

Arizona Supreme Court Data Standardization Advisory Committee

AGENDA

May 28, 2024, 10:00 am – 12 noon, Zoom Webinar

9:50 a.m.	Zoom Webinar Open for Members, Attendees and Presenters		Laura Ritenour
Meeting Opening			
10:00 a.m.	<ul style="list-style-type: none"> - Welcome to Members and Roll Call of Attendees - Review and Vote April 30, 2024, Meeting Minutes 		Michael Malone, Chair
Items from Previous Meeting/s			
10:05 a.m.	Review/Discuss	<ul style="list-style-type: none"> - Proposed Implementation for Integration, Required Data Elements, and Code Standardization - Updated Draft Administrative Order to be presented at June COT Meeting 	Michele Gillich and Laura Ritenour
10:30 a.m.	Review/Discuss	<p>Standardizing Warrant Codes for Public Safety Assessment Project and other future projects (ex: eWarrant)</p> <ul style="list-style-type: none"> - Warrant Type - Warrant Reason - Warrant Authority - Bond Type on Warrant - Extradition <p>Request – Non-AJACS Courts to complete spreadsheet for their court by May 17th, Discuss at May 28th Meeting, Vote at June 25th Meeting.</p> <p>FYI – A new tab was added to the Excel spreadsheet with the RDEs related to Warrants and Bonds listed.</p>	.Michele Gillich, Laura Ritenour, and Mary Bellefeuille
10:45 am	Update	SB1197 Juvenile Offenders Monetary Sanctions	Laura Ritenour
10:50 am	Update	Arizona Time Standards (TS) Trainings SharePoint site	Laura Ritenour

New Items			
10:55 a.m.		<p>Link to OneDrive folder with all DS Advisory Committee meeting videos (July 2023 – present)</p> <p>DS Advisory Committee Recordings</p>	Laura Ritenour
11:00 a.m.	Review/Discuss/ Possibly Vote	<ul style="list-style-type: none"> - Request to Standardize Court/Court Jurisdiction Code Set* (draft definitions to assist with standardization also attached) - Request to Add Bail Eligibility to the Case Type Code Set* - Request to Standardize Contact Status Definitions* <p>*Possible voting item for June 2024 Meeting</p>	Laura Ritenour, Michele Gillich, and Mary Bellefeuille
11:15 a.m.		<p>FYI Only - Law Enforcement Agency RDE: DPS provides ORI numbers for courts and agencies.</p> <p>FYI Only - Driver License/ID State RDE: U.S. Postal Service standardizes state abbreviations.</p> <p>For both of these RDE's - AOC will provide link to standardized table and update when needed</p>	Laura Ritenour and Mary Bellefeuille
11:20 a.m.	Review/Discuss	<p>Definition of Concurrent/Consecutive Sentence flag (Sanctions tab for Criminal and Traffic case types)</p> <p>Current Definition: "Indication whether sentence is concurrent, consecutive, both, or neither".</p> <p>Question – Is having a flag that a case is concurrent or consecutive enough? What do we want to know on a statewide basis about concurrent and consecutive sentencing?</p>	Laura Ritenour

11:25 a.m.	Review/Discuss	Counting Continuances For June meeting – Request for an overview about continuance data – If the court presiding judge asked for data on continuances, how would staff go about obtaining that data? And what would the challenges be?	Laura Ritenour
Ongoing Business			
11:45 am	Update	Updates, Comments and Questions from Members	All Members
11:55 am		Call to the Public	Michael Malone, Chair
	Reminder	Next Meeting: Tuesday, June 25, 2024, 10 a.m. – 12 noon, via Zoom Webinar – Michael Malone to chair	Michael Malone, Chair
12:00 p.m.	Adjournment (motion needed)		Michael Malone, Chair

