JUSTIS Executive Council Meeting
August 30, 2022, 2:00 PM

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Click here to join the meeting
Or call in (audio only)
+1 415-906-4659,,374622227#   United States, San Francisco
Phone Conference ID: 374 622 227#
Find a local number

- 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, subject title: JUSTIS Executive Committee Meeting
- Board Members please mute your mic when not speaking. Chat is not enabled.

JUSTIS Executive Council Agenda
August 30, 2022

- Call to Order/Roll Call
- Resolution Making Findings to Allow Teleconferenced Meetings under California Government Code Section 54953(e) (Discussion and Action)
- Approval of May 12, 2022 Meeting Minutes
- General Public Comments
- Executive Sponsor Update: City Administrator
- JUSTIS Program Status
- Next Actions
- Gartner Update
- Advisory Committee Updates - Data & Architecture, Performance & Strategy
  - FY22-23 Committee Workplans (Discussion and Action)
  - Data Governance Charter (Discussion and Action)
- Adjournment

JUSTIS Program Status

August 30, 2022

C-Track/JUSTIS Go-Live Completed

- Received DOJ Application Final Approval June 14
- Migration activities started June 24 – June 26
  - New Level II queries operational as of June 24 at 6:13pm
  - C-Track and JUSTIS operational as of June 26 at 6:30pm
  - 7 million records migrated on 2.448 million cases
- C-Track, JUSTIS-C-Track API, new JUSTIS Hub, and Level II in full production June 27
  - 9+ weeks in production
- Getting to know and understanding C-Track and new production environment
- Continuing to monitor system performance and resolve issues
- Developing change management and release management process to keep C-Track, JUSTIS, and agency systems synchronized
- Planning work on Phase 2 priority items
- Gartner RAP sheet analysis report available

Next Action

August 30, 2022

Next Action: Post Go Live Workplan

Updated August 26, 2022

	Item	Development	UAT	Notes
1	Resiliency-Disaster Recovery for JUSTIS	◕	○	POC in public government cloud
2	Bond/Bail Posting Integration with C-Track	◕	○	
3	Post Attorney Assignment with C-Track	◕	○	
4	Arrest Charges and Action Numbers	◕	○	Working with agencies and TR to resolve permanently
5	Charge Statute Table	◕	○	Consolidate C-Track, LiveScan, DAT, and JUSTIS tables, perform gap analysis
6	Change Control and Release Management	◗	○	Drafted, awaiting partner information
7	ADP MIR Reports	●	◐	Fine-tuning reports
8	Gideon 2 Feed	○	○	Planning with PDR
9	PDR Windows Upgrade	○	○	Planning with PDR
10	IDB Data Entry Correction Functionality	●	◕	J-ESC
11	Data Taxonomy	◕	○	Data & Architcture workplan; data collection
12	Re-Arrest screen for outside jurisdictions	●	○	J-SJEA, J-SJQA, J-SJCA
13	Updating JUSTIS Test, Dev, Staging Environment to Prod and Connect to C-Track Pre-Prod Upgrade/Test	●	◐	Synchronizing the JUSTIS applications versions
14	MACR Test Report to Prod	●	●	August submission is in DOJ production

Legend: ○ = not started, ◕ = started/25%, ◐ = 50%, ◗ = 75%, ● = complete

Next Action: Application Support Lifecycle Process

Release Planning

Group and sequence the selected demand requests into releases based upon priority, technology, resource availability. and synergies.

Release Management

Create code promotion plan, communications plan, & implementation plan. Create operational support/training plan.

Demand Management

Release Planning

Application Development

Release Management

Production Deployment

Demand Management

Leverage joint governance processes to manage, evaluate, and select the requests for changes originating from Strategy, Goals, Business Needs, Operational Issues, and Feedback.

Application Development

Execute development task plan through requirements, design, coding, unit test, system test, and user acceptance test.

Production Deployment

Review and align implementation timeline with Agencies.Request formal Change approval. Manage the execution of the implementation.

