

Court Technology Fund Application

Please refer to the *Court Technology Fund – Information and Award Guidelines Sheet* for details on the application process and award guidelines for the technology fund. The 2014 applications must be submitted to Dan Ostdiek@courts.state.mn.us at the MN Judicial Branch by August 11, 2014.

Agency Information:

Name of Organization **Hennepin County**

Program **Hennepin Justice Integration Program**

Address **701 Fourth Avenue South, Ste 350, Minneapolis, MN 55487-0810**

Telephone **612-348-4396** Web Site

Name of Director/Administrator **Allison Wiski** Telephone **612-348-4396**

Email **Allison.Wiski@hennepin.us**

Name and Title of Contact Person **Allison Wiski, HJIP Program Director**

Telephone **612-348-4396**

Email **Allison.Wiski@hennepin.us**

Overall Project Request:

Name of Request/Project **Document Sharing Project**

Dollar Amount Requested **\$480,000**
(Requested amount can be from \$10,000 - \$1,000,000)

Total Estimated Cost of Project **\$ 1,718,033**

Expected start date of project **October 2014**

Expected end date of project **October 2016**
(Project must be completed by December 2016)

Project Summary:

Provide a 2-3 sentence summary of your project request:

Implementing a justice-wide document sharing system is a work in progress. An overall vision of how documents should be managed and shared electronically between agencies was realized in February

2014. Funding would be used to hire consulting resources that would enable the team to accelerate the delivery of existing criminal complaints and police incident reports; the creation of electronic referral, commitment and plea agreements and sentencing processes.

Project Initiatives: (Provide 1-3 sentence responses to these questions.)

1. Does the project partner with other Justice System partners through shared or integrated systems, interfaces, or shared information? List the justice partners.

The project involves all HJIP partnering agencies: Local Law Enforcement, Minneapolis City Attorney's Office, suburban Prosecution, Department of Community Corrections and Rehabilitation, Hennepin County Attorney's Office, Public Defender's Office, Hennepin County Sheriff's Office, Fourth District court and the Bureau of Criminal Apprehension.

2. How does the project use technology to enhance the experience or simplify the process for customers or constituents, including self-service applications?

This project will improve and enhance the adult criminal business processes through the creation of integrated cross-jurisdictional information systems, where a common set of accurate, precise, complete and comprehensive adult justice data is collected, processed, shared and evaluated in a timely manner.

3. Describe how the project uses technology to reduce overall costs to the Justice System. What is the estimated cost savings? What agency/budget will see the cost reduction?

Efficiencies will be realized by all partners by being able to access documents electronically without having to request and retrieve them. Cost savings have not been estimated.

4. Describe how the project uses technology to increase efficiencies to the Justice System. Please quantify the estimated impact of efficiencies through measurable data such as employee hours saved or improved data accuracy.

Once document are created they will be accessible to all parties in a document library. Technology is used to create and store the documents and to make them accessible. There will be push and pull notifications so that some documents will be sent automatically and some will be retrieved when needed. Improved accuracy results in that all parties are working from the same information – the most current document.

Project Deliverables:

5. If this project involves other agencies, are these agencies committed to the project and timelines provided in the application? Please list all other agencies and contacts.

All HJIP partnering agencies are committed to this project. An existing governance structure already exists. For this project the sponsoring agencies will remain the same. Sponsoring agencies for this effort are:

Hennepin County Department of Community Corrections and Rehabilitation

Karen Kuglar, Corrections Area Director 612-596-0594 Karen.Kuglar@hennepin.us

Hennepin County Attorney's Office

Jodie Wierimaa, Director of Administration 612-348-3182 Jodie.Wierimaa@hennepin.us

Wayzata Police Department

Chief Mike Risvold 952-939-8500 mrisvold@wayzata.org

Minneapolis Police Department

Lt. Greg Reinhardt Gregory.reinhardt@minneapolismn.gov

Hennepin Justice Integration Program

Allison Wiski, Program Director 612-348-4396 allison.wiski@hennepin.us

6. Identify the measurable goals and objectives for the project.
Goal – Access for all justice partners to criminal complaints; police incident reports, electronic referrals, sentencing orders, plea agreements and commitments. Objective is to be able to make more informed decisions.
7. The project recipient will be required to provide periodic progress reports. Describe the project schedule and dates for key deliverables (programming, implementation) to meet the goals.
8. Once the project is completed, please explain how your agency will cover any ongoing maintenance or processing costs.

The HJIP Program has a permanent staff providing day-to-day support to projects developed within the program. As new projects are brought on line, they assume support for those as well. HJIP also has established business and technical user groups who provide ongoing review of projects to make sure they are kept current.

