

# Arizona Supreme Court Data Standardization Advisory Committee

## AGENDA

September 26, 2023, 10:00 am – 12 noon, Zoom Webinar

9:50 am	Zoom Webinar Open for Members, Attendees and Presenters		Laura Ritenour
<b>Meeting Opening</b>			
10:00 am	<ul style="list-style-type: none"> <li>- Welcome and Roll Call</li> <li>- Welcome to Ginger Rodas, Maricopa County Justice Courts, replacing Chris Reams</li> <li>- Review and Approval of August 28, 2023 Meeting Minutes</li> </ul>		Michael Malone (Chair)
<b>Items from Previous Meeting/s</b>			
10:10 am	Review/Approval	Statewide Standardization of: - Contact Status (Address/Phone) Codes - Charge Manner of Disposition	Laura Ritenour, Mary Bellefeuille, and Michele Gillich
10:30 am	Review/Recommend	Required Data Elements – Proposed Elements for January 2025 Checklists	Laura Ritenour and Mary Bellefeuille
<b>New Items</b>			
11:00 am	Review/Discuss	Statewide Standardization of: - Order: Denying Request for Fee Waiver/Deferral  (For Voting at October 31, 2023 Meeting)	Summer Dalton, Laura Ritenour and Mary Bellefeuille
11:15 am	Review/Discuss	Possible need for new role code of Medical Professional	Summer Dalton
11:20 am	Update	SB1197 Implementation	Laura Ritenour and Cathy Clarich
<b>Ongoing Business</b>			
11:30 am	Update	Summary of September Data Standards Steering Committee Meeting	Laura Ritenour
11:35 am	Update	Updates, Comments and Questions from Members	All Members
11:40 am		Call to the Public	Michael Malone

	Reminder	Next Meeting: Tuesday, October 31, 2023, 10 a.m. – 12 noon, via Zoom Webinar – Michael Malone to chair	
11:45 am	Adjournment (motion needed)		Michael Malone

# DATA STANDARDS ADVISORY COMMITTEE

August 29, 2023

10:00 a.m. – 12:00 p.m., Zoom Meeting

**DRAFT MINUTES**

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

**Absent:** Michael Albers, Jennifer Harrold

**Administrative Office of the Courts (AOC) and Guests:** Cathy Clarich (AOC), Melanie Cluff (AOC), Michele Gillich (AOC), Faith Hager (Mesa Municipal Court), Joe Hamilton (Phoenix Municipal Court), Michael Malone (AOC), Anirban Mitra (AOC), Brittany Pelly (AOC), Laura Ritenour (AOC)

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## I. CALL TO ORDER

### A. Welcome and Opening Remarks

The August 29, 2023, meeting of the Data Standards Advisory Committee was called to order by the Chair, Michael Malone, at 10:02 a.m. The Chair thanked attendees for their attendance.

### B. July 25, 2023, Meeting Minutes

Laura Ritenour, staff for the committee, displayed the July 25, 2023, draft meeting minutes for review and the members had no comments or concerns. A motion to approve the July 25, 2023, meeting minutes was made by Odette Apodaca and seconded by Niltza Flores. 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 [August 29, 2023 Meeting Materials packet](#) published online.

SB 1310 Automation Implementation: Laura Ritenour reported the AOC Automation Services Unit is requesting new event codes, an appearance reason, and a case sub type to comply with SB 1310. Laura reviewed the updates and additions that have been made since the July 25, 2023, meeting. General

jurisdiction courts are expected to have the required codes and reporting requirements in place by January 1, 2024. A motion to approve the statewide standardization of the new event codes, appearance reason, and case sub type was made by Summer Dalton and seconded by Laurie Allen. The committee voted and the motion passed unanimously.

Phone Type Codes: Laura Ritenour reported that the AOC Information Technology Integration Team is requesting that Phone Type codes be standardized for all courts statewide. Phone Type codes are necessary for interfaces such as AZPOINT and FARE and their use on a statewide level will ensure the data is more accurate and consistent. A motion to approve the statewide standardization of the Phone Type codes was made by Mike Nimitz and seconded by Niltza Flores. The committee voted and the motion passed unanimously.

