JCC PRETRIAL PILOT PROJECT

Legacy Data Collection & Next Steps

"When a man is denied the right to live the life he believes in, he has no choice but to become an outlaw."
— Nelson Mandela

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INTRODUCTION

Background

- This year's state budget earmarked $75 million to the Judicial Council to launch and evaluate two-year pretrial projects in local trial courts.
- Judicial Council launched a two-year evaluation pretrial projects in local trial courts in response to the Senate Bill.
- The projects aim to increase the safe and efficient release of arrestees before trial; use the least restrictive monitoring practices possible while protecting public safety and ensuring court appearances; validate and expand the use of risk assessment tools; and assess any bias.

LEGACY DATA COLLECTION

Initial Approach for court data collection

LEGACY DATA COLLECTION

Scope

- Develop Requirements and RFP vendors for pretrial services applications
- Execute statewide MSAs with multiple vendors on behalf of all the trial courts
- Setup data sharing for courts and justice partners to send data to central repository
- Setup central data repository for collecting data for data analytics
- Setup data analytics platform for analysis and reporting

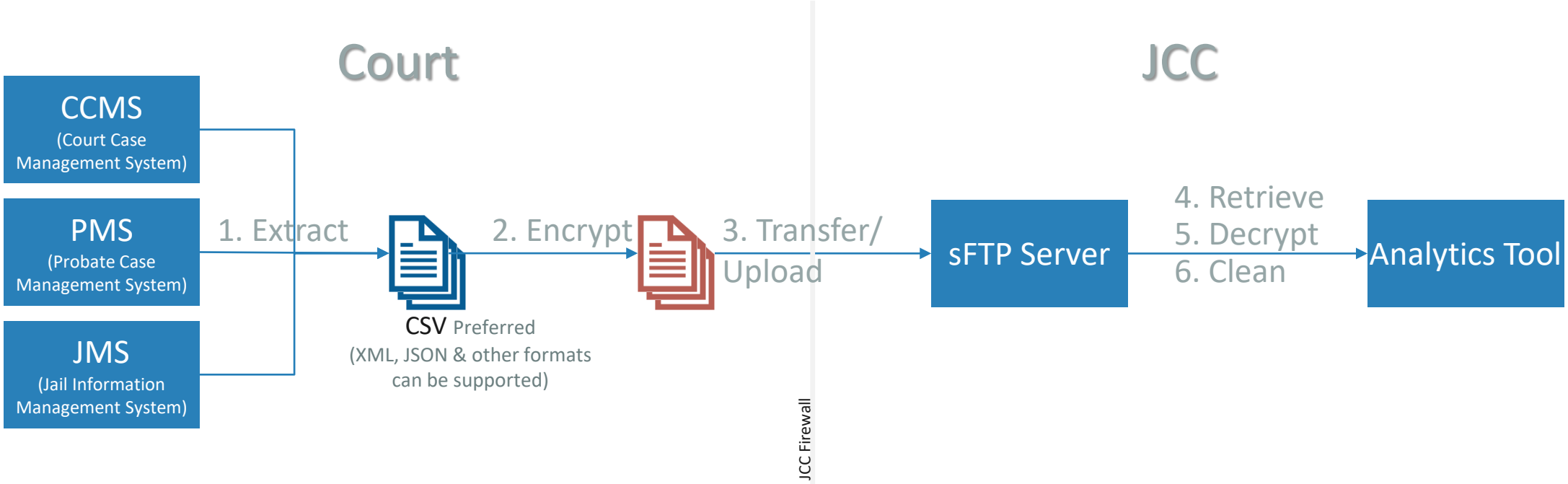
Approach

- Identify the data elements and collect historical data from pilot courts, going back 5 yrs (baseline)
- Preferred format: cvs
- Secured FTP for encrypted file transfer

Expected Outcome

- Data provided will be used for baseline comparison
- Data gaps will be identified
- Plan for clean data moving forward
- Standardized statewide data mapping

OVERALL FLOW



Notes

1. Courts are responsible for steps 1 through 3
2. 7-Zip (p7zip on Linux) can be used for encrypting and compressing the files before uploading to JCC
3. Never share/send data via emails.

