

**Minutes
Court Statistics & Workload Committee Meeting
November 16, 2016
Tampa, FL**

The Honorable Paul Alessandroni, Chair

9:06 am Meeting convened

Eight of the sixteen members were in attendance:

The Honorable Paul Alessandroni, The Honorable Shelley J. Kravitz, The Honorable Michael S. Orfinger, The Honorable Donald Scaglione, The Honorable William F. Stone, Mr. Noel Chessman, Ms. Holly Elomina, & Ms. Kathleen R. Pugh

Members attending by phone:

The Honorable Ilona M. Holmes & the Honorable Ellen S. Masters

Members absent:

The Honorable Paula S. O'Neil, The Honorable Sharon Robertson, The Honorable Scott Stephens, Mr. Fred Buhl, Mr. Philip G. Schlissel, & Mr. Grant Slayden

OSCA Staff in attendance:

PJ Stockdale, Shelley Kaus, Sachin Murthy, & Jason Hunter

Item I. Opening Remarks

- A. The Honorable Paul Alessandroni, Chair, welcomed everyone to the first meeting of the FY2016-2018 term.

Item II. Committee Housekeeping

- A. Minutes from 6/10/2016 Meeting
 - 1. Members voted (unanimously) to approve the minutes from the most recent phone conference.
- B. Travel Reimbursement Instructions
 - 1. Members were referred to the separate travel packet for the appropriate forms and instructions.
- C. Lunch/Other Housekeeping
 - 1. The committee decided not to break for a long lunch. A cafeteria is available inside the courthouse.
- D. Committee Charges
 - 1. The letter from Judge Diana Moreland, Chair of the Commission on Trial Court Performance and Accountability, which re-established the CSWC as a standing committee of the commission was provided to

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members. This letter reappointed Judge Paul Alessandroni as chair for the FY2016-2018 term.

2. The chair presented the committee's charges for the two-year term.
3. Judge Alessandroni noted the committee's work on the Judicial Workload Study and the Juvenile Dependency Workload Tracking Workshop. He thanked Judge Ellen Masters for her leadership as chair of the workshop.
4. Staff provided an historical overview of the CSWC for the three new members to the committee.

Item III. Issues of Interest

- A. Judicial Data Management Services (JDMS)
 1. The JDMS project is currently in its sixth quarter of the FY2015-2017 development cycle.
 2. Staff reported on the work completed during the fourth and fifth quarters, which included essential infrastructure and close collaboration with augmented contactors on such deliverables as planning, developing and implementing the Uniform Case Reporting (UCR) data model and database. The fifth quarter was largely dedicated to work related to the deployment of the 2016 Uniform Data Reporting system modifications along with advancing the UCR project by working with the first county during the pilot phase.
 3. All JDMS project status reports are available at www.flcourts.org/jdms.
- B. Judicial Workload Study
 1. After The Judicial Workload Study was completed in May 2016, the National Center for State Courts (NCSC) issued their draft report for OSCA review. Listed in the report are six recommendations made by the NCSC.
 2. Staff reported that the Supreme Court adopted the first three recommendations with the remaining three still under consideration.
 3. The three adopted recommendations were provided to members.
- C. Uniform Data Reporting (UDR) Court Interpreting Modifications
 1. Staff updated members on the modifications to the Uniform Data Reporting (UDR) system to capture the number of court interpreting hours (in quarter hour segments), by proceeding type and language, in addition to the number of events as per Supreme Court Administrative Order AOSC11-45 *Corrected In Re: Court Interpreting Services in Florida's Trial Courts*.
 2. The amended Court Interpreter events and hours data entry form was deployed on August 15, 2016.
 3. Staff reported that this completes the implementation of court interpreting hour reporting as required by AOSC11-45 *Corrected*.
- D. Uniform Data Reporting (UDR) Court Expert Modifications
 1. Based on the suggestions by the Trial Court Budget Commission and the Commission on Trial Court Performance and Accountability, changes to

