



JUSTIS Executive Council

October 27, 2021



JUSTIS Executive Council Meeting

October 27, 2021, 2:00 PM

Join on your computer or mobile app

[Click here to join the meeting](#) and you may use the raise hand function to make a public comment

Or call in (audio only)

[+1 415-906-4659, 149770659#](#) United States, San Francisco

Phone Conference ID: 149 770 659# or [Find a local number](#)

- Callers will be placed in queue for comments: press*5 to raise your hand to speak for 2 minutes 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, subject title: JUSTIS Executive Committee Meeting
- Board Members please mute your mic when not speaking. Chat is not enabled.

JUSTIS Executive Council Agenda

October 27, 2021

- 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 July 20, 2021
- General Public Comments
- Executive Sponsor Update: City Administrator
- JUSTIS Program Status
 - C-Track Integration and Lifecycle Testing
- Advisory Committee Updates
 - › Data & Architecture
 - › Performance & Strategy
 - Race & Ethnicity Policy Proposal (Discussion and Action)
- Adjournment



JUSTIS Executive Council Meeting



- 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 July 2021
- General Public Comments
- Executive Sponsor Update: City Administrator Carmen Chu



JUSTIS Program Status

October 27, 2021

JUSTIS Program

Key Objectives FY21/22

1. Modernize JUSTIS Hub Data Design: migrate the JUSTIS data from the flat file structure inherited from the mainframe to a relational database - **COMPLETED**
2. Mainframe Retirement: migrate mainframe reports, transactions, and queries by redeveloping them to run on the JUSTIS Data Hub
3. Superior Court C-Track Interface: JUSTIS team is developing an interface to exchange data with C-Track (CMS replacement system). This interface is required for C-Track go live which in turn enables the retirement of CMS on the mainframe.
4. Data Center of Excellence: design and implement the data analytics capabilities required to support the reporting needs of the criminal justice agencies and their stakeholders



Objective 2: Mainframe Retirement

Mainframe Report Migration

	In Development	User Validation	Complete	Total
Sheriff's Office	0	0	3	3
Adult Probation	0	21	26	47
Public Defender	0	0	4	4
District Attorney	0	4	4	8
DOJ-MACR & 8715	1	1	0	2
Total	1	26	37	64



Objective 2: Mainframe Retirement

Mainframe Transaction Migration

	Pending Dev	Code Complete	Dev Test Complete	User Test Complete	UAT	Total
APEX Dev	2	2	32	0	0	36
Level II Queries	0	0	15	1	0	16
Total	2	2	47	1	0	52

In support of the SFPD's effort to migrate their applications off the mainframe, in April, the JUSTIS Team agreed to develop the replacement for the 2 Arrest Systems (Adult and Juvenile). That added 6 & 8 additional transactions to the scope.



Objective 3: C-Track Interface

C-Track Business Value to Partners

Modern Court Management System for the Courts

- *Increased system reliability by removing dependency on mainframe infrastructure*
- *Allows for new information to be readily available for users, improved reporting and data analytics, and more comprehensive data sharing with Criminal Justice Partners*
- *Increased flexibility to configure the system to meet changing business operational needs and legislative changes*
- *Able to capture a richer data set by removing the constraints of the current system limitations*

Modern JUSTIS Hub for Partners

- *Modernized data architectures for efficient data exchange*
- *Real time data updates to JUSTIS partners*
- *Allow JUSTIS partners to upgrade business systems without impacting others*
- *Expand data analytics and reporting*

C-Track API Development Approach

Wave 1

Inbound

1. case
2. caseparty (Defendant)
3. arrestdetail
4. chargedetail
5. chargedispodetail
6. chargesentence
7. plea

Outbound

1. casecreate
 - i. casedata
 - ii. caseParticipant (Defendant)
 - iii. arrestRecord
 - iv. arrestCharges
2. UpdateCase
3. Update Charge (Put Action Number)

Testing 11/5 -11/22

Wave 2

Inbound

1. docketentry
2. hearing
3. hearingdocketentrymap
4. hearingoutcomemap
5. hearingpartymap

Outbound

1. UpdateArrest (POST new arrest details, POST re-arrest)
2. UpdateActor (PUT Actor with SFNO, CII, FBI, Name)

Testing 11/29-12/28

UAT Testing 1/26 - 3/8

Wave 3

Inbound

1. warrant
2. bond
3. bonddetail
4. bondposting
5. bondpostingdetail
6. waiverdetail
7. HearingParticipants (POST Attorney Assignments)