Next Action: Change Management Process - Draft

- Establishes JUSTIS Change Advisory Board (CAB)
  - › Operates within the Operations & Maintenance Advisory Committee
  - › Meets monthly or as-needed for emergency changes
- Provides production change guidelines
  - › Moving any change into production requires a Formal Request for Change (RFC)
- Defines types of changes
  - › Joint Changes
  - › Exclusive Changes
  - › Emergency Changes
  - › Preapproved Changes
    - Defined list
    - Does not require Request for Change (RFC) notice

Next Action: Data Center of Excellence

- Define Strategy and Priorities
- Hire DCOE Project Manager expert in justice data and systems
  - › Job announcement issued August 19
- Define and Build DCOE workplan:
  - › Data metadata and taxonomy
  - › Data Security (part of signed Data Sharing Agreement)
- Design new Dashboards, Reports, Queries

Joe Siegel
Senior Managing Partner
Public Safety & Justice

GARTNER CONSULTING

Gartner.

JUSTIS Future State Vision
Key Challenges

JUSTIS agencies within San Francisco face multiple challenges which are not fully addressed by the current JUSTIS platform or the multiple stakeholder agency core system replacement projects currently underway. Examples include:

- Technical obsolescence and lack of extensibility of current CABLE/CMS and agency systems

- Superior Court transition to a new case management system

- Lack of system capabilities to prevent operational lapses with the potential for public safety issues or liability exposure

- Inability to evaluate the effectiveness of programs (social, criminal justice, others) for which the City invests significant sums

- Inability to track complex crimes where multiple incidents are associated with a single event

- Barriers to track and analyze criminal justice outcomes by race, ethnicity or crime type; inability to track recidivism across arrest, charging, trial, incarceration and reentry

- Inability to identify frequent criminal offenders so as to focus resources on the offenders most responsible for serious criminal offenses and quality of life issues

- Inability to create a holistic view of an individual's interaction with public safety partners and to correlate with agency interactions focused on public health, mental health and homelessness

- Inability to track the consistency and effectiveness of charging decisions against case dispositions and sentencing outcomes

The **Future State Vision** describes transformed and new JUSTIS capabilities that will enable CCSF to apply data driven processes to overcome challenges and constraints present today
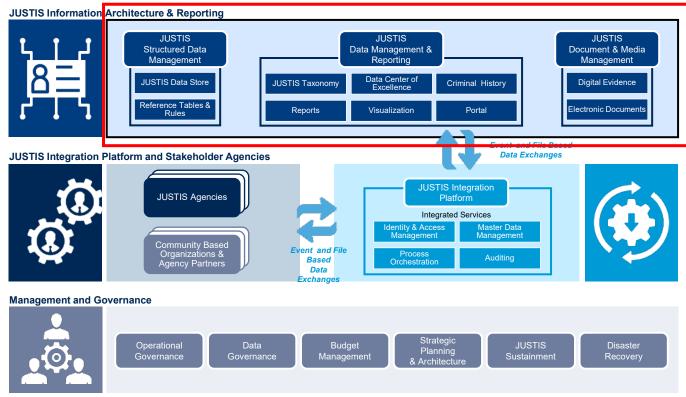
Gartner

JUSTIS Future State Vision
Information Sharing Capabilities

The JUSTIS Future State Vision promotes information sharing by providing the following capabilities:

- Shared definitions, standards, data stores and reporting access

- Common infrastructure for resiliency and integration capabilities serving JUSTIS and partner stakeholders

- Foundational management structures to govern and oversee architectural and operational decisions for current and future JUSTIS needs

JUSTIS Information Architecture & Reporting

JUSTIS Structured Data Management
- JUSTIS Data Store
- Reference Tables & Rules

JUSTIS Data Management & Reporting
- JUSTIS Taxonomy
- Data Center of Excellence
- Criminal History
- Reports
- Visualization
- Portal

JUSTIS Document & Media Management
- Digital Evidence
- Electronic Documents

Event- and File-Based Data Exchanges

JUSTIS Integration Platform and Stakeholder Agencies

JUSTIS Agencies

Community Based Organizations & Agency Partners

Event and File Based Data Exchanges

JUSTIS Integration Platform

Integrated Services
- Identity & Access Management
- Master Data Management
- Process Orchestration
- Auditing

