

Recommendation Summary (CB Detail)

Agency: 055 Admin Office of the Courts
Version: S1 2016 Supplemental

9:44:37AM
 11/20/2015

Dollars in Thousands

	Annual Average FTEs	General Fund State	Other Funds	Total Funds
CB 00 Current Biennium Base	428.0	112,694	65,528	178,222
2015-17 Current Biennium Total	428.0	112,694	65,528	178,222
Total Carry Forward Level	428.0	112,694	65,528	178,222
Percent Change from Current Biennium				
Carry Forward plus Workload Changes	428.0	112,694	65,528	178,222
Percent Change from Current Biennium				
M2 AE Employment Security		107		107
M2 AF Technical Adjustment		278		278
Total Maintenance Level	428.0	113,079	65,528	178,607
Percent Change from Current Biennium		.3%		.2%
PL B3 AC-ECMS			271	271
PL B4 Odyssey Support	2.0		492	492
PL B5 Fund Source Reallocation		5,344	(5,344)	
Subtotal - Performance Level Changes	2.0	5,344	(4,581)	763
2015-17 Total Proposed Budget	430.0	118,423	60,947	179,370
Percent Change from Current Biennium	.5%	5.1%	(7.0)%	.6%

M2 AE Employment Security

Pursuant to RCW 50.44.020, the Administrative Office of the Courts requests funding for payment of unemployment compensation invoices from the Department of Employment Security remaining unpaid through June 30, 2015 and funds for anticipated invoices in FY 2016 and FY 2017.

M2 AF Technical Adjustment

Funding is requested to correct errors in the computations used to implement information technology savings.

PL B3 AC-ECMS

Additional carryover funding is requested to cover the cost of deliverables moved to 2015-2017 biennium. This is not an increase in total contract costs.

PL B4 Odyssey Support

During fiscal year 2016, portions of the new Odyssey superior court case management system will be operational. The Administrative Office of the Courts (AOC) lacks staffing to support the new system in operational (non-project) mode. This

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Dollars in Thousands

Annual	General		
Average FTEs	Fund State	Other Funds	Total Funds

request is for funding to hire staff with the knowledge, skills and abilities to successfully support the system and ensure its ongoing success.

PL B5 Fund Source Reallocation

The Administrative Office of the Courts seeks funding from the state general fund rather than the Judicial Information System Account to implement the Information Networking Hub for Courts of Limited Jurisdiction.

Washington State Judicial Branch 2016 SUPPLEMENTAL BUDGET

Decision Package

Agency Administrative Office of the Courts

Decision Package Title Employment Security

Budget Period 2016 Supplemental

Budget Level Maintenance Level

Agency Recommendation Summary Text

Pursuant to RCW 50.44.020, the Administrative Office of the Courts requests funding for payment of unemployment compensation invoices from the Department of Employment Security remaining unpaid through June 30, 2015 and funds for anticipated invoices in FY 2016 and FY 2017.

Fiscal Detail

Operating Expenditures	FY 2016	FY 2017	Total
Funding Source 001-1 GF-S	\$57,000	\$50,000	\$107,000
Staffing	FY 2016	FY 2017	Total
FTEs (number of staff requested)	0	0	0

Package Description

Pursuant to RCW 50.44.020, the Administrative Office of the Courts requests funding for payment of unemployment compensation invoices from the Department of Employment Security remaining unpaid through June 30, 2015 and funds for anticipated invoices in FY 2016 and FY 2017. The amount currently due is \$7,000. The annual amount due to Employment Security averages \$50,000 per year. Therefore, an additional \$57,000 is requested for FY 2016 and \$50,000 is requested for FY 2017.

Narrative Justification and Impact Statement

Measure Detail

Impact on clients and service

None

Impact on other state services

None

Relationship to Capital Budget

None

Required changes to existing Court Rule, Court Order, RCW, WAC, contract, or plan

None

Alternatives explored

None

Distinction between one-time and ongoing costs and budget impacts in future biennia

These costs are one-time in nature; however, budget requests will be made in the future as ESD invoices arrive.

Effects of non-funding

The AOC will not pay invoices from the Department of Employment Security

Expenditure calculations and assumptions and FTE assumptions

Projected invoices for 2016 and 2017 are \$50,000 each year.