9. Would you accept a partial award for the project? If partial funds are approved, would your agency have the funds to cover the remaining project costs?

Yes, we would accept a partial award. As mentioned above, this is an ongoing project. It is expected that all subprojects within the larger project will be done within the next two years. This funding will help to accelerate that schedule.

10. Are there any other approved or pending requests for grants or other outside funding for this project?

No.

11. Would your agency be willing to match the award funds?

Yes.

Funding Information:

12. Provide project cost details.

Overall Cost of Project (estimated): **\$ 1,718,033**

Provide a detailed budget summary outlining the major project expenses:

Salaries (current employees or contractors for the project)	\$ _____
Salaries (new employees or contractors for the project)	\$ <u>480,000</u> _____
Technology Costs – (New database/system purchases)	\$ _____
Technology Costs - (Upgrades to current systems)	\$ _____
Technology Costs – (New computers, equipment)	\$ _____
Other expenses (Any other major costs) – list details	\$ _____
Total Expenses (Should equal the Overall Cost of Project listed above)	\$ <u>480,000</u> _____

I certify that all information in this award application is true and correct to the best of my knowledge and that I have the authority to commit the Organization to the work proposed.

Authorized Signature Jan Craig, CJCC Coordinator Date: August 11, 2014

Submit your application electronically by August 11, 2014 to Dan Ostdiek, MN Judicial Branch – Finance Director at: Dan.Ostdiek@courts.state.mn.us.

Hennepin Justice Integration Program (HJIP) Fourth District Court Funding Proposal Document Sharing Project

August 2014

SUMMARY

DOCUMENT SHARING BACKGROUND

After a multi-year investment in agency collaboration with regard to the sharing and exchanging of electronic data and documents, an overall vision of how documents should be managed and shared electronically between agencies was realized in February of 2014, as a result, the foundational policy, best practice, and technology were implemented. This effort was organized within the Hennepin Justice Integration Program (HJIP) and named the “Document Sharing” project.

This proposal asks for an investment of \$480,000 to accelerate the current project by adding two resources to the existing program and agency team(s). The funding will be used to hire consulting resources that will enable the team to accelerate the delivery of: existing criminal complaints and police incident reports, and the creation of electronic referral, commitment, plea agreements, and sentencing processes.

HENNEPIN JUSTICE INTEGRATION PROGRAM (HJIP) STRUCTURE

As part of managing a project of this size, overarching goals and objectives are defined within the existing program structure. The program foundation will be leveraged to define and realize existing project goals, priorities, scope, and measured deliverables.

HJIP MISSION

To improve and enhance the adult and juvenile criminal and civil business processes through the creation of integrated, cross-jurisdictional information systems, where a common set of accurate, precise, complete, and comprehensive adult and juvenile justice data is collected, processed, shared, and evaluated in a timely manner.

HJIP PROGRAM GOALS

1. To integrate appropriate criminal justice information within Hennepin County (at the municipal and county levels) and within the State (other criminal justice agencies at all levels)
2. To accurately identify individuals who have been in contact with the criminal justice system within Hennepin County
3. To ensure that all critical criminal justice records are complete, accurate, and readily available within the Hennepin County Criminal Justice System
4. To ensure the availability of an individual’s current status in the Hennepin County Criminal Justice System (i.e. what is going on with the person right now, status of their case, in/out of custody, etc.)

5. To maintain the security of criminal justice information within Hennepin County
6. To reduce the needless inefficiency and delay in the criminal justice system that results from lack of information
7. To support quality operational and policy analysis through improved agency-level systems

Projects are prioritized by the HJIP executive committee (PPM) according to the extent to which they achieve the above program goals and fall within the program scope.

DOCUMENT SHARING PROJECT

Implementing a justice-wide document sharing system is a work in progress, HJIP's focus has been on creating the foundation on which to build document sharing capabilities that improve the management and sharing of criminal justice related documents. The PPM created the overall vision and objectives of how documents should be shared and managed. The project teams have been working toward that vision since it was agreed upon in October of 2011.

