Florida Office of the State Courts Administrator
500 S. Duval Street
Tallahassee, FL 32399

PROJECT STATUS REPORT

PROJECT SUMMARY		
REPORT DATE	PROJECT NAME	PROJECT WEB PAGE
September 30, 2015	Judicial Data Management Services	www.flcourts.org/jdms

The Judicial Data Management Services (JDMS) Project will develop a computing environment to provide state-level data management services to all elements of the court system. Those services include:

- ➢ Data Consolidation and Standardization Services
- ➢ Reporting Services
- ➢ Processing Services
- ➢ Data Warehouse and Analytical Services

Specifically, the JDMS system will benefit judges, court managers and all users of the court system by providing meaningful data and analysis to: 1) improve adjudicatory outcomes through case management and program evaluation, 2) increase operational efficiency through efficient use of shared resources, and 3) support organizational priorities through legislative resource and budgetary requests. JDMS will additionally enhance the ability of the state courts system to provide court-related data to assist policymakers in evaluating policy and budget options.

This multi-year project is governed by a two-year project plan, which identifies three goals for the two-year cycle. The FY2015-2017 Project Plan is located on the project web page. The goals for this development cycle of the JDMS project are:

1. Establish a solid data management foundation 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;
2. Expand case inventory and case aging statistics from the foreclosure case type to all case types; and
3. Identify projects and plans for the FY 2017-2018 development cycle.

STATUS REPORT SCOPE

This document reports the project elements completed during the current release and outlines the tasks identified for work in the next quarter.

DETAILS OF CURRENT RELEASE

During the first release cycle of the JDMS Project (July 1, 2015 to September 30, 2015), the project team accomplished many tasks and features to advance the project.

Resources put in place
This initial phase of the JDMS project required many first-time tasks to set up the project and put the necessary resources allocated in place. OSCA management began the process of hiring the four new positions funded for this project. In addition, the offices, furniture, computers, and other resources for the new staff were ordered.

Establishing a Communications Management and a Change Management plan

The FY2015-2017 Project Plan was developed several months prior to the beginning of the JDMS project on July 1, 2015. At the direction of OSCA management, the project plan was updated to include a Communications Management Plan and a Change Management Plan. A central component of the Communications Management Plan is the publication of these quarterly status reports. The latest version of the Project Plan can be found on the project web page, also created during this quarter. The webpage will host the Project Plan and all project status reports.

Standardization of operating environment and methods

In support of Goal #1, and as a prerequisite to any development taking place, the team needed to standardize both the operating environment and methods for the JDMS framework. This effort was completed during the first quarter, and the platforms for JDMS have been established.

Skills training for current Data Administration staff

Once the platforms identified for use in JDMS development were settled on, skills training for the existing Data Administration staff was undertaken to ensure all staff possess the core skills needed to advance the JDMS project.

Implementation of virtual server environment for development

A virtual server environment for JDMS development was implemented this quarter. This represents a significant shift from the previous physical server environment. Directory structures to best suit the JDMS framework were set and implemented on the development virtual server. This feature supports Goals #1 and #2 of the project plan.

Creation of virtual PCs to host SAS for analysts

In addition to the new virtual development server, virtual PCs were created for the purpose of hosting SAS for remote access. The virtual PC environment for SAS workstation installation have been established and tested, and are ready for use by the Statistics and Evaluation unit. This extends Data Admin's infrastructure as per Goal #1.

Identification of specific tools and objects for contractor development

The resource allocation for FY 2015-2016 included funds to pay for contract services, which consists of SQL software development, extraction, transformation, and loading (ETL) services and data validation. The JDMS team identified a list of specific features, tools, and data management objects most appropriate for contractor development. The features and tools will advance both Goals #1 and #2 of the project plan. This list will be included in the Statement of Work utilized in the contract with the consulting company hired.

Advancement of the Uniform Case Reporting Data Collection Specification

Coinciding with direction from the supreme court in response to recommendations made by the Judicial Management Council, a Uniform Case Reporting (UCR) Project proposal and accompanying Data Collection Specification was created. This data collection specification outlines the requirements of the clerks of court to expand the current reporting of mortgage foreclosure case data to the rest of the Circuit Civil division, and thus supports Goal #2 of the project plan. The UCR Project proposal and data collection specification was approved by the Court Statistics & Workload Committee on August 31, 2015 and adopted by the Commission on Trial Court Performance and Accountability on September 17, 2015.

Automation enhancements to the Uniform Data Reporting (UDR) system

Also in support of Goal #1, in efforts to enhance the existing infrastructure, improvements began on the Uniform Data Reporting (UDR) system, including an automated mechanism to produce Court Transcript research files on a daily basis.

Research into the visual display of data

In support of Goal #3, identifying projects and plans for the FY2017-2018 cycle, the team attended two commercial product demonstrations (by the SAS Institute and RecordXChange) on their applications that display data for end users. Staff also evaluated JavaScript's D3.js and several similar data visualization packages the Python language offers.

DEVIATIONS FROM PLANNED OBJECTIVES

As this was the first quarter of the project cycle, there was no previously published status report outlining the objectives planned for next quarter.

OBJECTIVES PLANNED FOR NEXT QUARTER

For the release cycle ending December 31, 2015, the following features are identified for work:

- Hire and integrate four new staff into Data Administration and Court Services

- Establish a training plan for the new hires

- Prepare for contacting services for January – June 2016 development

- Implement the JDMS virtual server environment for production

- Create XML reporting schemas for the Uniform Case Reporting (UCR) project and post to a UCR webpage

- Identify ten volunteer counties and prepare them for prototype UCR reporting and testing

- Establish an OSCA data exchange host for UCR data submission and provide users with log-in credentials

- Define an Extract, Transform, and Load (ETL) process for UCR data, including process metrics

- Create a migration plan to move the first Data Admin system into the JDMS framework

- Modify the SRS research dataset to include Stalking Violence cases

- Refine UDR Court Reporting Transcript research export process

- Deploy SAS virtual workstations for all OSCA users

- Identify Court Interpreter Research Dataset Use Cases

OVERVIEW OF FY2015-2017 PROGRESS

At this time, the project is on track to meet its goals by the June 30, 2017 deadline.