

Update Steps

The primary purpose of an update is to capture any changes to the law previously used to code, identify any new relevant laws that are pending or effective. The update process also serves as a check of the previous coding scheme in light of changes to the relevant laws. The update process may also catch previous coding errors/inconsistencies, or missing information.

The steps provided below are the essential outline of how the majority of updates are accomplished. Different datasets may have different research needs requiring additional steps to accomplish the goals of checking the existing laws for changes as well as identifying new, relevant legislation.

1. AUTOMATIC ALERTS

The purpose of automatic alerts is to capture the clear updates to relevant law i.e. news reports of newly proposed or enacted legislation and notifications for specific citations that had proposed/pending changes in a previous update. Automatic alerts are targeted towards the broader dataset topic evolution rather than focusing on every citation for each jurisdiction.

- a. Update Supervisor sets up automatic alerts for datasets he/she is responsible for at the beginning of the quarter.
 - i. Automatic alerts will be directed to a specific folder in their email account and will not be reviewed over the course of the quarter.

2. REVIEW OF AUTOMATIC ALERTS

At the time of the scheduled update, Update Supervisor reviews the collected alerts as a preliminary sweep for proposed/pending/effective legislation.

- a. Update Supervisor records any pending/proposed/effective amendments derived from email alerts.

3. MANUAL RESEARCH

Manual research captures updates to the law that may not be newsworthy, or may not have been pending from a prior update. Manual research requires running each jurisdiction's citations through a legal database to check for any proposed/pending/effective changes to the law as well as running relevant search terms through legal databases to search for any new pending/proposed/effective legislation that has been introduced since the most recent update.

- a. Supervisor will identify the remaining states that were in session during the quarter that must have their citations checked for updates and must be researched for any new, relevant legislation.
- b. Update Supervisor will request the assistance of at least one additional Researcher to help complete the update the research.
- c. Update supervisor will hold a meeting debriefing the Researcher on the dataset scope and assign states for research.
- d. Update Supervisor and Researcher will go through each state that has been in session since the last update searching the existing citations previously used in the dataset as well as conducting new research to identify any new legislation.

- i. Researchers are encouraged to check secondary resources to identify new relevant laws, terms of art, search terms etc. that may not have been present during the original dataset publication/previous updates.
- e. Researchers will identify the citations that need to be checked by reviewing the most recent coded entry in Workbench. They will also check the master sheet/amendment tracker to ensure that previous updates have reviewed all relevant legislation.
 - i. Researchers will check the master sheet's amendment history for consistency with the credits section for each citation being researched. This ensures that there are no missing iterations from previous updates.
- f. Researcher will complete the pending/proposed/effective legislation sheet for the jurisdictions they were assigned.
- g. Update Supervisor will review the pending/proposed/effective legislation and determine which updates will change coding answers (substantive) and which updates will not require new coding answers (non-substantive). [In the event the Update supervisor is unfamiliar with the dataset, they will need to review the protocol and questions along with the pending or effective changes to determine whether or not a change is substantive.]

4. UPDATING RECORDS

If a jurisdiction has a relevant amendment, the Researcher must create an entry in Workbench to reflect this change to the law.

- a. Substantive updates will be built and coded by the Researcher.
- b. Non-substantive updates will be clones of the existing record to maintain the coding with edits made to the relevant legal text and updated effective and valid-through dates.

5. REDUNDANT RESEARCH

Substantive amendments require new coding which must be evaluated against redundant coding of the same record by a different researcher as a form of quality control.

- a. If there are more than 5 substantive records required in an update, 20% of the total number of records updated will be redundantly coded
- b. If there are 5 or less substantive records updated 100% of the total number of records updated will be redundantly coded
- c. If there is new coding due to a substantive update, Update Supervisor will compare the updated record with latest existing record for divergences to check for interpretational drift/issues with the questions.
- d. Update Supervisor will conduct a redundant coding review between the original and redundantly coded records.

6. UPDATING VALID THROUGH DATES

Valid through dates must be consistent throughout the dataset to reflect that the dataset's legal text and coding is verified through a particular date.

7. RESOLVING ISSUES

Following the resolution of any issues from the coding review, Researcher will update the valid-through dates for the most recent entry in every jurisdiction (whether or not that jurisdiction required an update).

8. PUBLICATION

- a. Researcher will update all of the publication documents (Research Protocol; Landing Text; Essential Information; Codebook; Reports Page; Fun Fact; Data Page)
- b. Update Supervisor will check all publication documents
- c. Update Supervisor will re-publish the update