DATA STANDARDS ADVISORY COMMITTEE

April 30, 2024

10:00 a.m. – 12:00 p.m., Zoom Meeting

DRAFT MINUTES

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

Not Present: Roopa Kalidindi

Administrative Office of the Courts (AOC) and Guests: Alexis Allen (Tempe Municipal Court), Lorri Behunin (Chandler Municipal Court), Mary Bellefeuille (AOC), Tom Carroll (Phoenix Municipal Court), Cathy Clarich (AOC), Melanie Cluff (AOC), Michele Gillich (AOC), Mike Malone (AOC), Doug McKenzie (AOC), Anirban Mitra (AOC), Chris Phelps (Scottsdale Municipal Court), Laura Ritenour (AOC)

I. CALL TO ORDER

A. Welcome and Opening Remarks

The April 30, 2024, meeting of the Data Standards Advisory Committee was called to order by chair Mike Malone at 10:01 a.m.

B. March 26, 2024, Meeting Minutes

Laura Ritenour, staff for the committee, displayed the March 26, 2024, draft meeting minutes for review. Ralph Garcia advised staff that he was listed as not present at the March 26, 2024, meeting and that he did attend. The meeting minutes have been updated to reflect his presence. The committee voted and the motion passed unanimously.

II. ITEMS FROM PREVIOUS MEETINGS

A. Data Translation Integration Project Updates

Michele Gillich reported that they continue to work with Safe Software on the code standardization database which will be ready for testing in June and that courts that have requested licenses will receive them. Michele displayed and reviewed with the group the CCR “scorecard”, that they are working to complete for all courts, and includes the status of all feeds that come into CCR. This document is scheduled to be sent to the courts on May 3, 2024. The CCR Master Word document (Version 4.0) will be shared with the courts again as well.

III. NEW ITEMS

A. Submission of Standardized Case-Related Data to CCR and “Scorecard”

Michele Gillich reported that a “scorecard” will be provided to the courts for each case management system. Each court (case management system) will receive an individual “scorecard”; however, the specification documentation is the same for all courts.

B. Draft Administrative Order

Laura Ritenour displayed the draft administrative order regarding the submission of standardized data to CCR for review and discussion. Laura reported that the draft administrative order will be presented to the Commission on Technology (COT) at the June 6, 2024, meeting. There were questions and concerns regarding what data, including required data elements, must be transmitted. Laura informed the members that if the data that is currently being sent by the courts, and has a standardized code approved by this committee, that courts are required to send that data using the approved standardized code. There were also questions regarding the scope of the phrase “all case related data” and the requirement to submit “all case related data” when the required data elements are still being defined. Laura informed the committee that additional discussions are taking place at the AOC to further define what this means and that courts only need to submit those elements that will be identified in an administrative directive.

C. New Event Standardization

Susann Holland reported that the AOC Information Technology Integration Team is requesting a standardized event code and description for “Protective Order Reinstated on Dismissal Error”. This event would be entered when a protective order is reinstated following a Dismissed Order. Michele Gillich informed members that reinstating a protective order in AZPOINT when this event code is used would require programming, and that non-AJACS courts would be informed when the programming is complete. Members were also informed that using this event is optional but that if the situation arises that a court needs to use this code, then the court must add the code to their database and transmit the code to CCR. A motion to approve the statewide standardization of the event code and description was made by Summer Dalton and seconded by Marcos Romero. The committee voted and the motion passed unanimously.

D. Warrant Code Standardization

Michele Gillich reported that the AOC Information Technology Integration Team is seeking to standardize warrant codes that relate to the Public Safety Assessment (PSA) project and the codes would transmit to Justice Web Interface (JWI) and Arizona Criminal Justice Information System (ACJIS) to help when setting bail. This information may also be shared with Arizona Criminal Justice Commission (ACJC) in the future. The warrant codes being considered for standardization include Warrant Reasons, Warrant Authority, Warrant Type,

Extradition Codes, and Bond Type. Laura Ritenour displayed a document containing tabs for each element and requested that the members review these elements with their court and indicate whether they capture this information in their case management systems. Several members reported that the judge does not often specify which type of bond must be posted when the warrant is issued. There were also questions regarding the value of capturing the bond type that was ordered when the warrant was issued. More discussion is needed on the need to standardize Bond Type. Laura requested that members complete their review and submit the updated spreadsheet to her by May 17, 2024, so that there is time to review before the May 28, 2024, meeting.

