOC), Daniel Paulson (Mesa Municipal Court), Melanie Cluff (AOC), Michele Gillich (AOC), Leon Li (AOC), Anirban Mitra (AOC), Laura Navarro-Lobos (Paradise Valley Municipal Court), Chris Phelps (Scottsdale Municipal Court), Laura Ritenour (AOC), and Fahmida Wahab (AOC)

I. CALL TO ORDER

A. Welcome and Opening Remarks

The July 30, 2024, meeting of the Data Standards Advisory Committee was called to order by Mike Malone at 10:02 a.m. Mike Malone mentioned a correction to the meeting agenda – to replace the mention of Pinal County with Cochise County in the Meeting Opening.

B. June 25, 2024, Meeting Minutes

Laura Ritenour, staff for the committee, displayed the June 25, 2024, draft meeting minutes and the members had no comments or concerns. Summer Dalton moved to approve the minutes and Odette Apodaca seconded the motion. The committee voted and the motion passed unanimously.

II. ITEMS FROM PREVIOUS MEETINGS AND NEW ITEMS

A. Proposed Implementation for Integration, Required Data Elements, and Code Standardization and Draft Administrative Order

Laura Ritenour presented the signed Administrative Order 2024-123 which was signed by Chief Justice Brutinel on June 26, 2024. The administrative order authorizes courts to populate the Central Case Repository (CCR) with standardized case related data and authorizes the Administrative Director of the AOC to issue administrative directives

containing the data to be submitted and the deadlines for submission. Laura Ritenour then reviewed a draft administrative directive and project timelines with the members. There were numerous questions regarding the draft administrative directive, the CCR specifications, the Tyler case management system implementation, and timelines for testing and submission. It was decided that the draft administrative directive and timeline will be brought back for this committee to review after the September 10th CCR Specifications review meeting. It was also recommended that an exception paragraph be added to the draft administrative directive. Courts that have specific CCR question should contact Michele Gillich for a meeting.

B. Warrant Code Standardization

This item was tabled until the August meeting.

C. Business Deliverables for COT Priority Projects

This agenda item was taken out of order. Stewart Bruner, staff to the Commission on Technology and its subcommittees, answered questions about Phoenix's selection of Tyler for their new case management system and what that meant for other courts in the state. Stewart Bruner reported that the Court Automation Coordinating Committee (CACC) will be responsible for monitoring court's progress with complying with Administrative Order 2024-123 and its subsequent administrative directives (when published). Michele Gillich will manage the FME Data Translation project and provide "report cards" on the CCR and code standardization.

D. Case /Case Category – Clarification Requested

Randy Kennedy reviewed the handout submitted with the issues of Scottsdale complying with the case category standards because of how case numbers are entered into Public Access' search function. The members discussed Public Access and the upcoming transition to eAccess. Summer Dalton suggested AOC staff meet to discuss case numbers, Public Access and eAccess. This topic will be brought back at the September meeting.

E. Request for Modification to Disposition Descriptions

Laura Ritenour reported that at its September 14, 2022, meeting, the Data Standards Steering Committee approved a list of Disposition Codes and Descriptions. As the AJACS and AOC Integration Teams were moving forwarding with updating their applications, it was discovered that the Public Access can only accommodate descriptions of less than 60 characters. The teams request that modifications are made to the six codes listed for Public Access reasons and that court case management systems do not have to change their descriptions. Marcos Romero moved to approve

modified disposition descriptions and Susan Holland seconded the motion. The committee voted and the motion passed unanimously.

F. Continuance Data

Laura Ritenour reported that the Counting Continuances Workgroup is a working group for the Advisory Committee and the plan is to meet several times over the next 3 months to learn about different court's hearing/trial continuance practices and develop ideas for a statewide, standard operating practice for counting continuances and a continuance report. The ideas generated by the workgroup would then be presented to the Data Standardization Advisory Committee (October or November meeting) and the Steering Committee on Data-Based Court Performance and Data Standards (December or March meeting) for their feedback and input. The ultimate goal is to develop a statewide continuance report to aid court leadership and judicial officers with managing their caseloads and meeting the statewide case processing time standards. The first workgroup meeting is August 20th. Members who wish to serve on the workgroup or designate a co-worker to serve should contact Laura. Members had no questions.

G. Request to Standardize Contact Status Definitions

Laura Ritenour presented the draft contact status definitions. The group discussed various scenarios and questioned the current CCR specifications regarding contacts like address, phone numbers, and email addresses. It was decided that Michele Gillich will review the current CCR specifications regarding address with the FARE and AZPOINT teams and will bring back updates to the September meeting.

III. ONGOING BUSINESS

A. Updates, Comments and Questions from Members

Roopa Kalidindi asked questions about the CCR specifications and Michele Gillich answered them.

B. Call to the Public

Mike Malone made a call to the public for comments. There was no answer.

C. Adjournment

A motion to adjourn the meeting was made by Summer Dalton and seconded by Randy Kennedy. The meeting was adjourned at 11:55 a.m.

D. Next Committee Meeting Date

Tuesday, August 27, 2024, 10:00 a.m. – 12:00 p.m., Zoom Webinar