

**Data Analytics Advisory Committee**  
**Annual Agenda<sup>1</sup>—2023**

**Approved by Executive and Planning Committee: [Date]**

**I. COMMITTEE INFORMATION**

<b>Chair:</b>	Hon. Joyce D. Hinrichs, Judge, Superior Court of Humboldt County
<b>Lead Staff:</b>	Leah Rose-Goodwin, Manager, Business Management Services; Kristin Greenaway, Supervising Research Analyst, Business Management Services; Nicholas Armstrong, Senior Research Analyst, Business Management Services
<b>Committee's Charge/Membership:</b> Rule <a href="#">10.68</a> of the California Rules of Court states the charge of the Data Analytics Advisory Committee, which is to make recommendations to the Judicial Council regarding the collection, use, and sharing of judicial branch data and information to inform decision-making, promote transparency, and improve the administration of justice while ensuring the security of nonpublic data and data sources.  In addition to the duties described in rule <a href="#">10.68</a> , the committee must: (1) Develop and recommend policies, or revisions to existing policies, concerning standards and measures to use in collecting, analyzing and sharing data and information that will advance the goals of increased access to justice, greater transparency and accountability, and enhanced delivery of services to the public. (2) Develop and recommend performance measures, studies, and methodologies to measure and report on court administration, practices, and procedures, including workload assessments; and (3) Identify, analyze, and report on emerging issues related to branch data and information, including usage of data and information to support branch projects and initiatives.  Rule <a href="#">10.68</a> sets forth the membership position of the committee. The Data Analytics Advisory Committee currently has 11 members. The current committee roster is available on the committee's web page.	

---

<sup>1</sup> The annual agenda outlines the work a committee will focus on in the coming year and identifies areas of collaboration with other advisory bodies and the Judicial Council staff resources.

**Subcommittees/Working Groups<sup>2</sup>:**

None

**Meetings Planned for [YEAR(S)]<sup>3</sup> (Advisory body and all subcommittees and working groups)**

Dates TBD

January 2023: Teleconference

April 2023: Teleconference

July 2023: Teleconference

October 2023: In-person

Check here if exception to policy is granted by Executive Office or rule of court.

DRAFT

<sup>2</sup> California Rules of Court, rule 10.30 (c) allows an advisory body to form subgroups, composed entirely of current members of the advisory body, to carry out the body's duties, subject to available resources, with the approval of its oversight committee.

<sup>3</sup> Refer to [Operating Standards for Judicial Council Advisory Bodies](#) for governance on in-person meetings.

## II. COMMITTEE PROJECTS

#	<b>New or One-Time Projects<sup>4</sup> [Group projects by priority number.]</b>	
1.	<b>Project Title:</b> Workload Studies (Resource Assessment Study (RAS) and Judicial)	<b>Priority<sup>5</sup>I</b>
<p data-bbox="176 396 1948 613"><b>Project Summary<sup>7</sup>:</b> In October 2013, the Workload Assessment Advisory Committee approved a motion stating that the workload studies (both staff and judicial) should be updated every five years, though not concurrently so that they continue to accurately represent staff and judicial workload. The Resource Assessment Study (RAS) is used to update the caseweights and other model parameters that are needed to estimate workload-based need for the staff in the trial courts. The RAS is used in conjunction with the Workload Formula (WF) to allocate funding to the trial courts. The Judicial Workload Study is used to update the caseweights and other model parameters that that are needed to estimate the number of judgeships needed in the trial courts.</p> <p data-bbox="176 649 1936 867">The committee’s work in the coming year will be to expand its own expertise of the workload studies (RAS and Judicial); to review the workload model parameters and model inputs and consider options for how the branch may measure workload going forward considering both short-term effects of the pandemic and how they may potentially affect long-term measurement models; and provide educational sessions about the workload models to the Court Executive Advisory Committee (CEAC) and Trial Court Presiding Judges Advisory Committee (TCPJAC). The committee will also periodically revisit the models to consider whether new workload associated with court filings should be captured as an interim adjustment to the models.</p> <p data-bbox="176 935 520 971"><b>Status/Timeline:</b> <i>Ongoing.</i></p> <p data-bbox="176 1010 1957 1075"><b>Fiscal Impact/Resources:</b> Completion of this project will be accomplished with 1.0 FTE Senior Analyst and .50 of Supervising Analyst for a period of 1 year (existing resources).</p>		

<sup>4</sup> All proposed projects for the year must be included on the Annual Agenda. If a project implements policy or is a program, identify it as *implementation* or a *program* in the project description and attach the Judicial Council authorization/assignment or prior approved Annual Agenda to this Annual Agenda.

<sup>5</sup> For non-rules and forms projects, select priority level 1 (must be done) or 2 (should be done). For rules and forms proposals, select one of the following priority levels: 1(a) Urgently needed to conform to the law; 1(b) Urgently needed to respond to a recent change in the law; 1(c) Adoption or amendment of rules or forms by a specified date required by statute or council decision; 1(d) Provides significant cost savings and efficiencies, generates significant revenue, or avoids a significant loss of revenue; 1(e) Urgently needed to remedy a problem that is causing significant cost or inconvenience to the courts or the public; 1(f) Otherwise urgent and necessary, such as a proposal that would mitigate exposure to immediate or severe financial or legal risk; 2(a) Useful, but not necessary, to implement statutory changes; 2(b) Helpful in otherwise advancing Judicial Council goals and objectives.

<sup>6</sup> Indicate which goal number of The Strategic Plan for California’s Judicial Branch the project most closely aligns.

<sup>7</sup> A key objective is a strategic aim, purpose, or “end of action” to be achieved for the coming year.

#	<b>New or One-Time Projects<sup>4</sup> [Group projects by priority number.]</b>	
	<p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Trial Courts.</p> <p><b>AC Collaboration:</b> <i>Criminal Law Advisory Committee; Civil and Small Claims Advisory Committee; Trial Court Budget Advisory Committee; Family Law/Juvenile Advisory Committee; Judicial Branch Budget Committee</i></p>	
2.	<b>Project Title:</b> Operational Metrics Review	<b>Priority<sup>8</sup>I</b>
<p><b>Strategic Plan Goal<sup>9</sup> III</b></p> <p><b>Project Summary<sup>10</sup>:</b> In connection with the required reporting per SB 154, the committee should review existing standards and measures of judicial administration and consider whether existing standards should be updated or modified or if new standards should be adopted. Any new, updated, or modified metrics should be relevant and meaningful to court operations and further progress efficient and effective caseflow management. The committee will need to review past work on standards and measures and may want to consult with the National Center for State Courts or other entities on these standards.</p> <p><b>Status/Timeline:</b> Ongoing; the committee should work to develop a operational metrics curriculum for court leaders and utilize statewide meetings of court leaders to present on this topic; the committee should summarize its work on this item in an informational report to the Judicial Council.</p> <p><b>Fiscal Impact/Resources:</b> Completion of this project will be accomplished with 1.0 FTE Senior Analyst and .50 of Supervising Analyst for a period of 1 year (existing resources).</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Trial Courts, Courts of Appeal/Supreme Court; Judicial Council, National Center for State Courts.</p>		

<sup>8</sup> For non-rules and forms projects, select priority level 1 (must be done) or 2 (should be done). For rules and forms proposals, select one of the following priority levels: 1(a) Urgently needed to conform to the law; 1(b) Urgently needed to respond to a recent change in the law; 1(c) Adoption or amendment of rules or forms by a specified date required by statute or council decision; 1(d) Provides significant cost savings and efficiencies, generates significant revenue, or avoids a significant loss of revenue; 1(e) Urgently needed to remedy a problem that is causing significant cost or inconvenience to the courts or the public; 1(f) Otherwise urgent and necessary, such as a proposal that would mitigate exposure to immediate or severe financial or legal risk; 2(a) Useful, but not necessary, to implement statutory changes; 2(b) Helpful in otherwise advancing Judicial Council goals and objectives.

<sup>9</sup> Indicate which goal number of The Strategic Plan for California’s Judicial Branch the project most closely aligns.

<sup>10</sup> A key objective is a strategic aim, purpose, or “end of action” to be achieved for the coming year.

#	<b>New or One-Time Projects<sup>4</sup> [Group projects by priority number.]</b>	
	<i><b>AC Collaboration:</b> Administrative Presiding Judges Advisory Committee; Criminal Law Advisory Committee; Civil and Small Claims Advisory Committee; Trial Court Budget Advisory Committee; Family Law/Juvenile Advisory Committee; Judicial Branch Budget Committee; CJER.</i>	
3.	<i><b>Project Title:</b> Branchwide Data Analytics Governance and Policy Development</i>	<i><b>Priority<sup>11</sup> I</b></i>
	<p data-bbox="176 480 1955 769"><i><b>Project Summary<sup>7</sup>:</b> As part of branchwide efforts to use technology to innovate and increase access to justice and in recognition of the critical importance of data-driven decision-making, the committee will work towards developing agreed upon data standards and principles that address (1) data quality, (2) how we access, use and share data, and (3) data security. The committee will review the work completed by the Data Analytics Workstream to develop Data Governance policy concepts and will consider developing or finalizing one or more policy proposals for Judicial Council review and approval. The committee will also develop a workplan for additional policy development. Additionally, an important early step in this process is educating branch leadership on the concept of data analytics and the data analytics strategy for the branch. To that end, JCC staff, with guidance and support of the committee, will propose an approach to develop and deliver data educational sessions on data analytics policies and concepts for court leadership.</i></p> <p data-bbox="176 812 1944 915"><i><b>Status/Timeline:</b> Ongoing; the committee should work to develop a data analytics governance and policy curriculum for court leaders and utilize statewide meetings of court leaders to present on this topic; at the conclusion of this year, the committee will prepare a roadmap for data analytics governance policy and make a report to the Judicial Council on its efforts in this area</i></p> <p data-bbox="176 958 1923 1024"><i><b>Fiscal Impact/Resources:</b> Completion of this project will be accomplished with .25 FTE Manager, .25 Supervising Research Analyst, and .25 Senior Analyst throughout the year.</i></p> <p data-bbox="176 1036 1902 1105"><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p data-bbox="176 1148 1157 1182"><i><b>Internal/External Stakeholders:</b> Information Technology, Legal, Education.</i></p> <p data-bbox="176 1224 642 1252"><i><b>AC Collaboration:</b> TBD/As needed.</i></p>	