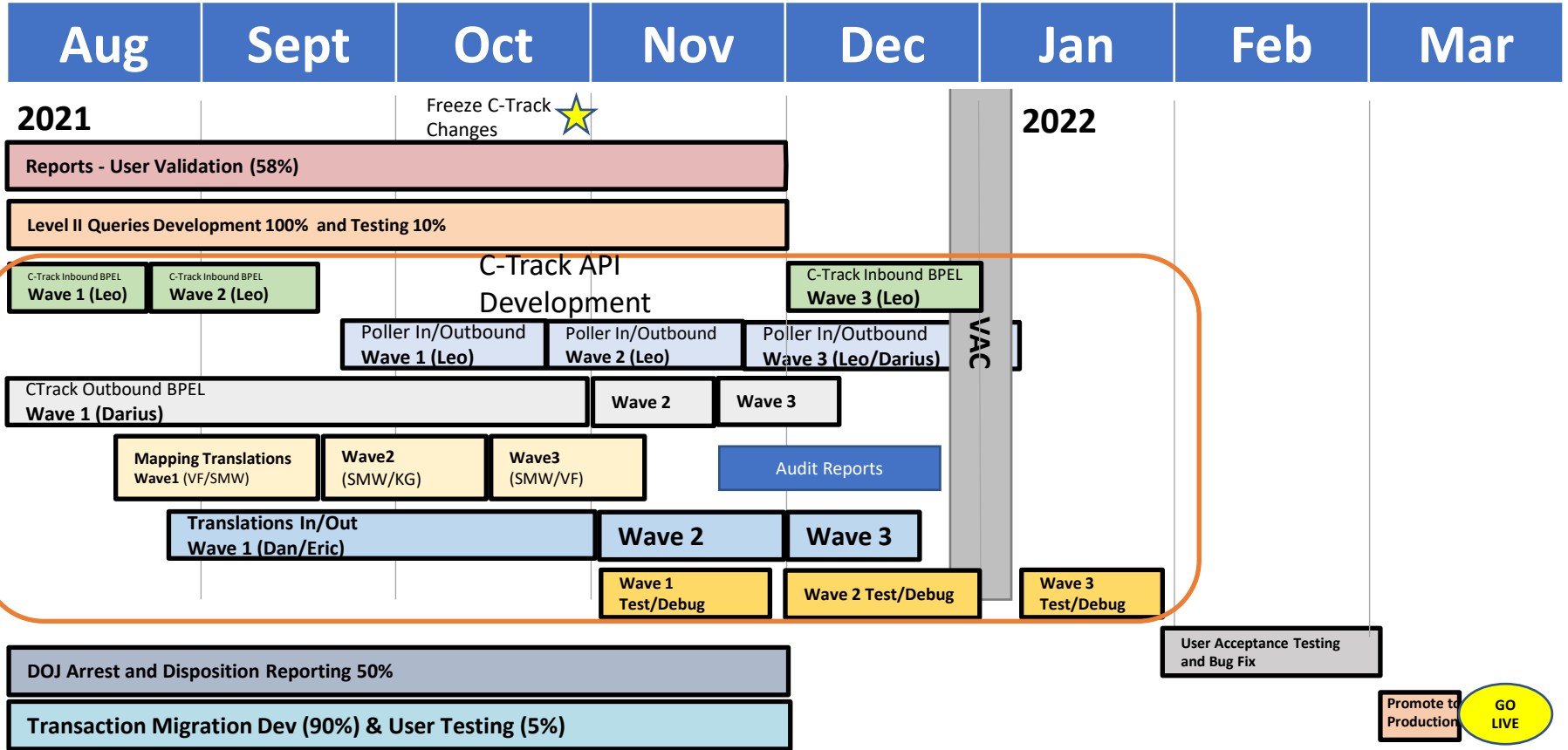
Outbound

1. InmateRelease (Need Bail/Bond Records)
2. bailposting

Testing 1/3 – 1/25



JUSTIS Schedule for Mainframe and CTrack



Objective 3: C-Track Interface Development Status

Data exchange with C-Track for Court modernization & mainframe retirement.

The new data exchange interface (API) between JUSTIS and C-Track requires mapping the data between systems and writing associated transaction software. The C-Track API data exchanges is taking more time than originally estimated.

- Three sprints are planned to complete the work and testing
- Courts freezing data changes October 29th
- JUSTIS added two contractor resources to assist with the software development
- After a month of lifecycle testing and data validation Go-Live is scheduled for March
- Sheriff submitted to DOJ for temporary approval in the event DOJ cannot complete JUSTIS application review



Lifecycle Testing and Data Validation

Lifecycle operations testing with the JUSTIS partners is needed to confirm production readiness of the JUSTIS Hub changes to data exchange, reports and transactions

- **Use Case Development – Completed 9/3**
- **Test Plan Development – In progress**
 - › JUSTIS Team will develop of the detailed C-Track API test plan which will include the approach, specific test events, resource plan and the schedule
 - › We need participants from the JUSTIS agencies to work with us on the test plan development. The level of participation for the JUSTIS agency resources is **2 hours per week from early November through January.**
- **Go Live Plan**
 - › JUSTIS and Courts will plan go-live and will need support from JUSTIS agencies to script the transition steps and test during go-live



Production Readiness

JUSTIS Hub Data Validation Tests:

1. C-Track-to-JUSTIS Data Exchange
2. JMS-to-JUSTIS Data Exchange
3. JUSTIS-to-Gideon Data Exchange
4. JUSTIS-to-Damion Data Exchange
5. Migrated mainframe reports
6. Migrated mainframe transactions
7. Level II queries migrated to JUSTIS
8. DOJ Reporting
 - a. MACR
 - b. 8715 Disposition Reporting

