INTERSTATE COMMISSION FOR JUVENILES
Training Committee Meeting Minutes

January 28, 2021
2:00 p.m. ET
Via WebEx

Voting Members in Attendance:
1. Felicia Dauway (SC), Commissioner, Chair
2. Summer Foxworth (CO), Commissioner, Vice Chair
3. Patrick Pendergast (AL), Designee
4. Howard Wykes (AZ), Designee
5. Sherry Jones (MD), Commissioner
6. Roy Yaple (MI), Commissioner
7. Jessica Wald (ND), Designee

Non-Voting Members in Attendance:
1. Ellen Hackenmueller (AK)
2. Nordia Napier (CT)
3. Holly Kassube (IL)
4. Latoya Oliver (MD)
5. JoAnn Niksa (RI)
6. Chris Newlin (NCAC Ex Officio)

Members Not in Attendance:
1. Jeff Hood (AZ), Commissioner
2. Lisa Bjergaard (ND), Commissioner
3. Rebecca Hillestead (MN)
4. Mason Harrington (SC)
5. Tiffany Howard (SC)
6. Dawn Bailey (WA)

National Office Staff & Legal Counsel in Attendance:
1. MaryLee Underwood, Executive Director
2. Emma Goode, Logistics and Administrative Specialist
3. Amanee Cabbagestalk, Training and Administrative Specialist
4. Jenny Adkins, Operations and Policy Specialist

Call to Order
Chair Dauway (SC) called the meeting to order at 2:00 p.m. ET.

Roll Call
Director Underwood called the roll and a quorum was established.

Agenda
S. Foxworth (CO) made a motion to approve the agenda as presented. J. Wald (ND) seconded. The motion carried without objection.

Minutes

S. Foxworth (CO) made a motion to approve the December 9, 2020 meeting minutes as corrected. S. Jones (MD) seconded. The motion carried without objection.

Discussion

Updating Resources

Resources to be Archived at the Onset of UNITY
- Chair Dauway updated that the Executive Committee voted to archive the following training-related resources when UNITY goes live:
  - ICJ Best Practices:
    - Transfer of Supervision of Juveniles When Multiple Court Orders are Involved
    - Saving and Naming Documents in JIDS
    - Managing JIDS Users
  - Training Bulletin #01-2014 - Resending a Home Evaluation Request
  - Training Bulletin #01-2015 – Managing QPRs

Commissioner Handbook
- Chair Dauway presented for input the draft ICJ Commissioner Handbook. This resource has been updated, reorganized, and enhanced by the National Office from committee suggestions. Additionally, the revised ICJ resource has been expanded and re-titled "*Handbook for Commissioners, Compact Administrators, and Other State ICJ Leaders*". Director Underwood noted that in the re-organization of the resource, the ICJ organization chart was accidently removed and will be re-inserted.
- S. Foxworth (CO) commented that she reviewed the handbook prior to the meeting and agreed it covered key elements. S. Jones (MD) and R. Yaple (MI) concurred.
- Chair Dauway requested input regarding the development of a New Commissioner on-demand training course. S. Jones (MD) liked the idea; however, noted the advantage of having a live presenter to address questions. Director Underwood advised that due to the numerous UNITY and ICJ Core Courses in development, a new commissioner training probably cannot be developed until next year.
- **S. Jones (MD) made a motion to approve the New Commissioner Handbook. P. Pendergast (AL) seconded. The motion passed**.

Quick Reference Guides
- Chair Dauway presented the two latest ICJ publications:
  - "ICJ Quick Reference Guide for ICJ Cases"
  - "Introduction to ICJ"
- Director Underwood updated that the two new referenced publications are available online. The printed versions were mailed to states in March 2020, around the time people throughout the nation began working remotely due to COVID. The two resources have been reviewed by the national office and the updates include removing JIDS, inserting UNITY, and revising Form IA/VI to read Form VI.

- The committee shared positive feedback regarding the online versions of the resources. No additional revisions were determined and the committee agreed to stay with the current format.
- Director Underwood announced that there are ample printed publications of the current versions at the national office, and suggested members contact Emma Goode to request.

<u>Best Practice: States in Transition</u>
- Chair Dauway presented the updated "*Best Practice: States in Transition.*" The resource has been reviewed by the national office for any modifications due to the transition to UNITY. The committee reviewed and had no additional changes to the information presented.
- **S. Foxworth (CO) made a motion to approve the modifications to the "ICJ Best Practice: States in Transition" as presented. S. Jones (MD) seconded. The motion passed**.

