



# JUSTIS Executive Council Meeting

May 12, 2022, 2:00 PM

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**Or call in (audio only)**

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Phone Conference ID: 478 620 507#

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- Callers will be placed in queue for comments: press\*5 to raise your hand to speak and you will be notified when to speak by the host. After they are given permission to speak, they can press \*6 to unmute yourself.
- Written public comment can be submitted vial email to [dtis.helpdesk@sfgov.org](mailto:dtis.helpdesk@sfgov.org), subject title: JUSTIS Executive Committee Meeting
- Board Members please mute your mic when not speaking. Chat is not enabled.

# JUSTIS Executive Council Agenda

*May 12, 2022*

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- Call to Order/Roll Call
- Resolution Making Findings to Allow Teleconferenced Meetings under California Government Code Section 54953(e) (Discussion and Action)
- Approval of Meeting Minutes from January 13, 2022
- General Public Comments
- Executive Sponsor Update: City Administrator
- JUSTIS Program Status
  - › C-Track Implementation and Mainframe Decommissioning
  - › Gartner Review of Criminal Justice Reporting
- Advisory Committee Updates
  - Data & Architecture (Discussion and Action)
  - Performance & Strategy
- Adjournment





# JUSTIS Program Status

May 12, 2022

# Mainframe Decommissioning Justification

- Mainframe decommissioning discussion started in 2002 (over 20 years ago) because the CMS application was legacy Cobol coding (built in 1977)
- Owens are the original developers are the only experts knowledgeable of the low level technology and the integrated multi-agency procedures. These experts recommend:
  - › CMS technology should not be prolonged due to limited amount of contractor support available
  - › CMS cannot be upgraded or secured, system sustainability is at risk
  - › File size limitations require system monitoring and weekly purging of data, and cases are moved offline to have space for new cases.
  - › Legacy database system restricts access online.
  - › Processing issues frequently occur with creating court calendars
  - › Mainframe decommissioning is completed for CON, TTX, POL, DMV, METS
  - › Resources are available now and decommissioning costs will increase over time



## Court Case Management Modernization

- CA Courts envisioned a statewide case management system in 2000. This project included all counties. The system was unable to be completed and was cancelled in 2012.
  - › After spending \$500 million on the California Case Management System (CCMS), court officials terminated the project and allocated \$8.6 million to determine whether they can salvage anything. In 2004, planners expected the system to cost \$260 million; today, the price tag would be \$2 billion if the project runs to completion.
- SF Superior Court selected Thompson Reuters to configure the commercial product CTrack for all case types. Project began in 2016 and the first case type implemented was Traffic.
- The Courts moved on to Criminal cases. The Criminal cases integrates with the JUSTIS Hub to support 8 city criminal justice departments with court information and automated work processes.
- Benefits include improved data, online public access, security, and new capabilities



# CTrack/JUSTIS Updates

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- Testing, Testing, Testing! Lifecycle and user acceptance testing in an “agile” process
  - › Daily 90-minute agency testing (DAT/PDR, ADP, IDB/SHF) and refresher training completed
- Finetuning, adjustments, Go-Live planning
- Tracking open items by severity
- Developing a go live hour by hour schedule and Incident Command Structure for Go Live
- Updates on DOJ application status
  - › SHF received DOJ conditional approval for JUSTIS Hub on 4/15
  - › Must test 8715 disposition and MACR reports with DOJ
  - › POL received DOJ approval for Level II switch 4/6
- Agency Readiness and Integrated System Testing



# Lifecycle Testing Results

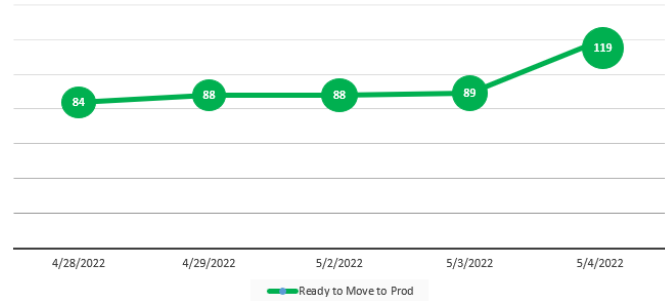
## Open Test Items - Severity 1, 2, 3, & 4

