

Oakland County Department of Information Technology Project Scope and Approach

Project Name: Criminal Justice Reform Compliance

Project ID: DB2312CJ

Leadership Group: Courts Justice/Administration					
Department: Circuit Court and Clerks			Division: Court Business/Clerks		
Project Sponsor: John Cooperrider		Date Requested: Feb 2021		PM Customer No. 312	
Request Type: <i>New Development</i>					
IT Team Name: Courts			IT Team No: B		
Project Manager/Leader: Patti Smutzki					
Account Number:	95179	Account Description:	CTS-GJ-General Support	Customer Name:	Circuit Court
Grant Funded?	Yes	No	XXTBD	Mandate? Yes	Mandate Source:

Project Goal

To update all systems impacted by expanded criminal justice reform legislation so that Oakland County is compliant. This project should be considered as Phase 1 of a multiphase criminal justice reform implementation. The project focuses on legislation passed as of April 2021.

Business Objective

Major Deliverables

- Update case and document management systems and interfaces
 - Some examples of systems and interfaces are:
 - Mainframe
 - Kofax
 - Court Explorer
 - LaserFiche (including workflows)/OakDocs
 - Data Warehouse (Oakland County)
 - Judicial Data Warehouse (State of Michigan)
 - LEIN
 - Judge Online Schedule (JSOS)
 - Purge/Restore Process
 - ePraecipe
 - Reporting
 - Document redacting and reversal
 - eFiling
 - JOS (Judgement of Sentence)
- Ensure court record access is retained as appropriate
- Prepare for initial high-volume process for automatic set asides.
- Ensure all Juvenile data remains non-public
- Ensure compliance by required date

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- Modify systems as needed to accommodate increased volume of requests for set asides prior to SOM automated system
- Ensure compliance with automated systems ready by targeted go live date of 4/11/2023
- Web site, communications compliance with the general public
 - Executive level communications

Approach

- Identify and work with all departments impacted
- Known departments impacted are:
 - Circuit Court
 - Adult Criminal and Juvenile
 - Clerk's Office
 - Oakland County Sheriff Office/CLEMIS
 - District Courts
 - Prosecutors Office
 - Reimbursements
 - Community Corrections
 - Juvenile
 - FOC
 - Workforce Development
- Establish processes within case management and document management systems for handling of cases with different statuses at the charge level.
- Prepare for initial volume to be high
- Prepare for interfaces with LEIN, SOM, eFiling, and JIS
- Develop automated systems for batch and/or real-time processing for set asides.
- Develop workflows to facilitate redaction and reversal of redaction of documents.
- Enable set aside of single charge/conviction on a case
- Enable per charge ROA

Research & Analysis

Gartner Research Recommendation

Benefits

See Return on Investment (ROI) Analysis Document

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Impact

The following departments are impacted by this change:

- Circuit
- District Courts
- Prosecutors Office
- Clerk's Office
- FOC
- Unlimited Public Users

Divisions

- Circuit (adult criminal and juvenile)
- Clerk's Office
- Community Corrections
- District Courts
- Prosecutors Office
- OCSO/Clemis
- Reimbursement
- FOC
- Executive

Leadership Groups

- Courts Justice Administration
- CLEMIS

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Risk

Business Environment

High Project will dramatically change existing business processes or will negatively affect the business environment if implementation is unsuccessful.

Technical Environment

Medium Previously implemented technologies with new aspects and/or new requirements.

Assumptions

Staffing IT Staffing: resources will be available for the hours indicated per the attached project plan.

Other Staffing: additional staffing will be available as follows:

<u>Role:</u>	<u>Name</u>	<u>Hours per Day</u>
Project Sponsor:	John Cooperrider	As Needed
Project Sponsor:	Jennifer Howden	As Needed

Facilities

-
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Technical

-
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Funding

- Potential funding available from newly created state fund (3 entities allowed to request: MSC, MSP, DTMB)

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Other

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Priority

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Constraints

- New development of state systems
- Additional legislation still being passed
- Governance not clearly defined
- Funding if not available through the State of Michigan

Exclusions

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PROJECT PHASE AUTHORIZATION

Phase(s):	
Total Estimated Application Services	Hours:
Total Estimated Technical Systems	Hours:
Total Estimated CLEMIS	Hours:
Total Estimated Internal Services	Hours:
IT Application Services Division Manager Approval:	Date:
IT Technical Systems Division Manager Approval:	Date:
IT CLEMIS Division Manager Approval:	Date:
IT Internal Services Division Manager Approval:	Date:
IT Management Approval:	
Approved: Yes No	Date:
Reason:	
Project Sponsor Approval:	
Title:	Date:

PROJECT SUMMARY

Authorized Development (see above)	Hours:
Preliminary Estimated Development for Future Phases	Hours:
Grand Total Estimated Development	Hours: Cost:

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PROJECT COMPLETION AUTHORIZATION

Customer Acceptance of Product:	
Title:	Date:
Project Office Review:	Date: