

# Data Analytics Advisory Committee

## Annual Agenda<sup>1</sup>—2024

Approved by Executive and Planning Committee: March 14, 2024

### I. COMMITTEE INFORMATION

<b>Chair:</b>	Hon. Joyce D. Hinrichs, Judge, Superior Court of Humboldt County
<b>Vice Chair:</b>	Hon. Thomas E. Kuhnle, Judge, Superior Court of Santa Clara County
<b>Lead Staff:</b>	Ms. Leah Rose-Goodwin, Chief Data and Analytics Officer, Business Management Services Ms. Kristin Greenaway, Supervising Research Analyst, Business Management Services Mr. 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 14 members. The current committee <a href="#">roster</a> is available on the committee's web page.	

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<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 2024<sup>3</sup> (Advisory body and all subcommittees and working groups)**

Date/Time/Location or Teleconference:

January 25, 2024, 10:00 a.m.–3:00 p.m.: In-person, Location TBD

May 2, 2024: Teleconference

August 22, 2024: Teleconference

October 28, 2024: Teleconference

\*The committee is seeking approval to add additional in-person meetings this year due to the complex issues to be presented and discussed related to the update of the Resource Assessment Study (RAS) workload study update. These discussions are very technical in nature and lend themselves better to in-person sessions where participants are more likely to engage with the materials.

Check here if exception to policy is granted by Executive Office.

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<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

Ongoing Projects and Activities <sup>4</sup>	
1.	<p><b><i>Project Title Workload Studies (Resource Assessment Study and Judicial)</i></b></p> <p style="text-align: right;"><b><i>Priority<sup>5</sup> 1</i></b></p> <hr/> <p style="text-align: right;"><b><i>Strategic Plan Goal<sup>6</sup> III</i></b></p>
<p><b><i>Project Summary<sup>7</sup></i></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 are needed to estimate the number of judgeships needed in the trial courts.</p> <p>The next RAS update is set to begin in 2024. The committee’s work in the coming year will be to oversee the implementation of the RAS periodic update (time study, caseweights); assess and discuss workload model parameters and model inputs; and provide educational sessions about the workload models to the Court Executive Advisory Committee (CEAC) and Trial Court Presiding Judges Advisory Committee (TCPJAC). Additionally, planning for the update of the Judicial Workload Study will begin in 2024 and the committee will review the judicial workload model parameters and model inputs, and consider options for how the branch measures judicial workload.</p> <p><b><i>Status/Timeline:</i></b> Ongoing</p> <p><b><i>Fiscal Impact/Resources:</i></b> In addition to use of existing resources, completion of this project will be accomplished with a consultant. Funding for a consultant was approved and received.</p> <p><input checked="" 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><i>Internal/External Stakeholders:</i></b> Trial courts.</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 or accurately reflect the law; 1(b) Council or an internal committee has directed the committee to consider new or amended rules and forms; 1(c) Change is urgently needed to remedy a problem that is causing significant cost or inconvenience to the courts or the public; 1(d) Proposal is 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 changes in law; 2(b) Responsive to identified concerns or problems; 2(c) 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>Ongoing Projects and Activities<sup>4</sup></b>					
	<i>AC Collaboration:</i> Criminal Law Advisory Committee, Civil and Small Claims Advisory Committee, Trial Court Budget Advisory Committee, Family and Juvenile Law Advisory Committee, and Judicial Branch Budget Committee.				
2.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"><b><i>Project Title:</i> Trial Court Operational Metrics Reporting and Review</b></td> <td style="width: 30%; text-align: center;"><b><i>Priority<sup>5</sup> 1</i></b></td> </tr> <tr> <td></td> <td style="text-align: center;"><b><i>Strategic Plan Goal<sup>6</sup> III</i></b></td> </tr> </table>	<b><i>Project Title:</i> Trial Court Operational Metrics Reporting and Review</b>	<b><i>Priority<sup>5</sup> 1</i></b>		<b><i>Strategic Plan Goal<sup>6</sup> III</i></b>
<b><i>Project Title:</i> Trial Court Operational Metrics Reporting and Review</b>	<b><i>Priority<sup>5</sup> 1</i></b>				
	<b><i>Strategic Plan Goal<sup>6</sup> III</i></b>				
	<p><b><i>Project Summary<sup>7</sup>:</i></b> In connection with the required reporting per <a href="#">SB 154</a>, 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 caseload management. The committee will continue to assess current standards and measures and may want to consult with the National Center for State Courts or other entities on these standards.</p> <p><b><i>Status/Timeline:</i></b> Ongoing; the committee should work to develop a nonoperational metrics curriculum for court leaders and utilize statewide meetings of court leaders to present on this topic.</p> <p><b><i>Fiscal Impact/Resources:</i></b> Completion of this project will be accomplished with 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><i>Internal/External Stakeholders:</i></b> Trial courts; Judicial Council, and National Center for State Courts.</p> <p><b><i>AC Collaboration:</i></b> Criminal Law Advisory Committee, Civil and Small Claims Advisory Committee, Trial Court Budget Advisory Committee, Family and Juvenile Law Advisory Committee, Center for Judicial Education and Research Advisory Committee, and Judicial Branch Budget Committee.</p>				