Severity	Issue Status		Total Open Issues
	In Dev	User Test	
Sev 1	32	41	73
Sev 2	9	11	20
Sev 3	4	2	6
Sev 4	0	0	0
<b>TOTAL</b>	<b>45</b>	<b>54</b>	<b>99</b>

Note: Numbers in this table are current as of: 5/4/2022 at 5:06 PM

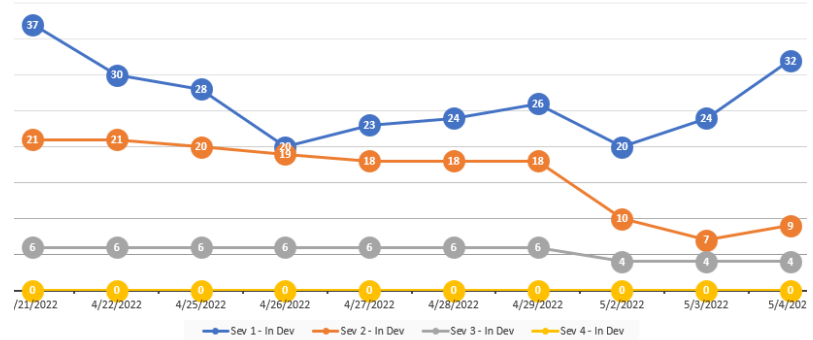
1 - Must Fix	This is a "must fix" problem, a "showstopper." The problem is causing a major system error, fatal error, serious database corruption, serious degradation in performance, major feature malfunction, or is preventing a major business goal from being realized. The problem does not have a workaround that is reasonably acceptable to the corresponding end-users.
2 - No Workaround	This is a problem that is causing significant loss of feature functionality but the system can recover from the problem and it does not cause total collapse of the system. The system does not meet a business goal or a portion of a business goal; performance degradation is minor, but not within established exit criteria; or minor database issues may exist (e.g., single rows or fields may be locked). The problem does not have a workaround that is reasonably acceptable to the corresponding end-users.
3 - Minor	This is a problem that is causing minor loss of feature functionality. Optional workarounds reasonably acceptable to the corresponding end-users are available.
4 - Cosmetic	These are minor issues, misspellings, cosmetic changes, etc.

## Completed/Closed Items



Note: Numbers in this chart are current as of: 5/4/2022 at 5:06 PM  
The data in this chart is a cumulative total of all Closed items

## Open Items In Dev - Severity 1, 2, 3, & 4



Note: Numbers in this chart are current as of: 5/4/2022 at 5:06 PM

# Change Management

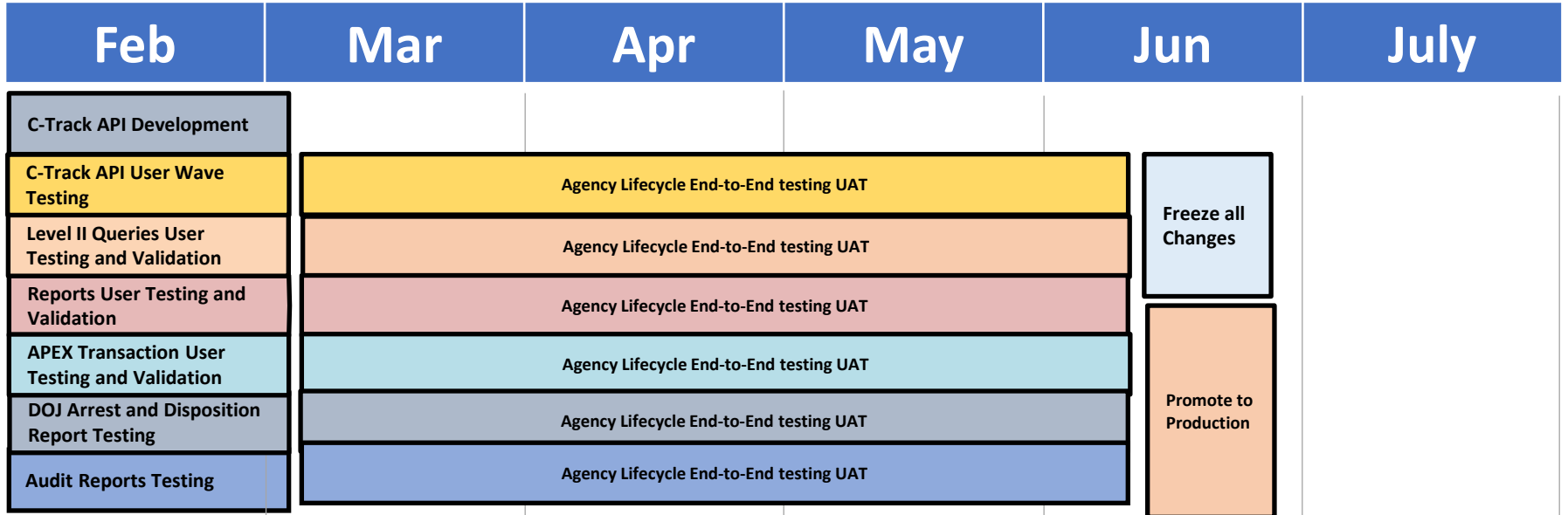
*The C-Track system is different than the CABLE3/CMS system. The Courts have configured a commercial product, C-Track with minimal customizations. Legacy mainframe custom processes are not supported.*

