

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 **EDiscovery ExpansionProject**

Dollar Amount Requested **\$176,000**
(Requested amount can be from \$10,000 - \$1,000,000)

Total Estimated Cost of Project **\$ 176,000**

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:

The current eDiscovery system is automated and information is shared electronically through the City Attorney's and Public Defender's Office case management systems. Document marked as evidentiary

are delivered to the Public Defender's Office. This project would expand the electronic exchange of discovery to include sharing information from the Minneapolis City Attorney's Office with the Psychological Services Division of the Fourth Judicial Court.

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, Hennepin County Sheriff's Office, and Fourth District Court.

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

Currently, police reports are prepared by the law enforcement office in the existing records management system and electronically shared with the City Attorney's Office. The City Attorney's Office then prints or emails a copy of the police report to the Psychological Services Division upon request. In many cases, District Court sends someone to the City Attorney's Office to get the documents. E-Discovery would automate the process.

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 achieved by District Court in that they will not have to send an employee across the street to retrieve documents. The City Attorney's Office would not have to make copies and prepare them for pick up. We do not know if there are actual cost savings, but it would free up the employees in both agencies for other duties.

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.

Technology will be used to send the documents. The efficiencies achieved by District Court will be that an employee will not have to go across the street to retrieve documents. The City Attorney's Office would not have to make copies and prepare them for pick up.

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:

Minneapolis City Attorney's Office
Mary Ellen Heng, Deputy City Attorney

Maryellen.heng@minneapolismn.gov

Minneapolis Police Department
Lt. Greg Reinhardt

Gregory.reinhardt@minneapolismn.gov

Hennepin County Public Defender's Office
Jim Kamin, Managing Attorney

jim.kamin@hennepin.us

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.

The goal of the project is the delivery of access to existing discovery in the Minneapolis City Attorney's Office and will be shared with the Fourth District court Psychological Services Division. The objective is 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.

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?
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): **\$ 176,000**

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) \$ 176,000 _____

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 \$ 176,000 _____
(Should equal the Overall Cost of Project listed above)

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 eDiscovery Expansion Project

August 2014

SUMMARY

EDISCOVERY BACKGROUND

The Minneapolis City Attorney's Office and the various other municipal prosecutors have a statutory obligation to provide data on cases, this data is generally referred to as "discovery". Discovery takes a variety of forms, but the bulk of it is in the form of police reports initially generated by the investigating agencies. This project addresses the sharing of the police incident reports in the City of Minneapolis with the Psychological Services Division of the Fourth Judicial Court.

Today police reports are prepared by the law enforcement officer in the existing records management system and electronically shared with the City Attorney's Office. The City Attorney's Office then prints or emails a copy of the police report to the Psychological Services Division upon request.

This proposal asks for an investment of \$176,000. The funding will be used to pay for two resources; a business analysis and a developer. The intent will be to leverage the current eDiscovery put in place in 2008 that supports the electronic exchange of information between the City of Minneapolis Attorney's Office and the Public Defender's Office.

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.

EDISCOVERY EXPANSION PROJECT

In 2008 an HJIP project named "Paperless Discovery" built an eDiscovery system to support the electronic exchange of discovery between the Minneapolis City Attorney's Office (MCAO) and the Public Defender's Office (PDO).

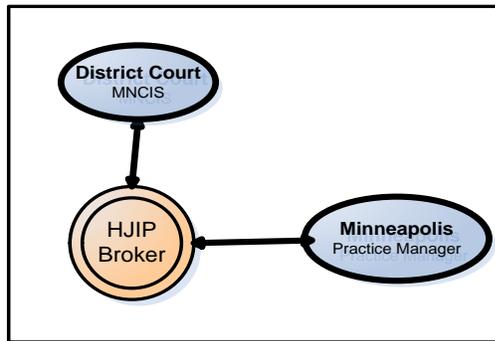
CURRENT STATUS

As part of Paperless Discovery, now known as eDiscovery, the discovery process is automated and information is shared electronically through the City Attorney's and Public Defenders case management systems, Practice Manager and American Defender respectfully. The documents that are marked as evidentiary are delivered to the PDO.

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 City of Minneapolis Attorney's Office and the Hennepin Justice Integration Program (HJIP).

CONCEPTUAL DESIGN



DELIVERABLES

This project includes: the delivery of access to existing discovery in the Minneapolis City Attorney's Office and will be shared with the Fourth District Court Psychological Services Division.

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 HJIP partnering agencies; Local Law Enforcement (LLE), Minneapolis City Attorney's Office (MCAO), Public Defender's Office (PDO), and Fourth District Court (DC).

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 \$177,000.

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

Project Team		
HJIP Lead	0%	\$0
HJIP Architect	0%	\$0
HJIP BA (Cermak)	0%	\$0
HJIP BA (New Consultant)	50%	\$104,000
HJIP Development (Ross)	50%	\$72,000
HJIP QA (Kortas)	0%	\$0
HJIP Change and Release Management	0%	\$0
HJIP Application and Integration Management (IM)	0%	\$0
HJIP Application Architecture	0%	\$0
Contingency	0%	\$0
Subtotal Project Team		\$176,000
Total Cost		\$176,000

ASSUMPTIONS

In order for this effort to be successful it is assumed that: this project should be able to leverage the existing eDiscovery process and practices that are in place in the City of Minneapolis, the new consulting business analyst will start in July of 2014, development work will be needed within the City of Minneapolis Practice Manager technical team, and the effort will exclude any major Document Sharing efforts.

RISKS AND MITIGATION APPROACH

Several risks have been identified as part of planning the success of a project, 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.