

Arizona Supreme Court Data Standardization Advisory Committee

AGENDA

October 31, 2023, 10:00 am – 12 noon, Zoom Webinar

9:50 am	Zoom Webinar Open for Members, Attendees and Presenters		Laura Ritenour
Meeting Opening			
10:00 am	<ul style="list-style-type: none"> - Welcome and Roll Call - Lisa Porter as proxy for Danica Sanchez (Mesa Municipal) - Review and Approval of September 26, 2023 Meeting Minutes 		Michael Malone (Chair)
Items from Previous Meeting/s			
10:05 am	Review/Approval	Statewide Standardization of: <ul style="list-style-type: none"> - New Court Role Type - Medical Professional - Protective Order Def Sheet Code 	Laura Ritenour, Mary Bellefeuille, and Summer Dalton
10:15 am	Update	SB1197 Implementation	Laura Ritenour
10:30 am	Review/Recommend	Required Data Elements <ul style="list-style-type: none"> – 2024 Checklists Ready on RDE webpage – Proposed Elements for January 2025 and 2026 Checklists 	Laura Ritenour and Mary Bellefeuille
New Items			
11:00 am	Review/Discuss	Statewide Standardization of: <ul style="list-style-type: none"> - none this month 	
11:15 am	Review/Approval	2024 Meeting Schedule	Michal Malone
Ongoing Business			
11:20 am	Update	Updates, Comments and Questions from Members	All Members
11:30 am		Call to the Public	Michael Malone
	Reminder	Next Meeting: Tuesday, November 28, 2023, 10 a.m. – 12 noon, via Zoom Webinar – Michael Malone to chair	

		No December meeting	
11:45 am	Adjournment (motion needed)		Michael Malone

DATA STANDARDS ADVISORY COMMITTEE

September 26, 2023

10:00 a.m. – 12:00 p.m., Zoom Meeting

DRAFT MINUTES

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)

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 more easily obtain this data 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

DRAFT

Code Request

Code Request and Requestor

Standardize Court Role Type Description and Code, Requested by: AOC Court Services, eFiling Team

Background and Issue

The AOC Court Services eFiling Team is requesting a standardized Court Role Type code and description for Medical Professional. When filing a case using the eFiling interface, a person may select Medical Professional as an option to indicate that they are a person filing into a case, but not an actual party on the case. Currently, Medical Professional is being mapped to Medical Examiner in AJACS which isn't accurate. To ensure more accurate mapping, the request is to create a new Court Role Type of Medical Professional.

Public Access and eAccess Display

Should this data be displayed on Public Access? Yes

Should be this document be displayed in eAccess? No

Possible Interfaces Affected: eFiling

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 starting January 29, 2024.

Motion

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

Court Role Type Code/Description

Proposed Standard Code	Proposed Standard Description
DR	Medical Professional

DATA STANDARDS ADVISORY COMMITTEE

Proposed 2024 Meeting Dates and Times

All meetings would be held via Zoom Webinar, from 10 a.m. – 12 noon

- January 30th
- February 27th
- March 26th
- April 30th
- May 28th
- June 25th
- July 30th
- August 27th
- September 24th
- October 29th
- November 19th as November 26th is during Thanksgiving week
- No December meeting

Proposed Motion

Motion to approve the proposed meeting dates for the year 2024

Code Request

Code Request and Requestor

Standardize Event Entry Type Code and Description for **Protective Order Service of Process Information Form**, Requested by: AOC Court Services

Background and Issue

The AOC Court Services Team 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.

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: AZPOINT

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 starting October 27, 2023.

Motion

Move to recommend the Event Entry Type code and standard description listed below as statewide standards.

