SUPREME COURT OF VIRGINIA

November 2, 2022

Ms. Kristen J. Howard, Executive Director
Virginia State Crime Commission
1111 East Broad Street
Suite B036
Richmond, VA 23219

Dear Ms. Howard:

Chapter 542, Enactment Clause 10, of the Virginia Acts of Assembly (Special Session I, 2021) requires the Office of the Executive Secretary (OES) to provide a report to the Virginia State Crime Commission on the progress of implementing automated systems to exchange information as required by §§ 19.2-392.7, 19.2-392.10, 19.2-392.11, and 19.2-392.12 of the Code of Virginia by November 1 of each year until the automated systems have been fully implemented.

Staff in OES have been working to identify the full breadth of requirements for necessary changes to the systems and applications affected by the sealing legislation. Based on the current scope of the criminal sealing implementation project, OES's Department of Judicial Information Technology (DJIT) has developed a plan for implementation that includes changes to existing systems along with building a new centralized criminal sealing orchestration service to automate the sealing/unsealing workflows across all OES and non-OES court systems. In addition, new batch and real-time interfaces will be built for communication with Virginia State Police (VSP) for automating the sealing and unsealing workflows. This implementation plan has been revised from its initial design in that it no longer relies on a separate "data vault" for storing sealed cases. The need for clerks to be able to access sealed cases for the specified purposes set out in the sealing legislation resulted in a changed design that will seal cases without removing them from the court case management systems.

The following is a description of the work that has been completed since our October 29, 2021, report:

Project Management

- Established a dedicated DJIT Criminal Sealing Project Team of 1 Project Manager, 2

Business Analysts, 2 Java Developers, 2 QA Testers and 1 Solutions Architect.
- Aligned various DJIT case management systems and imaging systems teams for effective collaboration and coordination.
- Established a cadence for frequent and ongoing engagement with OES and VSP Stakeholders.
- Built project management infrastructure to promote and support Criminal Sealing Project Team documentation and standard methods for communication and collaboration.

Analysis

Criminal Sealing High Level Workflow Analysis
- Completed analysis of high-level default scenario workflow(s) featuring no exceptional or error conditions for the following three types of sealing.
  - ❖ VSP-Initiated Sealing (§19.2-392.7 & §19.2-392.11)
  - ❖ Court-Initiated Sealing (§19.2-392.8 & §19.2-392.9)
  - ❖ Petition-Initiated Sealing (§19.2-393.12)

CMS Data Quality Analysis
- Performed in depth data quality analysis for appealed cases from general district court to circuit court.
- Started data quality analysis for appealed cases from juvenile and domestic relations district court to circuit court.

Architecture & Design

- Finalized the criminal sealing architecture after analyzing and reviewing various approaches with our OES Architecture team.
- Completed Proof of Concept for DB2 RCAC (Row Column Access Control) with the Circuit Case Management System and Cobol batch programs for restricted access to sealed cases in DB2.
- Completed detailed design & architecture for a new sealing orchestration microservice.
- Completed and finalized the database design with the OES Architecture Board.
- Implemented baseline framework to support the low-level design for the sealing workflows.

Requirements Elicitation

General District Case Management System (GCMS)
- Completed 85% of requirements elicitation for implementing court-initiated sealing (§19.2-392.8 and §19.2-392.9) for sealing single/multiple case(s).

- Completed 50% of requirements elicitation for implementing the sealed case search functionality.

Juvenile Case Management System (JCMS)
- Started JCMS requirements elicitation for implementing court-initiated sealing (§19.2-392.8 and §19.2-392.9) process workflow.

Circuit Case Management System (CCMS)
- Started working on the high-level process workflow for court-initiated sealing (§19.2-392.8 and §19.2-392.9) in Circuit Court.
- Engaged with VSP CJIS to finalize the high-level workflow for VSP-initiated sealing (§19.2-393.12) and define the interfaces required between OES and the VSP Criminal Rap Back Information System.

Development & Quality Assurance

GCMS
- Started the development of single case sealing in GCMS for court-initiated sealing (§19.2-392.8 and §19.2-392.9).
- Created and reviewed the Quality Assurance Test Strategy plan for the criminal sealing project.

Criminal Sealing Orchestration Service
- Started development of the orchestration service using mocked interfaces and dependencies.

The complete scope of changes required across OES systems and integration with non-OES systems for the implementation of the criminal sealing legislation is still being analyzed and discussed with various internal and external stakeholders. The scope and complexity of this project is increasing with our continuing detailed requirements analysis and design. In addition, analysis of the changes required to the existing interfaces with VSP are yet to begin and could be significant. Additionally, DJIT has not been immune to industry wide staff turnover. New resource onboarding and knowledge transfer has budgetary, team performance, and work capacity effects. Staff in DJIT have identified mitigation strategies to address these risks, as well as other identified risks, to the criminal sealing project budget and schedule. This project is currently on schedule to be completed by July 1, 2025; however, it is likely that any substantive changes to the sealing legislation would require additional funds to be appropriated and delay completion of the project.

If additional information is needed about this project, please do not hesitate to contact me.

With best wishes, I am

Very truly yours,

Karl R. Hade

KRH:jrs

cc: Division of Legislative Automated Systems