Management and Governance

- Operational Governance
- Data Governance
- Budget Management
- Strategic Planning & Architecture
- JUSTIS Sustainment
- Disaster Recovery

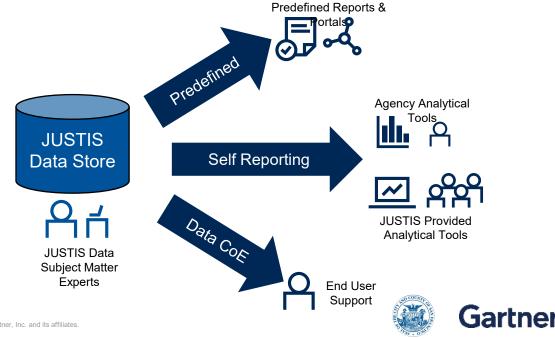Gartner

Strategic Planning Components
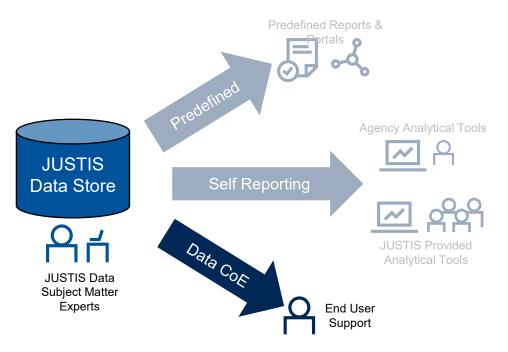## *Reporting*

Integrated Business Capabilities	Reporting– Modernize, improve or establish (as required) JUSTIS analytics & reporting to derive insights, data driven decisions and improve transparency, efficiency and accountability across the stakeholder agencies.

- JUSTIS reporting services will provide reporting and analytics on inter-agency data accessible in the JUSTIS data store

- Specifically JUSTIS would provide the following reporting methods and access to agency stakeholders and CCSF leadership:

  ➢ Predefined JUSTIS Reports

  ➢ Agency Self Reporting

  ➢ Data Center of Excellence (CoE) Consultative Services

JUSTIS Data Store

JUSTIS Data Subject Matter Experts

Predefined

Predefined Reports & Portals

Self Reporting

Agency Analytical Tools

JUSTIS Provided Analytical Tools

Data CoE

End User Support

Gartner

Strategic Planning Components
Reporting

JUSTIS reporting services will provide reporting and analytics on inter-agency data managed in the JUSTIS data store.

Predefined Reports & Portals

Predefined

JUSTIS Data Store

Self Reporting

Agency Analytical Tools

JUSTIS Provided Analytical Tools

Data CoE

JUSTIS Data Subject Matter Experts

End User Support

JUSTIS Data Center of Excellence

- The JUSTIS Technology Support Team will establish a Data Center of Excellence to provide insights on the meaning of individual data elements and explicit and implicit data relationships within the JUSTIS data store. This consultative support will facilitate accurate design and interpretation of queries and visualizations of JUSTIS data

Gartner

Strategic Planning Components
Reporting

The JUSTIS data store and associated reporting capabilities will allow CCSF to gain data-driven insights into criminal justice objectives and outcomes thereby enabling policy review and formulation of strategies which benefit CCSF and its communities. Examples include:

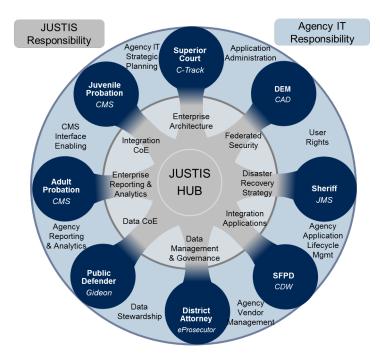| Community Driven Topics	Policy Impact Topics
• Transparency and accountability for the equitable treatment of all parties interacting with the criminal justice system including specific impacts for particular demographic groups or other vulnerable populations	• Drivers for the rising level of auto vandalism and related property crimes
• Perception that a large proportion of low-level criminal activities is perpetrated by a small set of "known" offenders	• Identification of conflicting operational policies between JUSTIS Agencies, such as inconsistent policies around what crimes should be cited, charged or prosecuted
• Perceived crises in terms of quality-of-life issues (e.g., vagrancy, public defecation, sidewalk issues, etc.)	• Tracking the impact of the Sheriff's policy of reducing incarceration through the use of supervised released
• Impact of the opioid epidemic and unaddressed mental health issues on both low-level crimes and police uses of force	• Impact of bail reform on balancing remand decisions with public safety and equity considerations
	• Actual and prospective impact of statutory and policy changes (e.g. Proposition 47, AB 953, etc.)
	• Understanding the transition of individuals from the juvenile to criminal justice systems and extent of overlapping jurisdiction

