

DATA STANDARDS ADVISORY COMMITTEE

June 27, 2023

10:00 a.m. – 12:00 p.m., Zoom Meeting

APPROVED MINUTES

Present: Michael Albers, Laurie Allen, Odette Apodaca, Daniel Bowman, Summer Dalton, Ralph Garcia, Jennifer Harrold, Todd Herrera-Ridenhour, Susann Holland, Randy Kennedy, Adele May, Cynthia Navarro (as proxy for Niltza Flores), Laura Navarro-Cobos (proxy for Jeanette Wiesenhofer), Mike Nimtz, Ester Reeves, Marcos Romero, Danica Sanchez, Adam Walterson, Leslie Zak (as proxy for Gil Bensinger)

Absent: Michael Malone, Katrina Solis

Administrative Office of the Courts (AOC) and Guests: Mary Bellefeuille (AOC), Cathy Clarich (AOC), Melanie Cluff (AOC), Michele Gillich (AOC), Faith Hager (Mesa Municipal Court), Joe Hamilton (Phoenix Municipal Court), Anirban Mitra (AOC), Laura Ritenour (AOC)

I. CALL TO ORDER

A. Welcome and Opening Remarks

The June 27, 2023, meeting of the Data Standards Advisory Committee was called to order by the acting Chair, Cathy Clarich, at 10:05 a.m. The Chair conducted member roll call and attendees were thanked for their attendance and support.

II. ITEMS FROM PREVIOUS MEETINGS

A. Code and Statewide Table Standardization Requests

Laura Ritenour, staff for the committee, presented information on code and table standardization requests. Each individual request discussed below is in the [June 27, 2023 Meeting Materials packet](#) published online

Offense Class Table: Laura Ritenour reported the AOC Information Technology Integration Team is requesting that offense class codes be standardized for all courts statewide. Further, offense class codes are used by the AOC for statistical reports and their use on a statewide level will ensure the data is more accurate and consistent. A motion to approve the statewide standardization of the Offense Class codes and descriptions was made by Odette Apodaca and seconded by Laurie Allen. The committee voted and the motion passed unanimously.

Mental Health NICS Codes: Laura Ritenour reported the AOC Information Technology Integration Team is requesting standardized codes that when entered would trigger a quality record submission under NICS Category 5. This request was previously presented to the group and recommended for approval; however, they were never brought forward to the Data Standards Steering Committee for approval. A motion to approve the statewide standardization of the Mental Health – NICS Interface event/docket codes and descriptions was made by Summer Dalton and seconded by Cynthia Navarro. The committee voted and the motion passed unanimously.

B. Update on SB1588

Laura Ritenour informed the committee that the governor vetoed this bill due to a last-minute amendment. Arizona Criminal Justice Commission (ACJC) is working with a federal funding agency, Justice Counts to continue the project. If it moves forward, the AOC still intends to transmit any required court data. Since this project is under review, and may move forward in a slightly different way, this item will be removed from future agendas for now.

C. Court Role Type Table with Court Designations

Laura Ritenour informed the committee that a Court column has been added to the previously approved Court Role Type table which designates which jurisdictions the approved Court Role Type would be applicable to. The information contained in this column is informational in nature and is not part of the statewide approved table. The committee provided feedback on a few Court Role Types, e.g., Bride & Groom, and the Court column has been updated to reflect the proper jurisdictions based on the feedback provided.

III. NEW ITEMS

A. Expectations of Data Standardization Advisory Committee

Cathy Clarich informed the committee that its designation as an advisory committee allows the group to approve codes in a more expedited manner as the Steering Committee on Data-Based Court Performance and Standards only meets quarterly. The Advisory Committee members were informed of the expectation that they ensure the approved codes are implemented in their courts by the implementation date provided. Members were encouraged to send a proxy from their organization if they are unable to attend and inform Laura Ritenour via the [proxy form](#) available online. Finally, Ms. Clarich informed the Advisory Committee that a quorum is required and that the votes will represent the majority of the members attending. If necessary, the Committee Chair has the discretion to bring contested items, or items of a complex nature, to the Steering Committee for consideration and final ruling. The Expectations of Data

Standardization Advisory Committee Members document can be found on pages 9-10 of the [June 27, 2023, Meeting Materials packet](#) published online.

B. Code and Standardization Requests

Preparatory Offense Table: Laura Ritenour reported the AOC Information Technology Integration Team is requesting that preparatory offense codes and descriptions be standardized for all courts statewide. Preparatory Offense codes are necessary for criminal history reporting for Arizona Disposition Reporting System (ADRS) and Final Disposition Reporting (FDR). Ester Reeves asked for additional time to review these codes. As a result, this item will be brought up to vote at the July 25th meeting.

Language Code Table: Laura Ritenour reported that the Data Standards Steering Committee approved a table of standardized language names at their January 7, 2023, meeting; however, since that meeting it was revealed that there was a misspelling on one language description. Further, the AOC's Language Access Specialist informed the team of two additional sign languages – French and Mexican that were needed. A motion to approve the updated languages was made by Marcos Romero and seconded by Randy Kennedy. The committee voted and the motion passed unanimously.

C. Request for New Required Data Element

Summer Dalton proposed the addition of a flag or indicator to identify if an Order for Rule 11 evaluation exists on a case, which would be used to identify cases that should be included in the Mental Health repository, or a future Rule 11 Repository, and assist with ad-hoc statistics requests. A motion to approve the Rule 11 Case Flag as a required data element was made by Susann Holland and seconded by Randy Kennedy. The committee voted and the motion passed unanimously.

D. Party Role Definitions

Laura Ritenour requested that the courts review and provide feedback on the proposed Party Role Type definitions. The committee was informed that Michele Gillich requested that these definitions be standardized on a statewide level so that when these terms are used across agencies or projects, all groups have a standard definition and are using terms consistently. This item will be brought up to vote at the July 25th meeting.

IV. ONGOING BUSINESS

A. Required Data Elements – Appendix C

Laura Ritenour presented the proposed Appendix C required data elements and allowed for discussion among the committee members. Further research and follow up is required on the following elements:

- Advocate Type - should this element apply to Civil cases?
- Case Disposition Category - more examples are needed.
- Disposition NCIC Code – is this element necessary?
- Initiating Instrument – should this apply to Civil to capture Civil Non-Traffic local ordinance cases?
- Disposition Charge Description - should this apply to Civil to capture Civil Non-Traffic local ordinance cases?
- Disposition Date – is there a separate element for this under charges?
- Charge Filing Date - should this apply to Civil to capture Civil Non-Traffic local ordinance cases?

The Appendix C items will be discussed again at the July 25th meeting.

B. Data Standards Steering Committee Highlights

Laura Ritenour provided a top-level overview of the items discussed at the June 7, 2023, Data Standards Steering Committee meeting. The members had no comments or questions. The meeting highlights document can be found in the [June 27, 2023 Meeting Materials packet](#) published online.

C. Call to the Public

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

D. Adjournment

The meeting was adjourned at 11:37 a.m.

E. NEXT COMMITTEE MEETING DATE

July 25, 2023, 10:00 a.m. – 12:00 p.m., Zoom Webinar