

Minutes
Court Statistics & Workload Committee Meeting
June 6, 2017
Tampa, FL

The Honorable Paul Alessandroni, Chair

09:02 am Meeting convened

Twelve of the fifteen members were in attendance:

The Honorable Paul Alessandroni, The Honorable Shelley J. Kravitz, 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, Mr. Philip Schlissel, & Mr. Grant Slayden

Members attending by phone:

The Honorable Ilona M. Holmes, The Honorable Ellen S. Masters, & Ms. Kathleen R. Pugh

Members absent:

None

OSCA Staff in attendance:

PJ Stockdale, Shelley Kaus, Sachin Murthy

Item I. Opening Remarks

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

Item II. Committee Housekeeping

- A. Minutes from 02/24/2017 Meeting
 1. Members voted (unanimously) to approve the minutes from the most recent phone conference.
- B. Travel Reimbursement Instructions
 1. Staff referred members 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. Lunch options were available inside the airport.

Item III. Issues of Interest

- A. Judicial Data Management Services (JDMS)
 - 1. The JDMS project is currently in its final quarter of the FY2015-2017 development cycle, which comes to an end on June 30, 2017.
 - 2. Staff reported on the highlights of the FY2015-2017 development cycle, each of which directly supported one of the project plan's three goals.
 - 3. Staff reported that moving forward, development for the JDMS project will follow one-year project plans. The FY2017-2018 project plan will be provided at the next committee meeting.
 - 4. The seventh quarterly status report was provided to the members. All status reports for the project are available at www.flcourts.org/jdms.
- B. Court Applications Processing Systems (CAPS) Standards
 - 1. At the November 16, 2016 meeting, members voted to send a letter requesting the Florida Courts Technology Commission (FCTC) CAPS Certification Subcommittee review three proposed enhancements to the CAPS Requirements Document. Members were provided a summary of the CAPS subcommittee's responses related to each capability.
 - 2. Staff reported that the subcommittee expects to have recommendations concerning capabilities 1 and 2 in the coming months. Staff will coordinate with FCTC CAPS Certification Subcommittee on these recommendations.
 - 3. CSWC members discussed how JDMS will be integrated with the CAPS viewers, along with the logistics of how quickly case information can be updated.
- C. 2017 Legislative Session
 - 1. Staff updated members on the many CSWC-related issues involved in the 2017 Legislative Session.
 - 2. Ultimately, almost all bills or issues involving matters for the CSWC did not pass. Members were provided a summary of CSWC-related issues.
 - 3. Staff informed members that a comprehensive *Legislative Review* could be found on the court's intranet site, along with more information on this year's FY17-18 Legislative Budget Request.

Item IV. Summary Reporting System (SRS) Manual Revision

- A. Summary of Changes
 - 1. Staff provided a summary of the revisions that were made to the SRS manual. Staff reported the revision had been completed and was currently undergoing an interval review by the OSCA management. The manual changes are listed below:
 - i. Incorporation of all technical memoranda
 - ii. Addition of the Case-Event Definitional Framework
 - iii. Offender Based Transaction System specification changes
 - iv. Clarification of reporting instructions

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- v. Consistency across division
 - vi. FAQ updates in each division
- B. Probate Chapter
- 1. The committee discussed the complexities of reporting guardianship cases within SRS. Presently, an issue exists with cases being inaccessible for subsequent follow-up and evaluation once a case is closed in the clerks' case maintenance systems.
 - 2. Members discussed Supreme Court Administrative Order AOSC14-20 In Re: Case Event Definitional Framework and the two ways that the issue could be addressed:
 - i. The case may be reported as CLOSED at the time of initial order. Subsequent review should be considered reopen events.
 - ii. The case may remain open at the time of the initial order establishing guardianship is rendered, but the status of the case is changed to INACTIVE. Subsequent reviews will result in the case moving to an ACTIVE status while case is under review, and back to INACTIVE when the review is complete.
 - 3. Staff reported that until the implementation of UCR for the Probate Division, all SRS reporting will occur using existing SRS reporting forms. Substantive changes to these forms are not possible without a complete overhaul of the SRS. However, the reporting instructions in the Guardianship section of the SRS manual have been amended to provide for both options.
 - 4. The committee discussed whether the time was right to change the SRS manual to require the use of INACTIVE/ACTIVE status in this circumstance instead of providing the two options. Members requested staff to look at the SRS manual draft and see if the language can be made stronger to emphasize preference for the INACTIVE/ACTIVE reporting over the close and reopen option.
- C. Final SRS Manual
- 1. Staff reported that the revised SRS manual is in the final stages of review at the OSCA. The full manual will be sent to committee members via email and an email vote will take place after the members have had a chance to review the changes.

Item V. Uniform Case Reporting (UCR) Project

- A. Pilot Phase Conclusion
- 1. Staff reported that the pilot phase of the UCR Project concluded on March 31, 2017. Teams from Brevard and Hillsborough clerks of court offices succeeded in pulling live data from their case management systems, formatting it according to the UCR specification, and transmitting it to OSCA for validation.
 - 2. Staff reported that the pilot project identified several refinements to the UCR requirements that will enhance efforts to expand the data collection

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to other divisions, maintain the integrity of the UCR data model, and calculate accurate performance measures and statistics.

B. Final Specifications

1. A new version (1.3.0) of the UCR Data Collection Specification is currently under review by OSCA management and represents the first edition of the specification planned for field use. The new version will incorporate all refinements resulting from the pilot phase along with any refinements discovered while OSCA staff and staff augmented contractors worked on the business rules to process the UCR events.
2. The updated Data Collection Specification was provided to members. The new version is expected to be reviewed during the supreme court's June 28, 2017 conference.

C. Data Exchange Services Development

1. Staff updated members on the development of the near-real time exchange of case activity event data via the use of web services. The OSCA has contracted with Carney Solutions Inc., a staff augmentation company, to develop the application. However, the developer contracted to build this service was taken ill and had to withdraw from the project. Staff reported it is unclear how this delay will affect the exact timeline of the project.

D. What's Next

1. The OSCA's web services is expected to be available this summer. The counties that participated in the pilot phase will be given a few months to test their connection and begin stable submission of UCR data packages. Once approved, the final specification will be circulated to clerks of courts so that they may prepare to commence reporting.

Item VI. Juvenile Dependency Workload Tracking Study

A. Study Overview

1. A summary chart of the issues and planned analyses approved by the committee at its February 24, 2017 meeting was provided. From the original thirteen listed issues, two were combined due to their similarity. The target for the study's completion is February 2018.

B. Results this Quarter

1. Staff updated members on the issues addressed this quarter. Of the twelve issues, three issues were completed and one is ongoing.
2. The results for Issues 1.a.ii, 2.a.ii, 2.a.iii, and 3 were discussed.

C. Actions Planned for Next Quarter

1. Staff reported that the majority of the remaining issues will be explored using various simulation techniques. During the coming months, OSCA staff will identify the parameters needed to be estimated in preparation of conducting the simulations.

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Item VII. Next Meeting

- A. The next meeting of the FY2016-2018 term will be a phone conference in August or September.

12:06 pm Meeting Adjourned