Strategic Planning Components
JUSTIS Operating Model

Management and Governance	<u>JUSTIS Operating Model</u> - Provide organizational, resource and change management structures to ensure continuous JUSTIS service levels to all stakeholder agencies; provide an operating model for the JUSTIS Technology Support Team with necessary capacity and access and support

Responsibilities for the JUSTIS Technology Support Team, in addition to the services provided today, will include:

- Establish, sustain and extend the JUSTIS architecture and standards including integrating Juvenile Probation's CMS into the JUSTIS Hub

- Administer and operate the integration platform (i.e., JUSTIS Hub), including monitoring of queues and other operational mechanisms

- Provide an Integration Center of Excellence (CoE) which consults with agency level IT and/or third-party vendors when designing interfaces and establishing interface contracts

- Document and configure platform level components for specific interfaces and support testing, including providing test harnesses where appropriate

- <mark>Provide a Data Center of Excellence to support JUSTIS reporting and query development</mark>

- Common infrastructure for criminal justice applications will be managed consistent with CCSF, state and federal standards and protocols

Note: agency applications shown are representative examples

JUSTIS Advisory Committees

October 2021

Advisory Committees – Update

Architecture and Data Sharing – Chair Martin Okumu (elected April 27, 2022)
Performance and Strategy – Chair Jason Cunningham (re-elected August 5, 2022)
Systems and Large Projects – Chair William Sanson-Mosier (elected June 15, 2022)
Operations and Maintenance – Chair Vacant (Call for nominations September 8, 2022)

- FY22-23 Committee Workplans, attachments (Discussion and Action)
    - Data and Architecture (Discussion and Action)
    - Performance and Strategy (Discussion and Action)

- Data Governance Charter, attachment (Discussion and Action)

Advisory Committees – Update

Architecture and Data Sharing – Chair Martin Okumu

Architecture and Data Sharing

With the retirement of the mainframe, the Committee's work is focused on progressing and completing data-related activities and deliverables to develop the Data Center of Excellence (DCOE).

FY22/23 Workplan:

==FY22-23 Committee Workplan submitted for approval (*Discussion and Vote Action item*)==

Define Data Governance

- **Data Governance Charter** (completed)
  - › ==*Data Governance Charter recommended for Executive Council approval at today's meeting (Discussion and Vote Action Item)*==

- **Create Operational Plan** (not started)
  - › *Documented plan for governance of future data products and processes, written access control policy for data analysis, reports and dashboards*

Advisory Committees – Updates

Architecture and Data Sharing – Chair Martin Okumu

FY22/23 Workplan cont'd

Develop Inter-Agency Data Strategy

- Establish vision and role for Data Center of Excellence (DCOE) (initiating)

    › *Scope, services and SLAs, define resource plan*

- Determine resources necessary for JUSTIS and participating agencies in 2022 and beyond including implementing DCOE (initiating)

    › *Develop job description and cost estimates for FTEs*

Build Modern Data Infrastructure

- Modernize JUSTIS data model (started)

    › *Relational database*

- JUSTIS data taxonomy (started)

    › *Collect JUSTIS metadata, tool selection*

Advisory Committees – Updates
Architecture and Data Sharing – Chair Martin Okumu

FY22/23 Workplan cont'd

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

› Comprehensive Incident-Based Reporting System (CIBRS) and customizing standard to meet needs of agencies committee engaged and having productive conversations about data and data governance

› Data and transactions in JUSTIS and agency impacts

› Define the Data Center of Excellence (DCOE)

● Gartner assisting with facilitating the discussion and standards identification

Advisory Committees – Update

Performance and Strategy – Chair Jason Cunningham

Quorum Issue

Requirement

JUSTIS Charter established 11 voting members for the Exec and Sub Committees, therefore requiring quorum of 6 voting members to be present per meeting

Issue

50% of PSC meetings since January 2021 have not made quorum, hobbling our ability to provide consensus-based recommendations to you for action.

