



INTERSTATE COMMISSION FOR JUVENILES

Information Technology Committee Meeting

Minutes

November 27, 2018

2:00 p.m. ET

Voting Members in Attendance:

1. Tony DeJesus (CA) Chair
2. Judy Miller (AR) Designee
3. Anne Connor (ID) Designee
4. Maxine Baggett (MS) Designee
5. Jacey Rader (NE) Commissioner
6. Nate Lawson (OH) Commissioner
7. Natalie Dalton (VA) Commissioner

Voting Members Not in Attendance:

1. Summer Foxworth (CO) Commissioner
2. Sherry Jones (MD) Commissioner

Non-Voting Members in Attendance:

1. Holly Kassube (IL)
2. Nita Wright (IN)
3. Rachel Johnson (NC)
4. Abbie Christian (NE)
5. Candice Alfonso (NJ)
6. Gladys Olivares (NV)
7. David Hensley (TX)
8. Raymundo Gallardo (UT)

Guests in Attendance:

None Present

Staff in Attendance:

1. MaryLee Underwood, Executive Director
2. Jennifer Adkins, Project Manager
3. Leslie Anderson, Administrative and Logistics Coordinator
4. Emma Goode, Training Coordinator and Administrative Specialist

Call to Order

Chair DeJesus 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 approve the agenda. N. Dalton (VA) seconded. The motion carried.

Minutes

J. Miller (AR) made a motion to approve the October 24, 2018 meeting minutes. A. Connor (ID) seconded. The motion carried.

Discussion

- RFP Team
 - Chair DeJesus (CA) reported the RFP team has been established and will be meeting January 23, 2019 in a Webex meeting to prepare for the February Face-to-Face meeting. Updates will continue to be brought forth to the Technology Committee regarding this process.
- Vice Chair Appointment
 - Chair DeJesus (CA) and A. Connor (ID) discussed adding the position of Vice Chair on all the regions and committees, and the responsibilities and expectations of that position. If anyone is chair-eligible and interested in serving in this position, please contact A. Connor (ID) or Chair DeJesus (CA).
- Return Workflows – Sandbox Test Results
 - Several committee members discussed their “Sandbox” experiences and provided feedback regarding the operation of the amended workflows.
 - J. Adkins reported other feedback received had been positive, and most members found the workflows easy to maneuver through and said they reflect the day-to-day process as intended. She received a few minor suggestions to improve the look and language of the workflows and those modifications have been made.
 - Jenny advised that the Sandbox will remain open for further testing by committee members until deemed no longer necessary.
 - N. Dalton (VA) expressed concern about launching the new workflows during the holiday season. A. Connor (ID) agreed and requested feedback on possibly extending the launch date of the workflows to late January 2019.
 - J. Adkins suggested initial training could be conducted during the month of December, possibly as a “train-the-trainer” program could be utilized as well as recorded training sessions that would be available for personnel to utilize as time allowed.
 - **A. Connor (ID) made a motion to approve the Return Workflows with a roll out date and training date to be determined later. N. Lawson (OH) seconded. The motion carried.**

- InStream Contract Renewal

- Chair DeJesus (CA) reported that the current three (3) year contract expires at the end of January 2019.
- J. Adkins reported that ICJ has received a proposed contract renewal option for only renewing the contract for one year. The cost will remain the same until June of 2019, and then there will be an increase in hosting costs through the remainder of the contract year.
- Executive Director Underwood discussed the current budget funding and flexibility to cover the additional cost of hosting beginning June 2019. There is funding in the special projects fund that may be used to cover that expense.
- **J. Rader (NE) made a motion to recommend the contract renewal to the Executive Committee for approval. A. Connor (ID) seconded. The motion carried.**

- JIDS Enhancements

- Chair DeJesus (CA) discussed the six (6) submitted JIDS enhancement requests and quotes provided by InStream. Items one (1) and six (6) are both related to user management and its improvement.
- J. Adkins reported that the quote listed in enhancement six (6), User Management, will only cover some additional adjustments to the interface currently being utilized for user management.
- **A. Connor (ID) made a motion to proceed with enhancement item six (6) at the quoted cost of \$625.00 to implement the password validation, addition of the users last log in date and password expiration date. N. Dalton (VA) seconded. The motion carried.**
- **A. Connor (ID) made a motion to remove enhancement one (1), Improve User Management, from consideration. N. Lawson (OH) seconded. The motion carried.**
- Chair DeJesus (CA) opened the floor for A. Christian (NE) to discuss enhancement three (3), Request for Transfer of Supervision Workflow.
- A. Christian (NE) discussed having issues with the Transfer of Supervision Workflow in cases where a submitted home evaluation is received with a denial of supervision. The rule states the juvenile must be returned in 5 business days; however, there is no way to track that within the system and upon choosing the option "supervision denied" the workflow ends. This process does not always result in the return of a juvenile. This may result in needing to resubmit a new transfer request. The workflow should have the option to go into a new Transfer of Supervision workflow, if required.
- J. Adkins clarified what edits were being recommended to the workflow and reminded the committee that changes to these workflows require the addition of edits to applicable reports which raise the quotes from InStream.
- **A. Connor (ID) made a motion to move enhancement three (3) Request for Transfer of Supervision Workflow forward to InStream for a quote. N. Dalton (VA) seconded. The motion carried.**
- Chair DeJesus (CA) discussed the request for enhancement four (4) New Workflow Route for Submitting Assessments/Treatment Plans. The committee determined this is not rule related.
- **A. Connor (ID) made a motion to not consider enhancement four (4) New Workflow Route for Submitting Assessments/Treatment Plans. J. Miller (AR) seconded. The motion carried.**

- Chair DeJesus (CA) opened the floor to A. Christian (NE) to discuss enhancement five (5), Travel Permit – Testing Residence Workflow.
- A. Christian (NE) discussed editing the workflow to send the email notification to the Receiving State for the Travel Permit – Testing Residence. This would eliminate the dependence of the Receiving State to send the workflow back to the Sending State. The committee agreed that this enhancement would be beneficial for time keeping and tracking.
- **A. Connor (ID) made a motion to explore enhancement five (5) Travel Permit – Testing Residence Workflow forward to InStream for a price quote on this addition. N. Dalton (VA) seconded. The motion carried.**

Old Business

- A. Connor (ID) nominated N. Lawson (OH) to the position of Vice-Chair.
- N. Lawson (OH) accepted the nomination.
- Chair DeJesus (CA) appointed N. Lawson (OH) as Vice-Chair of the Technology Committee.

New Business

- There was no New Business.

Adjourn

Chair DeJesus (CA) adjourned the meeting by acclamation at 3:32 p.m. ET.