HJ 31 Study of Criminal Justice Data

Stakeholder responses to LJIC's May meeting questions

Information received as of June 17, 2022

- Montana Magistrates' Association letter
- Board of Crime Control responses
- Records management systems vendors – provided by the Board of Crime Control
- Department of Corrections responses
- Office of Court Administrator responses
- Office of State Public Defender responses

Senator Lynch
Representative Usher June 13, 2022

Thank you for allowing the Montana Magistrates' Association for the Courts of Limited Jurisdiction to provide informational input on HJ-31. Some of your questions are technical and I want to make sure you receive the correct information. I have asked the Chair of the Automation Committee for the Courts of Limited Jurisdiction to assist and provide a joint response.

VENDOR AND SOFTWARE PROGRAM/COSTS

All Courts in the State of Montana use case management software provided and paid for by the Office of Court Administrator. This software is purchased by the Office of Court Administrator from vendors and modified specifically for Montana Courts. The awarding of contracts to software companies, State Limited Jurisdiction Automation Committee (comprised of Judges and Clerks of those Courts) and the District Court Automation Committee (comprised by District Court Clerks). There is also a Commission on Technology (comprised of a myriad of professionals throughout the legal community as well as a sitting legislator) to update and approve the judicial branch information technology strategic plan.

All three Committees are working groups who meet frequently to discuss standardization, best practices, IT security issues, and cost of any modification imposed by the original vendor of any potential changes to the software with existing OCA IT resources. These groups assure compliance with the legislative directives provided by statute as well as protections granted by the US and Montana Constitutions. Currently, the Office of Court Administrator is in the process of converting and updating all Montana Courts from the Full Court V5 software to Full Court Enterprise software. The current software vendor for both Full Court V5 and Full Court Enterprise is Justice Systems, Inc.

The responsibility for the installation, data conversions, personnel training, changes as approved by the Committees, software updates, and information exchanges with other agencies, and (pursuant to statute) reporting Court statistics in the OCA's possession to the legislature upon request, is vested with the OCA IT division.

Consequently, Beth McLaughlin would be the best resource as far as the cost to ask Justice Systems, Inc., for any additions or modifications to the software regarding the Courts' data fields or for creating additional reports. Requests for bids must be submitted by her office. She would also be the best person to address the cost of increasing her staff to integrate the additional data collection fields you are seeking, testing the updates, pushing the updates out to the Courts, and supporting the Courts through the process. Managing the case management system for the Courts is only a small part of what the OCA does. They also provide Court technology (including supplying all the computer equipment on a 5-year replacement plan to every Court in Montana), managing and upgrading the Statewide e-filing program, technical

assistance to every Court in Montana on both hardware and software, working with the Courts to convert and implement FCE, providing ports, e-mail addresses and system ID's, IT security, and training to Courts, just to name a few.

OFFENDER INFORMATION/MHP, FWP, and MCS CITATIONS:

All data regarding an alleged offender that is populated into the Court's computer systems comes from an outside source. This ranges from an out of jurisdiction warrant or an originating Complaint from the prosecutor, where the only data provided to the Court is the Defendant's name, to the more expansive fields populated about the alleged offender through the imports used by the Montana Highway Patrol, Department of Fish Wildlife and Parks, and Motor Carrier Division. Full Court Enterprise was formatted with fields consistent with the Smart Cop software currently used by these agencies.

The OCA already has in place information exchanges with the Department of Justice – Highway Patrol Division, Department of Fish, Wildlife and Parks, and the Motor Carrier Service so that those citations, which are generated with data input by each officer, provides a data exchange every evening and imports into the Full Court V5 and Full Court Enterprise case management system of the correct Court.

In the middle, and most common by far, are the citations generated by local law enforcement (county and city) as well as the Department of Livestock. Offender data in this instance is provided to the Courts on a handwritten citation. These handwritten citations are not in a standardized format and vary from one law enforcement agency to the next. All individual fields are not always completed by the law enforcement officer. Provided that the statutory information is contained on the charging document (citation) the Court is required to accept it. The current statute on the requirement for the information regarding the alleged offender contained on a citation or complaint is merely the person's name. See 46-11-401(1) MCA:

> **46-11-401. Form of charge.** (1) The charge must be in writing and in the name of the state or the appropriate county or municipality and must specify the court in which the charge is filed. The charge must be a plain, concise, and definite statement of the offense charged, including the name of the offense, whether the offense is a misdemeanor or felony, **the name of the person charged**, and the time and place of the offense as definitely as can be determined. The charge must state for each count the official or customary citation of the statute, rule, regulation, or other provision of law that the defendant is alleged to have violated. Emphasis Added.

CHARGE/SENTENCING/DISPOSITIONAL DATA:

Full Court V5 and Enterprise are programs specific to Court operations and tracks the happenings of every case filed, and every action taken in the Court regarding that case. This allows the Courts to collect some reliable and relevant information regarding the charges, progress, sentencing and disposition as to each individual offender's case. With few changes,

and minimal exceptions, the case management systems used by the Courts should be able to provide you with any charge, sentencing, or dispositional data you are seeking. When you ask about low hanging fruit, this is the type of information the Courts excel at keeping pursuant to our best practices standards. Again, the OCA IT Division would be in the best position to advise you on the type of reports that currently exist and are available to be generated by them on a Statewide basis to provide you with this type of data.

