

INTERSTATE COMMISSION FOR JUVENILES

Information Technology Committee Meeting

Minutes

June 9, 2020

2:00 p.m. ET



Voting Members in Attendance:

1. Tony De Jesus (CA), Chair
2. Nate Lawson (OH), Vice Chair
3. Judy Miller (AR), Designee
4. Anne Connor (ID), Designee
5. Jacey Rader (NE), Commissioner
6. Natalie Dalton (VA), Commissioner

Voting Members Not in Attendance:

1. Becki Moore (MA), Designee

Non-Voting Members in Attendance:

1. Brodean Shepard (FL)
2. Holly Kassube (IL)
3. Maxine Baggett (MS)
4. Gladys Olivares (NV)
5. Abbie Christian (NE)
6. Rachel Johnson (NC)
7. Raymundo Gallardo (UT)

Staff in Attendance:

1. MaryLee Underwood, Executive Director
2. Jennifer Adkins, Operations and Policy Specialist
3. Emma Good, Administrative and Training Specialist
4. Leslie Anderson, Logistics and Administrative Coordinator
5. Joe Johnson, Systems Project Manager

Call to Order

Chair T. De Jesus (CA) called the meeting to order at 2:00 p.m. ET.

Roll Call

Director Underwood called the roll and a quorum was established.

Agenda

A. Connor (ID) made a motion to approve the agenda. J. Miller (AR) seconded. The motion carried.

Minutes

J. Miller (AR) made a motion to approve the May 12, 2020 meeting minutes. N. Lawson (OH) seconded. The motion carried.

Discussion

UNITY Project Updates

- Chair T. De Jesus (CA) asked J. Johnson to provide an update on the UNITY Project.
- J. Johnson provided a detailed overview of the UNITY system progress:
 - Collaborations with Tableau, a data visualization software company, are underway. This software will allow raw data to be sent through a secure government cloud server that will produce visualizations of the data entered into the UNITY system.
 - The UNITY Training Team is currently working with a Learning Management System (LMS) that will utilize burst learning to conduct online UNITY trainings. The work team has been working to identify training concepts and breaking those concepts into short training modules utilizing a micro-learning concept to assist in the transition from a forms-based system to a data entry system. They are working to identify the learning objectives of each module as well as media platforms and resources to enhance the training modules.
 - Work with Optimum continues to progress with bi-weekly demonstrations and a live test site is being utilized to identify operational or procedural concerns.
 - New tasks and instructional videos will be provided monthly until the transition is complete in December 2020.
 - In July, the UNITY Training will be opened for ICJO staff to complete all initial UNITY training modules.
 - In August, the UNITY Training will be opened for Juvenile Probation/Parole Supervisors and Juveniles Probation/Parole Officers.
 - In September, the National Office will host “Java with Joe” sessions, a series of informal meetings to answer questions and discuss topics of concerns. Also, each region will hold a meeting to discuss the UNITY rollout.
 - In October, the ICJ in Action Training modules will be released. There will be two training sessions conducted during the Annual Business Meeting to assist states in preparing for the UNITY roll out.
 - In November, final preparations and the migration of active cases will be completed. “How to” guidance for assistance in accessing UNITY support will be released.
 - On December 1, 2020, UNITY will go live, and all final backups of JIDS will be created and stored before the final retirement of the JIDS system.

ABM 2020 Update

- Chair T. De Jesus (CA) asked Executive Director M. Underwood to provide an update on the 2020 Annual Business Meeting.
- Executive Director M. Underwood reported that the Executive Committee met on May 21, 2020 and voted to transition the in-person 2020 Annual Business Meeting to a virtual meeting due to the impact of the pandemic on state travel restrictions and budgetary constraints. The National Office has engaged meeting planning consultants who are experts in virtual meetings to assist with planning and technology

before and during the meeting. An overview of the technology platform that will be utilized for the 2020 ABM was provided to the committee.