Key Area	Actions
Dispositions	Courts have been entering dispositions on booked charges not being filed by the DA over the years and with the new C-Track, DA will enter the dispositions on booked charges and JUSTIS is streamlining this process.
Event Text	C-Track does not generate EventText which is heavily relied on by the partners. Courts and JUSTIS replaced EventText with court hearing events and S01 docket entries. Within the docket entries, the court minute orders are accessed through a hyperlink.
Court Calendars	C-Track court calendar are different and the Courts also provide a public web-based calendar query. Training materials will be prepared as needed.
Bail	Bail is reported on the DA 4260 report. SHF and JUSTIS are combining data sources to generate the report.
Expunge & Seal	ID Bureau and JUSTIS are validating the expunge and seal cases and charges in preparation for Go Live.



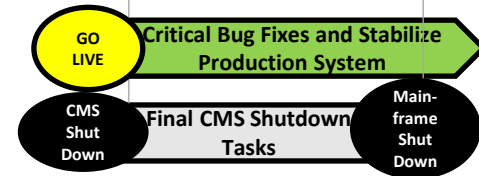


# Testing and Schedule



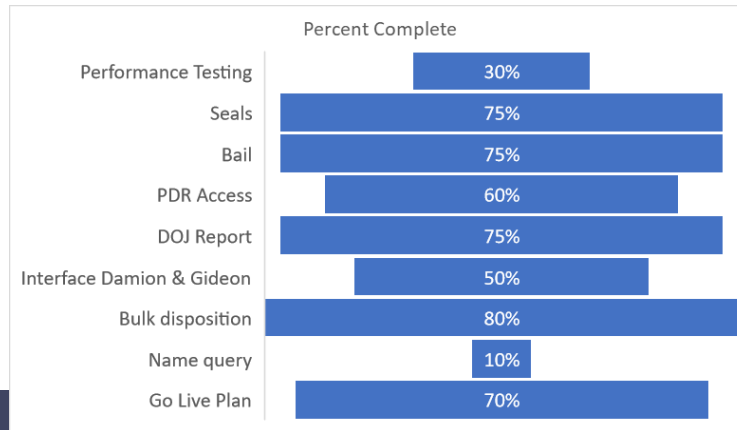
*What is working and tested are arrests, bookings, charges, depositions (priorities, calculations), motions, hearings, bail, probation, pre-sentencing and re-arrest.*

*Now making adjustments to report requests, dispositions and sentencing elements.*



# Go Live By End of Fiscal Year

JUSTIS Team Focus and Milestones	JUSTIS Business Partners Focus and Milestones
Complete performance testing: DBMS & Transactions	Prioritize Sev1 and Sev2, document business impact, priority and workaround
Complete areas: Seals, Bail, PDR Access, DOJ Reports	Re-testing completed adjustments
Complete Interface testing (Damion, Gideon)	Complete Interface testing
Add bulk disposition function and name query for DAT	Conduct department user training
Complete prioritized Sev1 and Sev2	Develop any needed paper workarounds
Implement Go-Live plan, team and communications	Participate in Go Live plan development and Day