<sup>11</sup> For non-rules and forms projects, select priority level 1 (must be done) or 2 (should be done). For rules and forms proposals, select one of the following priority levels: 1(a) Urgently needed to conform to the law; 1(b) Urgently needed to respond to a recent change in the law; 1(c) Adoption or amendment of rules or forms by a specified date required by statute or council decision; 1(d) Provides significant cost savings and efficiencies, generates significant revenue, or avoids a significant loss of revenue; 1(e) Urgently needed to remedy a problem that is causing significant cost or inconvenience to the courts or the public; 1(f) Otherwise urgent and necessary, such as a proposal that would mitigate exposure to immediate or severe financial or legal risk; 2(a) Useful, but not necessary, to implement statutory changes; 2(b) Helpful in otherwise advancing Judicial Council goals and objectives.

<sup>12</sup> Indicate which goal number of The Strategic Plan for California’s Judicial Branch the project most closely aligns.

#	New or One-Time Projects <sup>4</sup> <i>[Group projects by priority number.]</i>

DRAFT

4. <b>Project Title:</b> Trial Court Operational Metrics Annual Report (SB 154)	<b>Priority<sup>13</sup> I</b>
<b>Strategic Plan Goal<sup>14</sup> III</b>	
<p><b>Project Summary<sup>7</sup>:</b> As required by budget bill language, the Judicial Council will publish an annual report by February 1 of each year to the Legislature on the operations of each trial court with various operational and budgetary metrics, including but are not limited to, time to disposition and case clearance rates by case type, backlogs by case type, court hours of operations including public counter hours, staff vacancy rates by classification, fund balance detail from the prior fiscal year, the calculated funding level of each court and the percent of funding actually provided to each court, and the funding level of each trial court as measured by the Judicial Council—approved workload formula. The committee will review the metrics and measures that are included in the year one report and provide context for data reported and quality of said data. The committee may propose additional metrics and measures for years two and ongoing.</p> <p><b>Status/Timeline:</b> The year one report will be completed February 1, 2023.</p> <p><b>Fiscal Impact/Resources:</b> Completion of this project will be accomplished with .25 FTE Manager/.50 FTE Senior Analyst for a period of six months.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Legislature</p> <p>AC Collaboration: TBD/As needed</p>	

<sup>13</sup> For non-rules and forms projects, select priority level 1 (must be done) or 2 (should be done). For rules and forms proposals, select one of the following priority levels: 1(a) Urgently needed to conform to the law; 1(b) Urgently needed to respond to a recent change in the law; 1(c) Adoption or amendment of rules or forms by a specified date required by statute or council decision; 1(d) Provides significant cost savings and efficiencies, generates significant revenue, or avoids a significant loss of revenue; 1(e) Urgently needed to remedy a problem that is causing significant cost or inconvenience to the courts or the public; 1(f) Otherwise urgent and necessary, such as a proposal that would mitigate exposure to immediate or severe financial or legal risk; 2(a) Useful, but not necessary, to implement statutory changes; 2(b) Helpful in otherwise advancing Judicial Council goals and objectives.

<sup>14</sup> Indicate which goal number of The Strategic Plan for California’s Judicial Branch the project most closely aligns.