DATA ENTRY AND STAFFING:

Some Courts have Clerks. In small jurisdictions the Judge acts as the Clerk. Some large jurisdictions divide duties amongst their Clerk staff so each only performs certain tasks. However, whatever size the Court, Clerks (and Judges who have no Clerks) do data entry into the V5 or FCE software program most of their day, but not necessarily just on criminal cases. In additional to criminal cases, there are civil filings which have increased due to a recent statutory jurisdictional increase from $12,000.00 to $15,000.00: Civil Disputes, Credit Agency Collections, Landlord Tenant, Forcible Entry. Small Claims and Temporary Orders of Protection are two more civil filing types that require data entry. In addition, Clerks also handle the myriad of questions that come from the public for each case type and handle money to pay filing fees, fines, restitution, fees, surcharges, criminal appearance bonds and civil bonds on appeal. Those funds need to be accounted for and disbursed by Clerks each month to the various agencies the legislature has set by statute as well as issuing checks to victims. They track bond and make sure offenders appear and bond is either forfeited or remitted. They manage the yearly jury pool and pull juries. They do compliance to collect fines and assure completion of Court ordered programs. They handle a constant barrage of phone calls and requests for information from the public and other criminal justice agencies. They file documents in the Court file and image them into the Court's V5 or FCE program. They are responsible for filing and sending out Court Orders. They coordinate Court appearances with the jail for inmates. They take the time to assure access to justice and assist the public with Small Claims actions as required by statute. We simply do not have time to do more.

The legislature continues to work at cutting funding to cities and counties from the State level, while mandating additional statutory requirements from them. The collection and handling of additional data puts the burden on the local counties and cities to hire additional staff for data collection and entry due to a State mandated piece of legislation. Not only does it cost these local government agencies to hire more staff and Court Clerks, but many Courts are also having serious issues in recruiting and retaining Clerks. Daily, our Clerks deal with people in person and on the phone who are neither happy nor polite. Public sector pay for these types of positions is not competitive with that offered by the private sector and as more duties are added and less money is available to add staff, public sector employee are asked to work twice as hard for less benefit. There is an employee shortage Statewide for these types of jobs.

Taxpayers do not want to pay more taxes, but a common-sense approach indicates that the local services and infrastructures are failing and in dire need of repair. Please spend our money

wisely when considering new projects. There is much data entered by the Clerks already available in the case management system which certainly can be put to good use. However, increased cost for additional data collection by local governments needs to be carefully considered. One should ask, “What is the question we are attempting to answer?”

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June 16, 2022

Senator John Esp, Chairman
c/o Rachel Weiss
Law and Justice Interim Committee

Dear Senator Esp,

The Montana Board of Crime Control appreciates the questions posed by the Committee to the stakeholders and the opportunity to provide input to move the Criminal Justice Data Study forward. Please see below our response for each question.

Question: What are the top 3 data pieces or projects—the low hanging fruit—that you feel could be a start of an initial data project?

1. Complete a needs assessment of data that should be collected or use the results from another state who has already done this work.

2. Determine what system should be used to consolidate the data.

3. Hire a project manager to lead the effort in-between LJIC meetings.

Question: Where, or what agency, should lodge a data system/unit?
SITSD seems like the appropriate agency with IT resources available to implement and manage the integrations, programing, and data management. SITSD houses all the necessary technology expertise to build and implement the system. We understand that different IT resources would be required during the scope of implementation and future management. The agency that is tasked with this project should have ample resources available in which one person leaving or being replaced could easily be supported by others in the agency, without being a detriment to the system or the project. MBCC does not have security features in place to handle PII as the data we currently receive is deidentified. Through building and sustaining the system the implementation agency will have determined what resources would be needed to keep the system functional. Once established, ongoing maintenance and support could be shifted to another agency.

Question: Do you have suggestions of how the state could create a unique ID?
MBCC does not have specific suggestions but does believe that a central system would be necessary to generate the number at the time of initial contact.

Question: How much are you spending on technology? What are the numbers of FTEs involved especially with data entry and analysis?
MBCC's statewide data repository that collects law enforcement data is currently $18,000 per year in maintenance.

The Statistical Analysis Center has 3 FTE that manage deidentified data from 107 law enforcement agencies.

Question: Who are your current vendors for case management or data management systems?
Optimum is our current vendor for our central repository used to receive deidentified law enforcement data to report to the FBI.