Protective Order Document/Event Codes

Proposed Standard Code	Proposed Standard Description
POSOP	PROTECTIVE ORDER SERVICE OF PROCESS INFORMATION FORM

civ	fam	prob	crim	traf	Category	Data Element	Definition	Proposed Checklist	AGAVE (PCCJC)
x			x		1. Case	Specialty Court Assignment	Name/title of courts with problem-solving court strategies designed to address the root causes of criminal activity by coordinating efforts of justice system partners	2025	1
x	x	x	x	x	1. Case	Case Manner of Disposition	Method by which the case was decided (jury trial, bench trial, non-trial)	2025	1
x	x	x	x	x	1. Case	Filing type	Type of document used to initiate the case	2025	1
x	x	x	x	x	2. Participant	Race	A person's self-identification with one or more groups that humans are often divided into based on physical traits regarded as common among people of shared ancestry	2025	1
x	x	x	x	x	2. Participant	Ethnicity	Major groups of people sharing the same culture, language, etc. (Hispanic, non-Hispanic)	2025	1
x	x	x	x	x	2. Participant	Gender	Either of the two main categories (male and female) into which humans and most other living things are divided on the basis of their reproductive functions	2025	2
			x	x	2. Participant	Driver License Country	Country that issued the driver's license to the participant (if not the U.S.)	2025	1
				x	2. Participant	License Class Code	A code identifying the class on a driver license or driver license permit which authorizes the operation of specified types of vehicles carrying specified loads (Standard, Commercial, etc.)	2025	1

x	x	x			5. Pleadings	Answer/Response	The pleading is an answer and/or denial to the initiating complaint	2025	3
x					5. Pleadings	Cross-Claim	The pleading is a cross-claim	2025	3
x					5. Pleadings	Counterclaim	The pleading is a counterclaim	2025	3
x	x	x	x	x	7. Hearings & Events	Interpreter Language	Language of interpreter present at the event	2025	2
x			x	x	8. Orders	With Prejudice	Indication if the matter was dismissed with prejudice – disposition/adjudication code	2025	1
			x	x	9. Charges	Record transmitted to MVD	Date the abstract sent to MVD	2025	3
			x	x	10. Pretrial-Intake	Bond Hearing Type	Type of bond hearing (bond forfeiture hearing, bond hearing reviews, etc.)	2025	3
			x	x	10. Pretrial-Intake	Bond Type	The kind of bond set by the court at the hearing (ROR, deposit, unsecured, secured, cash)	2025	2
			x	x	10. Pretrial-Intake	Bond Amount Ordered	The dollar amount imposed at the hearing	2025	2
			x	x	10. Pretrial-Intake	Bond Amount Posted (NEW)	The dollar amount posted for the bond ordered	2025	1
			x	x	10. Pretrial-Intake	Summons Issued	Date the initial summons was issued, if the defendant was not arrested and taken into custody	2025	2
			x	x	13. Sanctions	Sentence Conditions	Additional orders/conditions imposed at sentencing	2025	2
			x	x	13. Sanctions	Concurrent/ Consecutive Sentence Flag	Indication whether sentence is concurrent, consecutive, or neither, both	2025	2
			x	x	13. Sanctions	Payment Plan Flag	Indication there was a payment plan established for outstanding balance	2025	3
			x	x	13. Sanctions	Community Restitution Hours	Number of community restitution hours ordered to serve	2025	2
		x			15. Probate	Inventory Filed Date	Initial or updated inventory of a person's assets was filed	2025	3
		x			15. Probate	Accounting Filed Date	Date a regular report of a person's assets was filed	2025	3
		x			15. Probate	Bond Ordered/Set Date	Date bond was ordered or set	2025	3
		x			15. Probate	Bond Type	The type of bond ordered by the court for the personal representative, guardian, or conservator (surety, cash, unsecured, none)	2025	1