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- the current UDR data collection mechanism for Court Experts data were approved for implementation by the OSCA.
2. Members were briefed on the nature of the changes to the Court Experts data entry form, which included additional data fields for more fine-grained reporting of specific events.
 3. On October 31, 2016, the updates to the Court Experts data entry form have been deployed and are available for use by the circuits.
- E. Court Applications Processing System (CAPS) Standards
1. Staff provided an overview of the CSWC's recommended enhancements to the CAPS standards, which began in November 2015. Of the five originally proposed enhancements, the first three are being advanced to the CAPS Certification Subcommittee of the Florida Courts Technology Commission (FCTC) for consideration.
 2. In August 2016, CSWC staff met with the CAPS Certification Subcommittee. Materials from that meeting were provided to CSWC members, along with the language of the final proposed changes to the CAPS Requirements Document and associated use case diagrams.
 3. Members voted (unanimously) to approve the language of the proposed changes to the CAPS Requirements Document.
 4. Members voted (unanimously) to send the proposed changes to the FCTC CAPS Certification Subcommittee and request inclusion in the CAPS Requirements Document.

Item IV. Summary Reporting System (SRS) Manual Revision

- A. Overview
1. Staff updated members on the progress of the OSCA's revision to the SRS Manual, which includes incorporating the event definitions from AOSC14-20 In Re: Case Event Definitional Framework.
 2. Staff reported that once the draft is finalized, the manual will go before the CSWC for the committee's review.
 3. The revision is still on track to be completed by December 2016.
- B. Summary of Changes
1. A summary of the changes to the SRS Manual was provided to members. The full text of the chapters will be provided to the committee when ready.

Item V. Uniform Case Reporting (UCR) Project

- A. Pilot Phase
1. In response to the language of the administrative order AOSC16-15 In Re: Uniform Case Reporting Requirements, and following many discussions with clerks of court and the clerks' association, OSCA staff

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has determined two main implementation options to fulfill the requirements of the order.

2. The two options involve case event reporting via: (1) web services and (2) CMS replication
3. The order allowed for the pilot phase, which was adjusted to run from July 1, 2016 through December 31, 2016.
4. In September, Brevard County officially began work on the pilot phase of the project. Brevard plans to be submitting data for the Circuit Civil division per the UCR specification by March 2017.

B. Reporting Services Development

1. All data exchange for the UCR project will occur via a web services component. Court Services has been working with the Applications Development section of ISS on the web services application, and initial design work is complete.
2. Staff reminded members that web services will be based on the draft Data Exchange Standards developed last year by the FCTC.
3. Court Services is also working with the Network and Support section of OSCA's ISS Unit on exploring the practicality of the clerk CMS replication option. This work includes evaluating the timing and quantity of data being transferred across local and state networks and associated hardware requirements. Court Services is also working with various trial court technology officers to secure data access as needed for replication.

C. Legislative Budget Request

1. In September 2016, the supreme court advanced a \$686,041 two-year legislative budget request for hardware procurement and software development in support of the CMS replication scenario.

Item VI. Juvenile Dependency Workload Tracking Workshop

A. Workshop Overview

1. Staff reported that the Juvenile Dependency Workload Tracking Workshop was held Friday, September 16, 2016 in Tallahassee, FL.
2. Workshop materials were provided to members.

B. Workshop Discussion

1. The workshop's agenda included a full day of group discussions, breakout sessions, and estimation exercises aimed at accomplishing the following two objectives:
 - i. Identifying events, actions and factors within a juvenile dependency case that may involve significant judicial workload or court resources for inclusion into court activity tracking and reporting data systems.
 - ii. Identifying appropriate data management and reporting processes for capturing this workload and resource usage as a natural extension of normal work flow.

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2. At the conclusion of the meeting, the workgroup selected a few main issues that participants believed most significantly impacted workload in the dependency division. A list of the issues was provided to members.

C. Next Steps

1. For the remainder of the FY2016-2018 committee term, CSWC and the OSCA will evaluate the elements identified to determine how these elements may contribute to judicial workload calculations.
2. The committee asked staff to evaluate what it would take to investigate each of the broad issues, and develop a plan to conduct as many analyses as is practical over the term. This plan will be presented at the next committee meeting.

Item VII. Next Meeting

- A. The next meeting of the FY2016-2018 term will be a phone conference in February 2017. Members were asked to provide their availability to staff.

12:27 pm Meeting Adjourned