INTERSTATE COMMISSION FOR JUVENILES
Technology Committee Meeting Minutes

April 12, 2022
2:00 p.m. ET
Via Zoom

Voting Members in Attendance:
1. Kellianne Torres (IA), Designee, Chair
2. Judy Miller (AR), Designee
3. Jefferson Regis (DC), Commissioner
4. Roy Curtis (ME), Commissioner
5. Jacey Rader (NE), Commissioner
6. Felicia Dauway (SC), Commissioner

Non-Voting Members in Attendance:
1. Abbie Christian (NE)
2. Kelly Palmateer (NY)
3. Rachel Johnson (NC)
4. Gladys Olivares (NV)
5. Brandon Schimelpfenig (WY)

Members Not in Attendance:
1. Holly Kassube (IL)
2. Nita Wright (IN)

Guests in Attendance:
1. Christine Norris (DE)
2. Latosha Mallory (AL)
3. Kimberly Dickerson (LA)
4. Julie Hawkins (MO)
5. Chuck Frieberg (SD)
6. Jedd Pelander (WA)
7. Shyra Bland (NJ)

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 for the Technology Committee members. Additionally, Director Underwood called names of Compliance Committee members joining the meeting as guests.

Agenda

    J. Rader (NE) made a motion to approve the agenda. J. Regis (DC) seconded. The motion carried.

Minutes

    J. Miller (AR) made a motion to approve the March 8, 2022 meeting minutes. J. Rader (NE) seconded. The motion carried.

Discussion

Executive Committee Referral: UNITY Data Fields

- Technology Committee Chair K. Torres (IA) updated that the Executive Committee tasked both the Technology Committee and the Compliance Committee to address questions raised about using "see scan" in UNITY, rather than entering relevant data into data fields. Use of "see scan" was a common practice in JIDS (the Commission's previous information management system). Because UNITY is a more robust data management system, direct entry of data into fields expands the opportunities for real-time reports and proactive monitoring.
- Compliance Committee members were invited to join the Technology Committee Meeting to discuss developing a best practice recommendation related to direct entry of data into UNITY (rather than using "see scan").
- Compliance Committee Chair J. Rader (NE) explained that the use of "see scan" is not a compliance matter, but the practice does reduce the usefulness of the UNITY system as it limits the effectiveness of reporting. The focus should be providing technical assistance and resources to support states in adopting the best practice.
- Chair Torres (IA) opened the floor for input on the matter. Members provided pros and cons on the use of "see scan" and direct entry of data in UNITY that could assist drafting a best practice.
    - B. Schimelpfenig (WY) commented that time for the entering of data was a primary concern, particularly for the small Compact offices that oversee numerous other programs.
    - J. Hawkins (MO) commented about the implications from "cutting and pasting," and re-typing information from reports may lead to errors. There are advantages to uploading reports to retain the authenticity.
    - C. Norris (DE) commented that it was her understanding "see scan" was not permitted after the Commission transitioned to UNITY. Therefore, she developed the practice of directly entering data and now enters data very quickly. She commented that a major issue with using "see scan" rather than direct entry of data is that missing signatures are often overlooked, when the uploaded pdf document does not include the required signatures.

- o J. Miller (AR) commented she has learned to use Adobe to copy, cut, and paste to transfer the data on the forms into the UNITY fields. She agreed with Delaware that it is crucial to have signatures.
- **J. Rader (NE) made a motion to move forward with developing a Best Practice on UNITY Data Fields for consideration. F. Dauway (SC) seconded. The motion passed**.
- Technology Committee Chair Torres (IA) and Compliance Committee Chair Rader (NE) thanked the members for their input. The Committee Chairs agreed to work with the ICJ National Office to draft language for a best practice from the input. The draft will be presented for discussion at a future Technology Committee meeting. The draft will also be presented to the Executive Committee, and then possibly forwarded to the ICJ Training Committee for consideration as a best practice.

Developing Reporting & Enhancement Timelines
- Chair Torres (IA) updated on the meeting with the Subcommittee leaders Rachel Johnson (NC) and Abbie Christian (NE) to develop a timeline for reports and enhancements.