		x			15. Probate	Bond Filed Date	Date proof of bond filed with the court	2025	1
				x	9 - Charges	Offense location	Location of the offense (address; latitude/longitude; crossroads) - looking into seeing if we can get zip code added to ATTC so at least the zip code of the offenses can be standardized	2025	2
x	x	x	x	x	1 - Case	Court	Jurisdiction where the case was filed. Jurisdiction (A, S, J, M) followed by the 4-digit Court Location (for example 0700 for Maricopa County Superior Court)	2025	1
x	x	x	x	x	1 - Case	Court Case Identifier	Court case number (including the 4-digit year).	2025	3
x					1. Case	Procedural Track	The case management path for managing civil cases based on their relative complexity and the need for judicial involvement (Discovery Tier 1,2,3)	2026	3
x					2. Participant	Relationship to Action - Civil	Participant's role in a civil case (values would be: Court Appointed, Garnishee, Guardian Ad Litem, Real Party in Interest, Interested Party, Medical Examiner, Payee, Witness)	2026	3
			x	x	2. Participant	FBI Number	The FBI number assigned to the individual. (waiting on confirmation from AOC Integration Team)	2026	1
				x	2. Participant	Endorsement Code	A code identifying the endorsement on a driver license or driver license permit which authorizes the operation of specified types of vehicles carrying specified loads (HazMat, School Bus, etc.)	2026	3
				x	2. Participant	License Restriction Code	A code identifying the category of a driving restriction (MVD Restrictions like Corrective lens, etc.)	2026	3
x	x	x	x		3. Attorney_Advocate	Pro Hac Vice	Indication this attorney admitted to practice in this jurisdiction only for this case	2026	1
x					5. Pleadings	3rd-Party Claim	The pleading is a third-party claim	2026	3
x					5. Pleadings	Answer to Cross Claim	The pleading is an answer/denial to a cross-claim	2026	3
x					5. Pleadings	Answer to Counter Claim	The pleading is an answer/denial to a counterclaim	2026	3
x					5. Pleadings	Answer to 3rd-Party Claim	The pleading is an answer/denial to a third-party claim	2026	3

x					5. Pleadings	Intervenor Claim	The pleading is an intervenor claim	2026	3
x					5. Pleadings	Answer to Intervenor claim	The pleading is an answer to an intervenor claim	2026	3
x	x	x	x	x	5. Pleadings	Amended	The pleading is amended (Amended Complaint, Amended Answers, Amended Cross-claim, etc.)	2026	3
x					5. Pleadings	Amount in Controversy	Amount sought by claimant in pleading (dollar amount) at the time of filing	2026	3
		x			5. Pleadings	Subsequent Probate Pleading Type	Type of subsequent pleading filed (contested issue, responsive pleading, etc.)	2026	3
x	x	x	x	x	6. Motions & Filings	Motion/Filing Type (Future-grouping)	Type of motion/filing (continuance, discovery, etc.)	2026	3
x	x	x	x	x	6. Motions & Filings	Pleading/Motion Outcome	Decision associated with specific motion (granted, denied, dismissed, withdrawn)	2026	3
x	x	x	x	x	6. Motions & Filings	Agreed/Stipulated	Stipulated agreement	2026	3
	x	x	x		8. Orders	Competency Evaluation ordered	The date that one or more parties were ordered to participate in an evaluation (would need to standardize which codes would make up this element) (Mary to check and see if this is in Family or not)	2026	3
	x	x	x		8. Orders	Competency Evaluation party	The party that was ordered to participate in evaluation (Mary to check and see if this is in Family or not)	2026	3
	x	x	x		8. Orders	Competency Evaluation type	The evaluation ordered (medical, substance use ; psychological; competency, Rule 11, etc.) (Mary to check and see if this is in Family or not)	2026	3
			x	x	9. Charges	Charge Dismissal Actor	The party that dismissed the charge (court, state, officer)	2026	3

			x	x	11. Diversion	Diversion Entry	Date of entry into a problem-solving court docket or other diversion program - Question - Does Entry mean date of referral to program? Or Date they actually start the program? Or something else	2026	3
			x	x	11. Diversion	Diversion Exit	Date of exit from a problem-solving court docket or other diversion program	2026	3
			x	x	11. Diversion	Diversion Exit Type	The program outcome achieved (successful completion, neutral, unsuccessful)	2026	3
			x		n/a	Rule 11 Flag	Flag to identify if an Order for Rule 11 evaluation exists in the case	2026	2
				x	9 - Charges	Arrest Date	Date the defendant was arrested, if applicable - DSW recommends this be added to Appendix C so that more research can be done on obtaining this element by some courts	2026	3
			x	x	9 - Charges	Disposition NCIC Code	The NCIC code associated to the charge at disposition	2026	2
x	x	x	x	x	1 - Case	Case Disposition Category	The way a case was resolved (Judgment, etc.)	2026	1

Level of Effort by CMS - 1 = Already have in CMS, 2 = Not in system, some programming needed, 3 = Not in system, major programming required