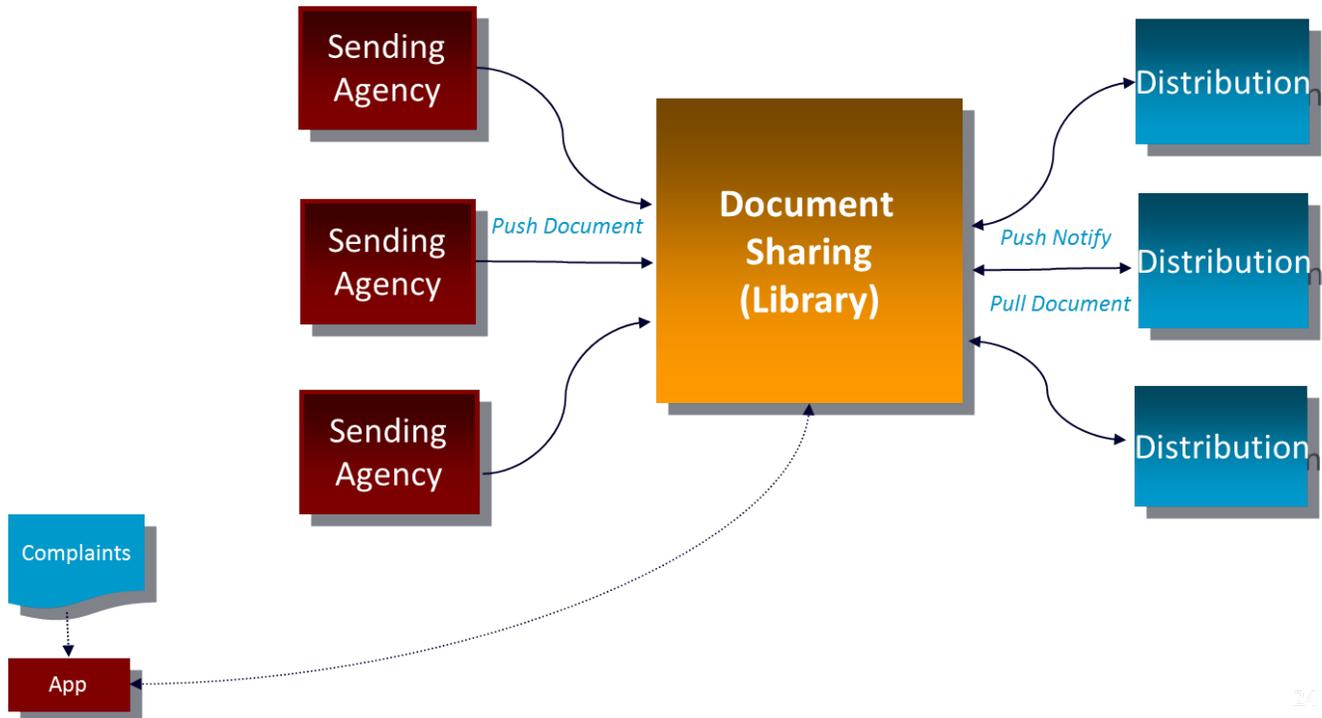
CURRENT STATUS

The existing Document Sharing project is currently organizing and managing a project of this size and complexity by identifying smaller efforts or individual sub-projects of business processes, data, and documents that will promote efficiencies and could candidates for achieving those efficiencies by being shared electronically. Each sub-project would be an individual document or group of smaller documents, the work for each sub-project would include: definition of how a document would be shared, requirements surrounding what is needed in the document, determination of when the document is needed, design of the workflow and solution.

SPONSORING AGENCIES

An existing program governance structure already exists, for this project the sponsoring agencies will remain the same and their main role continues to be focused on resolving cross functional program level issues requiring executive level support. The sponsoring agencies for this effort are: the Department of Community Corrections and Rehabilitation (DOCCR), Hennepin County Attorney's Office (HCAO), Local Law Enforcement (LLE), and the Hennepin Justice Integration Program (HJIP).

CONCEPTUAL DESIGN



DELIVERABLES

This project includes accelerating the delivery of providing access to the existing criminal complaints and police incident reports as well as the creation of an electronic referral, commitment, and sentencing order processes and practices.

1. Criminal Complaint Access

Completed complaints are stored in the Document Sharing system today. The complaints that exist are provided to the officer, attorney, and judge that created and signed the original complaint. Other justice partners have a need to access and in some instances distribute a completed complaint. The project will deliver access to complaints through Doc Shop or through integration.

2. Police Incident Reports

Police incident reports are currently submitted from the local law enforcement agency either through manually entering in the web application named "DocShop" or through integrations to Document Sharing. Today, access to police incident reports is available to the submitting officer, the charging attorney, and the legal secretary. Other justice agencies have a need to view the police incident reports to make informed decisions and today, access to those reports is by paper or fax. The necessary definition, design, requirements, and solution already have been identified. The project will deliver access to police reports either through Doc Shop or through integration.