Respectfully,

Natalia Bowser
Director
Montana Board of Crime Control

Submitted by Board of Crime Control

2022 Records Management Systems Customers by Vendor

Agencies Currently Seeking Vendor	
Conrad Police Department	Reviewing vendors - Central Square/Zuercher
Daniels County Sheriff's Office	Reviewing vendors
Dawson County Sheriff's Office	Dawson/Glendive reviewing vendors to replace Swift
East Helena Police Department	L&C/Helena/E Helena seeking vendor
Fairview Police Department	Reviewing vendors
Glendive Police Department	Reviewing vendors to replace Swift
Helena Police Department	L&C/Helena/E Helena seeking vendor
Lewis and Clark County Sheriff's Office	L&C/Helena/E Helena seeking vendor
McCone County Sheriff's Office	Reviewing vendors
Rosebud County Sheriff's Office	Reviewing vendors to replace Swift
Treasure County Sheriff's Office	Reviewing vendors to replace Swift
End2End Inc. - ARMS	
Montana State University Billings Police	
University Of Montana Police Department	
CRIMESTAR USA, LLC - CRIMESTAR	
Cut Bank Police Department	
Eureka Police Department	
Liberty County Sheriff's Office	
Teton County Sheriff's Office	
West Yellowstone Police Department	
Application Data Systems (ADSI), Inc - DataForce	
Anaconda-Deer Lodge Law Enforcement	
Baker Police Department	
Carter County Sheriff's Office	
Fallon County Sheriff's Office	
Glacier County Sheriff's Office	
Hot Springs Police Department	
Lake County Sheriff's Office	
Mineral County Sheriff's Office	
Polson Police Department	
Ronan Police Department	
Sanders County Sheriff's Office	
St. Ignatius Police Department	
Thompson Falls Police Department	
Wibaux County Sheriff's Office	
Motorola Solutions - Flex	
Beaverhead County Sheriff's Office	
Butte-Silver Bow Law Enforcement Age	
Dillon Police Department	
Libby Police Department	
Lincoln County Sheriff's Office	
Pondera County Sheriff's Office	
Powder River County Sheriff's Office	
Troy Police Department	
Central Square Technologies - IMC	
Fort Benton Police Department	
Havre Police Department	
Hill County Sheriff's Office	
Plains Police Department	

Tyler Technologies - New World
Billings Police Department
Columbia Falls Police Department
Flathead County Sheriff's Office
Kalispell Police Department
Missoula County Sheriff's Office
Missoula Police Department
Whitefish Police Department
Yellowstone County Sheriff's Office
Central Square Technologies - Pro Suite
Belgrade Police Department
Blaine County Sheriff's Office
Bozeman Police Department
Bridger Police Department
Broadwater County Sheriff's Office
Carbon County Sheriff's Office
Cascade County Sheriff's Office
Chinook Police Department
Chouteau County Sheriff's Office
Columbus Police Department
Custer County Sheriff's Office
Custer County Sheriff's Office
Darby Police Department
Deer Lodge Police Department
Ennis Police Department
Fergus County Sheriff's Office
Gallatin County Sheriff's Office
Garfield County Sheriff's Office
Glasgow Police Department
Golden Valley County Sheriff's
Granite County Sheriff's Office
Great Falls Police Department
Hamilton Police Department
Jefferson County Sheriff's Office
Judith Basin County Sheriff's Office
Laurel Police Department
Lewistown Police Department
Madison County Sheriff's Office
Manhattan Police Department
Meagher County Sheriff's Office
Miles City Police Department
Montana State University Police Depart
Musselshell County Sheriff's Office
Petroleum County Sheriff's Office
Phillips County Sheriff's Office
Powell County Sheriff's Office
Prairie County Sheriff's Office
Ravalli County Sheriff's Office
Red Lodge Police Department
Richland County Sheriff's Office
Roosevelt County Sheriff's Office
Sidney Police Department
Stevensville Police Department
Stillwater County County Sheriff's Office
Sweet Grass County Sheriff's Office
Toole County Sheriff's Office
Valley County Sheriff's Office
Wheatland County Sheriff's Office
Wolf Point Police Department
Sun Ridge Systems, Inc. - RIMS
Hardin Police Department
Sheridan County Sheriff's Office
CTS America - Smart Cop
Park County Sheriff's Office

MONTANA DEPARTMENT OF
CORRECTIONS
DIRECTOR'S OFFICE

Greg Gianforte, Governor | Brian M. Gootkin, Director

June 14, 2022.

To Members of the Law and Justice Interim Committee,

Please find the following responses to your questions related to the HJ 31 study.

For All Stakeholders

• What are the top 3 data pieces or projects--the low hanging fruit--that you feel could be a start of an initial data project? (May 9: 11:14:45 – Lynch)

A feasible initial data project would be to develop a data store that contains name, date of birth, common identifiers, and demographics of criminal justice-involved individuals that can be accessed by the CJ community. A potential use case would be when an individual is sentenced to the DOC. The DOC or other CJ partners could search the database for this person, and if a match is found, that data could be used when creating the new record. This would eliminate additional data entry and potential data quality issues caused by typographical errors.

Data exchange projects within criminal justice and/or non-criminal justice agencies require a unique MOU for each project. The MOUs seem to take more time than would executing the data exchange. It would be nice to have an Enterprise Template for these exchanges with fill-in-the-blank language to speed up this process.

The priority project for the DOC would be a data exchange with the courts for orders from the courts (PSI requests, sentencing information, judgements etc.). This should be bidirectional with DOC supplying PSIs and any other information the court would like as part of the exchange.

