

DATA STANDARDS ADVISORY COMMITTEE

November 28, 2023

10:00 a.m. – 12:00 p.m., Zoom Meeting

MINUTES

Present: Mike Albers, Laurie Allen, Odette Apodaca, Gil Bensinger, Daniel Bowman, Summer Dalton, Ralph Garcia, Joe Hamilton (as proxy for Ester Reeves), Todd Herrera-Ridenhour, Susann Holland, Randy Kennedy, Adele May, Mike Nimitz, Lisa Porter (as proxy for Danica Sanchez), Marcos Romero, Adam Walterson, Danielle Wellborn (as proxy for Ginger Rodas), Jeanette Wiesenhofer

Not Present: Niltza Flores (Excused), Jennifer Harrold (Excused), Katrina Solis (Absent)

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), Michael Malone (AOC), Anirban Mitra (AOC), Laura Ritenour (AOC), Kristie Wooley (AOC), Leslie Zak (Pima Superior)

I. CALL TO ORDER

A. Welcome and Opening Remarks

The November 28, 2023, meeting of the Data Standards Advisory Committee was called to order by the Chair, Michael Malone, at 10:03 a.m.

B. October 31, 2023, Meeting Minutes

Laura Ritenour, staff for the committee, displayed the October 31, 2023, draft meeting minutes for review and the members had no comments or concerns. A motion to approve the October 31, 2023, meeting minutes was made by Summer Dalton and seconded by Odette Apodaca. The committee voted and the motion passed unanimously.

II. ITEMS FROM PREVIOUS MEETINGS

A. SB 1197 Implementation

Laura Ritenour provided an update on SB 1197 which pertains to juvenile offenders' monetary sanctions and had a general effective date of October 30, 2023. Laura provided an overview of the tasks that have been completed and the tasks that remain outstanding. Members were informed that the next check-in meeting will be held on December 1, 2023, at 11:00 am and were asked to

contact Laura if they would like to attend. The committee members had no questions.

B. Required Data Elements (RDE) Initiative

For the 2024 RDE Checklist, Laura Ritenour displayed the [Required Data Elements webpage](#) and provided an overview of the process for completion and submission of the 2024 RDE checklists. She reminded members that the 2024 checklists must be completed by January 31, 2024 and signed off on by the superior court presiding judge by March 1, 2024. The committee members had no questions.

For Administrative Directive for RDE for 2025 and 2026 Checklists, Laura Ritenour displayed Administrative Directive 2023-10 for Phase 2 which contains the data elements for Appendix A, due in 2025, and Appendix B, due 2026. The committee members had no questions.

III. NEW ITEMS

A. Code and Statewide Table Standardization Requests

Laura Ritenour presented information on upcoming code and table standardization requests. Each individual request discussed below is in the [November 28, 2023 Meeting Materials packet](#) published online.

Attorney Types: Laura Ritenour reported that the AOC Court Services Division is requesting that Attorney Type Codes and Descriptions be standardized for all courts statewide. Attorney Type is a required data element in the Appendix C list and standardization will ensure the data reported is more accurate and consistent. This item will be brought up to vote at the January 30, 2024, meeting.

PO Party Role Types (update): Laura Ritenour reported that the AOC Court Services Division is requesting the addition of five PO Party Role Types that were overlooked when the Court Role Types were reviewed and approved by the workgroup and steering committee in March and June, respectively. For courts that separate the Court Role Types from the PO Party Role Types, this designation is important to ensure that the complete list of approved PO Party Role Types codes is present in the table. This item will be brought up to vote at the January 30, 2024, meeting.

- B. End-dating FARE event:** Laura Ritenour informed the committee that the FARE event, 9270 - Assign Non FARE Collections Agency, is no longer in use and will be end dated in AJACS. Courts were informed that they may end date this event in their case management systems as well.

- C. Sentence Codes/Sentence Types:** Mary Bellefeuille informed the committee that AOC staff are working to identify the best approach for Sentence Type Code standardization. She reminded members of an email sent on November 16, 2023, requesting feedback regarding how the non-AJACS courts derive the sentencing information for the Criminal Manner of Sentencing statistical report. She requested that for the courts who have yet to reply, to submit their feedback by December 1, 2023. There were no questions.
- D. Request for copies of Time Standards Reports for training:** Laura Ritenour informed the committee that she receives requests from attendees to see non-AJACS and non-AGAVE age of active pending and time to disposition time standards reports at the monthly training classes. Non-AJACS and Non-AGAVE courts were asked to submit copies of their reports, if approved by leadership. Mike Malone requested similar reports, in a modifiable format, for use in supervisor training as well.

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 Randy Kennedy. The meeting was adjourned at 10:43 a.m.

- D. Next Committee Meeting Date**

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