

DATA STANDARDS ADVISORY COMMITTEE

March 26, 2024

10:00 a.m. – 12:00 p.m., Zoom Meeting

MINUTES

Present: Laurie Allen, Odette Apodaca, Gil Bensinger, Summer Dalton, Todd Herrera-Ridenhour, Ralph Garcia, Susann Holland, Roopa Kalidindi (as proxy for Mike Albers), Randy Kennedy, Adele May, Mike Nimtz, Ester Reeves, Ginger Rodas, Marcos Romero, Danica Sanchez, Katrina Solis, Adam Walterson, Jeanette Wiesenhofer

Not Present: Daniel Bowman, Niltza Flores, Michael Malone (Chair)

Administrative Office of the Courts (AOC) and Guests: Esperanza Armstrong (AOC), Theresa Barrett (AOC), Lorri Behunin (Chandler Municipal Court), Mary Bellefeuille (AOC), Cathy Clarich (AOC), Melanie Cluff (AOC), Michele Gillich (AOC), Shanneyvie Halk (AOC), Anirban Mitra (AOC), Laura Ritenour (AOC), Kristie Wooley (AOC)

I. CALL TO ORDER

A. Welcome and Opening Remarks

The March 26, 2024, meeting of the Data Standards Advisory Committee was called to order by Cathy Clarich, Chair in Mike Malone's stead, at 10:02 a.m.

B. February 27, 2024, Meeting Minutes

Laura Ritenour, staff for the committee, displayed the February 27, 2024, draft meeting minutes for review and the members had no comments or concerns. A motion to approve the February 27, 2024, meeting minutes was made by Odette Apodaca and seconded by Randy Kennedy. The committee voted and the motion passed unanimously.

II. ITEMS FROM PREVIOUS MEETINGS

A. Data Translation Integration Project Court Automation Coordinating Council (CACC) Updates

Michele Gillich reported that they are in the process of getting the test environment set up with Safe Software which will be ready for testing in June. At the April meeting, Michele will provide a list of codes that will be available for testing in June. They are also reviewing the data that is currently coming into CCR that doesn't comply with code standards to help courts with mapping and testing. Michele informed the committee members that data is to be submitted to

CCR in real time and that all courts are expected to submit data to CCR for all data feeds that have been defined.

III. NEW ITEMS

A. Code Standardization Webpage

Laura Ritenour reported that code standardization web page has been updated so that all codes are accessible via one button instead of separate buttons for general and limited jurisdiction. The page has also been updated to align with the new standard format and clearly identifies which codes were approved by this committee and which codes were approved prior to 2022. The committee members had no questions.

B. Code and Statewide Table Standardization Requests

PCO Codes and Descriptions: Michele Gillich report that the AOC Information Technology Integration Team is requesting standardized codes and descriptions for Arizona-specific reference PCO (Protective Order Conditions) codes that will be displayed in CCR, AZPOINT, and by running inquiry query Wanted Person (ACQW) thru the Arizona Criminal Justice Information System (ACJIS) network. These codes and descriptions will cover all protective order case types - Orders of Protection (OOP), Injunctions Against Harassment (IAH) and Injunctions Against Workplace Harassment (IAW). Michele stated that she would provide a mockup of the order form which will identify where the AZ PCO codes are entered. Several members requested additional time to review the codes that are currently being submitted by their courts. This item will be brought up to vote at the April 30, 2024 meeting.

C. 2024-2029 DRAFT Strategic Agenda

Laura Ritenour presented section 4.1 of the 2024-2029 strategic agenda which impacts the work being done by this committee. At this time, there are no tasks for this committee to complete regarding this item; however, future discussions with the steering committee may result in tasks or projects for this committee to complete. The committee members had no questions.

D. Arizona Time Standards Trainings Update

Laura Ritenour presented the new Time Standards training SharePoint site that has been created. The link was shared with committee members, and they were informed that they can sign up for upcoming live trainings and access the 30-minute Time Standards Overview training that has been recorded and posted to TraCorp. The committee members had no questions.

IV. ONGOING BUSINESS

A. Required Data Elements (RDE) Initiative

Laura Ritenour thanked members for timely submitting the 2024 checklists and reported that all of the 2024 checklists have been signed off on. Laura encouraged members to begin reviewing the 2025 checklist (Appendix A). Laura reported that a list of the elements in Appendix A, and their definitions, will be posted to the required data elements website. The committee members had no questions.

B. 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 provided an overview of the tasks that have been completed and the next steps and future milestones. The committee members had no questions.

C. Data Standards Steering Committee Meeting Summary

Laura Ritenour provided a top-level overview of the items discussed at the March 6, 2024, Data Standards Steering Committee meeting. The members had no comments or questions.

D. Updates, Comments and Questions from Members

No updates, comments or questions were provided.

E. Call to the Public

Cathy Clarich made a call to the public for comments. There was no answer.

F. Adjournment

A motion to adjourn the meeting was made by Summer Dalton and seconded by Marcos Romero. The meeting was adjourned at 10:56 a.m.

G. Next Committee Meeting Date

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