• Where or what agency should lodge a data system/unit? (May 9: 11:36 – Esp and May 10: 10:46 – Bishop)

The DOC suggests the Montana Department of Administration would be the appropriate party for this function. DOA would be a neutral party and should have the capability to store, secure, control access, and protect the data to be compliant with the US DOJ Criminal Justice Information Security (CJIS) Security Policy 5.9, a noncriminal justice agency holding the data. The noncriminal justice requirements would need to be researched and reviewed in depth to verify this would be acceptable.

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APPENDIX J NONCRIMINAL JUSTICE AGENCY SUPPLEMENTAL GUIDANCE

This appendix is not intended to be used in lieu of the CJIS Security Policy (CSP) but rather should be used as supplemental guidance specifically for those Noncriminal Justice Agencies (NCJA) with access to Criminal Justice Information (CJI) as authorized by legislative enactment or federal executive order to request civil fingerprint-based background checks for licensing, employment, or other noncriminal justice purposes, via their State Identification Bureau (SIB) and/or Channeling agency. Examples of the target audience for the Appendix J supplemental guidance include school boards, banks, medical boards, gaming commissions, alcohol and tobacco control boards, social services agencies, pharmacy boards, etc.

The CSP is the minimum standard policy used by both criminal and noncriminal justice agencies requiring access to CJI maintained by the FBI CJIS Division. The essential premise of the CSP is to provide appropriate controls to protect the full lifecycle of CJI, whether at rest or in transit. The CSP provides guidance for the creation, viewing, modification, transmission, dissemination, storage, and destruction of CJI. This Policy applies to every individual—contractor, private entity, noncriminal justice agency representative, or member of a criminal justice entity—with access to, or who operate in support of, criminal justice services and information.

• Do you have suggestions of how the state could create a unique ID? (May 9: 11:29 – Lynch)

At an earlier LJIC meeting there was a suggestion to consider the MANS numbers as a unique identifier. MANS is the Montana Arrest Numbering System. (ARM 23.12.103) However, the MANS number does not flow to all criminal justice agencies. For example, the sentencing information DOC receives from the court does not contain the MANS number. Another consideration is that MANS numbers are unique identifiers associated with a felony arrest, so an individual can have multiple MANS numbers. Thus, if the DOC was to receive the MANS number with sentencing documents, the department could record it, but would have no way of recording MANS numbers for felony arrests that do not result in an individual being sentenced to the DOC. If an entity was to search for a DOC offender based on a MANS number that did not result in a sentence to the DOC, no result would be returned even if the department had that individual in its database.

The DOC suggests consideration of using the State Identification (SID) number that is associated with an individual's fingerprints. In previous CJ discussions on this subject, it was determined that this number was not readily accessible for all CJ users because of the reliance on the fingerprint record. At that point, the length of time for a return on fingerprints was of concern because numerous agencies were still using paper fingerprint cards. (The DOC is not aware of the extent of Live Scan implementation across the state.) The acquisition costs of the machines were higher then, than they are now. In late 2020, the DOC purchased a new machine for one its facilities for $5,498. The department has these at its prisons, but does not have them at its probation and parole offices. There are annual support and maintenance costs that DOJ will pass through to the agencies. The DOC is not aware of the details of those costs.

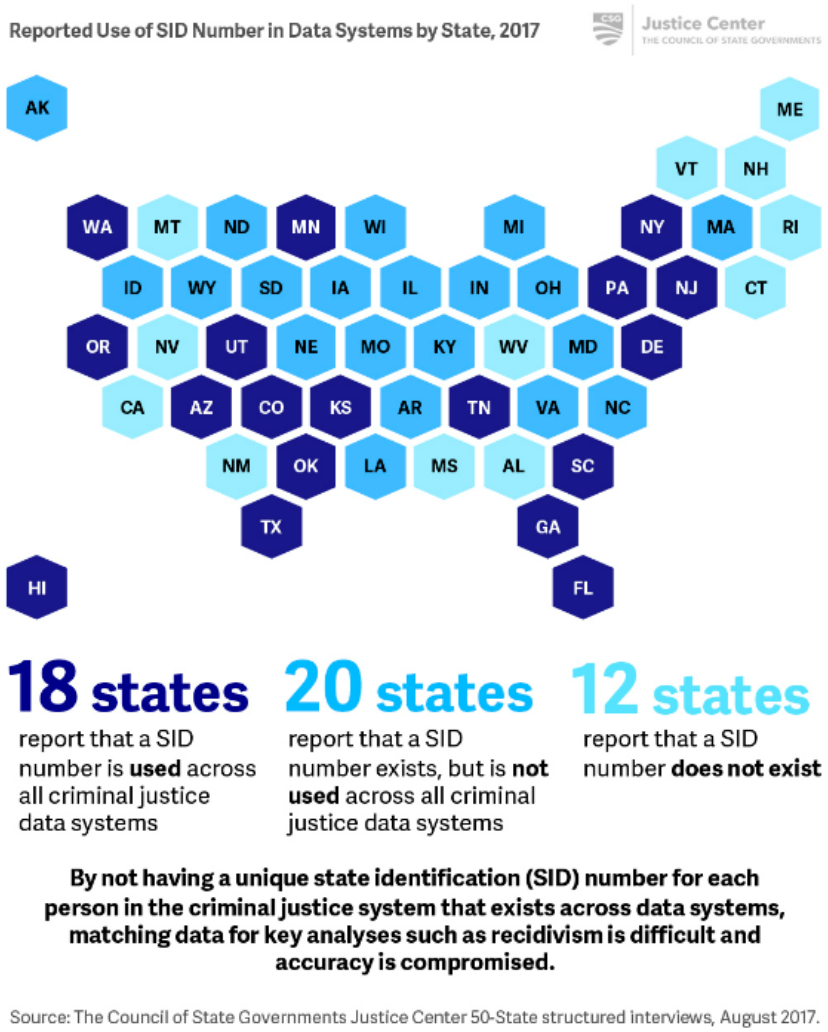
The Council of State Governments published a 50-State Report on Public Safety that included the topic of a unique identifier in state criminal justice information sharing. A snippet and charts from this document are below. https://50statespublicsafety.us/part-1