5.	<p><b>Project Title:</b> Branchwide Data Collection</p> <p style="text-align: right;"><b>Priority<sup>5</sup>I</b></p> <p style="text-align: right;"><b>Strategic Plan Goal<sup>6</sup> III, IV</b></p>
	<p><b>Project Summary<sup>7</sup>:</b> The Judicial Council is required to survey the business of the courts. Branch data collection helps to inform court leaders of trends and to make business decisions based on data. The committee should review and make policy recommendations on statewide data collection, including trial court data collection via the Judicial Branch Statistical Information System (JBSIS).</p> <p><b>Status/Timeline:</b> Ongoing; the committee should receive a presentation from the JBSIS Subcommittee of CEAC concerning the status of JBSIS data collection. The committee should catalog other branch data collection efforts and draft a data roadmap for the judicial branch.</p> <p><b>Fiscal Impact/Resources:</b> Completion of this project will be accomplished with .25 FTE Manager/.50 FTE Senior Analyst for a period of one year.</p>



	<input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i>  <b>Internal/External Stakeholders:</b> Trial and appellate courts  <b>AC Collaboration:</b> JBSIS Subcommittee of CEAC; others TBD	
6.	<b>Project Title:</b> Branchwide Data Analytics Education and Building a Data Analytics Community	<b>Priority<sup>5</sup>I</b>  <b>Strategic Plan Goal<sup>6</sup> V</b>
	<p><b>Project Summary<sup>7</sup>:</b> As part of its efforts to expand data analytics capacity, the committee should identify branchwide educational opportunities for judges, justices, and court staff to become more conversant in data collection and usage. The committee should identify and support efforts to foster a branchwide data analytics community.</p> <p><b>Status/Timeline:</b> Ongoing; the committee should work to develop a data analytics curriculum for court leaders and utilize statewide meetings of court leaders to present on topics of general interest and to determine areas of need; the committee should liaison with the Center for Judicial Education and Research (CJER) to include a data focus in its caseflow management course. At the conclusion of this year, the committee will prepare a report summarizing activities in this area.</p> <p><b>Fiscal Impact/Resources:</b> TBD; this project will draw on existing resources in the Office of Court Research, including 0.10 FTE manager and .50 FTE senior analysts</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Trial and appellate courts</p> <p><b>AC Collaboration:</b> CJER, CEAC, TCPJAC</p>	
<b>Ongoing Projects and Activities<sup>4</sup> [Group projects by priority number.]</b>		
1.	<b>Project Title:</b> Report on Standards and Measures (Gov. Code § 77001.5)	<b>Priority<sup>5</sup>I</b>  <b>Strategic Plan Goal<sup>6</sup> II</b>

<b>Ongoing Projects and Activities<sup>4</sup> [Group projects by priority number.]</b>					
	<p><b>Project Summary<sup>7</sup>:</b> Government Code section 77001.5 requires the Judicial Council to report to the Legislature annually on judicial administration standards and measures. This reporting requirement carries over from the Workload Assessment Advisory Committee.</p> <p><b>Status/Timeline:</b> The report will be completed November 1, 2023.</p> <p><b>Fiscal Impact/Resources:</b> Completion of this project will be accomplished with .25 FTE Senior Analyst/Analyst for a period of three months.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Legislature</p> <p><b>AC Collaboration:</b> TBD/As needed</p>				
2.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 75%;"><b>Project Title:</b> Judicial Needs Assessment Report (Gov. Code § 61614(c)(1))</td> <td style="width: 25%; text-align: center;"><b>Priority<sup>5</sup>I</b></td> </tr> <tr> <td></td> <td style="text-align: center;"><b>Strategic Plan Goal<sup>6</sup> III</b></td> </tr> </table> <p><b>Project Summary<sup>7</sup>:</b> Government Code section 61614(c)(1) requires the Judicial Council to prepare biennial updates of the Judicial Needs Assessment in even-numbered years. The needs assessment is used as the basis for Budget Change Proposals for new judgeships, subordinate judicial officer conversion requests, and to seek authorization for additional judgeships. The most recent report was issued in November 2022 to reflect the most current workload measures based on most recent Judicial Workload Study (2018).</p> <p><b>Status/Timeline:</b> The report will be completed November 1, 2024.</p> <p><b>Fiscal Impact/Resources:</b> Completion of this review requires 0.25 FTE of an analyst (existing position) for a four-month period of time.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Trial Courts, Legislature</p> <p><b>AC Collaboration:</b> TBD/As needed</p>	<b>Project Title:</b> Judicial Needs Assessment Report (Gov. Code § 61614(c)(1))	<b>Priority<sup>5</sup>I</b>		<b>Strategic Plan Goal<sup>6</sup> III</b>
<b>Project Title:</b> Judicial Needs Assessment Report (Gov. Code § 61614(c)(1))	<b>Priority<sup>5</sup>I</b>				
	<b>Strategic Plan Goal<sup>6</sup> III</b>				

### III. LIST OF [PREVIOUS YEAR] PROJECT ACCOMPLISHMENTS

*[Provide highlights and achievements of completed projects that were included in the [Previous Year] Annual Agenda.]*

#	Project Highlights and Achievements <i>[Provide brief, broad outcome(s) and completed date.]</i>
1.	N/A
2.	
3.	
4.	
5.	

DRAFT