

DATA STANDARDS ADVISORY COMMITTEE

January 30, 2024

10:00 a.m. – 12:00 p.m., Zoom Meeting

MINUTES

Present: Mike Albers, Odette Apodaca, Gil Bensinger, Daniel Bowman, Summer Dalton, Niltza Flores, Ralph Garcia, Todd Herrera-Ridenhour, Susann Holland, Randy Kennedy, Adele May, Laura Navarro-Cobos (proxy for Jeanette Wiesenhofer), Mike Nimitz, Ester Reeves, Ginger Rodas, Marcos Romero, Danica Sanchez, Katrina Solis, Adam Walterson

Not Present: Laurie Allen (Excused)

Administrative Office of the Courts (AOC) and Guests: Mary Bellefeuille (AOC), Cathy Clarich (AOC), Melanie Cluff (AOC), Michele Gillich (AOC), Michael Malone (AOC), Anirban Mitra (AOC), Laura Ritenour (AOC), Kristie Wooley (AOC)

I. CALL TO ORDER

A. Welcome and Opening Remarks

The January 30, 2024, meeting of the Data Standards Advisory Committee was called to order by the Chair, Michael Malone, at 10:02 a.m.

B. November 28, 2023, Meeting Minutes

Laura Ritenour, staff for the committee, displayed the November 28, 2023, draft meeting minutes for review and the members had no comments or concerns. A motion to approve the November 28, 2023, meeting minutes was made by Summer Dalton and seconded by Niltza Flores. The committee voted and the motion passed unanimously.

II. ITEMS FROM PREVIOUS MEETINGS

A. Attorney Type Definitions

Laura Ritenour displayed the proposed Attorney Type definitions that were sent to the committee members for review the previous week. There was discussion regarding the similarity between Conflict/Court Appointed and Legal Defender and members were reminded that if the court does not have a need for a code, they do not have to add it to their case management system. Attorney Type Definitions are informational only and do not require approval.

B. Code and Statewide Table Standardization Requests

Attorney Types: Laura Ritenour reported that the AOC Court Services Division is requesting that Attorney Type Codes and Descriptions be standardized for all courts statewide. Attorney Type is a required data element in the Appendix C list and standardization will ensure the data reported is more accurate and consistent. A motion to approve the statewide standardization of the Attorney Type Codes and Descriptions was made by Ester Reeves and seconded by Niltza Flores. The committee voted and the motion passed unanimously.

PO Party Role Types (Update): Laura Ritenour reported that the AOC Court Services Division is requesting the addition of five PO Party Role Types that were overlooked when the Court Role Types were reviewed and approved by the workgroup and steering committee in March and June, respectively. For courts that separate the Court Role Types from the PO Party Role Types, this designation is important to ensure that the complete list of approved PO Party Role Types codes is present in the table. A motion to approve the statewide standardization of the additional PO Party Role type codes and descriptions was made by Katrina Solis and seconded by Danica Sanchez. The committee voted and the motion passed unanimously.

C. SB 1197 (Juvenile Sanctions, Monetary Obligations)

Laura Ritenour provided an update on SB 1197 which pertains to juvenile offenders' monetary sanctions and had a general effective date of October 30, 2023. Laura provided an overview of the tasks that have been completed and the next steps and future milestones. The committee members were reminded of the requirement to post any local administrative orders to their court's website.

D. Required Data Elements (RDE) Initiative

Laura Ritenour reported that she has received a little over half of the 2024 checklists. She reminded members that the checklists are due by January 31, 2024 and are to be signed off on by the superior court presiding judge by March 1, 2024. Members were instructed to contact Laura if an extension is needed to complete the 2024 RDE checklist. The committee members had no questions.

III. NEW ITEMS

A. Code and Statewide Table Standardization Requests

Constable Codes: Michele Gillich reported that the AOC Information Technology Division is requesting that Constable Codes and Descriptions be standardized for all courts statewide. Constables are permitted to serve Protective Orders; however, they do not have an ORI number. To solve for this, AZPOINT created unique IDs, that when implemented will allow for the Declaration of Service to be electronically transmitted back to the court. Michele informed the members that the automation for this functionality is being set up for non-AJACS courts and they will be notified when it is available. She also informed the members that if

their court prefers to manually process the Declaration of Service form they may continue to do so. This item will be brought up to vote at the February 27, 2024, meeting.

Warrant Reason Definitions: Laura Ritenour displayed the Warrant Reason Definitions that have been drafted by the AOC. These definitions are informational and will not be voted on. Members were asked to review the definitions prior to the February 27, 2024 meeting and come prepared for discussion.

Warrant Reason Codes and Descriptions: Laura Ritenour reported that the AOC Court Services Division is requesting that Warrant Reason Codes and Descriptions be standardized for all court statewide. Warrant Reason is an element in the Appendix B list. Standardizing the codes related to this data element would allow for more consistent reporting regarding elements associated with warrant reasons for future data requests. Having warrant reasons will also be helpful for the Public Safety Assessment (PSA) project for courts (a future project). This item will be brought up to vote at the February 27, 2024, meeting.

B. Data Standards Steering Committee Meeting Summary

Laura Ritenour provided a top-level overview of the items discussed at the December 6, 2023, Data Standards Steering Committee meeting. The members had no comments or questions.

IV. ONGOING BUSINESS

A. Updates, Comments and Questions from Members

A question was raised regarding the use of alpha codes instead of numeric codes. Mary Bellefeuille informed the committee that the existing AJACS codes are the starting point for the suggested codes thus far and they are often alpha. Susann Holland indicated that the alpha codes were initially selected as they were easier to recognize for those codes that display on the front end. The use of numeric codes will be considered for future codes.

B. Call to the Public

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

C. Adjournment

A motion was made to adjourn the meeting by Summer Dalton. The meeting was adjourned at 11:01 a.m.

D. Next Committee Meeting Date

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