<b>Ongoing Projects and Activities<sup>4</sup></b>		
3.	<b>Project Title</b> Branchwide Data Analytics Governance and Policy Development	<b>Priority<sup>5</sup> 1</b>
		<b>Strategic Plan Goal<sup>6</sup> III</b>
<p><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 develop data standards and principles that address (1) data quality; (2) how we access, use, and share data; and (3) data security. These policies will guide the Judicial Council and its advisory bodies in the use of data for decisionmaking. 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 develop a workplan for additional policy development. In order to educate branch leadership on the concept of data analytics and the data analytics strategy for the branch, Judicial Council staff, with guidance and support from the committee, will propose an approach to develop and deliver data educational sessions on data analytics policies and concepts for court leadership.</p> <p><b>Status/Timeline:</b> Ongoing; the committee will 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.</p> <p><b>Fiscal Impact/Resources:</b> Completion of this project will be accomplished with existing resources with input from Judicial Council offices of Information Technology, Legal Services, and Center for Judicial Education and Research (CJER).</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.</p> <p><b>AC Collaboration:</b> TBD/As needed.</p>		
4.	<b>Project Title:</b> Trial Court Operational Metrics Annual Report (SB 154)	<b>Priority<sup>5</sup> 1</b>
		<b>Strategic Plan Goal<sup>6</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 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</p>		

<b>Ongoing Projects and Activities<sup>4</sup></b>					
	<p>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 data. The committee may propose additional metrics and measures for years two and ongoing.</p> <p><b>Status/Timeline:</b> Ongoing; The report was completed February 1, 2024.</p> <p><b>Fiscal Impact/Resources:</b> Completion of this project will be accomplished with 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> Legislature.</p> <p><b>AC Collaboration:</b> TBD/As needed.</p>				
5.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"><b>Project Title: Branchwide Data Collection</b></td> <td style="text-align: center;"><b>Priority<sup>5</sup> 1</b></td> </tr> <tr> <td></td> <td style="text-align: center;"><b>Strategic Plan Goal<sup>6</sup> III, IV</b></td> </tr> </table> <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 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 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 and appellate courts.</p> <p><b>AC Collaboration:</b> JBSIS Subcommittee of CEAC and others TBD.</p>	<b>Project Title: Branchwide Data Collection</b>	<b>Priority<sup>5</sup> 1</b>		<b>Strategic Plan Goal<sup>6</sup> III, IV</b>
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	<b>Strategic Plan Goal<sup>6</sup> III, IV</b>				

<b>Ongoing Projects and Activities<sup>4</sup></b>	
6.	<b><i>Project Title: Branchwide Data Analytics Education and Building a Data Analytics Community</i></b>
	<b><i>Priority<sup>5</sup> 1</i></b> <b><i>Strategic Plan Goal<sup>6</sup> V</i></b>
<p><b><i>Project Summary<sup>7</sup>:</i></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 in order to foster a branchwide data analytics community.</p> <p><b><i>Status/Timeline:</i></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 determine areas of need. The committee should liaise with the Center for Judicial Education and Research to include a data focus in its caseflow management curricula. The committee will prepare a report summarizing activities in this area at the end of the year.</p> <p><b><i>Fiscal Impact/Resources:</i></b> TBD; this project will draw on existing resources in the Judicial Council Office of Court Research.</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><i>Internal/External Stakeholders:</i></b> Trial and appellate courts.</p> <p><b><i>AC Collaboration:</i></b> CJER Advisory Committee, CEAC, and TCPJAC.</p>	
7.	<b><i>Project Title Report on Standards and Measures (Gov. Code § 77001.5)</i></b>
	<b><i>Priority<sup>5</sup> 1</i></b> <b><i>Strategic Plan Goal<sup>6</sup> III</i></b>
<p><b><i>Project Summary<sup>7</sup>:</i></b> Government Code section 77001.5 requires the Judicial Council to report to the Legislature annually on judicial administration standards and measures.</p> <p><b><i>Status/Timeline:</i></b> The annual report will be completed November 1, 2024.</p> <p><b><i>Fiscal Impact/Resources:</i></b> Completion of this project will be accomplished with 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><i>Internal/External Stakeholders:</i></b> Legislature.</p> <p><b><i>AC Collaboration:</i></b> TBD/As needed.</p>	

<b>Ongoing Projects and Activities<sup>4</sup></b>					
8.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"><b><i>Project Title</i></b> Judicial Needs Assessment Report (Gov. Code § 61614(c)(1))</td> <td style="width: 30%; text-align: center;"><b><i>Priority<sup>5</sup></i></b> 1</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b><i>Strategic Plan Goal<sup>6</sup></i></b> III</td> </tr> </table>	<b><i>Project Title</i></b> Judicial Needs Assessment Report (Gov. Code § 61614(c)(1))	<b><i>Priority<sup>5</sup></i></b> 1	<b><i>Strategic Plan Goal<sup>6</sup></i></b> III	
<b><i>Project Title</i></b> Judicial Needs Assessment Report (Gov. Code § 61614(c)(1))	<b><i>Priority<sup>5</sup></i></b> 1				
<b><i>Strategic Plan Goal<sup>6</sup></i></b> III					
<p><b><i>Project Summary<sup>7</sup></i></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><i>Status/Timeline</i></b>: The biennial report will be completed November 1, 2024.</p> <p><b><i>Fiscal Impact/Resources</i></b>: Completion of this review will be accomplished with 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><i>Internal/External Stakeholders</i></b>: Trial courts and Legislature.</p> <p><b><i>AC Collaboration</i></b>: TBD/As needed.</p>					



### III. LIST OF 2023 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	The Trial Court Operational Metrics Annual Report (SB 154) report was submitted to the Legislature on February 1, 2023.
2.	A two-day data analytics summit was held on June 21 and 22, 2023, in San Francisco. Nearly 200 data analysts, court leaders, and judicial officers attended the event, which focused on increasing data and analytics literacy in courts by sharing best practices, training, and activities to increase data leadership.
3.	The annual legislative report on Standards and Measures (Gov. Code § 77001.5) was submitted to the Legislature on November 1, 2023.