

Minutes
Court Statistics & Workload Committee Meeting
January 8, 2018
Phone Conference

The Honorable Paul Alessandroni, Chair

12:01 PM Meeting convened

Nine of the fourteen members were in attendance:

The Honorable Paul Alessandroni, The Honorable Donald Scaglione, The Honorable Scott Stephens, The Honorable William F. Stone, The Honorable Paula S. O’Neil, Ph.D., The Honorable Sharon Robertson, Mr. Fred Buhl, Ms. Kathleen R. Pugh, & Mr. Philip Schlissel

Members absent:

The Honorable Ilona M. Holmes, The Honorable Ellen S. Masters, The Honorable Michael S. Orfinger, Mr. Noel Chessman, & Mr. Grant Slayden

OSCA Staff in attendance:

PJ Stockdale, Shelley Kaus, & Sachin Murthy

Item I. Opening Remarks

- A. The Honorable Paul Alessandroni, Chair, announced the sad news of the passing of Judge Shelley J. Kravitz, who served as an active member of the CSWC since its inception.
- B. Judge Alessandroni shared a brief history of Judge Kravitz’s career and service to this committee. He asked each member to re-dedicate themselves to the work of this committee and to all areas of their lives in remembrance of Judge Kravitz.
- C. Due to a lack of quorum, Item II will be taken up later in the meeting.

Item III. Issues of Interest

- A. Judicial Data Management Services (JDMS)
 1. Staff reported that the emergent issue of the proviso response, which involved JDMS and the Uniform Case Reporting (UCR) project in a considerable amount, required the OSCA to reallocate its internal resources to the development of the Statewide Uniform Trial Court Caseload Reporting System plan over the last several months.
 2. Despite the resource allocation, significant work was completed during the July 1, 2017 – December 31, 2017 development cycle, primarily on

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the features related to the Uniform Case Reporting (UCR) system and planning for visual display capabilities.

3. The status report for this development cycle was provided to the members. All status reports for the project are available at www.flcourts.org/jdms.

B. Statewide Uniform Trial Court Caseload Reporting System

1. The Office of the State Courts Administrator, in consultation with trial court judges, court administrators, and technology officers, developed a plan to fulfill the legislative proviso passed with the 2017-2018 fiscal year budget while furthering the mission, vision, and goals of the Judicial Branch. A Technical Advisory Group was convened to provide expert advice to the OSCA concerning the technical content that must be included in the plan. This advisory panel brought together judges, Trial Court Administrators, and circuit Chief Technology Officers. Members included the CSWC Chair, as well as CSWC members Judge Stephens, Judge Stone, Grant Slayden, Fred Buhl, and Noel Chessman. A separate Appropriation Advisory Group, which consisted of members of budgetary commissions and workgroups, was also convened to advise on the budgetary components of the plan.
2. The Supreme Court approved the basic plan on October 31, 2017. Following a few recommended revisions by the Gartner Group, an outside consulting firm, the final plan was submitted to the legislature on December 1, 2017. The plan was provided to the members.
3. Section 8 of the plan recommends that the CSWC serve as the governance board and oversee changes and enhancements for this system.
4. Staff advised they will continue to monitor the plan through the 2018 Legislative Session, which begins tomorrow, and will update the members of any new developments.

C. Summary Reporting System (SRS) Manual Revision

1. Following the committee's direction, that the SRS instructions should more strongly emphasize the preference for INACTIVE/ACTIVE reporting over closing the case and reopening it, Court Services staff determined that adding the full UCR instructions throughout the manual would fulfill the committee's request and ensure SRS instructions did not conflict with counties reporting under the UCR specification. The OSCA determined the manual revision should be delayed to incorporate the UCR-specific instructions for the first four divisions of court.
2. The chapter on Circuit Civil Proceedings has been updated to include UCR instructions where applicable. The draft chapter will be emailed to the committee for members' review and feedback.
3. Incorporation of the UCR 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.

4. Members inquired about the plan for UCR replacing SRS. Staff confirmed that this is the plan, and within the next two years, a new manual will be needed.

