

# INTERSTATE COMMISSION FOR JUVENILES

## *Technology Committee Meeting Minutes*

February 8, 2022  
2:00 p.m. ET  
Via Zoom



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### **Voting Members in Attendance:**

1. Kellianne Torres (IA), Designee, Chair
2. Jefferson Regis (DC), Commissioner
3. Roy Curtis (ME), Commissioner
4. Felicia Dauway (SC), Commissioner

### **Non-Voting Members in Attendance:**

1. Holly Kassube (IL)
2. Nita Wright (IN)
3. Abbie Christian (NE)
4. Gladys Olivares (NV)
5. Kelly Palmateer (NY)
6. Rachel Johnson (NC)
7. Brandon Schimelpfenig (WY)

### **Members Not in Attendance:**

1. Judy Miller (AR), Designee
2. Jacey Rader (NE), Commissioner

### **National Office Staff in Attendance:**

1. MaryLee Underwood, Executive Director
2. Emma Goode, Logistics and Administrative Specialist
3. Jenny Adkins, Operations and Policy Specialist
4. Joe Johnson, Systems Project Manager
5. Amanee Cabbagestalk, Training and Administrative Specialist

### **Call to Order**

Technology Committee Chair Torres (IA) called the meeting to order at 2:00 p.m. ET.

### **Roll Call**

Director Underwood called the roll and a quorum was established.

### **Agenda**

**R. Curtis (ME) made a motion to approve the agenda. J. Regis (DC) seconded. The motion carried.**

### **Minutes**

**F. Dauway (SC) made a motion to approve the January 20, 2022 meeting minutes as presented. J. Regis (DC) seconded. The motion carried.**

## Discussion

### Subcommittee Update: Reporting & Data Visualization (by Rachel Johnson)

- R. Johnson (NC) updated that the UNITY Reporting & Data Visualization Team met January 26. The focus of the meeting was a review of the feedback regarding the probation reports. Suggestions in the feedback included filters by zones and dates and nesting of names. The information has been shared with Optimum Technology.
- The UNITY Reporting & Data Visualization Team meets tomorrow (February 9). Discussion will include Optimum Technology's response to the suggestions and a review of the recently released reports for accuracy and confirmation that the reports gather the intended data. The team will consider reports to be included in the next group and a schedule for released and updated reports.

### Proactively Monitoring Reports to Improve Outcomes

- Chair Torres (IA) opened the floor for a round robin information share on proactive monitoring reports to improve outcomes. She requested that members share needs that have been identified in the released reports and future needs for future reports or modifications.
- Chair Torres (IA) shared she will find helpful the ability of report filters to focus by zone and adjustable date ranges.
- A. Christian (NE) reiterated the assistance in the reports with the ability to filter by zone and maximum probation date. The filters will save a lot of time to quickly pull data and avoid reviewing one long report.
- F. Dauway (SC) shared in South Carolina she provides "report cards" of the ICJ work to state legislators at the close of the fiscal year. The annually reported data was pulled in JIDS and asked if UNITY will now provide the same report. Joe Johnson explained that last year was a split year with data in both JIDS and UNITY. This fiscal year all information will be reported in UNITY. Chair Torres (IA) added that she too receives requests for reports at different intervals of the year and the filtered time frames will prove beneficial.
- N. Wright (IN) shared the reports will be a great value to share within the state for a better understanding of time frames. Locals were not taking into account the time frame applies to the entire state, not only their county. For example, a 45-day report time frame is for the entire instance, not just the time they have to complete a report.
- R. Johnson (NC) commented that the Quarterly Progress Report (QPR) and the Home Evaluation current reports may be sorted by zip code and asked if reports should be viewed by zone and/or zip code and even take it a step further to view by a state's district.
- H. Kassube (IL) agreed with all the comments and the importance of viewing by dates. She shared her administrators like to compare stats month to month for discrepancies and the filter dates in reports will be supportive.
- R. Curtis (ME) shared, as a model 2 state, he enjoys the ease of having timely reports available and hearing the purposes shared by others. He is finding the reports easy to share with the region managers who oversee the workers.
- Chair Torres (IA) updated on an email to her from a member suggesting more training on how to use reports in Tableau.
- G. Olivares (NV) commented that she too would welcome additional training on how to use reports in Tableau.

