

# DATA STANDARDS ADVISORY COMMITTEE

September 26, 2023

10:00 a.m. – 12:00 p.m., Zoom Meeting

APPROVED MINUTES

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**Present:** Mike Albers, Laurie Allen, Odette Apodaca, Gil Bensinger, Daniel Bowman, Summer Dalton, Niltza Flores, Ralph Garcia, Todd Herrera-Ridenhour, Susann Holland, Adele May, Mike Nimtz, Chris Phelps (as proxy for Randy Kennedy), Ester Reeves, Ginger Rodas, Marcos Romero, Danica Sanchez, Katrina Solis, Adam Walterson

**Absent:** Jeanette Wiesenhofer

**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), Nicole LaConte (AOC), Michael Malone (AOC), Anirban Mitra (AOC), Laura Ritenour (AOC), Kristie Wooley (AOC)

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## I. CALL TO ORDER

### A. Welcome and Opening Remarks

The September 26, 2023, meeting of the Data Standards Advisory Committee was called to order by the Chair, Michael Malone, at 10:03 a.m. The Chair introduced Ginger Rodas as the newest member of the Data Standards Advisory Committee, replacing Jennifer Harrold and Chris Reams from the Maricopa County Justice Courts.

### B. August 29, 2023, Meeting Minutes

Laura Ritenour, staff for the committee, displayed the August 29, 2023, draft meeting minutes for review and the members had no comments or concerns. A motion to approve the August 29, 2023, meeting minutes was made by Ginger Rodas and seconded by Katrina Solis. The committee voted and the motion passed unanimously.

## II. ITEMS FROM PREVIOUS MEETINGS

### A. Code and Statewide Table Standardization Requests

Laura Ritenour presented information on code and table standardization requests. Each individual request discussed below is in the September 26, 2023 Meeting Materials packet published online.

Contact Status (Address/Phone) Codes: Laura Ritenour reported that the AOC Information Technology Integration Team is requesting that the Contact Status

codes be standardized for all courts statewide. Laura informed the committee members that the FARE team advised having just one code, Bad/Undeliverable, instead of splitting into two codes, as the FARE vendor, Conduent, recognizes both as Bad. Committee members were informed that they could have separate options in their case management systems; however, when transmitting the code to CCR they are to only transmit the code BAD. A motion to approve the statewide standardization of the Contact Status Codes was made by Niltza Flores and seconded by Marcos Romero. The committee voted and the motion passed unanimously.

Charge Manner of Disposition Codes: Laura Ritenour reported that AOC Court Services is requesting that the Charge Manner of Disposition Codes be standardized for all courts statewide to ensure the data reported is more accurate and consistent. Charge Manner of Disposition is a required data element in the Appendix B list and, currently, only applies to Criminal and Traffic cases. Laura informed the committee members that the application of this element to civil, charged based cases will be addressed in the future. A motion to approve the statewide standardization of the Charge Manner of Disposition Codes was made by Ralph Garcia and seconded by Mike Nimitz. The committee voted and the motion passed unanimously.

## **B. Required Data Elements (RDE) Initiative**

2024 RDE Checklist: Laura Ritenour informed the committee that the Excel document is available to begin entering in the sources for each RDE in Appendix B & C. Finishing this will assist courts with completing the official checklist which will be sent to courts in November. Committee members were reminded that the 2024 RDE checklist must be completed by January 31, 2024 and signed off on by the presiding judge by March 1, 2024.

Proposed Elements for 2025 Checklist: Laura Ritenour presented a file containing the proposed data elements for the 2025 checklist for review and discussion. Ester Reeves had concerns with the current definition for the Self Represented Litigant (SRL) RDE as every party is self-represented unless a notice of appearance is filed. Additional concerns were raised about storing the history of the SRL information. Cathy Clarich indicated that the AOC often receives requests for information regarding SRLs and of the importance of being able to obtain this data more easily from courts. Laura reminded the committee that this is still a proposed data element and has not yet been adopted. Michael Malone suggested that we discuss the proposed list internally and provide recommendations at the October 31, 2023, meeting.

## **III. NEW ITEMS**

## **A. Code and Standardization Requests**

Laura Ritenour presented information on upcoming code and table standardization requests. Each individual request discussed below is in the September 26, 2023 Meeting Materials packet published online.

**New Event Code:** Laura Ritenour reported the AOC Court Services eFiling team is requesting a standardized event code and description, ORDER: DENYING REQUEST FOR FEE WAIVER/DEFERRAL, to assist with fee waiver/deferral applications that are submitted through eFiling. This event will be tied to automation in AJACS and the assessment of fees. A motion to approve the statewide standardization of the event code and description was made by Susann Holland and seconded by Adele May. The committee voted and the motion passed unanimously.

**Party Role Type Code:** Summer Dalton displayed the eFiling application, focusing in on the section which asks the party if they're appearing in the case as a specific type, which includes Medical Professional. Summer indicated that currently there is not an appropriate Court Role Type to map this to, if selected. Currently, it is being mapped to Medical Examiner which isn't accurate. To ensure more accurate mapping, the request is to create a new Court Role Type of Medical Professional. This item will be brought up to vote at the October 31, 2023, meeting.

**SB 1197 Implementation:** Laura Ritenour provided an update on SB 1197 which pertains to juvenile offenders and monetary sanctions and has a general effective date of October 30, 2023. Laura recommended that committee members review their case management system to identify any changes that need to be made to comply with this bill. Ralph Garcia asked if DDS fees are still permitted on juvenile cases and Melanie Cluff confirmed that they are. Laura indicated that public notification of the changes resulting from this bill will be placed on multiple websites and that public service announcements will be made in early 2024. Cathy Clarich informed the committee that when reporting after this bill takes effect, the state time payment and juvenile fees should not be included in the waiver totals as the fees should not be assessed after October 30, 2023. Laura indicated that she would email committee members the PowerPoint presentation, the draft data collection process document, and draft FARE DSO Matrix document that were reviewed during the meeting. A statewide memo will be sent to all courts with more information regarding this bill, and how it impacts the courts, soon.

## **IV. ONGOING BUSINESS**

### **A. Data Standards Steering Committee Meeting Summary**

Laura Ritenour provided a top-level overview of the items discussed at the September 6, 2023, Data Standards Steering Committee meeting. The members had no comments or questions. The meeting highlights document can be found in the September 26, 2023 Meeting Materials packet published online.

**B. Updates, Comments and Questions from Members**

No updates, comments or questions were provided.

**C. Call to the Public**

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

**D. Adjournment**

A motion was made to adjourn the meeting by Chris Phelps and seconded by Niltza Flores. The meeting was adjourned at 11:38 a.m.

**E. Next Committee Meeting Date**

October 31, 2023, 10:00 a.m. – 12:00 p.m., Zoom Webinar