



INTERSTATE COMMISSION FOR JUVENILES

Information Technology Committee Meeting

Minutes

August 11, 2020

2:00 p.m. ET

Voting Members in Attendance:

1. Jacey Rader (NE), Commission Chair
2. Judy Miller (AR), Designee
3. Anne Connor (ID), Designee
4. Nate Lawson (OH), Commissioner
5. 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. Nita Wright (IN)
4. Maxine Baggett (MS)
5. Gladys Olivares (NV)
6. Abbie Christian (NE)
7. Raymundo Gallardo (UT)
8. Brandon Schimelpfenig (WY)

Staff in Attendance:

1. MaryLee Underwood, Executive Director
2. Joe Johnson, Systems Project Manager

Call to Order

Commission Chair J. Rader (NE) 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. N. Lawson (OH) seconded. The motion carried.

Minutes

J. Miller (AR) made a motion to approve the July 14, 2020 meeting minutes. N. Dalton (VA) seconded. J. Rader (NE) abstained. The motion carried.

Discussion

UNITY Updates

- Development Update

- Commission Chair J. Rader (NE) asked J. Johnson to provide a UNITY development update.
- J. Johnson reported that the Business Analysis Team has completed the Travel, Returns, and Transfer of Supervision case architecture. Optimum Technology is currently working on the development of the architecture in UNITY. The Business Analysis Team is now detailing events that occur during the Travel, Returns, and Transfer of Supervision, and will forward those to Optimum Technology for development upon completion.
- The team is also entering the Analysis Phase, a field by field review of the system, and will soon begin the Migration Phase.
- The Reporting Team is scheduled to reconvene August 19, 2020 to begin review of the core functionality.
- Roll-Out Plan
 - J. Johnson reported that each state has been asked to identify a UNITY Coordinator that will be a point of contact between the state and the National Office during the UNITY roll-out. J. Johnson briefly discussed the roll and responsibilities of the UNITY Coordinator.
 - A webinar for the UNITY Coordinators is scheduled for August 26, 2020 to discuss the roll-out plan, Pre-ABM Region Meetings, specific ABM training sessions, and discuss the State Personnel Profile Survey that will assist in identifying users in the UNITY system and development of user profiles.
 - Starting September 2, 2020, “Office Hours” will be conducted at 1:00 pm EST each Wednesday to discuss questions and updates about the roll-out for UNITY Coordinators. Later, other ICJO staff and field users will be invited to participate.
 - The official UNITY roll-out is still scheduled for December 2020.
- Training Update
 - J. Johnson reported that the Training Team released the “Intro to UNITY” training module with 181 registered attendees. Of those 116 attendees have completed the module and ten (10) attendees are currently in the process of the training. The overall completion rate for this module is 64.1% with an average test score of 98.19%.
 - The Training Team is currently working to develop five (5) “ICJ in Action” modules and a “Workflow Diagram Overview” module.

Old Business

Historical Data Policy

- Commission Chair J. Rader (NE) asked Executive Director M. Underwood to provide an update on the JIDS Historical Data Policy.
- Executive Director M. Underwood provided an update regarding the committee feedback from the last meeting. A JIDS Data Policy survey was conducted with sixteen (16) participants from fifteen (15) states responding. Of respondents, 19% indicated they would rely solely on JIDS for ICJ case information and 31% indicated they would need to create a back-up system.
- Based on the results from the survey, a proposal was requested from InStream that would allow ICJ offices to maintain continued access to the JIDS system for one year after the date of retirement. During this time, states could access documents to create a back-up system, if needed.
- Draft ICJ Policy 01-2020: Access to Historical Data was presented to the committee for review and discussion.
- The committee discussed the key portions of the policy to include:

- State ICJ Offices will have access to JIDS for data retrieval purposes for a period of one (1) year after the retirement of JIDS.
 - State ICJ Office access will be limited to viewing and exporting juvenile files, documents, system reports, and compliance reports.
 - State ICJ Office users will be prohibited from adding new users, adding new juvenile files, generating forms, uploading documents, or initiating new workflow assignments.
 - Upon the retirement of JIDS, all field officer and supervisor JIDS accounts will be deactivated.
 - One year after the retirement of JIDS, data from JIDS will be provided to state ICJ Offices upon receipt of a Historical Data Request.
 - Data available to states after 1 year from the retirement of JIDS includes:
 1. Juvenile File Details, including the juvenile's demographic information, case type, and states involved in the case;
 2. ICJ Forms, including e-forms and scanned PDFs.
 - National Office will maintain an archive of historical juvenile information and case documents from JIDS for 5 years after the retirement of JIDS.
 - Requests from adjudicating states to expunge juvenile files from JIDS shall follow the JIDS Expungement Guidelines 01-2013.
- A. Connor (ID) noted that many states do not maintain back-up systems and suggested that sufficient time should be provided for states to develop back-up systems, if needed and noted the importance of ensuring that states are fully informed and have adequate time to plan.
 - **N. Dalton (VA) made a motion to approve the draft ICJ Policy 01-2020: Access to Historical Data as presented. N. Lawson (OH) seconded. The motion carried.**

ICJ Form IX: Quarterly Progress, Violation, or Absconder Report

- Commission Chair J. Rader (NE) reported that while auditing the UNITY generated PDF forms to ensure consistency with the changes approved by the committee, the national office staff found that the ICJ Form IX: Quarterly Progress, Violation, or Absconder Report was five (5) pages in length and could cause confusion as only some of the sections of the form would be applicable to specific cases. Chair J. Rader (NE) requested committee consideration on splitting the ICJ Form IX: Quarterly Progress, Violation, or Absconder Report into three (3) separate PDF forms.
- The committee agreed that breaking the form down would be more user friendly and would assist in making the training more comprehensible.
- **A. Connor (ID) made a motion to amend the single form ICJ Form IX: Quarterly Progress, Violation, or Absconder Report into three (3) separate PDF forms. N. Dalton (VA) seconded. The motion carried.**

New Business

There was no New Business to discuss.

Adjourn

A. Connor (ID) made a motion to adjourn. N. Lawson (OH) seconded. Commission Chair J. Rader (NE) adjourned the meeting by acclamation at 2:53 p.m. ET.