3. Electronic Referrals, Sentencing Orders, Plea Agreements, and Commitments

Today, DOCCR is responsible for over 80,000 adults under their supervision, and with that the constant communication within their own facilities and with most if not all justice partners. Fourth District Court and DOCCR manage referrals, sentencing orders, and commitments as

they receive them from the Court by distributing and organizing pieces of paper, and individual or group email. There are many partners involved in managing people and cases within the Hennepin County justice system. This project will create a common definition on how referrals, sentencing orders, and commitment data and documents are shared, gather requirements or expectations around sharing, design a mutually agreed to workflow and solution, in support of the needed business process, data and documents.

BENEFITS

To improve and enhance the adult criminal business processes through the creation of integrated, cross-jurisdictional information systems, where a common set of accurate, precise, complete, and comprehensive adult justice data is collected, processed, shared, and evaluated in a timely manner.

AGENCIES INVOLVED

This project involves all HJIP partnering agencies; Local Law Enforcement (LLE), Minneapolis City Attorney's Office (MCAO), Suburban Prosecution, Department of Community Corrections and Rehabilitation (DOCCR), Hennepin County Attorney's Office (HCAO), Public Defender's Office (PDO), Hennepin Sheriff's Office (HCSO), Fourth District Court (DC), and the Bureau of Criminal Apprehension (BCA).

PROJECT EXPENSES/INVESTMENT ESTIMATE(S)

After reviewing initial objectives and supporting project analysis the proposal to accelerate the current project by providing additional resources investment is \$468,000.

The funding would be applied to the existing project budget which includes the following funding sources and expenses;

Document Sharing Proposed Budget				
		2014	2015	Total
Hardware				
HJIP Team Hardware		65,360.00	65,360.00	\$130,720
Application Infrastructure Hardware		233,252.00	233,252.00	\$466,504
Sub Total Total Hardware				\$597,224
Software				
Team Software		34,704.50	34,704.50	\$69,409
Sub Total Software				\$69,409
Employee/Team Expenses				
Training/Expenses		7,500.00	7,500.00	\$15,000
Sub Total Employee Expenses				\$15,000
Project Team				
HJIP Lead	25%	15,000.00	15,000.00	\$30,000
HJIP Architect (Consultant)	100%	13,000.00	13,000.00	\$26,000
HJIP BA (Cermak)	100%	57,600.00	57,600.00	\$115,200
HJIP Development (New Consultant)	100%	130,000.00	130,000.00	\$260,000
HJIP Development (Ross)	100%	50,000.00	50,000.00	\$100,000
HJIP QA (Kortas)	50%	25,000.00	25,000.00	\$50,000
HJIP QA (New Consultant)	100%	104,000.00	104,000.00	\$208,000

HJIP Change and Release Management (Murtha)	25%	14,400.00	14,400.00	\$28,800
HJIP Application and Integration Management (IM)	50%	31,200.00	31,200.00	\$62,400
HJIP Application Architecture (Mahmic)	50%	78,000.00	78,000.00	\$156,000
Subtotal Project Team		\$518,200.00	\$518,200.00	\$1,036,400
Total Cost				\$1,718,033

ASSUMPTIONS

In order for a project of this size and effort to be successful it is assumed that: consulting resources will start in July of 2014, agencies will be ready to participate and accommodate the needed system changes.

RISKS AND MITIGATION APPROACH

Several risks have been identified as part of planning the success of a project of this size, and with every project, there are assumptions on what it will take to successfully deliver a project to scope, and with those assumptions is the introduction of risk. The following risks have been discussed, and proposals for remediation have been identified:

1. Project governance, a governance structure has been created to manage the priorities and the scope of the project, an executive steering committee (PPM) has been formed, a subject matter expert (SME) team by project exists, the business user groups (BUG) is comprised of a team of business experts that meet to discuss progress, a project team exists, and HJIP leadership resources will be used to leverage the Software Development Life Cycle (SDLC) that has been used to deliver successful development initiatives throughout the Hennepin justice community.
2. Resource focus, project governance will create the foundation on which the project will be managed, defined, designed, developed, and deployed, using process management techniques, project work products, and project outcomes currently being used by HJIP. Resources will continue to focus on the criminal justice priorities, as this project is.
3. Project scope, The governance and project teams will leverage the existing analysis and meld the project goals and objectives with the tangible deliverables. The goals and objectives will be used to prioritize, manage, and negotiate expectations to deliver to the agreed to scope.
4. Cost and time, in order to deliver data and document management, and recognize efficiencies working across the justice system, a dedicated project team has been established and committed to, the program has dedicated internal and consulting resources. Tangible deliverables will be managed by the governance team, with the associated cost and time, ensuring expectations are met.
5. Application support, the justice partners will continue to provide agency specific support, the data and document sharing pieces will continue to be supported by HJIP. The complexity of the environments will push us to outline training and support needs together, as well as identify role and responsibilities moving forward.