Old Business

Form Review Comments

- Chair T. De Jesus (CA) asked Executive Director M. Underwood to provide an update regarding the Forms review period.
- Executive Director M. Underwood reported the forms updates for UNITY were posted at the first of the month for a thirty (30) day comment and review period by the Rules and Executive Committees. Two comments were addressed by the National Office. Two commenters suggested that forms should be limited to one page. Executive Director M. Underwood noted that this could be achieved through formatting after substantive changes were finalized. She also noted that an administrative oversight was made regarding the substitution of “Judge” with “Judge/Court,” and assured the Committee that this had been addressed.
- Each proposed form amendment was presented to the committee for consideration and discussion regarding associated comments and suggestions.
 - Final Travel Plan
 - The committee discussed comments and determined no further action was required for this form.
 - Form I Requisition for Runaway Juvenile
 - **A. Connor (ID) made a motion to approve the amendments as presented. J. Rader (NE) seconded. The motion carried.**
 - Form II Requisition for Escapee or Absconder / Requisition for Accused Delinquent
 - **N. Dalton (VA) made a motion to approve the amendments as presented. A. Connor (ID) seconded. The motion carried.**
 - Form III Consent for Voluntary Return Of Out Of State Juvenile
 - The committee discussed the comments and suggestions received during the forms comment period and came to a consensus that no further action was required for this form.
 - **J. Rader (NE) made a motion to approve the amendments as presented. N. Lawson (OH) seconded. The motion carried.**
 - Form IV Parole or Probation Investigation Request and Form V Report of Sending State upon Parolee or Probationer Being Sent to the Receiving State
 - The committee discussed the comments and suggestions received during the forms comment period.
 - J. Miller (AR) recommended that amendments not be made to the original format of the form.
 - J. Johnson noted that no comments were received regarding Form V. However, the Business Analysis team recommended “Signed” be replaced with “Prepared by.”
 - **A. Connor (ID) made a motion to approve the amendments as presented. N. Dalton (VA) seconded. J. Miller (AR) opposed. The motion carried.**
 - Form IA/VI (Form VI) Application for Services And Waiver
 - The committee discussed the comments and suggestions received during the forms comment period.

- **N. Dalton (VA) made a motion to approve the amendments as presented. N. Lawson (OH) seconded. The motion carried.**
- Form VII Out of State Travel Permit and Agreement to Return
 - The committee discussed the comments and suggestions received during the forms comment period.
 - **A. Connor (ID) made a motion to approve the amendments as presented. J. Rader (NE) seconded. The motion carried.**
- Form VIII Home Evaluation Report
 - The committee discussed the comments and suggestions received during the forms comment period.
 - J. Miller (AR) recommended that the language be amended to strike “if juvenile has not relocated” to avoid potential confusion regarding cases that the juvenile is already in the receiving state as assigned.
 - **N. Lawson made a motion to retain the amended form as approved previously by the committee. J. Rader (NE) seconded. J. Miller (AR) opposed. The motion carried.**
- Form IX Quarterly Progress, Violation, or Absconder Report
 - The committee discussed the comments and suggestions received during the forms comment period.
 - J. Miller (AR) questioned whether this be broken into three separate forms to address Quarterly Progress Reports, Violation Reports or Absconder Reports to provide clarity for field staff who are unfamiliar with the data system.
 - The committee came to a consensus to maintain the form as a single document.
 - **A. Connor (ID) made a motion to approve the amendments as presented. N. Lawson (OH) seconded. J. Miller (AR) opposed. The motion carried.**
- Form X Case Closure Notification
 - The committee discussed the comments and suggestions received during the forms comment period.
 - J. Miller (AR) suggested that the “Receiving State jurisdiction” was unnecessary in the field “Early discharge/termination from supervision granted by Receiving State jurisdiction” as this type of closure would always be affected by the Sending State.
 - The committee also discussed whether the field “Request for early discharge/termination of supervision from by Receiving State” should be removed, as it may cause confusion, and should be addressed in a progress report.
 - The committee came to a consensus to leave the field with some minor language amendments for clarity and consistency.
 - **A. Connor (ID) made a motion to approve the amendments as drafted. N. Lawson (OH) seconded. The motion carried.**
- Juvenile Rights Form for Consent for Voluntary Return of Out of State Juvenile
 - The committee discussed the comments and suggestions received during the forms comment period.
 - **A. Connor (ID) made a motion to approve the amendments as presented. N. Lawson (OH) seconded. The motion carried.**

- Due to approved amendments, nine (9) forms will be redistributed to the Executive Committee and Rules Committee Members for a second review period.

New Business

No New Business to report.

Adjourn

N. Lawson (OH) made a motion to adjourn. A. Connor (OH) seconded the motion. Chair T. De Jesus (CA) adjourned the meeting at 3:44 p.m. ET.