

DATA STANDARDIZATION ADVISORY COMMITTEE

February 27, 2024

10:00 a.m. – 12:00 p.m., Zoom Meeting

MINUTES

Present: Mike Albers, Laurie Allen, Odette Apodaca, Gil Bensinger, Daniel Bowman, Summer Dalton, Niltza Flores, Ralph Garcia, Susann Holland, Randy Kennedy, Adele May, Mike Nimtz, Ester Reeves, Ginger Rodas, Marcos Romero, Danica Sanchez, Adam Walterson, Jeanette Wiesenhofer

Not Present: Michael Malone, Chair, Todd Herrera-Ridenhour, Katrina Solis

Administrative Office of the Courts (AOC) and Guests: Lorri Behunin (Chandler Municipal Court), Mary Bellefeuille (AOC), Cathy Clarich (AOC), Melanie Cluff (AOC), Michele Gillich (AOC), Anirban Mitra (AOC)

I. CALL TO ORDER

A. Welcome and Opening Remarks

The February 27, 2024, meeting of the Data Standards Advisory Committee was called to order by Cathy Clarich, Chair in Mike Malone's stead, at 10:00 a.m.

B. January 30, 2024, Meeting Minutes

Mary Bellefeuille, staff for the committee, displayed the January 30, 2024, draft meeting minutes for review and the members had no comments or concerns. A motion to approve the January 30, 2024, meeting minutes was made by Ginger Rodas and seconded by Marcos Romero. The committee voted and the motion passed unanimously.

II. ITEMS FROM PREVIOUS MEETINGS

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 (AJACS and non-AJACS). Michele clarified that in addition to protective orders, the constable codes could be used/transmitted for additional business needs as well, e.g., eviction actions. A motion to approve the statewide standardization of the Constable Codes and

Descriptions was made by Marcos Romero and seconded by Niltza Flores. The committee voted and the motion passed unanimously.

Warrant Reason Codes: Mary Bellefeuille reported that the AOC Court Services Division is requesting that Warrant Reason Codes and Descriptions be standardized for all court statewide. Standardizing the codes related to this data element would be helpful when completing bail evaluations on defendants which is a primary focus of the Public Safety Assessment (PSA) project which is currently in development. One of the requirements of this project is to identify whether a person has had any failure to appear warrants within the past 2 years which will assist when setting bail. The committee agreed to defer standardizing the warrant reason, warrant disposed, and any other related warrant codes until there is a clearer understanding of what information is needed for the PSA project.

B. Data Translation Integration Project Update

Michele Gillich reported that Safe Software will be conducting a demo presentation of FME on March 12, 2024, at 10 a.m. This demo will include an overview of how FME works and information on what the courts need to do to utilize the product. The courts that attend will also receive their licensing key. Michele instructed members to email her directly if they did not receive the invite and would like to attend the presentation.

III. NEW ITEMS

A. Code and Statewide Table Standardization Requests

Advocate Type: Mary Bellefeuille reported that the AOC Court Services Division is considering the standardization of Advocate Type as it is an element in the Appendix C list. The committee voted to remove this element as an RDE and does not recommend standardization as this information is not tracked in the case management systems.

IV. ONGOING BUSINESS

A. Updates, Comments and Questions from Members

Summer Dalton provided an update on a project underway which focuses on the event codes used in LJ Courts and how this data is displayed on Public Access and eAccess. The committee was informed that data with no public value will be filtered out and will not display on Public Access or eAccess. The committee was reminded of the importance of 1:1 document to event associations, i.e., only one document should be attached to an event. Summer requested that members inform her of any event descriptions that wouldn't be clear to the public, e.g., JSO Form Generated, so that the event descriptions can be updated. Randy Kennedy

requested clarification on how Motions are to be processed. He explained that there can be multiple requests in one motion, e.g., Notice of Appearance, Waiver of Arraignment, Set for Pre-Trial, and which requires the same document attached to multiple events. Summer indicated that she would review the issue and follow up with the committee.

B. Call to the Public

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

C. Adjournment

A motion was made to adjourn the meeting by Ester Reeves and seconded by Niltza Flores. The meeting was adjourned at 11:15 a.m.

D. Next Committee Meeting Date

Tuesday, March 26, 2024, 10:00 a.m. – 12:00 p.m., Zoom Webinar