Recommendation

-Vote to amend the JUSTIS charter to reduce sub committee membership by 2-3 agencies

<div align="center">OR</div>

-Leadership assistance in identifying attendees and providing guidance and space for attendance

Advisory Committees – Update
Performance and Strategy – Chair Jason Cunningham

FY22-23 Workplan (Draft)

1. Cross System Benefits

    a. Crime & Case Count categories and KPIs

    b. System key data & definitions

2. Custody Holds

3. High User Analysis

    a. Wellness Metrics

4. DCOE Scoping

FY21-22 Work Complete Pending Quorum:

1. Recidivism Dashboard Scope of Work

2. FY 22-23 Workplan

3. JUSTIS System KPIs

4. Meeting Minutes

Advisory Committees – Update

Performance and Strategy

(Complete) Recidivism Dashboard Scope of Work

- High level SOW complete for future DCOE team project queue. Adopts the Justice Dashboard on the DA's website as baseline model.

Unified Charge Code Table Policy

- A working group of CJ agencies is analyzing and developing a technical solution to a unified charge code table for the JUSTIS system to help reduce 'not in table' charges that are currently occurring.

- Long Term, a policy as to who 'owns' the unified table, and how & when it is updated is likely needed.

Crime & Case Count Definitions

- Discussion ongoing to validate how JUSTIS can count crimes/cases (Goal 1) in support of related KPIs. Outcomes of this conversation will help inform both KPI development within PSC & taxonomy development within DAC.

JUSTIS Executive Council

Next JUSTIS Executive Council Meeting:
December 6, 2022 @ 2:00-3:00

August 30, 2022

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

Final CMS and Mainframe Updates

- CMS processed its final court entries at 12 noon on June 24
- CMS final reports have been generated and distributed and files have been archived as of July 29
- Mainframe decommissioning is in process with expected completion August 31
- Thanks to Owens Information Systems for its dedicated service to operating, managing, and retiring CMS. Owens continues to perform knowledge transfer with the JUSTIS team and partners
- Thanks to Trident for mainframe system administration and securely decommissioning the mainframe
- Thank you to the business owners for your partnership in migrating legacy applications, systems, and processes off the mainframe!