FILE FORMAT

Data Mapping Sheet - Phase 1

- Use the attached Data Mapping Sheet for communicating details such as
  - Source of data & Entity information within the source system.
  - Data type, Format/conventions used, any length constraints, availability/unavailability of data

- Preferred format is CSV
- Use separate lines to represent a record. Do not split a record across multiple lines
- Enclose fields with double quotes “” that can potentially contain commas and/or Single quotes

Ex: Name fields containing single quote or commas such as Derrick O’Brian and Dale Earnhardt, Jr. should be “Derrick O’Brian” and “Dale Earnhardt, Jr.” in CSV

- Escape embedded Double quotes in fields with a Double quote.

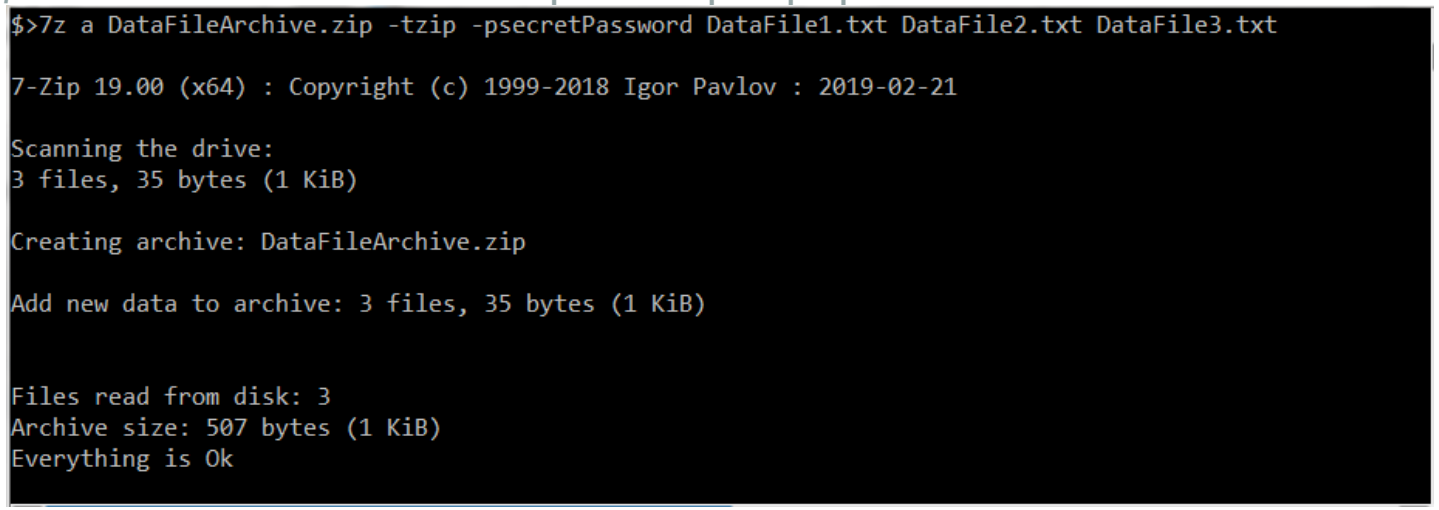
Ex: Duane “Dog” Chapman should be “Duane ““Dog”” Chapman” in CSV

- In some special cases we can support other file formats such as XML, JSON, EDI, iDoc etc. However, this requires additional development effort and can have material impact on the budget and timeline.

SECURITY & ENCRYPTION

- Use JCC provided sFTP for transporting files. Do not email files.
- Always encrypt (password protect) the files before sending.
  - 7-Zip (p7zip on Linux) is a good tool for password protecting and compressing (Zipping) files.
  - 7-Zip provides both Point-Click/Drag-n-Drop interface as well as a command line interface for automated scripts.
  - Following is a sample 7-zip command for creating a password protected zip file with 3 files and the screenshot of the command line interaction

```
$> 7z a <filename>.zip -tzip –p<password> <list of files>
```