E. House Bill 2394

Mike Malone and Laura Ritenour reported that House Bill 2394, which pertains to digital impersonation of a candidate, has bi-partisan support in the legislature, and if passed could result in a new case sub type for general jurisdiction courts. Language would also need to be added to the Civil Cover Sheet. If this bill passes, and is signed by the governor, it has an emergency clause and will go into effect as soon as it is signed.

F. Continuance Data

This item has been moved to the May 28, 2024, meeting.

IV. ONGOING BUSINESS

A. Protective Order Conditions (PCO) Code Standardization

Laura Ritenour reported that Michele Gillich provided a mockup of the Protective Order form showing where the Arizona PCO codes would be entered, and that it was included in the meeting packet for their reference. Further, the AOC Integration Technology Team is requesting standardization of the Arizona PCO codes and descriptions that the courts will need to begin submitting on August 1, 2024. Members requested that going forward, any codes that are approved go into effect 90 days following the date it was approved by the committee. A motion to approve the statewide standardization of the Arizona PCO codes and descriptions was made by Katrina Solis and seconded by Laurie Allen. The committee voted and the motion passed unanimously.

B. Required Data Elements (RDE) Initiative

Laura Ritenour displayed and walked through the proposed format for the 2025 RDE checklist which is an Adobe fillable form. The committee members had no questions or comments.

C. SB 1197 (Juvenile Sanctions, Monetary Obligations)

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 reported that the courts are still submitting their local administrative

orders and that the AJACS automation should be available in May. An administrative directive, regarding data collection, will be sent out in June. The committee members had no questions.

D. Time Standards Updates

Laura Ritenour reported that there was a bug found on the Motion for Temporary Orders report that will be resolved in May. Laura also informed the committee that a statewide memo will be sent in May reminding courts of the requirement to submit the Time to Disposition Summary reports in July for FY24. Laura reminded the members of the 30-minute time standards overview training on TraCorp and of the SharePoint site where court staff may sign up for upcoming time standards trainings.

E. Updates, Comments and Questions from Members

No updates, comments or questions were provided.

F. Call to the Public

Mike Malone made a call to the public for comments. Chris Phelps reported that there is a bit of confusion for non-AJACS courts on the data standards project and requested an overview of the project, and how the different parts (Steering Committee, DS Advisory Workgroup, RDEs, CCR, etc.) work together.

Some questions that they would like answered include:

What is CACC's role in oversight?

What is the implementation timeline?

What is the purpose and goals of the standardization project?

AOC staff will work on a presentation to present at the May 28, 2024 meeting.

G. Adjournment

A motion to adjourn the meeting was made by Niltza Flores. The meeting was adjourned at 11:47 a.m.

H. Next Committee Meeting Date

Tuesday, May 28, 2024, 10:00 a.m. – 12:00 p.m., Zoom Webinar

Placeholder for “Proposed Implementation for Integration, Required Data Elements, and Code Standardization” PowerPoint to be emailed before the meeting to Members separately and also added to Meeting Materials and Archives webpages when ready.



IN THE SUPREME COURT OF THE STATE OF ARIZONA

In the Matter of:)
)
SUBMISSION OF STANDARDIZED) Administrative Order
CASE-RELATED DATA) No. 2024- **DRAFT** 05/20/2024
TO CENTRAL CASE REPOSITORY)
_____)

Accurate court case data is crucial for timely case resolution and efficient allocation of judicial resources. Additionally, court digital data is shared with various government agencies, impacting driving, criminal, and voting records. It can also influence warrant issuance, credit reporting, prison terms, gun ownership, employment, officer safety, military service, and other critical activities. Data standards play a vital role in measuring and analyzing case processing times achieved in Arizona courts. Defining what data to collect and who collects it is essential for staff training and accuracy monitoring.

