

DATA STANDARDS ADVISORY COMMITTEE

June 25, 2024

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

MINUTES

Present: Laurie Allen, Odette Apodaca, Gil Bensinger, Daniel Bowman, Ralph Garcia, Todd Herrera-Ridenhour, Joe Hamilton (as proxy for Ester Reeves), Susann Holland, Roopa Kalidindi, Randy Kennedy, , Cynthia Navarro (as proxy for Niltza Flores), Ginger Rodas, Marcos Romero, Danica Sanchez, Tony Sita (as proxy for Adele May), Katrina Solis, Adam Walterson, Jeanette Wiesenhofer

Not Present: Summer Dalton, Michael Malone, Mike Nimitz

Administrative Office of the Courts (AOC) and Guests: Lorri Behunin (Chandler Municipal Court), Mary Bellefeuille (AOC), Christine Chu (Mesa Municipal Court), Cathy Clarich (AOC), Melanie Cluff (AOC), Michele Gillich (AOC), Faith Hager (Mesa Municipal Court), Leon Li (AOC), Anirban Mitra (AOC), Chris Phelps (Scottsdale Municipal Court), and Laura Ritenour (AOC)

I. CALL TO ORDER

A. Welcome and Opening Remarks

The June 25, 2024, meeting of the Data Standards Advisory Committee was called to order by Cathy Clarich, chair in Mike Malone's stead, at 10:02 a.m.

B. May 28, 2024, Meeting Minutes

Laura Ritenour, staff for the committee, displayed the May 28, 2024, draft meeting minutes and the members had no comments or concerns. Ginger Rodas moved to approve the minutes and Odette Apodaca seconded the motion. The committee voted and the motion passed unanimously.

II. ITEMS FROM PREVIOUS MEETINGS

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

Laura Ritenour presented the latest draft administrative order, presented and recommended by the Commission on Technology (COT) on June 6th. The final draft will go to Chief Justice Brutinel for his review and approval within the next week. Cathy Clarich reported that the administrative order provides the authority regarding how the Central Case Repository (CCR) is populated with the standardized case related data. Administrative directives will be issued on an ongoing basis to direct the courts on when they will be required to submit the data in the manner that has been approved. Laura reported that AOC staff will continue to meet internally to review the master plan and

identify which components the courts will be required to submit and when. More information will be presented at the July meeting.

B. Warrant Code Standardization

Michele Gillich reported that the standardized warrant codes, once approved, would initially be used in the Public Safety Assessment (PSA) project and in the eWarrant project in the future. Questions were raised regarding the need for all of the warrant codes and several members reported that their case management systems don't currently track the requested warrant data. AOC staff will review the requested data and codes to determine which are necessary for CCR. This item will be on the July agenda.

C. SB1197 Updates

Laura Ritenour provided updates on the automation for vacating eligible unpaid monetary obligations for juveniles, their parents, and guardians. Once all participating courts have completed their automation, manual case processing, or both, an administrative directive will be sent out with timelines for data collection and submission. Data collection is required by this legislation.

D. New Event Standardization

- i. **Request to add Bail Eligibility to the Case Type code set** - Laura Ritenour presented on the request to add this code and description to the Case Type code set. Some superior courts are initiating a Bail Eligibility case when a Bail Eligibility Hearing is scheduled in a superior court for a case in which the Initial Appearance was held in the justice court, but the case has not yet been filed in the superior court. Bail Eligibility Hearings are required per AZ Rules of Criminal Procedure, Rule 7.2(b). Odette Apodaca moved to approve the Bail Eligibility case type and Laurie Allen seconded the motion. The committee voted and the motion passed unanimously.
- ii. **Request to standardize Contact Status Definitions** - Laura Ritenour presented on the request to standardize contact status definitions to increase clarity for this code set. Members asked questions specifically regarding the Primary and Protected contact statuses and what takes precedence, the status code or the record security indicator that is sent to CCR, e.g., IsMailingAddress. AOC staff will discuss and bring more information to the next meeting. This item will be added to the July agenda.
- iii. **Required Data Elements for Law Enforcement Agency and Driver License/ID State** - Laura Ritenour proposed that since these two elements are officially standardized by other organizations (ORIs by DPS and state abbreviations by the United States Postal Service) that AOC staff would not maintain the code sets, and instead the committee approve DPS and USPS as the official standards authorities. Marcos Romero moved to approve DPS and

USPS as the official standards authorities and Joe Hamilton seconded the motion. The committee voted and the motion passed unanimously.

III. NEW ITEMS

A. Update Previously Approved Case Type table to reflect correct Case Category Association

Mary Bellefeuille reported that the Case Type spreadsheet on the Code Standardization website inaccurately reflected case categories that were not approved by the committee. The spreadsheet has been updated to reflect the approved Case Category. The spreadsheet has also been updated to include the previously approved Case Type code.

B. Data Standards Steering Committee Meeting Summary

Laura Ritenour provided a top-level overview of the items discussed at the June 5, 2024, Data Standards Steering Committee meeting. The members had no comments or questions.

C. Continuance Data

Laura Ritenour reviewed the responses that were provided by the courts regarding how they track and count continuances and any challenges they experience in accurately capturing continuance data. Cathy Clarich suggested the creation of a work group to develop a standard operating practice for continuances. Members were instructed to contact Laura if they, or someone from their court, would like to participate in this work group.

IV. ONGOING BUSINESS

A. Updates, Comments and Questions from Members

Cathy Clarich reported that the Committee on Technology (COT) approved Tyler Technologies as a state standard case management system, in addition to AJACS. Members were informed that if their court plans to move to a new case management system that they must use Tyler Technologies or AJACS.

B. Call to the Public

Cathy Clarich made a call to the public for comments. There was no answer.

C. Adjournment

A motion to adjourn the meeting was made by Marcos Romero and seconded by Joe Hamilton. The meeting was adjourned at 11:50 a.m.

D. Next Committee Meeting Date

Tuesday, July 30, 2024, 10:00 a.m. – 12:00 p.m., Zoom Webinar