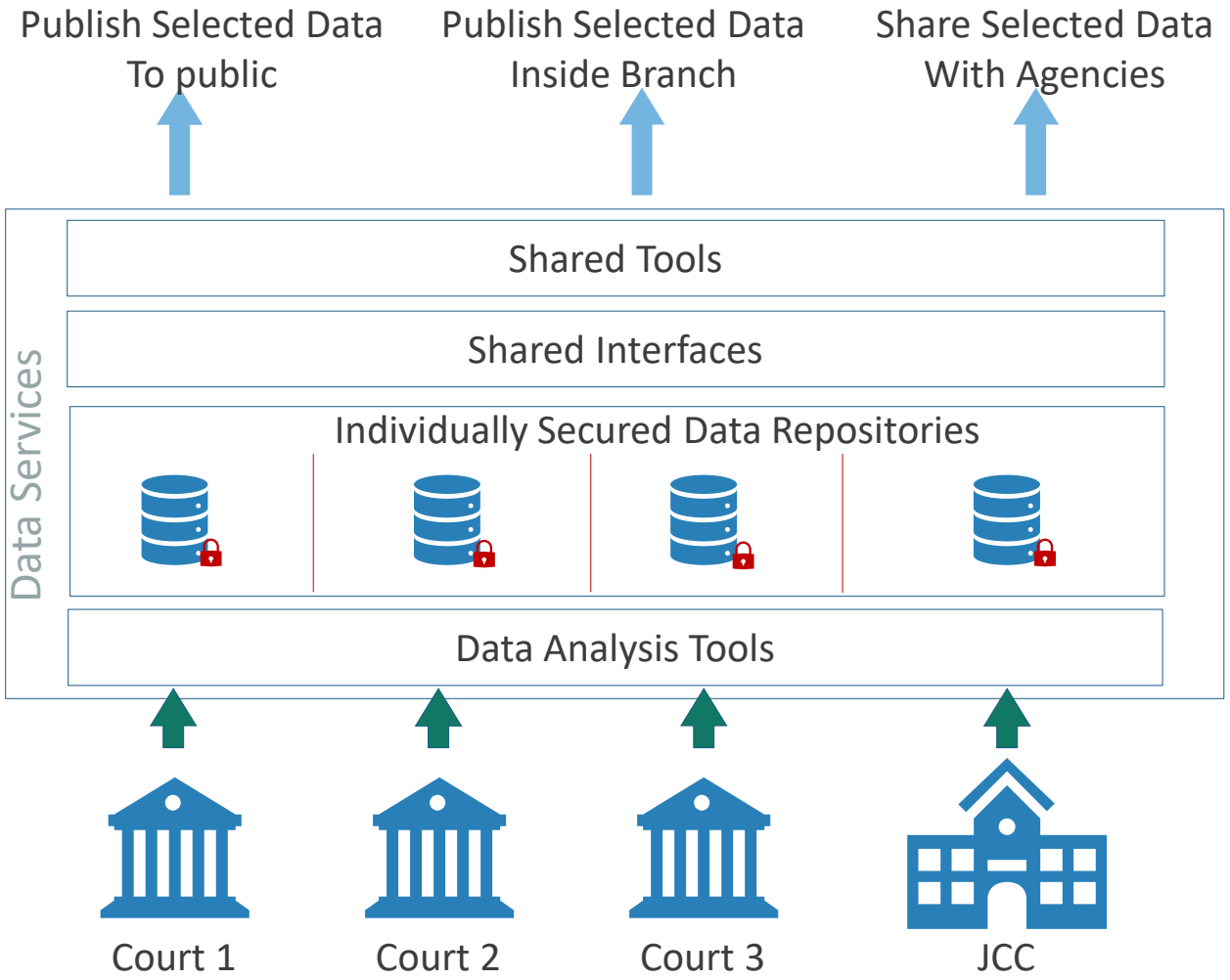


- Password used for encryption can be communicated via corporate email.

