

Arizona Supreme Court Data Standardization Advisory Committee

AGENDA

January 30, 2024, 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 - Review and Approval of November 28, 2023 Meeting Minutes 		Michael Malone (Chair)
Items from Previous Meeting/s			
10:05 am	Review	Attorney Type Definitions (FYI Only, not to vote on)	Laura Ritenour and Mary Bellefeuille
10:10 am	Review/Approval	Statewide Standardization of: <ul style="list-style-type: none"> - Code Request for Attorney Types - PO Party Role Types (update) 	Laura Ritenour and Mary Bellefeuille
10:20 am	Update	SB1197 Implementation	Laura Ritenour
10:30 am	Update	Required Data Elements – 2024 Checklists update	Laura Ritenour and Mary Bellefeuille
New Items			
10:40 am	Review/Discuss	Statewide Standardization of: <ul style="list-style-type: none"> - Constable Codes* - Warrant Reason Definitions (FYI Only, not to vote on) - Warrant Reasons* * to be voted on at February 2024 meeting	Michele Gillich, Laura Ritenour and Mary Bellefeuille
11:00 a.m.	Update	Steering Committee on Data-Based Court Performance and Data Standards' December 6 th meeting	Laura Ritenour
Ongoing Business			
11:05 am	Update	Updates, Comments and Questions from Members	All Members
11:15 am		Call to the Public	Michael Malone

	Reminder	Next Meeting: Tuesday, February 27, 2024, 10 a.m. – 12 noon, via Zoom Webinar – Michael Malone to chair	
11:20 am	Adjournment (motion needed)		Michael Malone

DATA STANDARDS ADVISORY COMMITTEE

November 28, 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, Ralph Garcia, Joe Hamilton (as proxy for Ester Reeves), Todd Herrera-Ridenhour, Susann Holland, Randy Kennedy, Adele May, Mike Nimtz, 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

Code Request

Code Request and Requestor

Standardize Attorney Type 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. Attorney Type is an element in the Appendix C list. Standardizing the codes related to this data element would allow for more consistent reporting regarding elements associated with attorney types for future data requests.

Public Access and eAccess Display

- Should this data be displayed on Public Access? No
- Should be this element be displayed in eAccess? n/a

Possible Interfaces Affected: eFiling, CCR

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 June 2024.

Motion

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

Attorney Type Code/Description

Proposed Standard Code	Proposed Standard Description
CG	Conflict/Court Appointed
MD	Mediator
PS	Prosecutor/County Attorney
PF	Public Defender

PV	Private
LD	Legal Defender
AG	Attorney General
AB	Arbitrator
CB	Court Appointed
AC	Court-Appointed Advisory Counsel
HV	Pro Hac Vice
CA	Child's Best Interest Attorney
H	Guardian Ad Litem
RS	Personal Representative
LP	Legal Paraprofessional

Code Request

Code Request and Requestor

Standardize PO Party Role Type Description and Code, Requested by: AOC Court Services

Background and Issue

When the Court Role Types were reviewed and approved by the workgroup and steering committee in March and June, respectively, there were five Court Role Types that were not designated as PO Party Role Types as well. 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 are present in the table.

Public Access and eAccess Display

Should this data be displayed on Public Access? No

Should be this data 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 January 29, 2024.

Motion

Move to recommend the PO Party Role Type codes and standard description listed below be added to the current table as statewide standards.

PO Party Role Type Code/Description

Proposed Standard Code	Proposed Standard Description
Y	Attorney
D	Defendant
HP	Harassed Party For W/P Harassment
PC	Protected Child
Q	3 rd Party Plaintiff

Code Request

Code Request and Requestor

Standardize Constable Description and Code, Requested by: AOC Information Technology Integration Team

Background and Issue

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. Standardizing the constable codes would allow for electronic service back to the court.

Plaintiff has been advised of service. Yes No

Declarant is a: registered process server peace/correction/detention officer authorized by the court

Print: Name	Agency	Identification No.
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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, AJACS will pilot sending the declaration of service document back to the courts electronically via AZPOINT. Future court will be implemented following the AJACS courts so long as they transmit the approved constable codes.

Motion

Move to recommend the Constable codes and standard descriptions listed below as statewide standards.