Review of ICJ Administrative Policies
- Chair Torres opened the floor for input on presenting enhancements to the full Commission for vote during an annual business meeting. The enhancements would be presented every other year, alternating years with the rule proposals. This cycle is currently used by the Interstate Commission for Adult Offender Supervision (ICAOS) regarding modifications to their data system, ICOTS.
- J. Rader (NE), who works in both ICAOS and ICJ, commented that it was too soon for ICJ to move to a 2-year cycle. A new data system requires numerous tweaks and enhancements at the onset. Perhaps transitioning to a 2-year cycle would be more suited in a few years. While presenting enhancements to the full Commission during an ABM is slow, it does provide exposure to all the modifications and increases buy-in for the changes.
- A. Christian (NE) commented that ICAOS went to the 2-year cycle after ICOTS was up and running for a few years. Additionally, she commented that in a rules year there could also be modifications to the system as a result of the rule amendments.
- J. Miller (AR) questioned if the 2-year cycle would also include "bug-fixes." Chair Torres clarified that bug-fixes and changes due to rule amendments would not be included in the 2-year cycle. A 2-year cycle during the ABM would look much like the rule proposals year, whereby the Technology Committee would present the enhancements.
- Chair Torres (IA) clarified that what is being presented for consideration is any necessary modifications to the ICJ Administrative Policy. Currently the ICJ Technology Committee makes decisions regarding UNITY Enhancements, as in the past with JIDS. However, modifications to UNITY are substantially more expensive, because it is a more robust, customized data management system; thus, there may be a desire by Commission members for additional checks and balances.
- J. Miller (AR) supported maintaining the current process, and referring to the full Commission only when a modification is related to a proposed rule amendment.

- A. Christian (NE) commented that a state's voting representative attending the Annual Business Meeting may not be involved in the Compact daily operations and may not have an understanding of UNITY.
- J. Miller (AR) asked if the Finance Committee should be included in the review process for enhancements due to the costs. Director Underwood explained the Finance Committee oversees and approves the overall budget, including the line item for UNITY. However, they do not provide approval for specific items within each line item. The FY 2023 Budget includes a line item of $90,000 for the UNITY enhancements. The Executive Committee could provide another level of review, as it is authorized to act on behalf of the Commission when the full Commission is not in session (i.e., outside of the Annual Business Meeting).
- Chair Torres thanked the members for their input as the Technology Committee looks to update the Information System Policy #2020-02 to meet the current needs of the Commission as many processes impact UNITY: enhancements, forms, and rules with financial impact.
- Chair Torres (IA) requested members volunteer to serve on a short-term subcommittee to review the current ICJ Administrative Policies:
  - Information System Modifications (ICJ 2020-02)
  - Forms Responsibility (ICJ 2014-01)
- Modifications to the policies are necessary to meet the current procedures due to the transition from JIDS to the new data system UNITY.
- J. Rader (NE) volunteered. Chair Torres asked that other interested persons to let her know soon.

Travel Identification Form Feedback and Resource Update
- Chair Torres (IA) updated that no additional incidents or usage of the new Travel Identification Form have been reported since the last meeting. The monthly *ICJ Updates* contained a notice to include the flight itinerary when using the form.

Old Business

Subcommittee Update: Reporting & Data Visualization *(by Rachel Johnson)*
- Rachel Johnson (NC) updated that the Reporting & Data Visualization Subcommittee has reviewed the QPR, Home Evaluation, and Travel Permit Reports for accuracy and anticipate updates to be released April 20.
- Next up the Subcommittee will look at reports regarding returns.

Subcommittee Update: Enhancement Requests – Abbie Christian
- Abbie Christian (NE) reported the Enhancements Requests Subcommittee continues to meet weekly detailing each of the requests as to what it would look like and how it would operate. She anticipates wrapping up in early May and presenting the first group of enhancements to the Technology Committee in June.

UNITY Support and Bug Fix Updates - Joe Johnson
- Joe Johnson, Project Manager, reported next Wednesday (April 20th), the updated ICJ Form II will be released. Prior to the release, Chair Torres will prepare a video and the Form II will be featured in the monthly UNITY Workshop.
- Regarding UNITY support and bug fixes, there are 17 transition cases being monitored and applicable states will be notified of any impact. He is working with

the vendor on the Quarterly Progress Report (QPR) fixes where case closures and re-openings prevent the QPR submission. Optimum Technology manually repairs this issue on a case-by-case basis when needed, until the bug fix is released April 20, 2022.

- The Optimum Technology support log is hovering around 20 – 30 support cases. The fix noted above will take care of eight or more of these support cases.

New Business

Posting ICJ Forms translated to Creole
- Chair Torres updated that Florida has a need for the ICJ Forms to be translated into Haitian Creole. Florida Commissioner Denson has offered to share the translated forms with other states via the Commission's website.
- The Technology Committee members shared pros and cons of sharing forms translated into multiple languages.
- J. Miller (AR) questioned the need for Haitian Creole nationwide, adding it could open the door for translations in multiple languages.
- R. Curtis (ME) shared that Maine has a mechanism in place locally for their language translations as needed.
- Director Underwood updated that currently some of the ICJ forms are translated to Spanish and up updated each time there are applicable changes to the forms due to rule amendments. She spoke to the vetting of forms to ensure the proper translation. Additionally, there would be costs involved to update the forms when applicable due to rule amendments.
- Joe Johnson added that UNITY generates forms within the system and those forms are not translated within UNITY.
- Chair Torres tabled the discussion for next month's agenda to allow additional time to gather information before making a decision.

Adjourn
R. Curtis (ME) made motion to adjourn. J. Rader (NE) seconded. Chair Torres adjourned the meeting by acclamation without objection at 3:01 p.m. ET.