Successful Go-Live Planning

1. Completed test plans for each agency
2. Log questions in ServiceNow
3. JUSTIS will establish incident severity levels, track defects and resolve based on severity
4. Weekly or daily calls to coordinate fixes and retesting in the teams
5. Expect 4-6 weeks to normalize operations
6. After go live, keep CMS in read-only mode





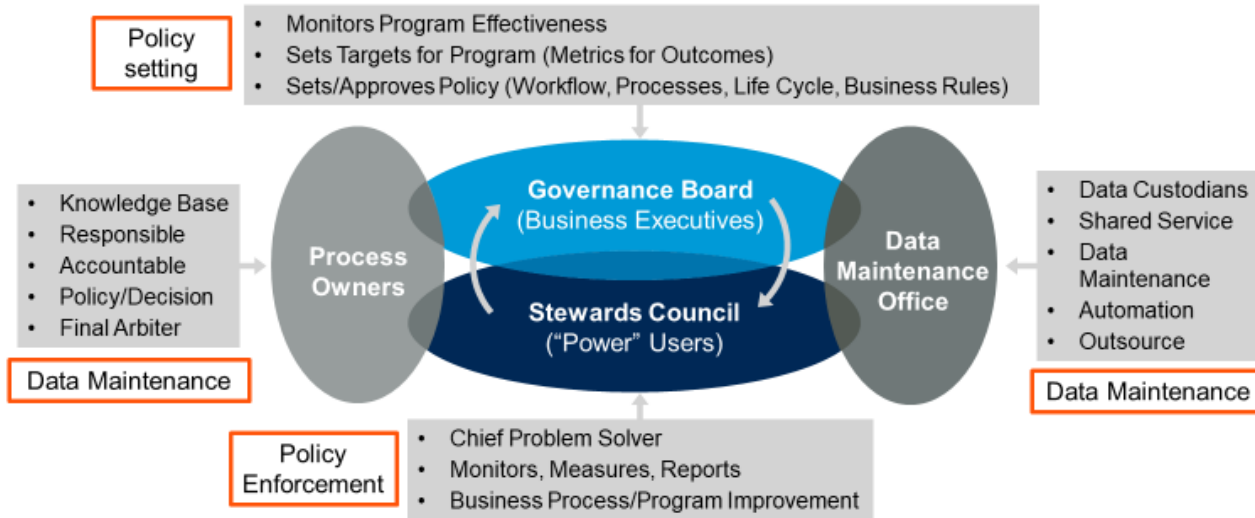
JUSTIS Advisory Committees

October 2021

Advisory Committees – Update

Architecture and Data Sharing – Chair Rishma Khimji

Enable the Right Governance Dialogue and Footprint for Data and Analytics



See ["Toolkit: Information Governance Role Descriptions"](#) (G00259624) and ["Governing the Information Governance Board"](#) (G00260884)

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Advisory Committees – Update

Architecture and Data Sharing – FY21/22 Workplan

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

1. Data governance is the foundation for the DCOE
2. Developing roles and responsibilities structure for Data Governance
3. What's next: Deep dive into data taxonomy - gaps, fine tune policies on data access
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



Advisory Committees – Updates

Architecture and Data Sharing

FY21/22 Workplan cont'd

5. Committee is engaged and having productive conversations about data and data governance
 - Data and Transactions in JUSTIS and agency impacts
6. Working in tandem with C-Track Go Live date to ensure data governance is in place
7. Gartner assisting with facilitating the discussion and standards identification



Advisory Committees – Update

Performance and Strategy – Chair Jason Cunningham

FY21-22 Goals

Cross system Benefit

1. Establish source and methods for race and ethnicity variables for city-wide KPIs.
2. Establish source and methods for crime and case type categories for city-wide KPIs.

Recidivism

3. Validate and expand Justice Dashboard for tracking subsequent criminal justice contact.
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

1. Generated draft Race & Ethnicity policy (Goal 1) based on the CIBRS standard
 - Matches reporting requirements to State/Fed DOJ
 - Department options retained
 - Flexibility to change as needed
2. P&S Sub Committee **recommend approval** of the Race & Ethnicity policy
 - 3 to Zero votes to approve (PD, DA, SHF). 1 abstention (APD), 3 absent (JUV, PDR, CRT)
3. Future questions for sub-committee consideration
 - Methodology and process for reporting data conflicts, which takes priority
4. Initial discussions on Crime and Case type ongoing (Goal 2)



Performance and Strategy Collaboration

Work Beyond FY21-22 Goal Set

Crime & Case Type

- Discussion ongoing to validate how JUSTIS can count crimes/cases 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 Q2 2022.

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.

MACR Data

- JUSTIS is looking into data reporting as we cutover from CMS to JUSTIS led MACR reporting





JUSTIS Executive Council

Next JUSTIS Executive Council Meeting:
January 13, 2022 @ 2:00-3:00

October 2021

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