# Go Live Impact to CMS Decommissioning & Criminal Justice Modernization

- Delayed CMS decommission is high risk of maintenance and support failure
- Testing Teams will move onto other projects, JUSTIS does not have funding for current contractors
- Unfunded \$3M mainframe costs for FY22/23 and requires maintaining the mainframe for 2 additional years
- Lose testing momentum and incur system restart
- JUSTIS Partner business system upgrades could be delayed 2 years

2022						2023						2024											
Jun	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Jun
<b>No Go Live</b>																							
Courts build other case types <i>(Civil, Family, Probate Case Mgt)</i>									CTrack test and Go Live with new case types			Courts and JUSTIS perform gap analysis			Refactor DBMS and transactions for criminal court processes				User testing and adjustments			Go Live	
<b>\$3M for Mainframe lease, licensing, support</b>												<b>\$3M for Mainframe lease, licensing, support</b>											

## Vision After Go Live

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- New data for decision support and public dashboards.
- Digital record-keeping decreases paperwork.
- Centralized data management allows for remote access.
- Real-time updates and quick access to information.
- Efficient resolution of cases through effective collaboration.
- Increased transparency and clear audit trails.
- Build Data Center of Excellence (JUSTIS 5 Yr. Roadmap).



# Analysis and Report of Criminal History Reporting in JUSTIS



GARTNER CONSULTING

**Gartner**®

## Analysis Purpose and Approach

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Gartner is analyzing the City's criminal history reporting plan using both the State RAP sheet and updated QRAP (JPI)

### Approach

- Facilitated four cross-departmental workshops to understand QRAP and State RAP sheet usage, challenges, and future needs
- Reviewing available diagrams/documents, including 2020 analysis
- Leveraging Gartner and industry best practices

### Analysis Outcomes

- Determine the immediate path forward with the two criminal history reporting mechanisms
- Recommend long-term improvements to the State RAP sheet data feed, including data quality and consistency needs



## Preliminary Observations

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- QRAP-JPI data issues are being addressed during on-going testing
- Department-level training and communications must be an immediate priority
  - Changes to QRAP after JUSTIS go-live
  - Appropriate use of both QRAP-JPI and State RAP
- State RAP usage will likely increase in the long-term with:
  - Improved consistency of disposition data within current data feeds
  - Increased timeliness of data feeds
  - Improved confidence in State RAP accuracy and completeness
- Validating the goal to increase adoption and use of the State RAP sheet as the primary source for criminal history
  - QRAP-JPI will supplement the State RAP with information it will not include





# JUSTIS Advisory Committees

October 2021



# Advisory Committees – Update

## ***Architecture and Data Sharing – Chair Martin Okumu***

### ***Architecture and Data Sharing – FY21/22 Workplan***

With the retirement of the mainframe on the horizon, the Committee's work has shifted its focus to completing data-related workplans and tasks to develop the Data Center of Excellence (DCOE)

- 1. *Developing Roles and Responsibilities Structure for Data Governance.***
  - › *Recommended roles and responsibilities structure to Executive Council for discussion and vote*
- 2. *Developed draft language for the Data Governance Scope***
  - › *Will provide recommended Scope to Executive Council at next meeting*
- 3. *FY22: Deep dive into data taxonomy - gaps, fine tune policies on data access***



