

DATA STANDARDS ADVISORY COMMITTEE

July 25, 2023

10:00 a.m. – 12:00 p.m., Zoom Meeting

APPROVED MINUTES

Present: Michael Albers, Laurie Allen, Odette Apodaca, Gil Bensinger, Summer Dalton, Niltza Flores, Ralph Garcia, Todd Herrera-Ridenhour, Susann Holland, Randy Kennedy, Adele May, Patrick McGrath (as proxy for Daniel Bowman), Mike Nimtz, Ester Reeves, Ginger Rodas (as proxy for Jennifer Harold), Marcos Romero, Danica Sanchez, Adam Walterson, Jeanette Wiesenhofer

Absent: Chris Reams, Katrina Solis

Administrative Office of the Courts (AOC) and Guests: Mary Bellefeuille (AOC), Cathy Clarich (AOC), Melanie Cluff (AOC), Michele Gillich (AOC), Joe Hamilton (Phoenix Municipal Court), Michael Malone (AOC), Anirban Mitra (AOC), Laura Ritenour (AOC), Amy Stuart (AOC), Kristie Wooley (AOC), Leslie Zak (Pima Superior)

I. CALL TO ORDER

A. Welcome and Opening Remarks

The July 25, 2023, meeting of the Data Standards Advisory Committee was called to order by the Chair, Michael Malone, at 10:02 a.m. The Chair conducted member roll call and attendees were thanked for their attendance and support.

B. June 27, 2023, Meeting Minutes

Laura Ritenour, staff for the committee, displayed the June 27, 2023, draft meeting minutes for review and the members had no comments or concerns. A motion to approve the June 27, 2023, meeting minutes was made by Niltza Flores and seconded by Marcos Romero. 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 July 25, 2023 Meeting Materials packet published online.

Preparatory Offense Table: Laura Ritenour reported the AOC Information Technology Integration Team is requesting that Preparatory Offense Class codes be standardized for all courts statewide. Preparatory Offense Class codes are

necessary for criminal history reporting 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 Preparatory Offense Class codes and descriptions was made by Summer Dalton and seconded by Randy Kennedy. The committee voted and the motion passed unanimously.

Party Role Category Definitions: Laura Ritenour presented the Party Role Category definitions which included suggestions provided by Mesa Municipal Court. Recommendations were made to update the definition and examples for the Courtroom Staff and Participant categories. Members were encouraged to email any suggestions. AOC staff will update the definitions/examples document prior to the August 29, 2023, meeting, and at that meeting this item will be brought up for a vote.

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

Laura Ritenour presented the file containing the data elements included in Appendixes B & C for review and discussion. Questions were raised by Ester Reeves regarding civil non-traffic violations and which case type these fall under. Randy Kennedy indicated that these fall under the Civil case type in their court. The previously approved Civil case type definition also includes civil non-traffic cases as an example. Laura Ritenour stated that AOC staff will discuss this internally to determine the best way to differentiate civil non-traffic cases from regular civil cases. Members were encouraged to review the elements in Appendix B & C for accuracy and provide any feedback via email. This item will be discussed again at the August 29, 2023, meeting.

C. Court Role Type Table with Court Designations

Laura Ritenour informed the committee that the Court column has been updated based on feedback received at the June meeting. Summer Dalton pointed out that the Role Type should match for Court Reporter and Court Reporter Organization. Additional analysis will take place by AOC staff to ensure that the Party Role Type column is accurate for all Party Roles.

III. NEW ITEMS

A. Expectations of Utilization of Statewide Standard Codes

Michael Malone, Chair for the committee, informed members that the meeting set with the executive office to discuss this item, was postponed. As a result, this item will be moved to the August 29, 2023, meeting.

B. Code and Standardization Requests

Laura Ritenour presented information on upcoming code and table standardization requests. Each individual request discussed below is in the July 25, 2023 Meeting Materials packet published online.

SB 1310: 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. General jurisdiction courts are expected to have the required codes and reporting requirements in place by January 1, 2024. Laura will send a link to the bill for the courts to review. This item will be brought up for a vote at the August 29, 2023, meeting.

Phone Type Code Table: 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. The AJACS team confirmed that the list is robust enough to capture required phone data for AZPOINT and that the voice and text notifications sent to parties utilize the cell or home phone types. This item will be brought up for a vote at the August 29, 2023, meeting.

Address (Data) Status Table: 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. Members were informed of the difference between Primary and Active, i.e., Primary is always Active, but it's also the address/phone to be used. There were requests to consider Military and Mailing as options as well. Additional analysis will take place by AOC staff and this item will be presented again at the August 29, 2023, meeting.

Plea Code Table: 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. There were requests to consider Admission as a Plea Code and to cross check this list with the Findings table if such table exists. Additional analysis will take place by AOC staff and this item will be presented again at the August 29, 2023, meeting.

Duration Length Code Table: Laura Ritenour reported that the AOC Court Services Division is requesting that Duration 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. There were requests to consider Hours, Life with Release after 25 Years, Life with Release after 35 years, and Natural Life. Additional analysis will take place by AOC staff and this item will be presented again at the August 29, 2023, meeting.

C. Required Data Elements for 2025 Checklist

Laura Ritenour presented the file containing the proposed data elements for the 2025 checklist for review and discussion. Members were encouraged to review the proposed elements and provide any feedback, especially for items that would require major programming efforts, via email. This item will be discussed again at the August 29, 2023, meeting.

IV. ONGOING BUSINESS

A. Call to the Public

Michael Malone made a call to the public for comments. There was no answer.

B. Adjournment

A motion was made to adjourn the meeting by Summer Dalton and seconded by Randy Kennedy. The meeting was adjourned at 11:40 a.m.

E. NEXT COMMITTEE MEETING DATE

August 29, 2023, 10:00 a.m. – 12:00 p.m., Zoom Webinar