To improve data sharing, criminal justice agencies should use a unique state identification (SID) number across all systems to track a person's movement through the entirety of the criminal justice system and determine whether a person returns. Using SID numbers can help ensure the most accurate matching across criminal justice data systems.

In addition to using a SID number, criminal justice agencies need to acquire technology that has the capacity to easily share information and establish processes to share data between agencies. With these components in place, all criminal justice agencies can access information that can help them improve how they respond to people in the criminal justice system, as well as analyze crime, arrest, and victimization trends over time to strengthen policies and practices that reduce recidivism, repair harm, prevent offenses, and build trust in communities.

In this report, CSG also illustrated that most states were not using a common ID across criminal justice agencies, but 18 states were using the SID across all criminal justice agencies. Note that they identified Montana as a state where an SID does not exist, which was not accurate.

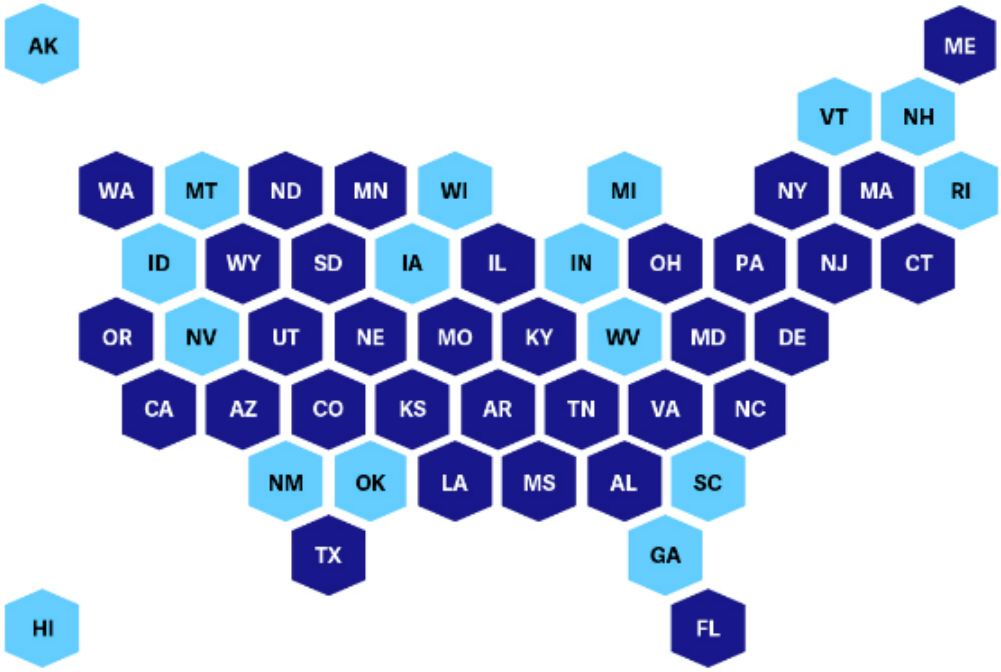
Most states report not using a common ID number across criminal justice data systems, compromising a state's ability to conduct key analyses.



More than half of states report having systems that give supervision officers the ability to determine when people on their caseloads are arrested, but this is not necessarily done automatically.

