

DATA STANDARDS ADVISORY COMMITTEE

October 31, 2023

10:00 a.m. – 12:00 p.m., Zoom Meeting

APPROVED MINUTES

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

Absent: Jennifer Harrold

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

I. CALL TO ORDER

A. Welcome and Opening Remarks

The October 31, 2023, meeting of the Data Standards Advisory Committee was called to order by the Chair, Michael Malone, at 10:03 a.m.

B. September 26, 2023, Meeting Minutes

Laura Ritenour, staff for the committee, displayed the September 26, 2023, draft meeting minutes for review and the members had no comments or concerns. A motion to approve the September 26, 2023, meeting minutes was made by Odette Apodaca and seconded by Ester Reeves. 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 [October 31, 2023 Meeting Materials packet](#) published online.

Medical Professional Court Role Type: Laura Ritenour reported that the AOC eFiling Team is requesting a new Court Role Type of Medical Professional to ensure more accurate mapping when a person selects the Medical Professional option as the person filing into a case. A motion to approve the statewide

standardization of the Medical Professional Court Role Type code and description was made by Summer Dalton and seconded by Katrina Solis. The committee voted and the motion passed unanimously.

Protective Order Event Code: Laura Ritenour reported that AOC Court Services is requesting a standardized event code for Protective Order Service of Process Information Form. This event would be entered, and the corresponding form attached to it, only if the petitioner filed a paper petition and this form, in lieu of using AZPOINT. A motion to approve the statewide standardization of the event code and description was made by Randy Kennedy and seconded by Niltza Flores. The committee voted and the motion passed unanimously.

B. SB 1197 Implementation

Laura Ritenour provided an update on SB 1197 which pertains to juvenile offenders and monetary sanctions and had a general effective date of October 30, 2023. Laura provided an overview of the progress of each of the goals, including which tasks were completed by October 30th, 2023, and which tasks remain outstanding. Laura informed the committee members that a copy of the presentation would be posted to the website. The committee members had no questions.

C. Required Data Elements (RDE) Initiative

2024 RDE Checklist: Laura Ritenour provided an overview of the RDE project and the timelines in which the checklists must be completed and signed off on by the presiding judge. Laura also informed the committee that the [Required Data Elements webpage](#) has been updated and includes the optional Excel checklist, as well as, the official checklists that must be completed by January 31, 2024 and signed off on by the presiding judge by March 1, 2024.

Proposed Elements for 2025 and 2026: Laura Ritenour presented a [file](#) containing the proposed data elements for the 2025 and 2026 checklist. Laura informed the committee that the elements selected were those that had the overall lowest level of effort deemed by the courts. The committee members had no questions.

III. NEW ITEMS

A. 2024 Meeting Schedule

Laura Ritenour presented the proposed dates for the upcoming 2024 meetings. Members were reminded that if they are unable to attend, they can send a proxy in their place. A motion to approve the 2024 meeting schedule was made by Niltza Flores and seconded by Ginger Rodas. The committee voted and the motion passed unanimously.

IV. ONGOING BUSINESS

A. Updates, Comments and Questions from Members

No updates, comments or questions were provided.

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 and seconded by Marcos Romero. The meeting was adjourned at 10:44 a.m.

D. Next Committee Meeting Date

November 28, 2023, 10:00 a.m. – 12:00 p.m., Zoom Webinar