 <p>Interstate Commission for Juveniles</p>	<p>Policy Number 02-2020</p>	<p>Page Number: 1</p>
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I. Authorization

Article III (F) of the Interstate Compact for Juveniles (ICJ), in relevant part, provides: “The executive committee shall oversee the day-to-day activities of the administration of the compact managed by an executive director and Interstate Commission staff; administers enforcement and compliance with the provisions of the compact, its by-laws and rules, and performs such other duties as directed by the Interstate Commission or set forth in the by-laws.”

ICJ Rule 3-101 provides: “States shall use the electronic information system approved by the Commission for e-forms processed through the Interstate Compact for Juveniles.”

II. Policy

This policy provides guidelines and procedures by which the Commission’s electronic information system may be modified through enhancement requests. This policy also addresses required system modifications due to proposed changes to the Commission’s Rules. This policy does not preclude the Information Technology Committee from reviewing system modification recommendations from the National Office or the electronic information system vendor.


III. Responsibility

As authorized by the Executive Committee, the Information Technology Committee is responsible for reviewing all enhancements requests to determine if modifications should be made to the electronic information system.

The Information Technology Committee is responsible for determining the priority and frequency of approved system modifications.

Commissioners, Compact Administrators, Designees, and Deputy Compact Administrators are responsible for submitting enhancement requests for system modifications.

A Region Representative or Chair of a Standing Committee is responsible for submitting enhancement requests approved by a majority vote of the region or Standing Committee.

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The Rules Committee will refer proposed Rule amendments to the Technology Committee for review of potential impacts to the Commission’s forms and electronic information system prior to the final Rule proposal posting.

The National Office will notify the Commission of system modifications no less than thirty (30) calendar days prior to the date of implementation.

IV. Procedures

- A.** Commissioners, Compact Administrators, Designees, and Deputy Compact Administrators may submit enhancement requests using the Enhancement Request Form on the Commission’s website. The National Office will forward the enhancement request to the Information Technology Committee Chair. Enhancement requests may also be introduced during a Region or Standing Committee meeting.
- B.** Upon receiving an enhancement request, the Information Technology Committee will determine by majority vote whether to pursue requesting a quote for the system modification from the electronic information system vendor. If the Information Technology Committee votes to not pursue a quote, the Chairperson will notify the submitting party of the decision.
- C.** After reviewing a quote for a system modification, the Information Technology Committee will determine by majority vote whether to approve the request. The Chairperson will notify the submitting party of the decision.
- D.** The Information Technology Committee will determine the forms and system impact of proposed Rule amendments and will request quotes for system modifications to be included in the final Rule proposals.
- E.** The National Office will keep a record of all enhancement requests and system modifications.