

Minutes
Court Statistics & Workload Committee Meeting
February 24, 2017
Phone Conference

The Honorable Paul Alessandroni, Chair

12:01pm Meeting convened

Fourteen of the fifteen members were in attendance:

The Honorable Paul Alessandroni, The Honorable Ilona M. Holmes, The Honorable Ellen S. Masters, The Honorable Michael S. Orfinger, The Honorable Paula S. O'Neil, Ph.D., The Honorable Sharon Robertson, The Honorable Donald Scaglione, The Honorable Scott Stephens, The Honorable William F. Stone, Mr. Fred Buhl, Mr. Noel Chessman, Ms. Kathleen R. Pugh, Mr. Philip Schlissel, & Mr. Grant Slayden

Members absent:

The Honorable Shelley J. Kravitz

OSCA Staff in attendance:

PJ Stockdale, Shelley Kaus, Sachin Murthy, Jason Hunter, PK Jameson, Arlene Johnson, Victor McKay, & Avron Bernstein

Item I. Opening Remarks

- A. The Honorable Paul Alessandroni, Chair, welcomed everyone to the phone conference.
- B. Judge Alessandroni bid farewell to Ms. Holly Elomina and thanked her for her service to the CSWC.

Item II. Committee Housekeeping

- A. Minutes from 11/16/2016 Meeting
 1. Members voted (unanimously) to approve the minutes from the most recent phone conference after a misspelling is corrected.

Item III. Issues of Interest

- A. Judicial Data Management Services (JDMS)
 1. The JDMS project is currently in its seventh quarter of the FY2015-2017 development cycle.

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2. Staff reported that upcoming discussions with senior management will provide an idea of the direction the JDMS project will go in the FY2017-2018 development cycle.
3. The sixth quarterly status report was provided to the members. All status reports for the project 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, three of which have been adopted by the supreme court.
2. The remaining three recommendations are still pending.
3. Staff provided link to the final report, entitled 2016 Florida Judicial Workload Assessment Final Report, which was made public in December 2016.

C. Court Applications Processing Systems (CAPS) Standards

1. At the November 16, 2016 meeting, members voted to send a letter requesting the FCTC CAPS Certification Subcommittee review three proposed enhancements to the CAPS Requirements Document. Members were provided this letter, which was submitted on December 15, 2016, along with an overview of the recommended enhancements to the CAPS standards.
2. FCTC CAPS Certification Subcommittee met on January 25, 2017 to discuss the CSWC's December 15, 2016 proposal. The subcommittee approved the three capabilities in concept, but felt that considerably more work is needed to define the scope and function of these enhancements. Consequently, they requested the CSWC members work with the CAPS Certification Subcommittee members to further refine the language of the capabilities for inclusion in the next revision of the CAPS Functional Requirements Documents that begins in June 2017.
3. Staff will coordinate with FCTC staff on the logistics of establishing a workgroup to accomplish this.
4. CSWC members discussed that filtering out closed cases so judges would be highly motivated to update their case inventories as quickly as possible would go a long way in increasing the accuracy of data.

D. Summary Reporting System (SRS) Manual Revision

1. Staff updated members on the progress of the OSCA's revision to the SRS Manual, which includes the incorporation of AOSC14-20 In Re: Case Event Definitional Framework.
2. Staff reported that the manual will next undergo an internal review by the OSCA. Once the draft is finalized, the manual will be ready for CSWC review. If the manual revision has not been completed in time for the June meeting, an email vote will occur.
3. Members requested a highlight of all the changes in the SRS manual that deal with closing, reopen, and reclosing of cases. These refinements should alleviate a lot of the confusion due to unclear rules in SRS.

Item IV. Uniform Case Reporting (UCR) Project

A. Pilot Phase

1. Staff reported that Brevard and Hillsborough counties have been actively participating in the UCR Pilot Phase. The pilot phase was divided into three parts:
 - i. Documentation review and update
 - ii. Test record generation and validation
 - iii. Stable transmission of data to the OSCA via web services
2. Staff reported that both counties successfully pulled live data from their case maintenance systems, formatted it according to the UCR specification, and transmitted it to the OSCA for validation. Both counties have educated Court Services staff on a variety of real-world scenarios that need to be taken into account when tracking events within a case.
3. A third county joined the pilot by way of the case maintenance system (CMS) replication option. With the assistance of CSWC member Fred Buhl, the eighth circuit made their replica of Bradford County's database available to the OSCA. Early work with Bradford's replica has been encouraging, however Court Services staff is still evaluating whether CMS replication is a viable implementation option for UCR reporting.
4. The pilot is expected to officially wrap up at the end of March 2017.

B. Final Reporting Specifications

1. Staff reported that a new version of the UCR Data Collection Specification will be issued at the culmination of the pilot.
2. Once approved, this version will serve as the final set of reporting specifications for the reporting of Circuit Civil data.

C. Data Exchange Services Development

1. The OSCA is contracting with a staff-augmentation company to develop the web services application.
2. Staff reported it is expected that this application will be functional and capable of handling routine data exchange activity for approximately six counties by March 2017 and full functionality is expected to be complete and online by August 2017.

Item V. Juvenile Dependency Workload Tracking Workshop

A. Workshop Overview

1. Staff provided an overview of the Juvenile Dependency Workload Tracking Workshop, which was held Friday, September 16, 2016. At the November 16, 2016 meeting, the CSWC requested staff determine what it would take to investigate each of the three broad issues, and develop a plan to conduct as many analyses as is practical over the term.

B. Workload Tracking Issues Plan for Analysis

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1. Court Services staff conducted a thorough review of the 2015 time study and determined that this study incorporated all of the available judicial time expended on juvenile dependency cases during the study period. This determination is important in that it simplifies the evaluation of several of the areas identified by the workshop.
2. Staff reported that the majority of issues identified can be explored using various simulation techniques that can be used to estimate the impact of these issues on judicial workload.
3. Members were provided with the plan for analysis including a discussion and recommendation for each main issue identified during the workshop.
4. Members approved (unanimously) the plan and instructed staff to move forward with conducting the analysis.

Item VI. Next Meeting

- A. The next meeting of the FY2016-2018 term will be an in-person meeting on June 6th in Tampa, FL.

1:21 pm Meeting Adjourned