Data Status (Address/Phone) Codes: Laura Ritenour reported that the AOC Information Technology Integration Team is requesting that Address (Data) Status codes be standardized for all courts statewide. Further, AOC is requesting that the Address Status table be renamed to Data Status as the data in this table can apply to more than just addresses, e.g., email address, phone. The committee discussed splitting the table into separate status tables that would apply to each data element, e.g., Phone Status and Address Status or having one table which would filter depending on the data element selected, i.e., Undeliverable would be available for an Address, but not a Phone. The committee agreed that maintaining one table was preferable to multiple tables. The committee also agreed to change the name of the table from Data Status to Contact Status. A motion to approve renaming the table name from Address Status to Contact Status was made by Ginger Rodas and seconded by Susann Holland. The committee voted and the motion passed unanimously.

The committee also proposed splitting Undeliverable/Bad into two separate codes as they are different. Brittany Pelly from the FARE team joined the call and explained that for collections purposes they mean the same thing, i.e., the vendor would start skip tracing for an updated address whether the address was Bad or Undeliverable. Brittany indicated that she would discuss having both Bad and Undeliverable as options with the FARE vendor, Conduit, at their next meeting and report back to Laura with the results of that discussion. This item will be discussed again at the September 26, 2023, meeting.

Plea Codes: Laura Ritenour reported that the AOC Court Services Division is requesting that Plea Codes be standardized for all courts statewide. Plea Type is a required data element in the Appendix B list and standardization will ensure the data reported is more accurate and consistent. A motion to approve the statewide standardization of the Plea Codes was made by Summer Dalton and seconded by Randy Kennedy. The committee voted and the motion passed unanimously.

Duration Length Codes: Laura Ritenour reported that the AOC Court Services Division is requesting that Duration Length Codes be standardized for all courts

statewide. Unit of Sentence Length is a required data element in the Appendix B list and standardization will ensure the data reported is more accurate and consistent. A motion to approve the statewide standardization of the Duration Length Codes was made by Katrina Solis and seconded by Niltza Flores. The committee voted and the motion passed unanimously.

Party Role Category Definitions: Laura Ritenour reported that the AOC Information Technology Integration Team is requesting that Party Role Category definitions be standardized to ensure terms are being used consistently across teams when working on integration projects. A motion to approve the statewide standardization of the Party Role Category Definitions was made by Laurie Allen and seconded by Niltza Flores. The committee voted and the motion passed unanimously.

#### **B. Required Data Elements Initiative (Appendix B & C)**

Laura Ritenour presented the [file](#) containing the data elements included in Appendixes B & C, which will be included in the 2024 checklist, for review and discussion. Following discussion regarding warrants issued on civil cases for debtors' exams, the committee agreed to update the Civil column with Justice and GJ for the Warrant Issued, Warrant Reason, and Warrant Disposed data elements. Laura indicated that she would post the updated Appendix B & C checklist to the Data Elements website and will email committee members once it is published. A motion to approve the data elements included in Appendix B & C was made by Gil Bensinger and seconded by Ester Reeves. The committee voted and the motion passed unanimously.

#### **C. Required Data Elements Initiative – Proposed Elements for 2025 Checklist**

Laura Ritenour presented the [file](#) containing the data elements that were initially approved by the Steering Committee several years ago. In 2020, each element was reviewed by various court staff and a level of effort to incorporate each element was assigned to each element. Based on that feedback, Appendix B & C was created. To identify the next set of data elements to include in the 2025 checklist, the AOC is requesting the committee members review the remaining data elements and enter the level of effort for their courts to implement. Cathy Clarich stated that once the data elements are determined, the next step is to standardize the codes for each element and for AOC leadership to establish a timeline for implementation of the approved codes. Randy Kennedy indicated that drivers license information, e.g., endorsement code, license class code, and license restriction code, are difficult elements to standardize because they are not standardized nationwide. Laura requested that committee members review the elements and provide their courts' level of effort by September 15, 2023.

### **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 [August 29, 2023 Meeting Materials packet](#) published online.

Charge Manner of Disposition: Laura Ritenour reported the AOC Court Services is requesting that Charge Manner of Disposition Codes be standardized for all courts statewide. Charge Manner of Disposition is a required data element in the Appendix B list for Criminal and Traffic cases and standardization will ensure the data reported is more accurate and consistent. Committee members indicated that the Charge Manner of Disposition could apply to civil non-traffic cases with charges as well. Laura indicated that the National Center for State Courts only looks at Juvenile, Criminal and Traffic for this element. The committee agreed that the Charge Manner of Disposition data element should be updated to apply to Civil Non-Traffic. This item will be brought up to vote at the September 26, 2023, meeting.