Object Detail	FY 2016	FY 2017	Total
Staff Costs	\$0	\$0	\$0
Non-Staff Costs	\$57,000	\$50,000	\$107,000
Total Objects	\$57,000	\$50,000	\$107,000

Washington State Judicial Branch 2016 SUPPLEMENTAL BUDGET

Decision Package

Agency Administrative Office of the Courts

Decision Package Title Technical Adjustment for Technology Savings

Budget Period 2016 Supplemental

Budget Level Maintenance Level

Agency Recommendation Summary Text

Funding is requested to correct errors in the computations used to implement information technology savings.

Fiscal Detail

Operating Expenditures	FY 2016	FY 2017	Total
Funding Source 001-1 GF-S	\$139,000	\$139,000	\$278,000
Staffing	FY 2016	FY 2017	Total
FTEs (number of staff requested)	0	0	0

Package Description

Funding is requested to correct errors in the computations used to implement information technology savings. The primary error was the assumption that the state general fund was the source of information technology (IT) expenditures. In fact, there were no state general fund IT expenditures. A secondary error that can be found throughout the computational documents appears to be an indiscriminate exclusion of reductions assigned to non-state general fund accounts. A number of non-state general fund accounts were randomly excluded from the reduction exercise including funds 081, 104 and 173 (sample of the non-state general fund accounts that were excluded).

Narrative Justification and Impact Statement

Contribution to the Judicial Branch Principle Policy Objectives

Appropriate Staffing and Support.

Erroneous reductions to the agency budget adversely impact our ability to serve all court levels as well as other state agencies such as the Department of Corrections and Department of Licensing.

Measure Detail

Impact on clients and service

Impacts include reductions to services provided to the trial courts such as delaying assistance with statewide court case management system questions and corrections.

Impact on other state services

None

Relationship to Capital Budget

None

Required changes to existing Court Rule, Court Order, RCW, WAC, contract, or plan

None

Alternatives explored

None

Distinction between one-time and ongoing costs and budget impacts in future biennia

Correction of the error will be ongoing

Effects of non-funding

Service reductions will continue.

Expenditure calculations and assumptions and FTE assumptions

Object Detail	FY 2016	FY 2017	Total
Staff Costs	\$0	\$0	\$0
Non-Staff Costs	\$139,000	\$139,000	\$278,000
Total Objects	\$139,000	\$139,000	\$278,000

Washington State Judicial Branch 2016 SUPPLEMENTAL BUDGET

Decision Package

Agency Administrative Office of the Courts

Decision Package Title Appellate Court Electronic Case Management System (AC-ECMS)

Budget Period 2015 Supplemental

Budget Level Policy Level

Agency Recommendation Summary Text

Additional carryover funding is requested to cover the cost of deliverables moved to 2015-2017 biennium. This is not an increase in total contract costs.

Fiscal Detail

Operating Expenditures	FY 2016	FY 2017	Total
Funding Source 543-1 JIS	\$0	\$271,000	\$271,000
Staffing	FY 2016	FY 2017	Total
FTEs (number of staff requested)	0	0	0

Package Description

This request is supported by the Washington State Supreme Court, Court of Appeals, the Judicial Information Systems Committee (JISC), and the Administrative Office of the Courts (AOC).

Funds have previously been allocated for development and implementation of the AC-ECMS. However, due to development and user testing schedule changes payments for contract deliverables were moved to the 2015-2017 biennium. While the timeframe for the payment has changed, the requirements and the total amount of the contract have not. This request is for previously appropriated but unexpended funds to be reallocated from the 2013-2015 biennium to the 2015-2017 biennium.

Narrative Justification and Impact Statement

Contribution to the Judicial Branch Principle Policy Objectives

Fair and Effective Administration of Justice in All Civil and Criminal Cases.

All court levels need support for the technology which allows them to maintain smooth operations and thus foster public confidence. The AC-ECMS allows the Supreme Court and Court of Appeals to modernize operations, thereby enhancing the effective and efficient administration of justice.

Accessibility.

The AC-ECMS will provide standardized electronic filing (E-filing) services statewide. Standardized E-filing practices and services may reduce entrance costs, facilitating access to the appellate courts.

Commitment to Effective Court Management.

The AC-ECMS will improve appellate court operations by replacing what today is essentially a manual workflow for documents. It will ensure that there are consistent practices between the three divisions of the Court of Appeals and improve data and information flow. It will also provide:

- Improved tracking and analysis capabilities
- Enhanced data sharing capabilities
- Cost avoidance through the elimination of redundant data entry
- Flexibility to meet new and emerging business needs
- Error reduction through training, standardization of business practices, and value-limited data entry fields

Measure Detail

Impact on clients and service

Funding for completion of the project will ensure standardize business practices across the state, thereby improving service and making appellate attorney entrance processes more efficient and effective.