AGAVE (Superior Court)	Chandler	Gilbert/PV	GJ AJACS	iCIS (MCJC)	iCIS (Superior Court)	LJ AJACS	Mesa	Phoenix	Scottsdale
2	2- Indicator for proceeding for "Mental Health Court" and "Veteran's Court"	1	2	1	1	2	1	1 - Minimal effort - Need more info to define rules for determining value - adjudicated in a speciality court - ever seen/assigned to a speciality court - currently in a speciality court ???	1
2		1	2	1	1	2	2	1 - Minimal Effort - Need more informaiton - how is value determine if multiple manners for individual charges within the case?	1 - Minimal Effort - Need more informaiton - how is value determine if multiple manners for individual charges within the case?
3	2 - Some filing types go back to case letter prefixes "Z", "B", "C"	1	1	1	1	1	1	1 - Minimal effort - How does this related to Initiating Instrument element from the C list?	1
1		1	1	1	2	1	1	1 - Available	1
1		2	1	1	1	1	3	1 - Available	2
1		1	1	1	1	1	1	1 - Available	1
1		2	3	1	1	3	1	1 - Minimal effort - what is the source of the informaiton	1
3		1	n/a	2	2	1	1	1 - Minimal effort - what is the source of the informaiton	1

1	NA		1	1	2	1	NA	N/A	N/A
1	NA		1	1	2	1	NA	N/A	N/A
1	NA		1	1	2	1	NA	N/A	N/A
1		1	1	1	1	1	3	2 - Available for parties but requires medium effort to build for participants in the case	1
1		3	3	1	1	1	1	1 - Available	1
3		1	1	1	1	3	1	1 - Minimal effort	1
2		1	1	1	1	1	1	1 - Available	1
1		1	1	1	1	1	1	1 - Available	1
1		1	1	1	1	1	1	1 - Available	1
3		1	1	1	1	3	1	2 - Some info available - need more information - currently in trust and/or previously posted & released/applied/forfeited, etc	1
1		1	1	1	1	1	1	1 - Available	1
3		1	1	1	1	1	1	3 - Large effort - need to program	1
1		1	1	2	2	1	2	2 - Medium effort - some info currently available	1
1		1	1	1	1	3	1	1 - Available	1
1		1	1	2	1	1	2	1 (change business practice) 2 - Medium effort - some info currently available	1
1	NA		1	NA	1	n/a	NA	N/A	N/A
1	NA		1	NA	1	n/a	NA	N/A	N/A
1	NA		1	NA	1	n/a	NA	N/A	N/A
1	NA		1	NA	1	n/a	NA	N/A	N/A

1	NA		1	NA		1	n/a	NA	N/A	N/A	
3		1	1	1	1	1	1 - In-county arrests on	1	1	Available if provided when citing document is filed with the court	1
3	3 - But don't have transfers in from other courts		1	1	1	1		1	1	Since court numbers uniquely identify a court, why is the jurisdiction necessary?	1
1		2	1	1	1	1		1	1	Needs open discussion that includes review of different format current used by all courts and the necessity for a single statewide format	1
2		3	3	2	2	1		2	NA	N/A	N/A
2		3	2	1	1	1		1	NA	N/A	N/A
1	2 - Field exists, but may not be used frequently		2	1	2	1		1	3	2 - Medium effort - what is the source of the information?	2
3		2	3	n/a	2	2		1	1	1 - Minimal effort - what is the source of the informaiton	1
3		3	2	n/a	2	2		1	1	1 - Minimal effort - what is the source of the informaiton	2
1		3	3	1	1	1		1	3	3 - Medium to large effort - depends on source of information and rules necessary to capture/manage information	2
1	NA			1	2	2		1	NA	N/A	N/A
1	NA			1	2	2		1	NA	N/A	N/A
1	NA			1	1	2		1	NA	N/A	N/A
1	NA			1	2	2		1	NA	N/A	N/A

2	NA		1	2	2	1	NA	N/A	N/A	
2	NA		1	2	2	1	NA	N/A	N/A	
2	NA		2	1	2	2	2	1 - Minimal effort	2	
3	NA		2	1	2	2	NA	N/A	N/A	
2	NA		1	NA	2	n/a	NA	N/A	N/A	
1		3	1	3	1	2	3	1	3 - Large effort - need to program	1
3		3	1	2	1	2	2	1	3 - Large effort - need to program	1
1		3	3	1	1	2	1	2	3 - Large effort - need to program	2
2		3	1	1	1	1	1	1	3 - Large effort - need to program	1
2		3	2	1	1	1	1	1	3 - Large effort - need to program	1
2		3	2	2	1	1	2	2	3 - Large effort - need to program	1
2	1 - Depends on disposition code, defendant/court under same code		1	2	1	2	2	1 (change business practice)	1 - Minimal effort	1