#### **IV. ONGOING BUSINESS**

##### **A. Updates, Comments and Questions from Members**

New Protective Order Event Code: Laura Ritenour presented information regarding a new event, Protective Order Service of Process Information Sheet (Code: POSOPI), that is being discussed internally at the AOC. Michele Gillich indicated that the Service of Process Information form is not a court document. This is a document completed by the petitioner when a paper petition is filed with the court, instead of being filed electronically through AZPOINT, and includes information to help locate the defendant. In instances where the petitioner did not file the petition through AZPOINT, the AOC is requesting that the court collect this form, scan, and attach it to the new event so that AZPOINT can make the form available to law enforcement. This event is tentatively scheduled to be added by September 18, 2023. More information will be sent to the courts within the next couple of weeks.

SB 1197: Laura Ritenour indicated that SB 1197 has a general effective date of October 30, 2023, and it pertains to juvenile offenders and monetary sanctions. Effective October 30, courts will no longer be able to order various fees to juveniles or their parents, e.g., public defender, foster care services, diversion fees, etc., places limits on base fines and victim restitution, prohibits enforcements measures on monies other than base fines and restitution, and allows juveniles, or their parents, to petition the court to vacate eligible outstanding balances. This bill will mostly affect GJ courts; however, some LJ courts will be affected as well. A statewide memo will be sent to all courts with more information regarding this bill, and how it impacts the courts, soon.

##### **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 Odette Apodaca. The meeting was adjourned at 11:48 a.m.

**D. Next Committee Meeting Date**

September 26, 2023, 10:00 a.m. – 12:00 p.m., Zoom Webinar

DRAFT

## Code Request

### Code Request and Requestor

Standardize Contact Status Descriptions and Codes

Requested by: AOC Information Technology Integration Team

### Background, Summary, and Intended Use

Knowing the phone status is important for current AZPOINT and FARE programming and for future eFiling programming. Standardizing the phone status would allow these applications to send accurate data back and forth between the courts and the AOC's applications.

FME (Feature Manipulation Engine) requires standard code sets and as a result the AOC Information Technology Integration Team is requesting standardized codes and descriptions for Address (Data) Status that will be displayed in CCR.

### Tentative Implementation Timeline

The functionality that will use these codes requires further analysis for development. As a result, an implementation timeline will be provided at a meeting later this year.

**Public Access and eAccess Display** – not applicable

### Motions

Motion to approve the Contact Status descriptions and codes below.

Proposed Standard Code	Proposed Standard Description
ACT	Active
FUT	Future
PRI	Prior
PRM	Primary
PRO	Protected
BAD	Bad/Undeliverable

## Code Request

### Code Request and Requestor

Standardize Charge Manner of Disposition Codes, Requested by: AOC Court Services

### Background, Summary, and Intended Use

Administrative Directive 2022-12 directs the implementation of Phase One of the Required Data Elements initiative. Charge Manner of Disposition is an element in the Appendix B list for Criminal and Traffic cases. Standardizing the codes related to this data element would allow for more consistent reporting regarding elements associated with duration for future data requests.

### Tentative Implementation Timeline

When approved, the codes would be added to the AOC's FME Data Translation Server by October 2023 and courts would need to transmit use these codes or use their FME Data Translation Tool for transactions starting February 2024.

**Public Access and eAccess Display** – not applicable

### Motion

Motion to approve the statewide standardization of the Charge Manner of Disposition codes and descriptions as listed below.

Proposed Standard Codes	Proposed Standard Descriptions
BT	Bench Trial
JT	Jury Trial
NT	Non-Trial

## Code Request

### Code Request and Requestor

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

### Background and Issue

AOC Court Services eFiling Team is requesting a standardized event code and description to assist with fee waiver/deferral applications that are submitted through eFiling for GJ and LJ courts. The request is to create a new event, Order: Denying Request for Fee Waiver/Deferral, so that a system parameter can be created which will utilize this event. The system parameter would prevent a receivable from being created when an exempt submission is filed, which contains this event.

### Public Access and eAccess Display

Should this data be displayed on Public Access? Yes

Should be this document be displayed in eAccess? No

### Tentative Implementation Timeline

To be added to case management systems upon approval

### Motion

Move to recommend the event code and standard descriptions listed below as statewide standards.