NEXT STEPS

Steady state design & Considerations

CONCEPTUAL DESIGN (1 OF 2)



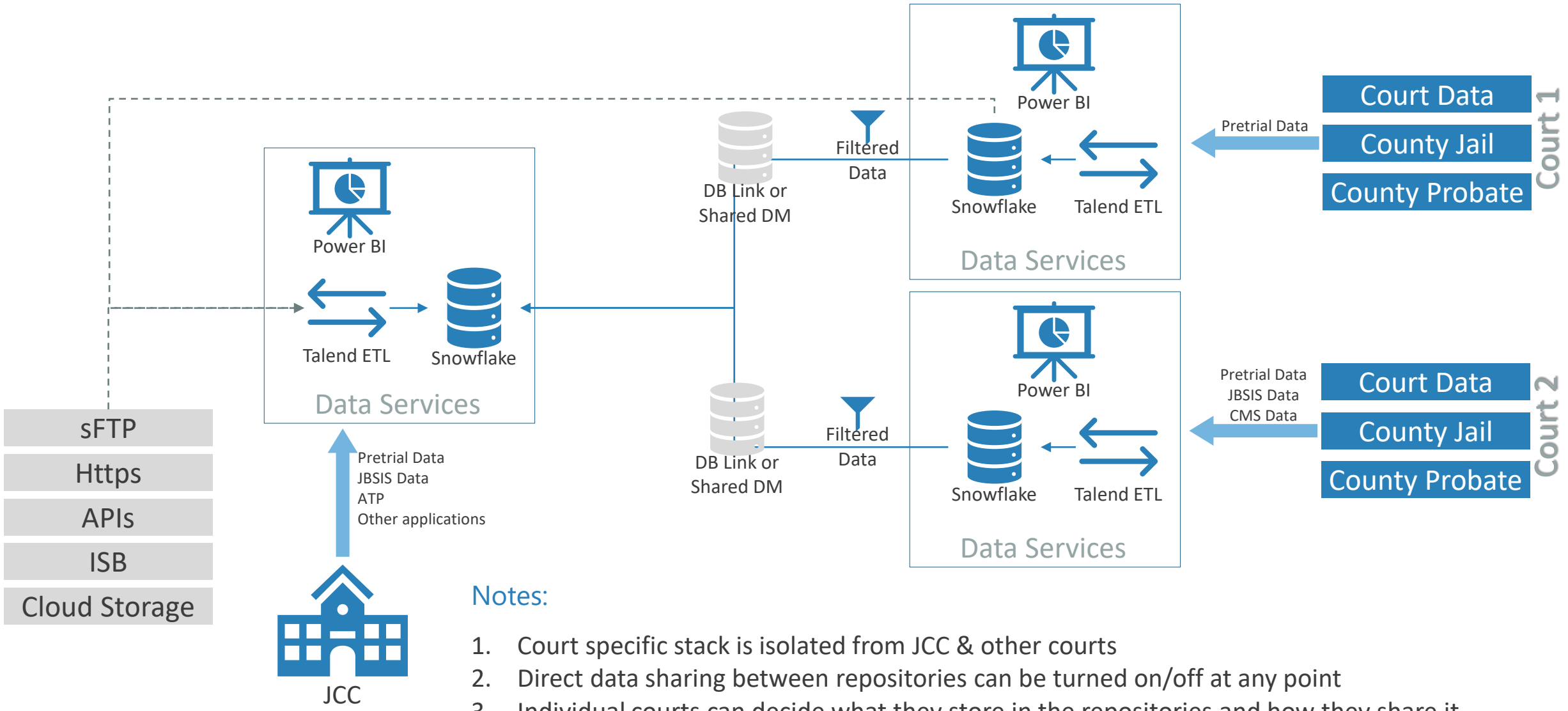
Notes:

1. Isolated/Insulated data repos at county level
2. Shared or ”Templated” design, with room for customization
3. Increased possibility of sharing & reuse

   Ex: Interfaces, Dashboard designs, lessons learnt etc.
4. Flexibility to share data

   Ex: Reports, Dashboard, Interfaces & Database linking.