2	1	1	2	1	1	2	1	3 - Large effort - need to program	1
2	1	1	2	1	1	2	1	3 - Large effort - need to program	1
2	2	1	2	1	1	2	1 Crim/Traf 3 2 SC	3 - Large effort - need to program	2
1	3	3	2	2	1	2	1	See Lines 33,34,35	
3	1	3	1	1	1- In-county arrests only	1	2	Available for some cases - need to source of information	1 DoV??
1	3	?	2	1	3	2	2 (not used)	Need more information on this element	1 - we use MVD codes as they are more delineated
1 - Uses disposition 2 codes...		2	2	1	1	2	1	Need more informaiton - how is value determine if multiple manners for individual charges within the case?	Not sure I understand the difference between this, charge dispos, and case Manner of dispo above.

Tempe

2

2

1

1
3
Unclear how this would be collected, the data is not something filed with the court (ATTC)

1

1

1

N/A
N/A
N/A
2
1
1
1
1
1
1
1
3
3
1
1
N/A
N/A
N/A
N/A

N/A

1

1
- would like more info on
expectation for this

2

- more info needed on
expectation for this

N/A

N/A

2 -

where would this data be coming
from?

1

2

2/3

Unclear how the information
would be provided.

N/A

N/A

N/A

N/A

N/A
N/A
1 - does amended complaint include additional charges, name changes, address changes, etc.?
N/A
N/A
1
1
2
2 Additional info needed on expectation for this item
2 Additional info needed on expectation for this item
2 Additional info needed on expectation for this item
1

3

Currently of standard diversion data available (dds,title 9.etc.)

3

3

2

2

2

- more info needed on expectation for this

1

- more info on expectation for this, seems like something captured by other RDE's

*REQUIRED DATA
ELEMENTS –
JANUARY 2024
CHECKLIST
PROCESS*

Laura Ritenour,
AOC Court Services Division



AGENDA

Background

Process

Q&A





BACKGROUND

In 2018, NCSC published NODS

In 2020-21, Data Standards Steering Committee developed a list of ~250 RDE for Arizona courts

ACJA § 1-508 adopted by AJC in April 2022

Administrative Directive 2022-12 signed in October 2022

Goal - Work towards all case management systems having a common set of data elements for improved data collection and reporting



PHASE ONE - APPENDIX A – JANUARY 2023

- First 20 Required Data Elements (RDEs)
- All Superior Courts and Clerks of Court, and all non-AJACS limited jurisdiction courts completed online checklists regarding the source/s of data for each RDE before January 31, 2023
- AOC completed the checklist for the LJ AJACS courts
- Presiding Judges then signed off on their court's report
- AOC compiled answers for each court into county-wide report which was reviewed and approved by County Superior Court Presiding Judges before March 1, 2023