States That Report Having a System for Sharing Information Between Law Enforcement and Supervision Agencies When People on Supervision Are Arrested, 2017

Justice Center
THE COUNCIL OF STATE GOVERNMENTS



33 states report **having** a system that gives supervision officers the ability to determine when people on their caseloads are arrested

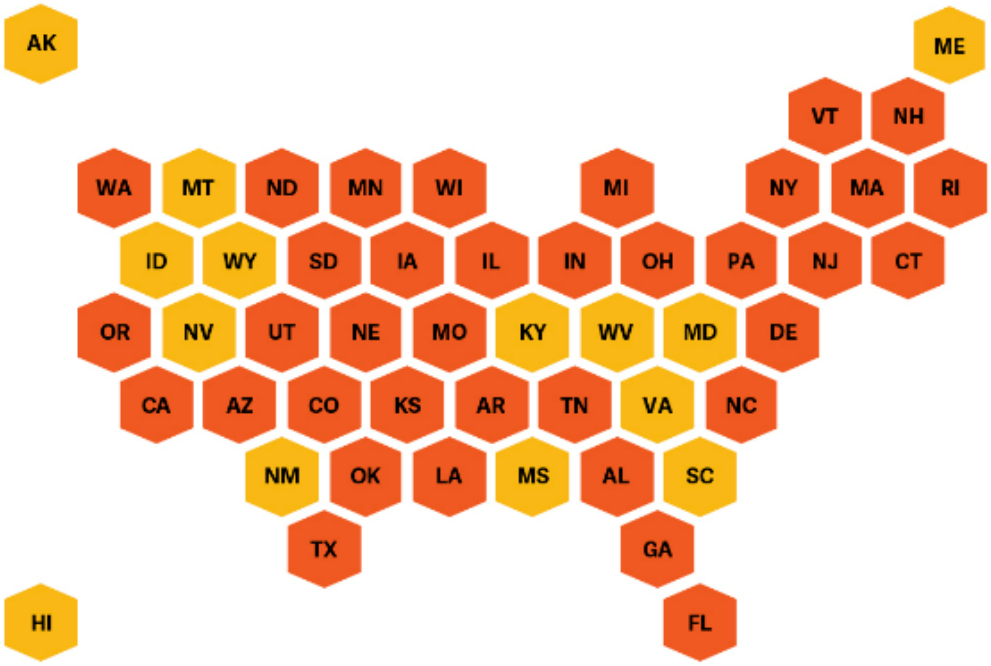
17 states report **not having** a system that gives supervision officers the ability to determine when people on their caseloads are arrested or did not know

Source: The Council of State Governments Justice Center 50-State structured interviews, August 2017.

More than half of states report having systems that give law enforcement the ability to determine supervision status when a person is arrested, but this is not necessarily done automatically.

States That Report Having a System for Sharing Information Between Law Enforcement and Supervision Agencies When People on Supervision Are Arrested, 2017

Justice Center
THE COUNCIL OF STATE GOVERNMENTS



36 states

report **having** a system that gives law enforcement the ability to determine supervision status when a person is arrested

14 states

report **not having** a system that gives law enforcement officers the ability to determine supervision status when a person is arrested or did not know

Source: The Council of State Governments Justice Center 50-State structured Interviews, August 2017.

For State Stakeholders

How much are you spending on technology? (May 9: 11:12 to 11:17 generally – Lynch)

- Costs related to the DOC's Offender Management Information System (OMIS).
- Budgeted costs for SITSD-related costs and ancillary costs such as licensing is $60,500 annually.

What are the numbers of FTEs involved especially with data entry and analysis? (Don't need specific figures but trying to get a reasonable estimate of the costs.)

We don't have any staff that are designated as data entry staff only.

Staff that are specifically associated with system development and analysis include:

- IT Bureau - application development section supervisor (1), software developers (5), dev-ops (1), and data quality (2). Two of the software developers and the dev-ops position are vacant. None of these staff perform data entry in OMIS.
- Project Management Bureau - business analyst (75% of time working on OMIS-related requests, but no data entry in OMIS).
- Research Analytics and Planning Bureau - bureau chief (1) is responsible for developing program evaluation criteria; data staff responsible for responding to data requests, creating dashboards and other data analytics (2); and part-time position responsible for working on program evaluation (1). One data staff and the part-time program evaluation position are vacant. None of these staff perform data entry in OMIS.

Staff with data entry responsibilities for OMIS include:

- Probation and Parole Bureau – Bureau chief, Probation and Parole officers, Probation and Parole supervisors, institutional probation and parole officers, administrative support staff, Interstate Compact staff, and various support staff.
- Secure facilities — all staff in the security chain of command including correctional officers, case managers, unit managers, records staff, classification staff, program staff, mailroom staff, etc. Certain contracted facility staff have data entry responsibilities as determined by prison management.
- Financial Services Bureau — all restitution collection technicians.
- Programs and Facilities Bureau — all bureau staff and some contract facility staff.
- Montana Correctional Enterprises — various staff throughout the bureau.
- Health Services Bureau — various staff throughout the bureau.

About 800 staff members in the above categories have data entry responsibility in OMIS.

Who are your current vendors for case management or data management systems? (May 9: 11:13:30 – Lynch and 11:34:30 – Essmann)

The DOC has never owned a vendor-supported system. The department's original system, OBCIS, was built by DOA in the 1970s. The next system, ACIS, went live in 1985 and the current system, OMIS, went live in 2008. The DOC attempted to get funding from the legislature in 2005 to procure a system and was unsuccessful, which led to the development of OMIS internally.

The DOC has submitted an EPP request to OBPP to procure a new commercial OMS.

Please let us know if you have any additional questions.

