

**ACTIVITY REPORTING AND PROPOSAL FORM**

**JUDICIAL COUNCIL DIRECTIVES**

**AOC RESTRUCTURING**

|   |  |
|---|--|
| <b>DATE</b>   | 2/11/2013  |
| <b>PREPARED BY</b>  | Diane Nunn   |
| <b>OFFICE NAME</b>  | <u>Center for Families, Children &amp; the Courts</u>  |
| <b>JUDICIAL COUNCIL DIRECTIVE NUMBER</b>  | 56   |
| <b>JUDICIAL COUNCIL DIRECTIVE</b>   | E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider reducing or eliminating various publications produced by the Center for Families, Children, & the Courts.  |
| <b>SEC RECOMMENDATION</b>   | CFCC's current number of authorized positions should be reduced. To achieve the reduction, these areas should be reviewed and considered, and appropriate actions taken: (including)<br>(g) CFCC staff members produce various publications. They should be considered for reduction or elimination. |
| <b>RESPONSE (check applicable boxes)</b>  |  |
| <input checked="" type="checkbox"/> This directive has been completed and implemented:  |  |
| <p>In response to this directive, oversight has been increased and staff and other resources have been reduced. New publications are limited to those developed at Judicial Council direction or approval of the publication in an advisory group's annual agenda. Advisory group members review plans and drafts of publications. Several publications have been discontinued, including the Journal of the Center for Families, Children, and the Courts. To save costs of printing and distribution, all publications, resources and tools are available online only. Exceptions require approval of a written justification. Updates to publications have been deferred. Summaries and links to publications developed by other agencies are provided, where available. Legislatively mandated publications are produced through temporary reassignment of staff or collaboration with other offices.</p> |  |
| <div style="border: 1px solid gray; padding: 5px;">  <p>JCR#56 report<br/>21113.docx<br/>Microsoft Office Word<br/>Document<br/>20.5 KB</p> </div>   |  |
| <input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration:  |  |
|   |  |
| <div style="border: 1px solid gray; padding: 5px;">  File Attachment         </div>  |  |

Other:

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 File Attachment

| TIMELINE AND RESOURCES FOR IMPLEMENTATION                   |           |
|---|-----------|
| <b>IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE</b> | completed |
| <b>RESOURCES REQUIRED FOR IMPLEMENTATION</b>                | _____     |

**ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)**

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| <input checked="" type="checkbox"/> <b>PROCEDURES/ POLICIES UPDATED OR DEVELOPED</b> | <p>_____</p> <div style="border: 1px solid gray; padding: 5px; width: fit-content;">  <p>Judicial Council Directive #56 Publication Protocol.docx<br/>Microsoft Office Word Document<br/>12.6 KB</p> </div> |
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|---|---|
| <input type="checkbox"/> <b>TRAINING UPDATED OR DEVELOPED</b> | <p>_____</p> <p> File Attachment</p> |
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| <input checked="" type="checkbox"/> <b>SAVINGS</b> | <p>CFCC workforce reduction of 2 Sr. Research Analysts result in salary and benefits savings of \$234,826, funded by the Family Law Trust Fund. These savings are also included in the activity report for recommendation 59. In addition there is a savings in Printing and distribution costs of \$102,000.</p> <p> File Attachment</p> |
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| <input type="checkbox"/> <b>COST</b> | <p>_____</p> <p> File Attachment</p> |
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| <input type="checkbox"/> <b>EFFICIENCIES</b> | <p>_____</p> <p> File Attachment</p> |
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In the past, CFCC printed and distributed over 100 publications per year to assist courts and court users. With the loss of funding and workforce reductions, CFCC lacks the ability to publish more than 10 per year and cannot update publications that are still needed by the courts and court

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| <input checked="" type="checkbox"/> <b>SERVICE LEVEL IMPACT</b>         | <p>users.</p> <p>With the elimination of two senior research analysts, CFCC is no longer conducting research, developing and producing publications on topics related to self-help programs, domestic violence, juvenile delinquency, and many areas of family law: including program evaluations, briefings and literature reviews on topics requested by Judicial Council committees and other judicial officers. Nearly all research publications are now funded by restricted grants.</p> <p> File Attachment</p> |
| <input type="checkbox"/> <b>OTHER</b>                                   | <p> File Attachment</p>   |
| <b>ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL</b> |  |
| <b>ADOC REVIEW</b>  | Administrative Director of the Courts Review Date: <u>2/7/2013</u>   |
| <b>EXECUTIVE AND PLANNING (E&amp;P) COMMITTEE REVIEW</b>                |  |
| <b>E&amp;P REVIEW</b>   | Executive and Planning Review Date: <u>2/14/2013</u>   |

## **Judicial Council Directive #56 CFCC Publications**

**Directive 56.** E&P recommends that the Judicial Council direct the Administrative Director of the Courts to consider reducing or eliminating various publications produced by the Center for Families, Children, & the Courts.

