

DATA/INFORMATION SHARING (DISH) GROWING MINUTES CALENDAR YEAR 2007

January 19:

Ron presented the TRAILS/ICON interface, SANCA project, showing the screens created and data shared in that project.

Chris shared the chartering session's conclusions of what would be a successful project:

1. Electronic exchange of administrative process action (APA) case intake data to
 - a. Reduce or elimination of manual data entry of APA at the court while
 - i. Improving data reliability and consistency and
 - ii. Improving speed and turnaround
2. Signed orders, event returned quickly and automatically
3. Providing of subsequent data updates automatically – i.e. modifications, contempt actions
4. Centralized information screens for both the courts and child support

The above accomplishments would save time for judicial officers and CSE staff which ultimately services the children in need of child support to receive payments sooner.

The project will also

1. Strive to standardize court case types (JV vs. DR) and explore best practices related to document filing and conduct a process review and
2. Explore the feasibility and barriers to
 - a. Electronic exchange and storage of court documents and
 - b. Pro se document production and delivery on demand

There was more discussion regarding electronic exchange and storage of court documents. Many in the chartering session felt it was regarded as a very important business wish. However, ACSES technical staff pointed out that, since the project is going to be rolled out statewide, it would be unrealistic, given the limits of the budget and time given in the grant, to expect each Colorado CSE unit to become properly equipped with items such as scanners to pull it off. In addition, the ACSES would not be in a position to store such electronic documentation.

Document imaging and transference is a goal, but the conclusion was this grant couldn't support it outside of exploring its feasibility for future projects.

Dan reported that the budget and interagency agreement are his priority as grant manager and he would strive to complete it in the next month.

February 15/ March 29th:

Based on the chartering session and last steering committee meetings conclusions, e-filing as a term for the grant seemed to be off base, as it is a data exchange in primary scope. Therefore a name change was recommended. The advisory board narrowed the name to DISH – data information sharing or EASE – electronic aid to support enforcement. DISH won out in a close vote. Nancy offered to think of a better word than aid in the EASE choice – for a possible revisit.

Dan handed out a timeline overview:

- 1 –Create budget and complete interagency agreement - ready by April 1 -**Done**.
- 2 - Employ a business/process analyst – by April 1- **will be later**
- 3 – Engage stakeholders – i.e. information sharing – upon Maureen’s return in March*
- 4 – Solicit and contract with process evaluator – by May 1 – **May 31st**

Regarding #3 * - Bob suggested adding an icon on the Judicial website to point stakeholders to – the site could inform of progress etc. All agreed Maureen would work on it upon her return.

It as agreed the survey would wait until the stakeholders were informed and process analyst was on board. **Marketing and education to stakeholders will occur – user’s group expanded and will serve purpose of survey.**

Bob mentioned an idea that resurfaced the electronic filing of documents issue. He stated software – free to us – was tried in a criminal filing in Weld County that allowed for electronic documents to be sent to others in an electronic environment. **Decision outside of meeting was made to address in different forum – can be part of the feasibility study.**

Curtis and Chris cautioned that we are only looking at feasibility of such things, not implementation of them based upon previous discussions. After a lengthy discussion a 15-minute demo to the steering committee was decided OK.

March 29th:

1. Interagency agreement with Judicial now, getting ready for signature. Will allow for Judicial to begin using grant dollars.
2. Evaluation RFP being drafted, will be reviewed by John and Maureen with goal to have broadcast mid-April
3. User’s group will be broadened to include different jurisdictions and allow for differences to be better identified. Prickly veterans from both CSE and Judicial being sought. User’s will meet April 26th from 10-3 to get up to speed on the grant and to discuss 1) How do the processes work today and 2) How do we want them to work? The user’s group will also meet May 23rd

and June 21st. This group will be the source for best practices, reviewing of process via testing, etc.

- a. Dan will invite CSE users
- b. Danielle Judicial users
- c. Core group will meet April 12th to finalize logistics and plan

The steering committee's role moving forward was discussed. The role of oversight is still needed, but meeting monthly seems too much. Will next meet May 31st with main role of discussing evaluation of project. Then meet quarterly thereafter.

Marketing – decision made to create marketing tools go to CSE and Judicial meetings, utilize user group setting, newsletters, emails, and key in on the possible Judicial website icon that can be used to update state of progress etc. CSE has a public relations committee and will be asked to assist in getting the word out. Also discussed was conferences from both agencies.