Respectfully Submitted,

Brian M. Gootkin, Director

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June 16, 2022

Senator John Esp, Chairman
c/o Rachel Weiss
Law and Justice Interim Committee
Montana State Capitol
Helena, MT 59620

Dear Senator Esp:

Thank you for the invitation to further respond to the data study. As a reminder, the state Judicial Branch provides a court case management system to all trial courts in Montana but the responsibility for data entry rests on the local government clerks in district and limited courts. We are currently deploying an upgraded version of the system to our almost 200 courts. The upgrade is the Judicial Branch's highest priority and will result in easier builds for data exchanges and improved cyber security.

Top three data projects and unique id number:

This is a difficult question to answer without knowing what the committee is trying to achieve. If the committee is trying to build a large dataset that can used in the future, it makes the most sense to focus on establishing a unique id number for offenders (like the MANS number). The unique id number needs to start at the first interaction and be reported to the court with a case filing. We would defer to law enforcement and county attorneys on how to make that happen.

If the committee is trying to identify costs specific to certain types of offenders, it might make sense to employ a model used in healthcare and other social services and look at a subset of offenders. Specifically, identify the most-costly offenders (i.e., people sentenced to DOC for more than 20 years or people who have cycled through multiple DOC programs over a set time). Given a reasonably sized subset, the Judicial Branch could provide court data about these individuals. Again, depending on the committee's goals, working with a discrete subset of offenders could provide an immediate study focus.

Where or what agency should house a data system:

The Judicial Branch doesn't have a position on this question but would have several issues for the committee. While a great deal of the information identified is public information (name, charges, etc.), there is information the local courts are required to protect such as social security number, date of birth, the pre-sentence investigation, etc. Presumably, the committee would want this data to flow from the local clerks of court, through the Judicial Branch provided case management system, and to a state data system. Aside from the significant technology challenges, it is critical to identify protected information and provide statutory authority or guidance for courts to release the information to whatever entity is responsible for the state system. We do not want to be placed in a position where clerks or the Branch are expected to share information, which is sealed by a court or confidential in statute.

The committee also needs to contemplate a timeline for any data system. When Full Court was deployed in 2006 in the district courts, data from the previous case management system was migrated to Full Court. There are decades of court cases contained in Full Court, but those older cases may pose more technical difficulty for future data exchanges with limited research value. Limited court data was not converted following their deployment, which started in 2001.

I have attached the requested overview of the Judicial Branch case management systems, information technology staffing, and funding. If you need more information, please let me know.

Sincerely,
/s/

Beth McLaughlin
Court Administrator

Judicial Branch Information Technology Overview

Users Supported:

- 490 state users
- 710 local government users (district court clerks and courts of limited jurisdiction judges and clerks)
- *Please note: the Judicial Branch provides the case management systems to trial courts, but county and city court clerks are responsible for data entry and are the official "keepers of the records"*

Services Supported:

- Network, server, and hardware services including computers and printers throughout Montana
- Courtroom audio, visual, teleconferencing, and court reporting equipment in 75 plus courtrooms throughout Montana
- Four major case management systems and several smaller systems for specific functions
- Statistical and performance reporting and electronic services (website, etc.)

Case Management Systems Supported:

- Full Court Case Management Version 5 (Justice Systems Inc.)
  - The system was originally deployed starting in 2001 in the limited courts and 2006 in the district courts. It is a court case management system allowing clerks and judges to manage individual cases within each court. It is not a criminal justice specific system because criminal cases are only one case type of many. The system contains a robust general ledger component, which allows each court to manage finances including fines and fees. Jury management is also provided by the system. This older version of Full Court was deployed using 200 plus separate servers making data exchanges more time-consuming.

- Full Court Enterprise (Justice Systems Inc) [1]
  - The new version of Full Court runs on an updated Oracle platform, which will allow the Judicial Branch to phase out the 200 plus individual servers. The system has similar functionality to Version 5 although with user upgrades. Once the system is fully deployed, data exchanges will be easier because of the upgraded architecture.
  - The Water Court and Asbestos Court also use FCE
  - A central public access portal is also part of the FCE deployment.

[1] FCE is in deployment, which is the Branch's top priority

- Electronic Filing (Thompson Reuters)[2]
  - The electronic filing system is active in the Supreme Court, Asbestos Court, and some trial courts (district and limited). E-filing eliminates paper filings in the courts and allows users to file from any location. Deployment to all courts is ongoing with the FCE deployment.

- C-Trak (Thompson Reuters)
  - The Supreme Court's case management system for appellate cases. It is fully connected to the e-filing system and has a generally robust public access component.

- JCATS (Noble Systems)
  - This is the youth court system used for managing youth referred to juvenile probation. The stand-alone system has strict controls governing access because of the confidentiality afforded to "informal" youth offenders. If the county attorney files a formal case, it is managed via the Full Court system. JCATS has a robust system for demographic reporting about youth referred to the criminal justice system.

- DIMS and Automon
  - Purchased systems used by drug courts (DIMS) and pretrial services (Automon) to track and manage individual offenders and participants. Both are off-the-shelf products that do not require intensive IT services and are not connected to Branch case management systems.