Arizona Code of Judicial Administration (ACJA) § 1-501: Court Automation Standards requires that courts use state sponsored and authorized automation systems except where a local exception has been granted. The success of system integration projects depends on common code sets statewide, regardless of the automation system used. All courts' case management systems, including local exception systems, must be able to submit and accept standard data elements when populating statewide data repositories or participating in statewide technology projects.

To these ends, ACJA § 1-508: Required Data Elements seeks to ensure the quality, completeness, and consistency of Arizona court data across the judicial branch by ensuring that all courts collect and report certain standard data elements.

Therefore, pursuant to Article VI, Section 3, of the Arizona Constitution,

IT IS ORDERED that all general and limited jurisdiction courts must submit data to the Administrative Office of the Court's (AOC) Central Case Repository (CCR) as specified in the most current Central Case Repository Integration Design Specification documentation pursuant to a phased implementation schedule promulgated by the Administrative Director.

Dated this __ day of _____, 2024.

ROBERT BRUTINEL
Chief Justice

Placeholder for “Warrant Standardization” Excel spreadsheet added as a separate link to the Meeting Materials and Archives webpages.



Updates for Data Standardization Advisory Committee April Meeting

April 2024

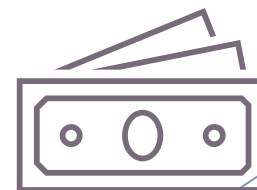
Laura Ritenour, AOC Court Services

lritenou@courts.az.gov

SB1197 Updates

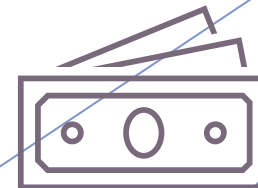
SB1197 Juvenile Offenders Monetary Sanctions

- Presiding judges at all courts can create their local AO and send copy to AOC (via Remedy) and local prosecuting agency/agencies and publish a copy on their website (all three required by AD)
- Then courts can begin manually processing cases (as needed, based on their priorities) via case lists provided by AOC
- Please note not all eligible receivables are covered in the AJACS automation, so some manual processing may need to occur after the automation is complete
- Between now and automation implemented, courts should process any petitions they receive



Future Dates for Implementation of SB1197 Juvenile Offenders Monetary Sanctions

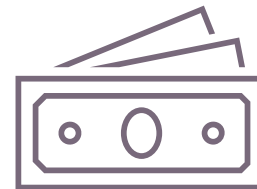
1. AJACS Automation Implementation - Scheduled for April 26th Release - Will vacate eligible unpaid monetary obligations as listed in local AO
2. Future JOLTSaz Automation Implementation - To be scheduled in parallel with AJACS automation
3. Non-AJACS courts have their own timelines
4. Administrative Directive ~ June re: Data Collection
- AOC will collect data for AJACS courts



SB1197 Juvenile Offenders Monetary Sanctions

Contacts if you have questions:

- 1) Laura Ritenour - General SB1197
- 2) Janita Zendejas - FARE/DSO
- 3) Michal Musgrove - Automation changes



Time Standards Updates

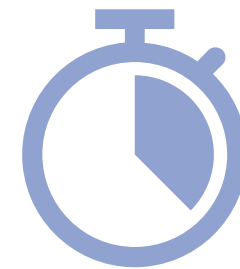
Case Processing Time Standards

- ▶ Reminder – FY24 Time to Disposition Summary Reports for all case types for your jurisdiction are due in July
- ▶ Statewide memos will go out in May and June with reminders
- ▶ [Court Services > Court Operations Unit > Time Standards Resources \(azcourts.gov\)](#)
- ▶ Courts might be reaching out to discuss possible case corrections



Case Processing Time Standards

- ▶ New Time Standard for **Contested Protective Order Hearing – First Hearing Set** will most likely be reported by all courts this July
 - ▶ Age is from date defendant requests hearing to date of first hearing
 - ▶ 100% within 10 days
 - ▶ No separate standard for exclusive use



Case Processing Time Standards Trainings


- 75-minute Time Standards Overview class is now a 30-minute CBT on TRACORP

- Link:

<https://azsc.server.tracorp.com/novusiii/content/launch/1148>

- You will need a TraCorp account to access this training.