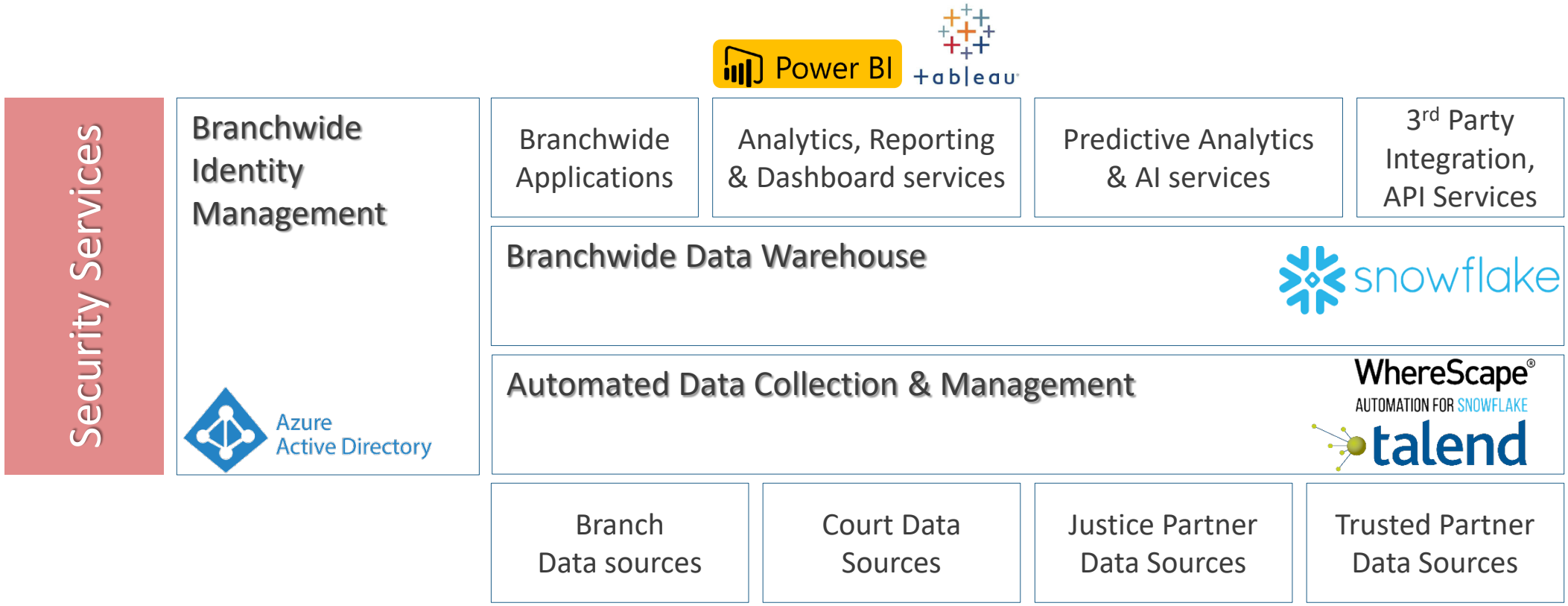
CONCEPTUAL DESIGN (2 OF 2)



Notes:

1. Court specific stack is isolated from JCC & other courts
2. Direct data sharing between repositories can be turned on/off at any point
3. Individual courts can decide what they store in the repositories and how they share it

ARCHITECTURE FRAMEWORK



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SFTP INSTRUCTIONS (1 OF 2)

sFTP stands for Secure File Transfer Protocol. We have an sFTP server available for transferring large files. This sFTP site is accessible via sFTP clients applications as well as via web browser. This section discusses both these options.

Using a Browser Interface

Access sFTP Website

1. Open Internet browser.
2. Click in Address box to highlight text.
3. Press delete.
4. Type https://ftp.jud.ca.gov/
5. Login box for FTP site will appear.
6. Type in username and password

NOTE: login is case-sensitive

Upload Files to sFTP site

1. Access sFTP site and login.
2. Click the Browse button and select the file(s) to be uploaded.
3. Click on the Upload button.
4. Let recipient know files are now available on the FTP site.