FTE Distribution (22.75):

- Chief Information Officer (1.0 FTE)
  - Overall leadership of Judicial Branch IT

- Applications Developer/Programmer (1.0 FTE)
  - Branch's sole programmer; provides limited data analysis

- Electronic Services Coordinator (1.0 FTE)
  - Branch's sole web coordinator; also responsible for C-Trak and DIMS support as well as audio and video in the Supreme Court

- FCE Business Analysts (5.0 FTE)
  - Support all aspects of Full Court including the current FCE deployment; troubleshoot all problems within the system and provide training to new users

[2] Electronic filing is in deployment in the trial courts and Water Court; follows behind FCE

- Network/Hardware/Server Staff (8.0 FTE)
    - Network, hardware, and server support as well as inventory and Help Desk functions; staff within this section deploy and troubleshoot equipment to courts throughout Montana

- Courtroom Technology Staff (1.75 FTE)
    - Support all aspects of courtroom audio throughout Montana's District Courts including sounds systems, video (Zoom) systems, and court reporting technology

- E-filing Analysts (3.0 FTE)
    - Support all aspects of electronic filing including the current deployment; troubleshoot problems and provide training to new and existing users; the nature of e-filing requires extensive external assistance to attorneys and legal assistants

- Cyber Security Analysts (2.0 FTE)
    - Oversees all aspects of cyber security for all components and systems within the Judicial Branch

IT Costs:

	FY21	FY22 (Projected)
SITSD Services	$1,943,233	$2,670,556
Personal Services	$1,103,187	$1,557,379
Maintenance Contracts	$ 924,024	$ 921,110
Hardware Costs	$ 268,071	$ 608,789
Other	$ 110,159	$ 92,236
Total	$4,384,674	$5,850,070

HJ 31: Office of State Public Defender Responses to LJIC Questions

June 2022 – Provided by Brett Schandelson, Acting Director/Development and Operations Bureau Chief

For All Stakeholders

• What are the top 3 data pieces or projects--the low hanging fruit--that you feel could be a start of an initial data project? (May 9: 11:14:45 – Lynch)

- OPD believes a logical first step on the path of least resistance towards a larger, fleshed out integrated data structure is to support the Courts in rolling out Full Court Enterprise statewide. Once the Courts are on Enterprise stakeholder databases could be connected either directly to the Court's database, or through a middle data structure, allowing stakeholder agencies to pull information from the Court's "single source of truth" database greatly easing the data entry burden and reducing the data entry errors of stakeholder agencies. Similarly, stakeholder agencies could push certain information to the Court's database as appropriate by their role.
- OPD believes a centralized unit should be established or tasked with setting data standards, data process, and permissions for accessing, reading, writing, and use of data from any integrated justice system data set.
- Creation of a unique individual identifier for the integrated justice system set

• Where or what agency should lodge a data system/unit? (May 9: 11:36 – Esp and May 10: 10:46 – Bishop)

- OPD believes a centralized unit must be empowered, supported, and properly resourced to get the data structure off the ground
- At this time OPD believes DOA/ITSD is the most appropriate entity to task with setting up the initial structure and data controls
- Once established, OPD believes the responsibility for managing/maintaining/improving the data structure could be housed in a newly created entity, like a board or unit, or put into an existing statewide stakeholder's duties. Regardless of location, the entity responsible for these duties must be properly supported and resourced, including with appropriate FTEs and funding for such a project.

• Do you have suggestions of how the state could create a unique ID? (May 9: 11:29 – Lynch)

- OPD acknowledges that its knowledge of best practices in this area are limited, but conceptually, OPD believes the following approach may work:
    - Creation of a new unique identifier for individuals assigned by the centrally managed data structure entity as part of its business process that allows each stakeholder entity to provide their own systems unique ID so that a single row per individual would contain the global unique ID for the integrated justice system and any values provided for that individual by stakeholders. This would allow each stakeholder entity to match up individuals in their own database to other stakeholders' databases and/or to an integrated dataset.

For State Stakeholders

• How much are you spending on technology? (May 9: 11:12 to 11:17 generally – Lynch)

- OPD is spending roughly $200,000 a year on case management and related solutions

• What are the numbers of FTEs involved especially with data entry and analysis? (Don't need specific figures but trying to get a reasonable estimate of the costs.)

- Nearly all OPD employees are involved in entering relevant data into the case management system, so roughly 300
- OPD Staff, roughly 120 employees, enter the vast majority of initial information related to a case, including setting up the matter in our system, associating all the relevant parties, entering the charges, and calendaring all court events. Nearly 100% of this information already exists in the Court's database.
- Nearly all OPD employees interact with basic data reporting and basic analysis, though those efforts are largely limited to their own programs (like assignment metrics, accounting, eligibility, etc.)
- All managers utilize additional sets of data, reports, and tools, for operational decision making, roughly 25 individuals
- Three OPD employees (myself included) regularly analyze data at a higher level for agency/system wide reporting and agency wide operational reporting

• Who are your current vendors for case management or data management systems? (May 9: 11:13:30 – Lynch and 11:34:30 – Essmann)

- OPD's primary partner for case management is AdvoLogix, LLC, which provides a Salesforce Platform based set of tools for matter management