### Protective Order Document/Event Codes

Proposed Standard Code	Proposed Standard Description
4000002	ORDER: DENYING REQUEST FOR FEE WAIVER/DEFERRAL

## Highlights from September 6, 2023 Data Standards Steering Committee Meeting

[Steering Committee on Data-Based Court Performance and Data Standards \(azcourts.gov\)](https://www.azcourts.gov)

Reminder – Minutes are still in draft and will be reviewed by the committee at its December 5, 2023 meeting.

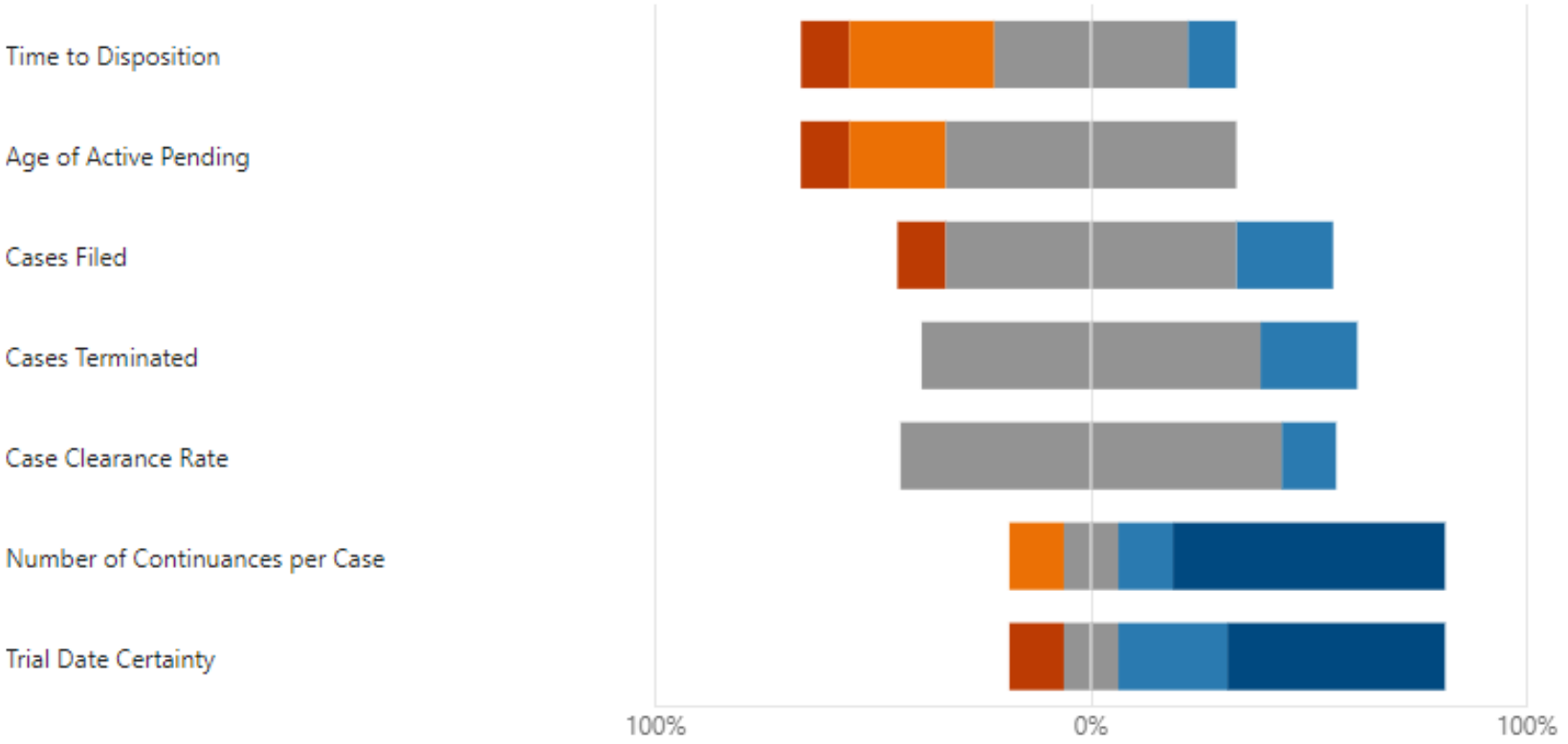
- Justice Beene officially welcomed two new members to the committee – Nancy Rodriguez and Tina Mattison. Nancy Rodriguez is the Chief Deputy for the Office of the Clerk of the Superior Court for Maricopa County and Tina Mattison is the Court Administrator for Pima County Consolidated Justice Court. Justice Beene announced that member Charisse Richards recently ended her term with the committee. The recruitment process for her replacement will begin later this fall.
- The draft minutes from the June 7, 2023, meeting of the Steering Committee on Data-Based Court Performance and Data Standards were approved.
- Michael Malone, chair of the Data Standardization Workgroup, was unable to attend the meeting but a written update on the Workgroup's progress was provided in the meeting materials.
- The committee reviewed the draft FY23 Arizona Time Standards Report and discussed issues regarding courts not meeting particular standards. Judge Gates, Maricopa County Superior Court, shared the results of recent research into standards and the court's processes.
- Laura Ritenour presented the results of a short survey on data that was completed by members. Members discussed what non-time standards reports might be helpful for court performance.
- Justice Beene requested that Marcus Reinkensmeyer present possible items for the next Chief Justice Strategic Agenda. Marcus reviewed the items from the current report with the members and Laura Ritenour will submit the current recommended list to Cindy Trimble.
- Justice Beene made a call to the public for comments. There was no answer.
- Next committee meeting date: December 6, 2023, 1:30 – 3:30 p.m., Hybrid - State Courts Building Room 331 & Zoom Webinar