- K. Palmateer (NY) shared the amount of data is a little overwhelming. All data is exported to a spreadsheet which is manipulated to include only the data she is interested in viewing.
- J. Regis (DC) shared he too exports the data and manipulates in a spreadsheet to address the information desired; however, he appreciates access to all of the data.
- B. Schimelpfenig (WY) shared as a small model 3 state, all information goes through him. He expressed he prefers logging into reports via the data system rather than going outside of the data system. Additionally, he does not receive QPR or Home Evaluation notifications as he did in JIDS. Chair Torres commented that there may be an enhancement for such; however, a subscription can be set in Tableau to email reports on a reoccurring time frame.
- H. Kassube (IL) chatted “Are we at a point where all state secondary/tertiary Tableau users may have access?” Joe Johnson affirmed there are ample licenses available. Users are required to complete specific UNITY Talent LMS courses. Upon completion of the courses, a license is allocated.
- Joe Johnson agreed to provide a quantitative update at the next meeting.

## **Old Business**

### Form II: Requisition for Escapee or Absconder and Requisition for Accused Delinquent Delay Release to Address Inconsistencies

- Chair Torres updated the need to delay release of the revised Form II. An issue was brought to the attention of the Rules Committee whereby the Form II states “certified true” copies must be attached. The ICJ Rule 6-103A does not state that copies be certified; therefore, the form is not in alignment with the rule. The Executive Committee approved a delay of the Form II release to allow sufficient time for the correction to the form and the 30-day comment review period. Assuming there are no objections, the Form II will then be ready to move forward.
- Director Underwood added that this discovery is timely as it provides a great example of how a form change correlates to changes in the UNITY structured data system.
- There were no concerns expressed by the Technology Committee regarding the delay of the release to the Form II.

### Approval of Quote

- Chair Torres highlighted the quote for the change to Form II which was shared in the Technology Committee January meeting. She emphasized that the correction to Form II does not impact the original quote of \$13,580.
- R. Curtis (ME) asked if the quote included only changes to the Form II and would changing multiple forms at the same time be more cost effective.
- Chair Torres affirmed and added that the modifications to the form’s text regarding accused delinquents was approved by the Technology Committee last year. The correction/change to remove “certified true” is an addition change at no additional cost.
- Joe Johnson clarified that going forward with form changes in UNITY will be higher than the Commission was accustomed to in JIDS. Changes to a form in UNITY impacts deeper layers within the system and affects modifications to

workflows that correlates to the form changes. He suggested in the future, discussions around form changes also include changes to the flow.

- **R. Curtis (ME) made a motion to approve the quote for the revisions to Form II: Requisition for Escapee or Absconder and Requisition for Accused Delinquent in the amount of \$13,580. J. Regis (DC) seconded. The motion passed.**

## **New Business**

### Bug Fix Update

- Joe Johnson provided an update and explained that bug fixes are Optimum Technology related support cases. The helpdesk tickets are a separate issue.
  - UNITY Support
    - There have been over 500 UNITY case corrections, bug fixes, UNITY operational adjustments since inception.  
To date (February 8, 2022), there are 17 open cases:
      - 1 Login name change
      - 3 Case correction
      - 4 Workflow corrections impeding
      - 7 Workflow corrections non-impeding
      - 1 Data field adjustment
      - 1 Transportation ID form
- Joe Johnson commented that he would provide an update on the status reported at the Technology Committee meeting.

### Fall 2022 Enhancement Release Education and Training Plan

- Chair Torres updated that to avoid overwhelming state compact offices with additional UNITY information, she wished to hear thoughts from the members regarding the best time to release a plan for UNITY enhancements education and training. Currently there are multiple avenues for UNITY education and training via: the Talent LMS courses, the Wednesday monthly UNITY Workshop, and the new UNITY Spotlight.
- Director Underwood provided insight on a UNITY Enhancements timeline. The initial date of Fall 2022 was an aggressive date considered internally. Since UNITY roll out, the National Office is hearing that users are feeling overwhelmed and request time to process and absorb information before moving to something new.
- As Chair Torres mentioned, there is a vast array of UNITY activities circulating, the bug fixes and new UNITY Spotlight resource in addition to the work of the Data Visualization and Reporting Team. Enhancement requests require a quote from the vendor, approval by the Technology Committee, input from the Finance Committee, and final approval by the Executive Committee before implementing an enhancement. To that end, a UNITY Enhancements Release and Training Plan would be more realistic in 2023 to allow time for these processes and for UNITY users to absorb the information.
- Chair Torres added that when asked about training needs, some indicated they would appreciate more time using the new system before adding something new.
- R. Curtis (ME) spoke to the importance of this vital technology and would support pushing out the date.
- Chair Torres asked members to email any additional input on the matter.

**Adjourn**

**Chair Torres adjourned the meeting by acclamation without objection at 2:57 p.m. ET.**