# Advisory Committees – Updates

## ***Architecture and Data Sharing – Chair Martin Okumu***

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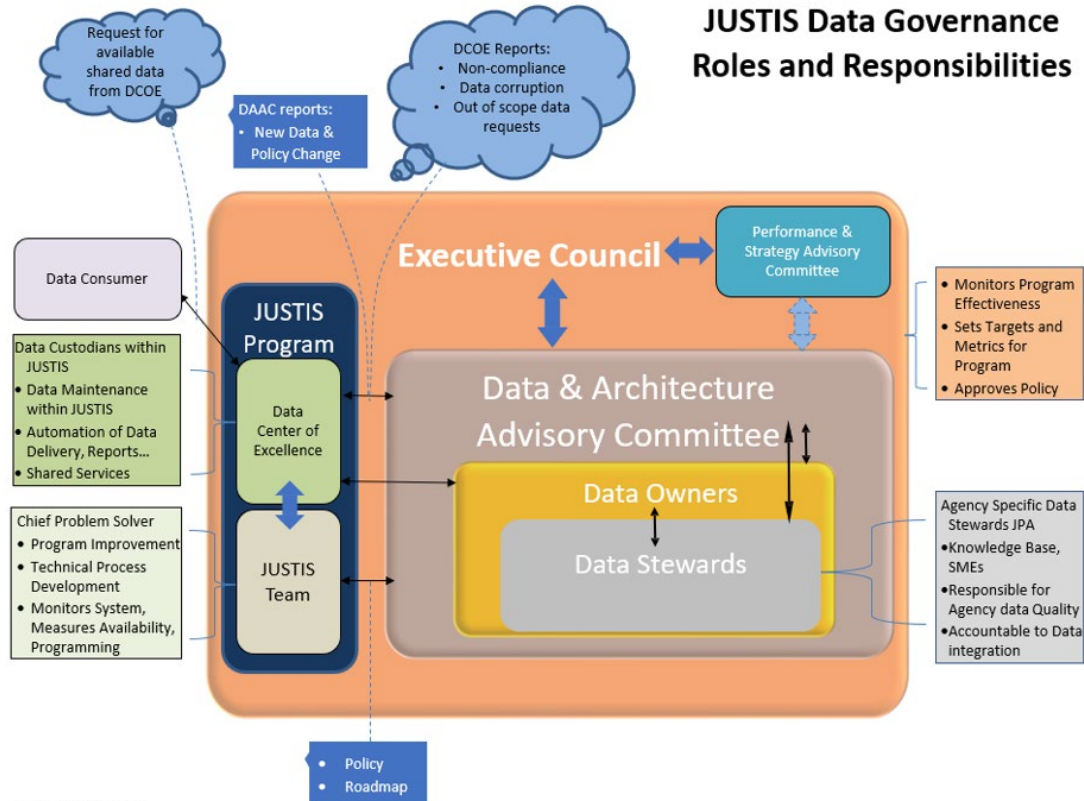
### FY21/22 Workplan cont'd

4. In collaboration with Performance & Strategy Committee
  - › building a structure that can be shared/used by agencies
  - › building taxonomy, commonality of language and compliance with internal and external rules/laws from other governing bodies
  - › CIBRS and customizing standard to meet needs of agencies Committee is engaged and having productive conversations about data and data governance
    - Data and Transactions in JUSTIS and agency impacts
5. Working in tandem with C-Track Go Live date to ensure data governance is in place
6. Gartner assisting with facilitating the discussion and standards identification



# Advisory Committees – Update

## Architecture and Data Sharing – Chair Martin Okumu



# Advisory Committees – Update

## *Performance and Strategy – Chair Jason Cunningham*

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### FY21-22 Goals

#### Cross system Benefit

1. ~~Establish source and methods for race and ethnicity variables for city-wide KPIs. (Complete)~~
2. Establish source and methods for crime and case type categories for city-wide KPIs. (Working)

#### Recidivism

3. Validate and expand Justice Dashboard for tracking subsequent criminal justice contact. (Working)
4. Explore the use and impact of custody holds and processes related to them, establishing cross-departmental protocols and new JUSTIS workflows

#### Well-Being

5. Expand knowledge about High User Analysis and make recommendations for well-being indicators.



# Advisory Committees – Update

## *Performance and Strategy*

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### **Crime & Case Type**

- Discussion ongoing to validate how JUSTIS can count crimes/cases (Goal 2) in support of related KPIs. Ties tightly to the validation of the Justice Dashboard and it's migration into the JUSTIS system. (Goal 3)
- Projected draft policy Q4 FY21-22

### **Municipal Code table**

- The sub-committee has been unable to locate a municipal code table for county ordinances. Lack of a table will cause standardization issues across datasets. Letter to Executive Council urging the City to create or procure SF Municipal Codes as a structured data set, i.e., table.

### **FY22-23 Planning**

- Begin scoping FY22-23 planning Q3/Q4 FY21-22





# JUSTIS Executive Council

**Next JUSTIS Executive Council Meeting:**  
August 30, 2022 @ 2:00-3:00

May 12, 2022

If you have questions please contact:  
Linda Gerull, City CIO  
Karen Hong, JUSTIS Program Director