Impact on other state services

None

Relationship to Capital Budget

None

Required changes to existing Court Rule, Court Order, RCW, WAC, contract, or plan

None

Alternatives explored

No other alternatives were explored. This request merely requests the reallocation of previously appropriated funding from one fiscal period to another.

Distinction between one-time and ongoing costs and budget impacts in future biennia

Development and implementation costs are one-time in nature however there will be ongoing maintenance and support costs.

Effects of non-funding

The Washington State Appellate Courts would continue to process cases using old technology thereby negating internal and external efficiencies that would be gained through full implementation.

Expenditure calculations and assumptions and FTE assumptions

Object Detail	FY 2016	FY 2017	Total
Staff Costs	\$0	\$0	\$0
Non-Staff Costs	\$0	\$271,000	\$271,000
Total Objects	\$0	\$271,000	\$271,000

Washington State Judicial Branch 2016 SUPPLEMENTAL BUDGET

Decision Package

Agency Administrative Office of the Courts

Decision Package Title Operational Staffing for Odyssey Support

Budget Period 2016 Supplemental

Budget Level Policy Level

Agency Recommendation Summary Text

During fiscal year 2016, portions of the new Odyssey superior court case management system will be operational. The Administrative Office of the Courts (AOC) lacks staffing to support the new system in operational (non-project) mode. This request is for funding to hire staff with the knowledge, skills and abilities to successfully support the system and ensure its ongoing success.

Fiscal Detail

Operating Expenditures	FY 2016	FY 2017	Total
Funding Source 543-1 JIS	\$0	\$492,000	\$492,000
Staffing	FY 2016	FY 2017	Total
FTEs (number of staff requested)	0	4	4

Package Description

The Administrative Office of the Courts has successfully implemented Odyssey, a statewide court case management system, in four Washington superior courts.

The pilot court, Lewis County Superior Court, successfully implemented the system in June 2015. Early adopter superior courts in Franklin, Thurston and Yakima counties, successfully implemented Odyssey in November and December 2015. As the system is implemented in each court, certain functions are being transitioned from the former project mode to an operational mode. This request is to fund the staff required to maintain the application in an operational mode. Examples of operational activities

include installing patches and releases from the vendor; maintaining the integrations between Odyssey and existing internal and external applications; ensuring that configurations, forms, and reports are up-to-date; and maintaining appropriate security.

Until Odyssey is implemented in all the superior courts scheduled to use the new system, the old superior court case management system will continue to operate. Thus, until the old applications can be retired, existing staff are working full time to maintain them. Project staff are working full time to implement the new system in the remaining courts. Neither group can dedicate the time necessary to effectively support the new system in a way which will take full advantage of its features, ensure its ongoing success, and assist in the administration of justice. New project staff are necessary for this role. As the old systems are retired and implementation is complete, existing staff can be redirected to supporting Odyssey in an operational mode. That, however, is approximately three years away and staff are necessary for the interim.

Three of the requested staff will be dedicated to managing applications integrations and one to application configuration. This is the work required to ensure Odyssey continues to accurately communicate with the current legacy systems, with the juvenile court system, and with any local applications the courts may have (e-filing, document management systems, etc.). Application configuration is a new activity required when a Commercial Off-The-Shelf Preparation (COTS) package is implemented. The person in that role will be responsible for configuring new releases and maintenance patches provided by the vendor.

Two staff will be added to the customer service desk: one to focus on case management and one to focus on person management. The current customer services staff need to continue supporting the superior courts that have not yet implemented Odyssey, as well as the appellate courts and the courts of limited jurisdiction. New staff will be trained in the new system and dedicated solely to its support.

One staff person will be responsible for enterprise custom reporting. This is a function which, while similar to current report writers, requires deeper knowledge of structured query language. Current report writers are being redirected to other projects (Courts of Limited Jurisdiction Case Management System, Expedited Data Exchange, and Courts of Limited Jurisdiction Information Network Hub) and will not have the capacity to take on the new work.

The last position will be used to assist with security authorizations. The addition of new systems before being able to retire old systems means that more work is required to add court staff and other public access users (prosecutors, law enforcement agencies, etc.).