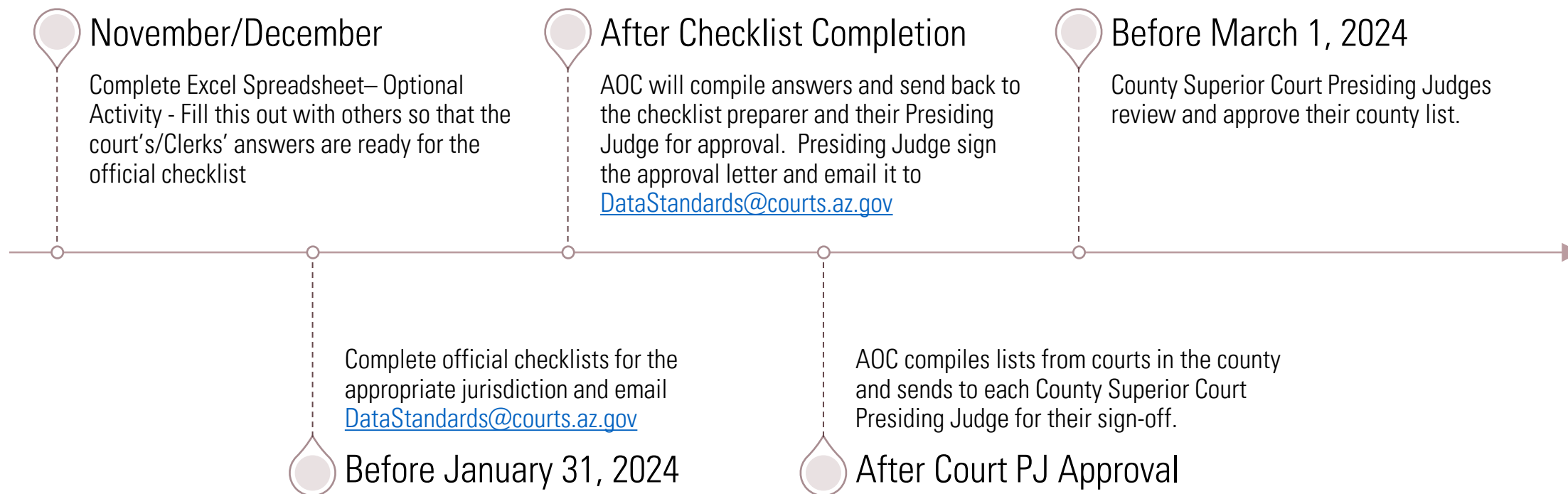
*FALL 23/WINTER 24
PROCESS*



PHASE ONE - APPENDIX B AND C – JANUARY 2024

- Next 64 Required Data Elements (RDEs)
- All Superior Courts and Clerks of Court, and all non-AJACS limited jurisdiction courts will complete their online checklists regarding the source/s of data for each RDE before January 31, 2024
- AOC will complete the checklists for the LJ AJACS courts
- Presiding Judges will sign off on their court's report
- AOC will compile answers for each court into county-wide report which will be reviewed and approved by County Superior Court Presiding Judges before March 1, 2024

TIMELINE



DATA ELEMENTS AND CODE STANDARDIZATION (AZCOURTS.GOV)

Data Elements Resources

[Excel Checklists for Appendix B and C Required Data Elements](#)

- [Example Completed Excel Checklists with notes](#)
- [Source Definitions for Checklists](#) - separate tables for LJ and GJ courts
- [Case Type Definitions \(07/31/2023\)](#) - for both LJ and GJ courts
- [Administrative Directive 2022-12: Arizona Required Data Elements - Phase One](#)
- [ACJA §1-508 Required Data Elements](#)
- [Administrative Order 2022-35](#)
- [Court Role Type Category Definitions](#) (updated file name 10/16/2023)

Checklists

For Appendix B and C Required Data Elements - Checklists should be completed for appropriate case types and jurisdiction (Superior Court, Municipal Court or Justice Court) before January 31, 2024.

Please contact Laura Ritenour (lritenou@courts.az.gov) or Mary Bellefeuille (mbellefeuille@courts.az.gov) for more information.

[Superior Court Probate Case Type Checklist](#)

[Superior Court Criminal Case Type Checklist](#)

[Superior Court Family Case Type Checklist](#)

[Superior Court Civil Case Type Checklist](#)

[Municipal Court/Justice Court Criminal Case Type Checklist](#)

[Municipal Court/Justice Court Traffic Case Type Checklist](#)

[Municipal Court Civil Case Type Checklist](#)

[Justice Court Civil Case Type Checklist](#)

2024 GJ Probate RDE Checklist

* Required

GJ Probate Case Type

Please select one or more sources for each required data element. **If Not in System, please enter the month and year the element will exist in case management system in Other field.**

6. Probate: Primary Case Category *

Clerk of Court

Judicial/Court

Interface

System Generated

Not in System - enter date element will be added to CMS in Other field below

Other

2024 JP/MC Criminal RDE Checklist

* Required

JP/MC Criminal Case Type

Please select one or more sources for each required data element. **If Not in System, please enter the month and year the element will exist in case management system in Other field.**

6. Criminal: Primary Case Category *

- Court Staff
- Interface
- System Generated
- Not in System - enter date element will be added to CMS in Other field below**
- Other



THANK YOU

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[Data Elements and Code Standardization \(azcourts.gov\)](http://azcourts.gov)