Constable Code/Description

Agency Code	Agency Description
4126	Apache County - North Star Constable

4127	Apache County - Round Valley Constable
4128	Apache County - St. Johns Constable
4129	Cochise County - Sierra Vista Constable (JP 5)
4130	Coconino County - Flagstaff Constable
4131	Gila County - Globe Regional Constable
4132	Gila County - Payson Regional Constable
4133	Greenlee County - JP 1 Constable
4134	Greenlee County - JP 2 Constable
4135	Maricopa County - East Mesa Constable
4136	Maricopa County - San Tan Constable
4137	Maricopa County - Hassayampa Constable
4138	Maricopa County - Arrowhead Constable
4139	Maricopa County - Maryvale Constable
4140	Maricopa County - Agua Fria Constable
4141	Maricopa County - Moon Valley Constable
4142	Maricopa County - Highland Constable
4143	Maricopa County - West Mesa Constable
4144	Maricopa County - Kyrene Constable
4145	Maricopa County - South Mountain Constable
4146	Maricopa County - Arcadia Biltmore Constable
4147	Maricopa County - University Lakes Constable
4148	Maricopa County - McDowell Mountain Constable
4149	Maricopa County - Encanto Constable
4150	Maricopa County – Downtown Constable
4151	Maricopa County - Manistee Constable
4152	Maricopa County - Dreamy Draw Constable
4153	Maricopa County - Desert Ridge Constable
4154	Maricopa County - North Valley Constable
4155	Maricopa County - West McDowell Constable
4156	Maricopa County - White Tank Constable
4157	Maricopa County - Ironwood Constable
4158	Maricopa County - Country Meadows Constable
4159	Maricopa County - San Marcos Constable
4160	Maricopa County - North Mesa Constable
4161	Mohave County - Kingman Constable
4162	Mohave County - Cerbat Constable
4163	Mohave County - Bullhead City Constable
4164	Mohave County - North Canyon Constable
4165	Mohave County - Lake Havasu Constable
4166	Navajo County - Snowflake Constable (JP 3)
4167	Navajo County - Holbrook Constable (JP 1)
4168	Navajo County - Pinetop-Lakeside Constable (JP 6)
4169	Navajo County - Show Low Constable (JP 5)

4170	Navajo County - Kayenta Constable (JP 4)
4171	Pima County - JP 6 Constable
4172	JP 5 Pima County Consolidated Justice Court
4173	Pima County - JP 8 Constable
4174	Pima County - JP 3 Constable
4175	Pima County - JP 2 Constable
4176	Pima County - JP 9 Constable
4177	Pima County - JP 1 Constable
4178	Pima County - JP 7 Constable
4179	Pima County - JP 10 Constable
4180	Pima County - JP 4 Constable
4181	Pinal County - Casa Grande Constable (JP 2)
4182	Pinal County - Apache Junction Constable (JP 6)
4183	Pinal County - Central Pinal Constable (JP 3)
4184	Pinal County - Western Pinal Constable (JP 4)
4185	Pinal County - Pioneer Constable (JP 1)
4186	Pinal County - Copper Corridor Constable (JP 5)
4187	Yavapai County - Seligman Constable
4188	Yavapai County - Verde Valley Constable
4189	Yavapai County - Mayer Constable
4190	Yavapai County - Bagdad-Yarnell Constable
4191	Yavapai County - Prescott Constable
4192	Yuma County - JP 1 Constable
4193	Yuma County - JP 2 Constable
4197	Coconino County - Williams Constable
4198	Navajo County - Winslow Constable (JP 2)
4199	Santa Cruz County - Nogales Constable (JP 1)
5001	La Paz County Constable

Code Request

Code Request and Requestor

Standardize Warrant Reason 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. Warrant Reason is an element in the Appendix B list. Standardizing the codes related to this data element would allow for more consistent reporting regarding elements associated with warrant reasons for future data requests. Having warrant reasons would also be helpful for the Public Safety Assessment (PSA) project for courts (future project).

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: eWarrant, CCR

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 June 2024.

Motion

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

Warrant Reason Code/Description

Proposed Standard Code	Proposed Standard Description
CAW	CIVIL ARREST WARRANT
FTA	FAILURE TO APPEAR
FTC	FAILURE TO COMPLY
IAW	INITIAL ARREST WARRANT
MWF	MATERIAL WITNESS (Felony case)

MWM	MATERIAL WITNESS (Misdemeanor case)
PTR	PETITION TO REVOKE
VRC	VIOLATION OF RELEASE CONDITIONS
GRJ	GRAND JURY
PCW	PROBABLE CAUSE WARRANT
PVW	PAROLE VIOLATION WARRANT
FAW	FIDUCIARY ARREST WARRANT
CAA	CHILD SUPPORT ARREST WARRANT