**Corresponding SEC Recommendation No. 7-4:** CFCC's current number of authorized positions should be reduced. To achieve the reduction, these areas should be reviewed and considered, and appropriate actions taken: *(including)*

(g) CFCC staff members produce various publications. They should be considered for reduction or elimination.

### **Summary**

Publications and information resources produced by the Center for Families, Children & the Courts (CFCC) include mandated reports to the legislature, research briefings for judicial officers and court stakeholders, bench guides and other practice guidelines, and content designed for AOC and the California Dependency OnLine Guide (CalDOG) websites. CalDOG, which is used exclusively to access publications, has 2,000 visitors per month. The CFCC pages on the AOC website receive 1,300 visitors per month.

Consistent with the SEC recommendation and the Judicial Council directive, CFCC undertook an effort to reduce, to an absolute minimum, staff and funds used on print publications and to make information accessible through websites and other electronic means. CFCC has also created an information resource development protocol to insure that this change is institutionalized for future publications.

### **1. Workforce and costs reductions**

By streamlining publication development, shortening the material and delivering most of the information through summaries, briefings, and tools on the internet, staff time spent on publications has been substantially reduced. By eliminating most printed publications, the costs of design, editing, and reproduction have also been substantially reduced. Two senior research positions have been eliminated, resulting in a savings of salary and benefits of \$234,826. The total amount of Improvement and Modernization Funds supporting CFCC operational costs for publications stood at \$122,000 in fiscal year 2010-2011, and at \$20,000 in fiscal year 2012-2013, a decrease of 84 percent.

### **2. Operational Changes**

- With the elimination of two senior research analysts, CFCC is no longer conducting research, developing and producing publications on topics related to self-help programs, domestic violence, juvenile delinquency, and many areas of family law including:

program evaluations, briefing and literature reviews on topics requested by Judicial Council committees and other judicial officers. Nearly all research publications are now funded by restricted grants.

- New publications are limited to those developed at the Judicial Council's direction or its approval of the publication on an advisory group's annual agenda. Recent publications are focused on those that directly assist the courts and meet branch objectives. Advisory group members serve on teams that review the plans and drafting of publications.
- Discontinued publications include the Court Adoption and Permanency Resource Guide: A Handbook for California Courts Highlighting Adoption and Permanency Programs; Journal of the Center for Families, Children & the Courts; Improving Coordination of Cases Involving Children and Families, and Juvenile Best Practices Research Briefings.
- Publications, resources, and tools are available online only. CFCC's large conferences, including Beyond the Bench and the Family Law Education Programs, are now paperless. Judicial tools such as the popular guides to foster care eligibility law and research briefs developed to meet a specific need of the court are now available online only.
- Hard copies are made by exception only. An approved justification is required. Currently, the only exceptions are frequently requested by the courts in printed form. These include the popular Children's Activity Book, pocket guides for judges, and the Family Reunification Book. Print publications are now produced in a print-on-demand format and the number of copies is carefully monitored.
- Updates to popular publications have been deferred. These include Every Child, Every Hearing, Applying Collaborative Justice Principles and Practices, and Improving Coordination of Cases Involving Children and Families.
- Existing publications have been repurposed to focus on the immediate needs of judicial officers and other key stakeholders. Information resources are posted as a summary with links to publications developed by other agencies, where available.
- Legislatively mandated publications are produced as efficiently as possible through temporary reassignment of staff or collaboration with other offices. For example, the research and writing for Special Assessment of the Need for New Judgeships in Family and Juvenile Law was carried out in coordination with the judicial needs study and Judicial Council report led by the Office of Court Research, eliminating duplication of effort and greatly reducing staff costs.

| <b>Publication Planning and Production Exemption Form</b>   |                       |
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| <i>You must submit this form for management approval before planning a publication: including research briefs, case summaries, bench guides, legislative reports and other documents.</i> |                       |
| Name:   |                       |
| Proposed publication name   |                       |
| Proposed publication purpose and description  |                       |
| Audience  |                       |
| Estimated staff time:   |                       |
| Does this publication requires design/formatting?   |                       |
| Does it require printed copies?   |                       |
| <ul style="list-style-type: none"> <li>• # printed copies</li> </ul>  |                       |
| <ul style="list-style-type: none"> <li>• Estimated cost of printing and distribution</li> </ul>   |                       |
| <ul style="list-style-type: none"> <li>• Funding source</li> </ul>  |                       |
| Justification why online posting is not sufficient  |                       |
| Approvals:  | <hr/> Supervisor/Date |
|   | <hr/> Manager/Date    |
|   | <hr/> Director/Date   |