

# INTERSTATE COMMISSION FOR JUVENILES

## Technology Committee Meeting Minutes

May 11, 2021  
2:00 p.m. ET  
Via WebEx



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

1. Anne Connor (ID), Designee, Chair
2. Kellianne Torres (IA), Designee, Vice Chair
3. Judy Miller (AR), Designee
4. Michael Farmer (CA), Designee
5. Jacey Rader (NE), Commissioner
6. Nate Lawson (OH), Commissioner
7. Natalie Dalton (VA), Commissioner

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

1. Howard Wykes (AZ)
2. Holly Kassube (IL)
3. Nita Wright (IN)
4. Anna Butler (KY)
5. Maxine Baggett (MS)
6. Abbie Christian (NE)
7. Kelly Palmateer (NY)
8. Gladys Olivares (NV)
9. Raymundo Gallardo (UT)
10. Brandon Schimelpfenig (WY)

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

1. Traci Marchand (NC), Commissioner
2. Trissie Casanova (VT), Designee
3. Rachel Johnson (NC)

### **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 Connor (ID) called the meeting to order at 2:00 p.m. ET.

### **Roll Call**

Director Underwood called the roll and a quorum was established.

## Agenda

**J. Rader (NE) made a motion to approve the agenda. K. Torres (IA) seconded. The motion carried.**

## Minutes

**J. Miller (AR) made a motion to approve the April 13, 2021 meeting minutes presented. N. Lawson (OH) seconded. The motion carried.**

## Discussion

## UNITY Updates

### UNITY TA Work Team Update

- Chair Connor acknowledged the five members who volunteered at the last meeting to assist states with UNITY:
  1. Anne Connor
  2. Kellianne Torres
  3. Holly Kassube
  4. Kelly Palmateer
  5. Rachel Johnson
- Chair Connor updated that the TA Team continues to provide technical assistance regarding UNITY to states when requested. Each session is unique to meet the state where they are in the process.
- Chair Connor asked if the training site would be available Thursday and Friday after JIDS closes on Wednesday. Director Underwood affirmed that the training site would be available.
- Holly Kassube (IL) commented that the technical assistance process has been very helpful and she has learned a lot through her involvement.

### UNITY Transition Tasks

- Pre-Migration
  - *Final JIDS Case Clean-up*
    - Chair Connor updated that the final JIDS case clean-up is ongoing. Over the weekend, all field staff users were locked out of JIDS so that data could be stabilized for migration. The National Office continues to review cases in preparation for migration, and make modifications to support a smooth process.
    - N. Dalton (VA) asked if states were notified when changes were made to their cases. J. Johnson responded that states were not notified directly regarding modifications. However, he noted that most modifications were to clean up cases. For example, in many cases, e-Form IVs had been generated but were not populated with data. National Office staff populated those eForms with data from the scanned Form IVs, so that the case could be migrated. J. Johnson also reported that cases were deleted if entered in JIDS after May 6. States were notified of any such deletions. N. Dalton (VA) requested that she be notified of the changes to the Virginia cases.

- *JIDS Reports to Run Wednesday (May 12)*
  - Chair Connor referred to the “UNITY Transition Daily Check List,” highlighting the reports to run on Wednesday, May 12. Chair Connor offered her assistance to anyone needing assistance with running reports.
  - J. Miller (AR) stated that Arkansas’ Pending Quarterly Progress Detail Report would not open. J. Adkins noted the report takes a long time to run due to its size. She volunteered to run and email the report to J. Miller.
  - Chair Connor noted the weekly UNITY Coordinators meeting will be held on May 12 at 1 – 2 p.m. ET. Afterwards, an optional drop-in Questions & Answer Session will be offered from 2 to 5 pm EST, to answer questions related to UNITY. The link is available on the Commission’s website calendar.
  - On May 12, 2021, at 5:30 p.m. ET, JIDS will be shut down and no further changes may be made.
  - M. Farmer (CA) asked if Compact offices would have access to JIDS in a view only mode. J. Adkins updated that JIDS will be completely inaccessible from May 12 – May 16. On Monday, May 17, state Compact offices will be able to access JIDS in a view only mode. At the UNITY Coordinators meeting on May 12, she will provide an update about what states can expect to see and do in JIDS beginning on May 17.
  
- Post-Migration
  - Chair Connor referenced the “UNITY Post Migration: Instructions for Auditing and Entering Cases” document.
  - On Monday and Tuesday (May 17 and 18), UNITY will be live for Compact offices. During this time, state ICJOs should review their migrated data. Chair Connor commented that her state will focus on entering the manually tracked cases.
  - Chair Connor suggested everyone print the “Instructions...” document, which details what to do and how to enter information in UNITY for all case types.
  - J. Miller (AR) expressed concern that she might not be able to enter all of Arkansas’ cases by June 4, due to lack of understanding of UNITY. Chair Connor offered to provide technical assistance to ensure that she can meet the deadline. Director Underwood noted that adding cases in the system will enable users to build skill and confidence. The deadlines established were May 26 for initial entries and June 4 for all cases. These dates are intended to ensure that cases can move forward.
  - A. Christian (NE) asked whether Compact offices can enter manually tracked cases on Monday and Tuesday (May 17 and 18). Director Underwood advised that entry could begin on Monday and encouraged everyone to complete as much as possible before Wednesday, when the system opens to field users. Chair Connor suggested sending a reminder of dates and instructions. Director Underwood agreed to do so, and added that it will be discussed at the upcoming UNITY Coordinators Meeting.

## **Old Business**

There was no old business.

## **New Business**

There was no new business.

## **Adjourn**

- In closing, Chair Connor encouraged members to be kind and helpful to one another as we all work through this transition to a new data system together.
- The next meeting is June 15, 2021 @ 2 p.m. ET.
- **N. Lawson (OH) made a motion to adjourn. M. Farmer (CA) seconded. Chair Connor adjourned the meeting without objection at 2:39 p.m. ET.**