It is anticipated that the hiring of this staff will be staggered with all positions hired and working by April 2017. The two customer services positions and one of the integrations

staff will be hired first, followed by the security administrator, report writer and a second integrations person. The third integrations position and the configuration specialist would be filled last.

Narrative Justification and Impact Statement

Contribution to the Judicial Branch Principle Policy Objectives

Fair and Effective Administration of Justice in All Civil and Criminal Cases.

Maintaining existing systems and implementing new integrations, while continuing to provide customer support, is necessary to ensure data sharing among courts and court levels, state and local criminal justice agencies and state agencies such as the Departments of Licensing and Corrections. Customer support for both the legacy and new Odyssey systems is critical to the day-to-day operations of the courts, whether a judge on the bench needs assistance or staff in the county clerk's office needs assistance closing the financial statements. Providing these services will foster the efficient and effective administration of justice by ensuring that judges and staff have the knowledge and support necessary to hear and decide cases and to properly record pre- and post-court case actions.

Appropriate Staffing and Support.

Funding for this request will make AOC staff available to assist courts and county clerks' offices that have transitioned to the new court case management system while maintaining support for those courts and clerks' offices that have not transitioned. Continued assistance and system maintenance is critical to ensuring that practices and outcomes are consistent statewide.

Measure Detail

Impact on clients and service

Maintenance, configuration and customer support for both existing and new systems are necessary to ensure that courts and county clerks' offices can seamlessly function during the transition and implementation of a new statewide court case management system. Without support for both the legacy and new systems and the staff using them, the risk of serious error increases. Incorrect or incomplete data could lead to uniformed decisions and adverse consequences.

Impact on other state services

Maintaining existing systems while developing new integrations is extremely important to state agencies such as the Departments of Corrections and Licensing as well as superior courts that have systems that augment or use data from the case management system.

Relationship to Capital Budget

None

Required changes to existing Court Rule, Court Order, RCW, WAC, contract, or plan

None

Alternatives explored

The AOC has postponed this request for two years. During that time we have gained operational experience with regard to implementation and have also received a tremendous amount of input from the courts. There are no viable alternatives; the request for staff has been vetted, analyzed and reduced. Use of contract staff is not cost effective and contract staff turnover is extremely high.

Distinction between one-time and ongoing costs and budget impacts in future biennia

Funding for staff will continue through the end of the 2017-2019 biennium, at which time staffing levels will be reassessed.

Effects of non-funding

Maintenance, configuration, and customer support for both existing and new systems are necessary to ensure that courts and county clerks' offices can seamlessly function during the transition and implementation of a new statewide court case management system. Without support for both the legacy and new systems and the court staff using them, the risk of serious error increases. Incorrect or incomplete data could lead to uninformed decisions and adverse consequences.

Expenditure calculations and assumptions and FTE assumptions

At a minimum, funding for additional staff will be needed through June 30, 2019.

It is assumed that eight (8) staff will be hired throughout FY 2017 resulting in an expenditure of 4.0 FTE.

Object Detail	FY 2016	FY 2017	Total
Staff Costs	\$0	\$492,000	\$492,000
Non-Staff Costs	\$0	\$0	\$0
Total Objects	\$0	\$492,000	\$492,000

The table below represents the anticipated hire dates and associated costs.

	July 16	Aug 16	Sept 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	March 17	April 17	May 17	June 17	Total
FTE	0.00	1.00	1.00	2.00	2.00	3.00	4.00	5.00	6.00	8.00	8.00	8.00	4.00
Cost	\$0	\$12,755	\$9,755	\$22,510	\$19,510	\$32,265	\$42,020	\$51,775	\$61,530	\$84,040	\$78,040	\$78,040	\$492,240

Washington State Judicial Branch 2016 SUPPLEMENTAL BUDGET

Decision Package

Agency Administrative Office of the Courts

Decision Package Title Courts of Limited Jurisdiction
INH – Fund Source Reallocation

Budget Period 2016 Supplemental

Budget Level Policy Level

Agency Recommendation Summary Text

The Administrative Office of the Courts seeks funding from the state general fund rather than the Judicial Information System Account to implement the Information Networking Hub for Courts of Limited Jurisdiction.