Arizona Time Standards *(Completed 03/04/2024)*
Online Training

LAUNCH THIS CONTENT

#arizona #clerk #staff #standards #time

Content Description

A comprehensive overview of Arizona Time Standards for court staff and clerks, from the types of reporting involved

TRACORP Account Set-up

- ▶ There are instructions on the login page to fill out an account. Arizona Supreme Court - Log In (tracorp.com).
- ▶ Select Create Account and fill in the fields.
- ▶ Select “Court Staff” from the Registration ACCESS drop-down menu (Row 4 of Column 1)
 - ▶ This is essential. If Court Staff is not selected, no classes will appear

Case Processing Time Standards Trainings

- ▶ Time Standards Training SharePoint Page:
[Time Standards Training \(sharepoint.com\)](#)
- ▶ Please feel free to share with your staff
- ▶ Family Law TS trainings to begin in May



Code Request

Code Request and Requestor

Standardize Court Description and Code, Requested by: AOC Court Services

Background and Issue

Administrative Directive 2022-12 directs the implementation of Phase One of the Required Data Elements initiative. Court is an element in the Appendix A list and defines the court jurisdiction based on how Arizona courts are organized. Standardizing the codes related to this data element will help with technical integration projects and allow for more consistent reporting should there be future data requests pertaining to this element.

Public Access and eAccess Display

Should this data be displayed on Public Access? No

Should be this document be displayed in eAccess? No

Possible Interfaces Affected:

Tentative Implementation Timeline

If approved, the codes would be added to the AOC's FME Data Translation Server and courts would need to either transmit these codes or use their FME Data Translation Tool for transactions immediately.

Motion

Move to recommend the Court code and standard description listed below as statewide standards.

Protective Order Document/Event Codes

Proposed Standard Code	Proposed Standard Description
A	Appellate Court
M	Municipal Court
J	Justice of the Peace
S	Superior Court

Proposed Code	Proposed Description	Proposed Definition
A	Appellate	Arizona has two appellate courts: The Court of Appeals and the Supreme Court. The Court of Appeals is the intermediate appellate court, and the Supreme Court is the court of last resort. The state appellate courts have jurisdiction to review trials and decisions appealed to them.
M	Municipal	Many incorporated cities or towns have a municipal court, also known as a city court or a magistrate court, and have limited jurisdiction, meaning that their authority is restricted to certain cases. Municipal courts have criminal jurisdiction over misdemeanor crimes and petty offenses committed in their city or town. They share jurisdiction with justice courts over violations of state law committed within their city or town limits.
J	Justice	Each county's board of supervisors divides the county into precincts in which each of that county's justices of the peace have authority to hear and decide cases. They have limited jurisdiction, meaning that their authority is restricted to certain cases. Justice courts hear traffic cases and certain criminal cases, including preliminary hearings for felonies, and certain civil cases, including cases involving claims of \$10,000 or less and possession of real property.
S	Superior	The superior court is the state's general jurisdiction court and is a statewide trial court. It is a single entity with one or more locations in each county. Each county has at least one superior court judge. In counties with more than one superior court judge, the judges operate in numbered divisions.

Data Standardization Workgroup – Code Request

Code Request and Requestor

Standardize Case Type Code and Description for Bail Eligibility; Requested by: AOC Court Services

Background and Issue

The AOC Court Services is requesting to standardize the Bail Eligibility Case Type code and description (which was previously approved in 2017/2018) for General Jurisdiction courts only. The Bail Eligibility case type would be entered when a Bail Eligibility Hearing is scheduled in a superior court for a case in which the Initial Appearance was held in the justice court, but the case has not yet been filed in the superior court. Bail Eligibility Hearings are required per AZ Rules of Criminal Procedure, Rule 7.2(b).