SFTP INSTRUCTIONS (2 OF 2)

Using a WinSCP Desktop Application

Configure WinSCP

1. Download and install the Windows desktop application

2. Create a new site definition Pretrial ftp site using below information

File Protocol: SFTP *Host Name: ftp.jud.ca.gov*

Port Number: 22 *Type in username and password*

NOTE: login is case-sensitive

3. Click Save to save the settings for future use and provide a meaningful name

4. Click Login and accept the warning message to open the sftp location

5. In the left hand pane, navigate to the location of the file to be uploaded, drag-&-drop to the destination folder in the right hand pane

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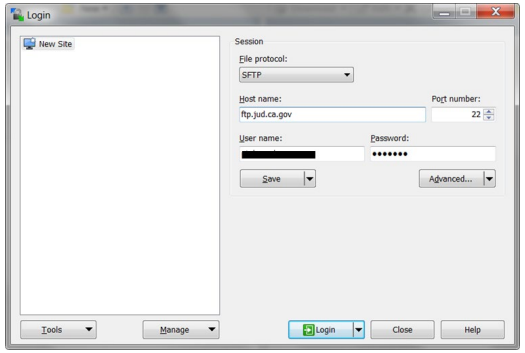

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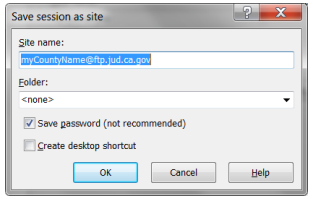

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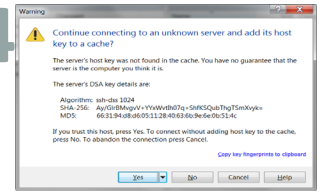

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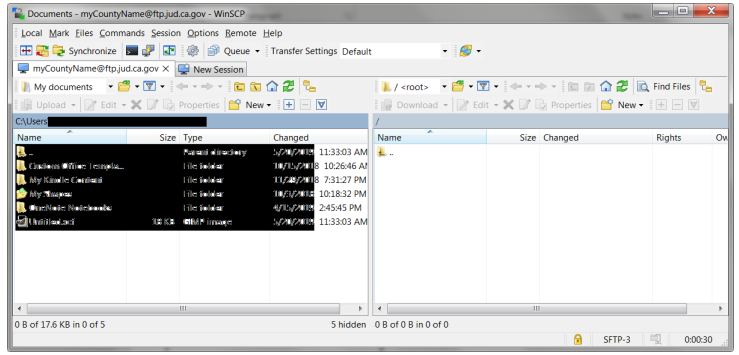

FAQ

- What kind of cases are we including in the data extracts?
  Adult (Non-Juvenile), Criminal cases
- Our court used a paper based system until recently. What if we don't have digitized data for last 5 yrs?
  Please provide us all the available data for now.
- Can we email you the data directly?
  No. Email is not a very secure mechanism for getting us this data. JCC has setup a sFTP site that can be used to upload files.
- Is JCC providing separate sFTP account per agency for all counties?
  JCC has provisioned 1 sFTP accounts per county. This account & credentials can be shared by all agencies involved at the county level.
- Once we upload the data, what happens to it? Is it kept on the sFTP server for ever?
  No, JCC will move the uploaded files to a server location inside our firewall for added protection.
- Can we get separate sFTP accounts per agency? We really don't want other agencies to peek into our data.
  Please note that the files you upload to sFTP server SHOULD be encrypted with a password. This prevents other agencies from seeing your agency's data.
  Optionally, We can also make the sftp process "Upload Only" such that no one will be able to download/see the files uploaded to sFTP.
  We are trying to limit the number of sFTP accounts created in our infrastructure. However, we can make exceptions if you absolutely need separate accounts per agency.
- What is encryption. How do we encrypt a file?
  It is essentially password protecting the files. In other words we are requesting you to send a password protected zip file. Refer to slide "Security & Encryption" for more details

GLOSSARY

Term	Meaning
sFTP	Secure File Transfer Protocol is a protocol and method used for securely transporting files over internet. This protects data/file during transit from various threat vectors.
AES Encryption	Advanced Encryption Standard is a data encryption method established by the U.S. National Institute of Standards and Technology (NIST) and adopted by the U.S. government. This provides strong enough protection for password protected files.

THANK YOU!

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