Fiscal Detail

Operating Expenditures	FY 2016	FY 2017	Total
Funding Source 001-1 GF-S	\$2,672,000	\$2,672,000	\$5,344,000
Funding Source 543-1 JIS	-\$2,672,000	-\$2,672,000	-\$5,344,000
Staffing	FY 2016	FY 2017	Total
FTEs (number of staff requested)	0	0	0

Package Description

During the 2015 legislative session, the Administrative Office of the Courts (AOC) agreed to expedite the development and implementation of a project known as the Courts of Limited Jurisdiction Information Networking Hub project (CLJ INH) if the funding could be provided from the state general fund.

In February 2015, a CLJ INH implementation plan was agreed upon by representatives from the AOC, the King County District Court, the King County Superior Court Clerk's

Office, and the King County Executive's Office. The plan identifies project governance as well as the steps and funding necessary to implement the CLJ INH by January 2017.

To address the issues created when courts and county clerks implement their own case management systems rather than using statewide systems, the AOC is required to provide the technical solution that will allow all courts to share critical data (e.g., party and case information, warrants and Failure to Appear (FTA) information, proceedings, case status and case conditions, as well as accounting information). This data is crucial for judicial decision making as well as for statewide statistical analysis carried out through the AOC.

This project is intended to benefit those courts that are considering having their own local systems independent of the statewide case management systems being provided by the state. To conduct system testing, the INH will launch with King County District Court as its pilot customer, followed by the King County Clerk's Office as an earlier adopter. The INH will then be available for other courts using existing local systems, including Pierce County Superior Court, Seattle Municipal Court and Spokane Municipal Court.

The plan was submitted to the legislature with the expectation that funding would come from the state general fund, thereby eliminating any risk to ongoing and planned statewide projects such as the Superior Court Case Management and Courts of Limited Jurisdiction Case Management System replacement projects.

Although the project was approved, only a small portion of the \$7.1 million project budget was appropriated from the state general fund. Use of the Judicial Information System account (JIS) as the funding source places unnecessary risk on ongoing operations as well as current and future information technology projects.

Impacts to projects and ongoing operations include:

- A delay of six (6) months for the Courts of Limited Jurisdiction Case Management System (CLJ CMS) replacement.
- Only a small portion of the funding for the CLJ commercial off-the-shelf system preparation (CLJ COTS Preparation) was provided,
- Only fifty percent (50%) of the funding for the increase in costs for ongoing computer hardware and software maintenance was provided.
- The JIS account was further depleted, beyond initial estimates.

While all four items above adversely impact information technology resources provided to the states courts, the last item is most concerning. Further depletion of the JIS account places unnecessary risk on all information technology projects.

Narrative Justification and Impact Statement

Contribution to the Judicial Branch Principle Policy Objectives

Fair and Effective Administration of Justice in All Civil and Criminal Cases.

The ability of all Washington courts to share information is vital to the fair and effective administration of justice. Courts and state agencies rely on timely, accurate information on which to base their decisions. If the JIS account is not replenished, the ability to share accurate timely information between the courts of limited jurisdiction will be severely impaired.

Measure Detail

Impact on clients and service

Adequate and stable funding is one of the key factors necessary for successful information technology projects. Without known funding streams and reserves, both ongoing maintenance of existing systems and implementation of new systems are jeopardized. Courts and state agencies rely on timely accurate information, without which public safety is jeopardized.

Impact on other state services

Maintaining existing and developing new integrations is extremely important to state agencies such as the Departments of Corrections and Licensing, as well as to superior courts using systems that augment or use data from the case management system.

Relationship to Capital Budget

None

Required changes to existing Court Rule, Court Order, RCW, WAC, contract, or plan

None

Alternatives explored

There is no alternative. Funding for this project must come from the state general fund.

Distinction between one-time and ongoing costs and budget impacts in future biennia

If the non-AOC parties to the agreement meet their timelines, then this request is one-time in nature.

Effects of non-funding

Adequate and stable funding is one of the key factors necessary for successful information technology projects. Without known funding streams and reserves ongoing maintenance of existing systems and implementation of new systems are jeopardized. Courts and state agencies rely on timely accurate information, without which public safety is jeopardized.

Expenditure calculations and assumptions and FTE assumptions

This proposal would shift the fund source for the CLJ INH project from the JIS account to the state general fund; therefore, there is no object detail. See summary on the first page.

Object Detail	FY 2016	FY 2017	Total
Staff Costs	\$0	\$0	\$0
Non-Staff Costs	\$0	\$0	\$0
Total Objects	\$0	\$0	\$0