Tentative Implementation Timeline

When approved, the codes would be added to the AOC's FME Data Translation Server and courts would need to transmit these codes, or use their FME Data Translation Tool for transactions, beginning 90 days from the date of approval.

Public Access and eAccess Display – not applicable

Proposed Motion

Move to recommend the previously approved Case Type code and description listed below as a statewide standard.

Case Type Table (GJ Only)

Previously Approved Code (GJ) - Proposed Standard	Standard Description
BEH	Bail Eligibility

Code Request

Code Request and Requestor

Standardize Contact Status Definitions

Requested by: AOC Information Technology Integration Team

Background, Summary, and Intended Use

The Contact Status codes and descriptions were approved by this committee on September 26, 2023. The AOC Information Technology Integration team is requesting the approval of definitions for each Contact Status to ensure that courts use each status for its intended purpose.

Tentative Implementation Timeline

N/A

Public Access and eAccess Display – not applicable

Motions

Motion to approve the Contact Status definitions below.

Approved Contact Status Code	Approved Contact Status Description	Proposed Definition	Examples
ACT	Active	A party may have multiple addresses, phone numbers, and email addresses that are active and available.	Residential and employment mailing address; numbers for a cell phone and land line; multiple email addresses
FUT	Future	Refers to an address, phone number, and email address that will become valid or operational at a later date. A way of indicating where a party will be reachable once the transition occurs.	The party plans to move to a new residence or a obtain a new phone number in the future.
PRI	Prior	Refers to contact information that was valid or in use by a party before a change occurred	A previous residence where someone lived, a phone number used prior to switching to a new one.

PRM	Primary	A party may have multiple active address, phone number, and email address; however, only one may be marked primary for the contact type. A primary mailing address is where someone wants to receive their mail.	The party has both an active residential and employment address, but their primary mailing address would be the address they want to receive their mail at.
PRO	Protected	Refers to contact information that is shielded or safeguarded from public disclosure or access which typically granted to those with safety concerns.	Victims of domestic violence, law enforcement officers
BAD	Bad/Undeliverable	Refers to an address, phone number, and email address to which mail cannot be successfully delivered and is no longer valid.	Incomplete or inaccurate address details, the party having moved without updating their address, the address provided being nonexistent or invalid



Counting Continuances



Counting Continuances

- When courts have issue with meeting time standards, questions regarding continuances arise.
- National research has consistently shown that limiting continuances and the time between proceedings leads to courts getting closer to meeting standards
- Courts knowing their continuance data can help them make decisions regarding processes and caseflow management
- No statewide standardization regarding continuance data and reports exists
- We would like to learn more from courts about how they currently count continuances to begin constructing a possible solution to this data gap

Requested Information from each CMS

- **Imagine your court is considering adopting a continuance policy and the presiding judge wants data. How would staff go about obtaining that data?**
 - Does your CMS have hearing results, like held, continued, vacated?
 - Does your CMS list Orders to Continue? Minute entries with Continued or Reset in the title?
 - Something else? How would you obtain this information?
- **For the June 2024 meeting, one member (from each CMS) please put together a short summary to present. Please include in there how you would obtain the data and any challenges you would encounter. “Short” = 3-7 bullet points**

Counting Continuances

- “Continuance” – When a proceeding/hearing type is repeated on the court calendar. In some states this is called a “postponement”
- Examples of a Continuance:
 - Arraignment is continued/reset because an in-custody defendant is not transported
 - Case is at Case Management Conference and prosecutor asks for another CMC to wait for discovery like BAC results
 - Trial being reset because the judge isn’t available
- Not a Continuance:
 - Defendant and attorney file motion to continue from PTC to CMC