Go Live Final Stats
Big Rocks

CMS Retirement

"Big Rocks" for Go-Live

Updated June 29, 2022

Item	Development	UAT	Notes
Damion Data Integration	🟢	🟢	Damion Data Integration
Gideon Data Integration	🟢	🟢	Gideon Data Integration
Bail 4260 Report	🟢	🟢	4260 report provided to DAT for review on Jun 15
APEX - EBL adjustments	🟢	🟢	SHF to test by entering Bail and other information from C-Track
DOJ - 8715 Disposition Reporting	🟢	🟢	8715 Report testing with DOJ - DOJ approval required for Go-Live
DOJ - MACR Reporting	🟢		MACR Report testing with DOJ - DOJ reviewing, completion not required until mid-July.
Query by Name	🟢	🟢	Query by Name on J-QCA per IDB request, query CMS with standard Oracle Text Search
Auto populate date for MRB screen	🟢	🟢	Auto populate date for MRB screen
DAT - Bulk disposition action	🟢	🟢	Bulk disposition action, priortization of 027 - demo on 5/13
APEX - MRB updates	🟢	🟢	Update MRB per the feedback from the DAT team
ADP #1 - Reports	🟢		ADP #1: Event Text Changes that affect APD MIR Reports - Awaiting test data from Courts and ADP.
ADP #2 - Mapping for report requests (RPTREQ)	🟢	🟢	ADP #2: Mapping Docket Entries to the different types of Court requests for ADP reports
ADP #3 - Population of sentence elements	🟢	🟢	ADP #3: Population of the sentence elements at the charge and case level
PDR Access to JUSTIS Data	🟢	🟢	PDR Access to JUSTIS Data: Sheriff's Office provided guidance that we will not implement PDR data filtering before Go-Live. It will be a Phase 2 activity to be implemented once the requirements are finalized.
Court Calendars	🟢	🟢	Court Calendars: Calednars are in the folder for Agency access. Delviery to ADP will be in Ph 2
Level 2 Hyperlinks	🟢	🟢	Level2 hyperlink for Event Text and Minute Orders. Workaround is in place for Go-Live.
Expunge and Seal	🟢	🟢	Expunge and Seal: Sync the JUSTIS database sealed cases to match IDB records; Connect archived records
Probation expiration date	🟢	🟢	No probation expiriation date in the minutes due to C-Track limitation. JUSTIS to calc & populate the expiration date
Performance Testing/Persistence	🟢	🟢	Performance Testing: Test JUSTIS hub with large message load from C-Track to simulate production load
Clerical Error Log & Report	🟢	🟢	Error handling, logging and notifications to JUSTIS technical staff.
Data Conversion	🟢	🟢	Confirm JUSTIS data conversion process , dry runs (i.e. CMS data tables, POL tables, and Historical records)
IDB - SF Nbr for new offenders not required	🟢	🟢	The EAR,EAB,EID screens should not make SF Nbr required as it blocks entering a new offender without an SF Nbr
IDB - record sealing business process	🟢	🟢	IDB needs to test and approve the business process for sealing records

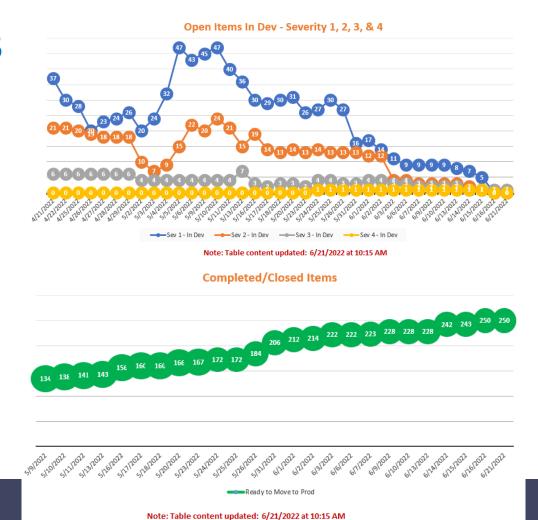**Legend**: = not started, = started/25%, = 50%, = 75%, 🟢 = complete

Go Live - Final Stats

Lifecycle Testing

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

Severity	Issue Status		Total Open Issues
	In Dev	User Test	
Sev 1	0	12	12
Sev 2	0	3	3
Sev 3	1	1	2
Sev 4	0	0	0
TOTAL	1	16	17

Note: Table content updated: 6/21/2022 at 10:15 AM

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

Sev 1 - In Dev — Sev 2 - In Dev — Sev 3 - In Dev — Sev 4 - In Dev

Note: Table content updated: 6/21/2022 at 10:15 AM

Completed/Closed Items

Ready to Move to Prod

Note: Table content updated: 6/21/2022 at 10:15 AM

Current C-Track-JUSTIS Process Counts
as of August 22, 1:55pm

	6/23-8/22	C-Track Notifications	Inbound Transactions	Outbound Transactions (to C-Track)		Jail Management System	
		Criminal Court Msg Processed	Poller Process Cnt from Notifications	Total Outbound Msg	Outbound Case Cnt	JMS 2 JUSTIS	JUSTIS 2 JMS
SubTotal in June	4.5 days	16,871	134,675	10,276	1,010	1,376	22,340
SubTotal in July	31 days	118,166	1,294,851	61,946	7,090	7,918	99,822
SubTotal in August	21.5 days	89,810	1,068,604	48,873	5,440	6,025	77,490