Item IV. Uniform Case Reporting (UCR) Project

A. Implementation Schedule

1. The implementation schedule approved by the supreme court in June of 2017 was provided to the members.

B. Transition Update

1. As directed by the court's timeline, the OSCA has been transitioning the two pilot counties, Brevard and Hillsborough, over the last few months. In November, both counties achieved successful connection to the OSCA's production web service. At the end of December, Hillsborough began production submission of event records to the UCR system. Currently, Brevard is working on the final steps of the extracting the live updates in a consistent manner.
2. The next round of 20 clerks of court have been notified of their upcoming transition dates, starting the week of January 15, 2018. Counties with similar case maintenance systems have been slated during the same week, so as to provide any advantages from collaboration with the other clerks' offices. Several clerks of court offices have met with the OSCA in advance of their January or February 2018 transition dates.
3. In late January, the subsequent round of 20 counties will be notified of their forthcoming start dates.
4. Currently, the majority of clerks the OSCA has met with have elected to satisfy the UCR requirements using the web services option. A few clerks of court are still evaluating the options. To date, no clerks have elected the CMS replica option. While the OSCA has done significant work validating and verifying CMS replica reporting using the 8th circuit's replica for Bradford County, the clerk of Bradford County has not formally committed to reporting UCR using this method.
5. Transitioning to reporting under the UCR will occur in two phases – Phase I: Data Exchange Capability and Phase II: Analysis and Verification. The goals of each phase were presented to the committee.

Item V. Juvenile Dependency Workload Tracking Study

A. Study Overview

1. A summary of the current status of each issue being analyzed or evaluated in the workload tracking study was provided in the materials.

B. Progress Update

1. Staff provided an update on the progress made since the last meeting on issues 1.a.i, 1.b, 1.c.i, 1.c.ii, and 1.c.iii. The analysis plan called for

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conduction simulations for each of these issues, if sufficient data was available.

2. Recommendations regarding which simulations could be conducted based on the data required for each simulation were provided by staff.
3. Members discussed the possibility of counting dependency workload by child rather than by case.

C. Actions Planned for This Quarter

1. As per the approved project plan, OSCA staff will finalize the simulation models and conduct each simulation.
2. Members voted (unanimously) to adopt staff recommendations for issues 1.a.i, 1.b, 1.c.i, 1.c.ii, and 1.c.iii.
3. Staff noted that this analysis model will be applicable to upcoming areas in which this committee will likely be involved, such as the workload in problem-solving courts. Recommendation 4 from the Judicial Workload Study's Final Report is being implemented by the OSCA this month.

Item II. Committee Housekeeping

A. Minutes from 9/29/2017 Meeting

1. Members voted (unanimously) to approve the minutes from the most recent meeting.

Item VI. Civil Cover Sheet & Final Disposition Form Modifications

A. Background

1. As part of its ongoing efforts to support improved adjudication outcomes and organizational efficiencies, the CSWC has completed significant foundational work in defining and standardizing basic data definitions related to critical case activity in the past five years, including: the Trial Court Data Model and Case Management Framework Reference Architecture in 2012, the Case-Event Definitional Framework of AOSC14-20, and the event-driven case activity reporting architecture embodied in the UCR project.
2. The CSWC has also discussed the growing importance in tracking the status of cases, active or inactive, as a tool for effective management with concomitant suggestions of additional statuses to come.
3. Staff noted that Justice Pariente has, on several occasions, stressed the need to also capture the reasons for these status changes—a need which is reflected in the Foreclosure Initiative and UCR reporting specifications.
4. During these discussions, members of this committee have suggested the meaningful reporting of case status is partially related to reporting of disposition or other closure events. Thus, it has been suggested that the CSWC may want to evaluate best practices as they relate to the reporting of case status and the final disposition form for case closure.

B. Discussion

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1. Judge Stone explained that this issue with the Civil Cover Sheet and Final Disposition Form arose from working with the performance measures in the Performance Management Workgroup and his time on the Proviso Technical Advisory Group. Form 1.998 (provided in the meeting materials) was compared to the definitions in AOSC14-20 In Re: Case-Event Definitional Framework and numerous inconsistencies were found.
2. Members discussed whether changing the form or doing away with the disposition forms all together would be better. Members noted the courts do not want to confuse their clerk partners at the same time. This subject may demand a workshop of its own.
3. The chair emphasized the importance of issues related to the timeliness and accuracy of judicial workload and actions. It is extremely beneficial to judges for the data to be entered consistently and reliably.
4. Staff noted that as this committee term ends soon, this issue is a good candidate for the end of term report. The Commission on Trial Court Performance & Accountability could charge the CSWC with this issue for the FY2018-2020 term. If a rule change is needed, it can easily take a year for that process to be completed.
5. Judge Stone suggested a survey of the circuits to see who is using Form 1.998, and members discussed whether this information could be obtained by the e-filing portal. Clerks Robertson and O'Neil confirmed that these forms come in through the e-portal. Members further clarified that the question would be: What percentage of the total dispositions contain the appropriate Form 1.998? This should give the committee insight into the scope of this issue.

Item VII. Next Meeting

- A. The final meeting of the FY2016-2018 term will be an in-person meeting anticipated for April 2018. Staff will provide proposed meeting dates via email.

01:14 pm Meeting Adjourned