

Minutes
Court Statistics & Workload Committee Meeting
September 29, 2017
Phone Conference

The Honorable Paul Alessandroni, Chair

12:02 PM Meeting convened

Fourteen of the fifteen members were in attendance:

The Honorable Paul Alessandroni, The Honorable Ilona M. Holmes, The Honorable Shelley J. Kravitz, The Honorable Ellen S. Masters, The Honorable Michael S. Orfinger, The Honorable Paula S. O'Neil, Ph.D., Ms. Kathleen R. Pugh, 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

Members absent:

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 fourth meeting of the FY2016-2018 term.

Item II. Committee Housekeeping

- A. Minutes from 06/06/2017 Meeting
1. Members voted (unanimously) to approve the minutes from the most recent meeting.

Item III. Issues of Interest

- A. Judicial Data Management Services (JDMS)
1. The FY2015-2017 development cycle concluded on June 30, 2017. The final status report was provided to the members. All status reports for the project are available at www.flcourts.org/jdms.
 2. Staff reported that the JDMS project sponsors and project manager decided to shorten the development cycle from one year to six months. The goals of the six-month development cycle are the same as the last development cycle, with all capabilities planned for the six-months supporting three goals below:

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- i. Establish a solid management foundations capable of supporting court activity data management at the state level through the addition of new staff and support elements and the enhancement of existing infrastructure;
 - ii. Expand case inventory and case aging statistics from the foreclosure case type to all case types; and
 - iii. Identify projects and plans for the FY2017-2018 development cycle.
 3. An addendum to the JDMS FY2015-2017 project plan has been issued, which identifies the areas and capabilities planned for the current development cycle. The addendum was provided to the members.
- B. Uniform Case Reporting (UCR) Project
 1. Staff reported that on June 28, 2017, the Supreme Court revised the implementation timeline to provide all counties additional time to prepare for the transition to UCR reporting. The OSCA has informed all clerks of court of the revised implementation schedule, which requires full Circuit Civil reporting by all clerks of court by June 2018.
 2. In late June, OSCA's Court Services unit completed a successful production rollout of the Uniform Case Reporting data warehouse processing code. Currently, Court Services is working on enhancements to the UCR system that will address additional system capabilities and error handling.
 3. Staff also reported that Court Services will continue working with certain clerks of courts to derive UCR case event data directly from raw data available in a replica of the clerk case maintenance system.
 4. Clerk O'Neill reported back that there are nine different case maintenance systems statewide.
 - i. An additional complication in reporting case status is that, under some circumstances, there is no way for clerk to know of a status change unless reported by the court such as when there is an order or a disposition.
 - ii. It was discussed that CSWC and TCP&A may need to consider additional best practices to help standardize the designation of case status.
 5. Members discussed whether time standards for cases languishing in an inactive status should be established.
 - i. It was noted that this may be another issue that may need more comprehensive best practices defined.
 - ii. Staff reported that the TCP&A Performance Management Workgroup is considering similar issues, and the committee may wish to discuss this issue with members from that workgroup.
 - iii. Staff Note: CSWC member Judge Stone is chair of the TCP&A Performance Management Workgroup.
- C. Summary Reporting System (SRS) Manual Revision

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1. At the June meeting, the committee requested staff to re-evaluate whether the Case-Event Definitional Framework could be followed more closely in this revision. Members advised that the instructions should be made stronger to emphasize preference for INACTIVE/ACTIVE reporting over closing the case and reopening it.
 2. Court Services staff evaluated the proposed language changes and determined that adding the full UCR instructions throughout the manual would fulfill the committee's request. The OSCA determined the manual revision should be delayed to incorporate the UCR-specific instructions for the first four divisions of court.
 3. Currently, the instructions for the Circuit Civil division are nearing completion, and the instructions to the Probate, Family Court, and County Civil divisions are underway. Updates to these sections will be provided to members for review when complete. Members requested to receive each section as it becomes available.
- D. Court Applications Processing Systems (CAPS) Standards
1. Staff has received no additional word on this process since the June 6 meeting. Noel Chessman advised that the next CAPS Certification Subcommittee meeting is October 17, 2017.
 2. Staff will continue to work with FCTC staff to monitor progress on this issue and inform members as new information is available.
- E. Juvenile Dependency Workload Tracking Study
1. An update on the current status of each issue in the workload tracking study was provided to the committee. No results were presented this quarter.
 2. Following the study plan, Court Services staff is currently identifying parameters and methods required to model the different issues.
 3. Court Services has received the time study data reported for the 2015 Judicial Weighted Caseload Study to use as a base for simulation.

Item IV. Statewide Uniform Trial Court Caseload Reporting System

- A. Legislative Proviso
1. Staff provided the text of the legislative proviso passed with the 2017-2018 fiscal year budget.
 2. Staff reported that the OSCA, in consultation with trial court judges, court administrators, and technology officers, is developing a plan to fulfill this legislative proviso while furthering the mission, vision, and goals of the Judicial Branch.
- B. Court Advisory Group
1. An advisory group was convened to assist the OSCA with addressing the technical content that must be included in the plan.
 2. The advisory panel includes Judges, Trial Court Administrators, and circuit Chief Technology Officers including the CSWC Chair, as well as

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CSWC members Judge Stephens, Judge Stone, Grant Slayden, Fred Buhl, and Noel Chessman.

3. The workgroup met for the first time on September 20, 2017.

C. Plan Development Timeline

1. Staff reported that the OSCA has spent the past few months evaluating the Legislative proviso and the current available and planned pieces of the court's data management framework.

After review, the OSCA determined that the definitions and data elements contained in the Uniform Case Reporting project were directly responsive to the proviso language.

2. Staff reported the proviso requires the OSCA to work with the Florida Clerks of Court Corporation and the Florida Association of Clerks of Court to develop common definitions for all clerks and courts to use to ensure uniformity in reporting.
3. On August 17, 2017, the OSCA submitted to the clerks and the clerks' association, a letter containing the data field terms and definitions for this first phase of reporting and requested their input. The OSCA also requested the assistance of the clerks with several other areas where verification or clarification in developing the implementation feasibility and cost is needed.
4. Once a draft of the plan is complete, the OSCA will provide a draft of its plan to an independent consulting group, the Gartner Group, to ensure the plan is comprehensive and inclusive.
5. Staff reported that the OSCA anticipates submitting the final plan to the Supreme Court for its November conference. The plan is due to the Legislature on December 1, 2017.

D. Impact on JDMS and UCR

1. Staff reported that based on the specific language in the proviso to accomplish the goal within existing resources, it is expected that, long-term, the court system can satisfy the requirements under the existing JDMS framework. Specifically, the UCR project will produce the necessary analytic products required.
2. Staff provided a list of the workload and performance statistics this state-level information system will produce.

Item V. Next Meeting

- A. The next meeting of the FY2016-2018 term will be a phone conference in November or December. An in-person meeting is tentatively planned for March 2018.

01:08 pm Meeting Adjourned