To: JUSTIS Executive Governance Council

From: Data and Architecture Committee

RE: FY 2022-2023 Data and Architecture Committee Work Plan

I.   Priorities

During the June 1, July 13, and July 27, 2022 Data and Architecture Advisory Committee meetings, participants discussed the top priorities for the committee considering the recent decommissioning of CMS and the mainframe. Priorities for the Committee are centered around establishing a Data Governance Charter and high-level definition of the Inter-Agency Data Strategy and Data Center of Excellence:

1. Define data governance.
2. Develop inter-agency data strategy.
3. Build modern data infrastructure.

In addition, the Data and Architecture Committee seeks to support urgent cross-partner initiatives among the justice partners involved, such as the Coordinating Responses to Prevent Repeat Offenses Initiative. – will inform the Data and Architecture Committee's priorities. The integration of goals associated with the Coordinating Responses to Prevent Repeat Offenses Initiative that fit within the purview of the Committee will be a key part of FY 22/23 work.

II.   FY 22/23 Goals, Activities, and Deliverables

Define Data Governance

The JUSTIS Data Hub was designed to facilitate the exchange of data between agencies in support of operational processes. Leveraging and enhancing the database for the purpose of data analytics requires that the partner agencies define additional data governance policies and procedures. The following table shows the FY 22/23 goals, activities, and deliverables for this focus area:

Goals	Activities	Deliverables	Sequence	Owner
1. Establish a data governance policy that can guide interagency data sharing, products, and processes	• Create data governance policy and submit to Executive Council for approval	• Documented data governance policy that is approved by the Executive Council	1 FY22-23	Data & Architecture Committee

Goals	Activities	Deliverables	Sequence	Owner
2. Create an operational plan that includes generalized documentation to streamline data governance process for new products	• Review Justice Dashboard documentation and develop a generalized operational plan for future shared data products • Submit operational plan to Executive Council for approval	• Documented operational plan for governance of future data products and processes that is approved by the Executive Council. • Written access control policy for data analysis, reports, and dashboards.	2 FY22-23 FY23-24	Data & Architecture Committee

Develop Inter-Agency Data Strategy

The design and development of the Inter-Agency Data Strategy will take as a goal to meet the reporting needs of the external stakeholders of the San Francisco criminal justice agencies. The following table shows the FY 22/23 goals, activities, and deliverables for this focus area:

Goals	Activities	Deliverables	Sequence	Owner
1. Establish a well-defined vision and role for Data Center of Excellence	• Discuss and decide the scope, services, and SLAs that the DCOE would provide to the agencies. • Discuss and define the resource plan.	• Document the scope, services, and SLAs including resourcing plan	1 FY22-23	Data & Architecture Committee
2. Determine resources necessary for JUSTIS in 2022 and beyond, including to implement the Data Center of Excellence	• Develop job description and cost estimates for DCOE FTEs	• Determine resources necessary for JUSTIS and participating agencies in 2022 and beyond, including to implement the Data Center of Excellence	2 FY22-23	Data & Architecture Committee

Goals	Activities	Deliverables	Sequence	Owner
3. Develop list of dashboards, predefined reports, and data products of most value to policy leaders and begin implementing those dashboards as much as governance and infrastructure will allow	• Develop list of dashboards, predefined reports, and other data products	• List of cross-agency reports, dashboards, and products that can be built once governance and infrastructure are in place	3 FY23-24	Data & Architecture Committee

Build Modern Data Infrastructure

The CCSF JUSTIS Roadmap Future State Vision document provides Guiding Principles for JUSTIS lifecycle Data Consistency. The committee has updated the principles to align with changes and clarifications in criminal justice data standards that have evolved since their original drafting. The modern infrastructure will be designed and implemented in alignment with these principles:

a. The taxonomy will establish common definitions for criminal justice events and entities where possible and manage definition variations where required. The taxonomy will conform with CA-NIBRS and federal and state standards (NIEMs etc.,) where applicable.

b. The taxonomy will assign standard reference value and code sets for data attributes. Such sets will conform with state and national standards where applicable (e.g., NCIC, CA-NIBRS, NIEMs, CLETS, PC 13125, PC 13150, PC 13151)

c. The JUSTIS conceptual data model may utilize common, biometric identifiers (e.g. fingerprints) wherever possible

d. The JUSTIS data store will implement the conceptual data model with sufficient information to populate consolidated criminal history and support index level queries.

e. JUSTIS will provide JUSTIS partner agencies access to shared unstructured content (e.g. documents and digital evidence)

f. Agency applications will be the system of record and source of truth, with JUSTIS serving as an aggregator and provider of replicated data available for enterprise-level reporting and analytics.

The following table shows the FY 22/23 goals, activities, and deliverables for this focus area:

Goals	Activities	Deliverables	Sequence	Owner
1. Standard integration platform for JUSTIS data sharing	• Design a reusable and extensible API for the JUSTIS data hub • Create a developer user guide for the API • Build and implement the API	• API design specification • API developer user guide • Tested and working API	1 FY22-23	JUSTIS Program
2. Modernize the JUSTIS data model	• Build a conceptual JUSTIS data model • Create the relational database for the new model • Develop data migration scripts that load the new data model with existing data • Convert JUSTIS reporting and transactions to use the new database	• Documented JUSTIS data model • Working data migration scripts • New JUSTIS relational database loaded with all historical data • Reports, transactions, and data exchange in production using the new JUSTIS relational database	2 FY22-23 FY23-24	JUSTIS Program
3. JUSTIS data taxonomy	• Collect the JUSTIS metadata for the new data model • Select and implement a data catalog tool • Load data catalog with the metadata • Provide user access and training to the JUSTIS data catalog	• Documented JUSTIS metadata • Data catalog tool loaded with the JUSTIS metadata • User training and reference materials • Working user accounts for agency users	3 FY22-23 FY23-24	JUSTIS Program

Goals	Activities	Deliverables	Sequence	Owner
4. Provide a data visualization tool set	• Collect requirements and use cases for the data visualization tool set • Select and implement a data visualization tool • Create overview/quick start guide for agency users • Redevelop the current Justice Dashboard to be hosted in the JUSTIS visualization environment. • Define and implement structure within the tool for hosting reports, dashboards, and data analysis workspaces.	• Use cases and requirements document • Quick start guide • Working user accounts	4 FY23-24	JUSTIS Program

III.   Workplan Execution

The Data & Architecture Committee FY 22/23 workplan was developed in conjunction with the workplans of the other JUSTIS Advisory Committees and is designed to be supportive and complementary. The committees will continue their close coordination and communications throughout the execution of the workplan activities to remain aligned.