# Member Survey: Data for Making Decisions

September 2023

# Data/Reports Currently Used

■ Daily ■ Weekly ■ Monthly ■ Yearly ■ N/A



## Other Helpful Reports/Data

- File Archival/Destruction
- Unadjudicated parties/cases
- Open event/hearings
- Appeal reports
- Open Bonds
- Bankruptcy Report
- SSRS Reports
- Compliance report with all AOC time standards
- Case load distribution
- Jury trials held
- Bond settings
- Mental health hearings held
- Calendar utilization (not a report, but a visual review)
- DUI age of acting pending

# Missing data the could be helpful

- Incident location from law enforcement to determine proper precincts.
- Difference in case counts by Judge and type per the local AO for each court.
- Problem with age of acting pending misdemeanors

## Other Comments

- Number of continuances and trial date certainty would be helpful.
- Until there is an incentive to process cases in a more timely manner, we will likely not change the processing times.
- Make SSRS more friendly. Provide SSRS report training.

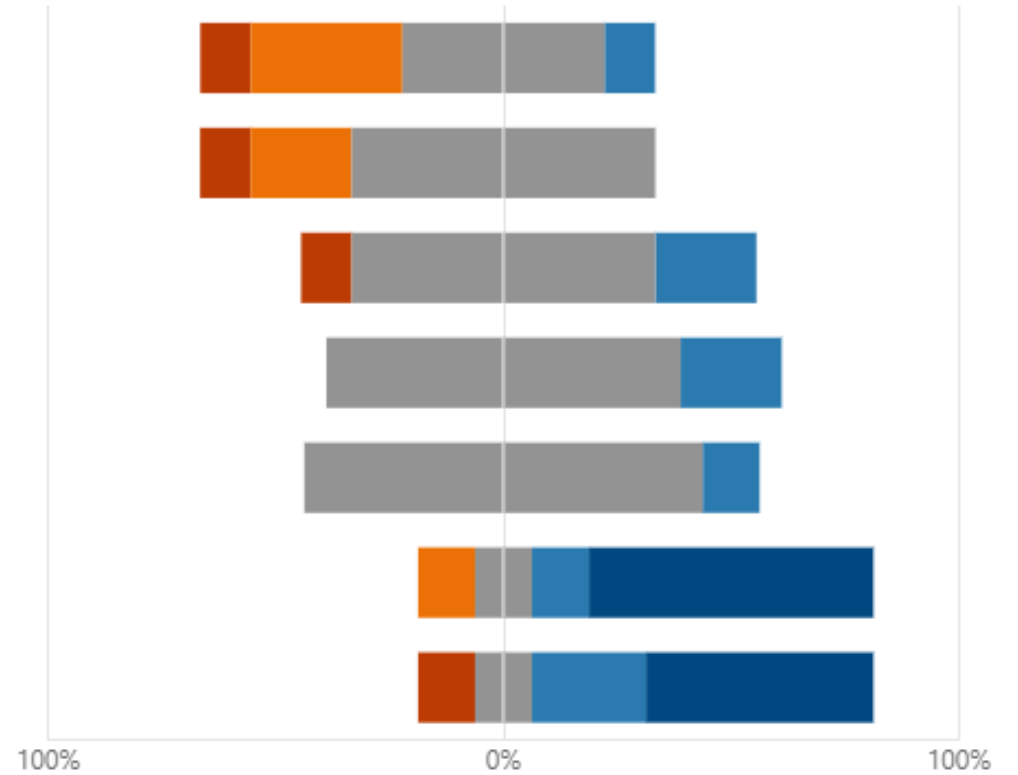
# Member Survey: Data for Making Decisions

September 2023

# Data/Reports Currently Used

■ Daily ■ Weekly ■ Monthly ■ Yearly ■ N/A

Time to Disposition  
Age of Active Pending  
Cases Filed  
Cases Terminated  
Case Clearance Rate  
Number of Continuances per Case  
Trial Date Certainty



## Other Helpful Reports/Data

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# Data Review

SEPTEMBER 6, 2023



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## Dependency Adjudication

	2022	2023	AOC
0-100	78.7%	75.3%	98%

## Termination Hearings

	2022	2023	AOC
0-120	57.2%	47.8%	90%
121-180	79.4%	67.3%	98%

- Set permanency hearing at the start of the case.
- Advising judicial officers of compliance date.
- New service training.
- New dashboard.
- Requesting to change metric for service rather than filing to match rule and statute (Rule 338/353) or change standard.
- Consider metric from amended petition.



## Delinquency

	2022	2023	AOC
0-60	22.9%	34.9%	75%
61-90	45.0%	61.9%	90%
91-365	70.4%	86.5%	98%

Consider different Tier 1 standard.

- Results in initial hearing too soon for compliance with victims' rights;
- Disclosure issues;
- This is often juvenile's first interaction with the Court and we need an assessment of proper services for the child, including possible psych eval (45 days);
- Criminal Tier 1 is 90 days [unrealistic and therapeutic approach recognizes case processing can take longer than adult criminal cases and has been shown to have better outcomes and lower recidivism rates].
- Alternative is to run metric from when the child is advised instead of the date of filing of petition.

### Pre-Decree Temporary Orders

	2022	2023	AOC
0-60	50.1%	63.8%	90%
61-120	79.1%	88.3%	98%

### Pre-Decree Dissolutions

	AOC
0-180	75%
180-270	90%
271-365	98%

### Post-Decree Petitions

	AOC
0-180	50%
180-270	90%
271-365	98%

- Review codes for TO.
- Service training.
- Training on best practices for calendar management, including setting an immediate evidentiary hearing (issue with Rule 47(c)(1)), encouraging prompt rulings on request for temporary orders, and not holding temporary orders even if requested by the parties.
- Evaluation of method of excluding stays.

#### Other issues identified:

- Committee may want to evaluate whether 90% is correct Tier 1 standard for TO and whether 120 is correct Tier 2 standard (service).
  - Rule 47(c)(1) requires a RMC [filing date + issuance of OTA + time to serve + 14 days = RMC + EH]. Note: Rule 47(c)(2) legal decision-making within 60 unless order is made prior to the 60 days.
- Evaluation of Tier 2 standard (120 days to serve (Rule 40) and if no motion to set within 120 after service 60-day dismissal notice).
- Request metric run from amended petition and conversion.



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### Protective Orders Ex Parte

	2022	2023	AOC
w/i 24 hrs	99.8%	99.6%	99%

### Protective Orders – Contested Hearings

	2022	2023	AOC
0-10	85.4%	80.5%	90%
11-30	95.9%	94.7%	98%

- Data entry review
- Metric should run from contest hearing being set or consider revision of standard of 90%.



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## Felony

	2022	2023	AOC	% change
0-90	20.3%	31.6%	65%	+11.3%
91-180	48.1%	57.5%	85%	+9.4%
181-365	77.5%	83.4%	96%	+5.9%

## Post-Conviction Relief

	2022	2023	AOC
0-180	14.4%	42.9%	94%

- Data process reviewed.
- Provide divisions with compliance date.
- System improvement to ensure assignment if no reply.
- Metric should run from date of Amended Petition.
- Consider revising metric from 94% due to continuances.



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### Probate Mental Health

	2022	2023	AOC
0-15	98.4%	98.9%	98%

### Guardianship/Conservatorship

	2022	2023	AOC
0-90	63.3%	54.0%	80%
91-365	97.5%	97.9%	98%

- Consider changing Tier 1 to 120 days because Rule 18 permits 90 days for Petitioner to obtain an initial hearing date before dismissal for lack of prosecution.