LMS Operations

<u>Understanding the Infrastructure</u>
- A. Cabbagestalk provided an update and detailed information regarding the learning management system (LMS) infrastructure.
- *UNITY Courses vs. Core Courses*
  - TalentLMS houses all the ICJ on demand courses. There are currently two categories of courses: UNITY Courses and Core Courses.
  - UNITY Courses include only UNITY processes and information.
  - The Core Courses include the ICJ Rules and how to apply the rules.
- *Prerequisites*
  - UNITY Courses must be completed in a sequential order.
  - Core Courses may be completed in any order. However, each unit within the course must be completed to obtain a certificate of completion.
- Can a user be *precluded* from using UNITY if they have not completed training?
  - UNITY users will NOT be automatically precluded from using UNITY if they have not completed the training. Each state's UNITY coordinator determines who will have access to UNITY in their state, and may preclude UNITY users access if they choose to do so.
  - Automated reports from TalentLMS provide specific information about completed courses. These reports are provided to the state's UNITY administrator each Tuesday.
  - S. Foxworth (CO) questioned whether the UNITY users currently uploaded have access to UNITY. Director Underwood clarified that UNITY and the TalentLMS are two separate systems that are <u>not</u> directly linked. Should states wish to preclude access to UNITY for specific users enrolled in their state, the state's UNITY administrator will have the capability to do so.
  - Director Underwood suggested mentioning the question in the next UNITY Coordinators meeting to obtain specific information on how to block user access to UNITY.

Adding New Users After Rollout
- A. Cabbagestalk updated that she and J. Johnson plan to discuss adding users after rollout in more detail and provide an update later.

Development of new Core Courses ("ICJ in Action")
- A. Cabbagestalk reported ICJ is no longer working with an outside contractor and she has taken the lead on the development of the "ICJ in Action" courses.
- A. Cabbagestalk updated that her first priority is finalizing the seven courses developed by the UNITY Training Teams last year. In March, training teams will re-establish to continue development of new Core Courses.

UNITY Training Feedback
- Chair Dauway updated that plans for developing UNITY Trainings were impacted by the adjustment of the UNITY timeline. J. Adkins and A. Cabbagestalk are leading the UNITY course development and implementation in accordance with the timeline below:
    - February – March:
        - A total of 13 UNITY On-Demand Training Courses will be released through TalentLMS.
    - Mid-February:
        - 1-3 courses will be assigned per week. Everyone is encouraged to complete the courses as they are assigned, then revisit when the UNITY Training Site is released.
    - March:
        - UNITY User Manual & the revised ICJ Forms will be provided for training purposes.
    - April:
        - UNITY Training Site will be made available at least 30 days prior to "go live."
        - No reservations will be required for the training site and an unlimited number of users may access the site simultaneously.
        - The SmartSheet UNITY Profile Sheets should be updated to ensure appropriate personnel have access.
    - May:
        - Data Migration, ICJO Review of Migrated Data, and "Go Live"
        - This process will occur over a period of a week (Wednesday to Wednesday).
        - Between migration & "go-live," State ICJOs must review all migrated cases to ensure data was accurately migrated.
- During the January 27, UNITY Coordinators meeting, there were two suggestions from staff:
    1. Hold LMS courses until the training site is available.
    Input was received from several people in response, and the consensus was that LMS should be released as planned and learners encourage to revisit after the Training Site is released.
    2. An email to UNITY Coordinators with timeline of key events.
    The email will go out today. Chair Dauway encouraged the committee members to read the email and provide suggestions as applicable.

- R. Yaple (MI) questioned if a user retakes a completed course and obtains a different score, which score is retained. Director Underwood clarified that upon the completion of a course, you are allowed to move around freely in any order of the course and retaking the test is not required.
- S. Foxworth (CO) questioned whether the 13 courses included the 4 courses currently in TalentLMS. Director Underwood clarified the 13 to be additional courses.
- J. Wald (ND) questioned whether there would be courses specific to Compact staff and field users. J. Adkins commented that the user role determines what the user may do in the system, and a few courses will be for administrators only.
- The committee was interested to know more about how the UNITY Training Sites will be set up. Director Underwood explained the system will be populated with some encrypted juvenile information from existing case histories, and users will also have the opportunity to create new juvenile cases.
- Regarding in-state training, Director Underwood suggested that states could safely plan to use the UNITY Training site in mid-April.
- R. Yaple (MI) suggested pre-populating the training site to be the most frequently used scenarios such as: transfer of supervision, returns, home evaluations, and progress reports.
- N. Napier (CT) questioned if the training would include pairing with another state to practice the flow. R. Yaple (MI) commented that the JIDS trainings used the same two states throughout and questioned if the UNITY training would include the full structure.
- Director Underwood requested that these questions be submitted online in the UNITY Coordinators Smartsheet, so Joe Johnson could answer and share the information online with all UNITY Coordinators.

Old Business

There was no old business.

New Business

Training and Technical Assistance (TTA)
- Director Underwood updated that typically all TTA requests are brought before the Training Committee, as time allows. Recently, there has been an urgent new Training and Technical Assistance (TTA) request which was approved.
- Director Underwood thanked J. Wald (ND) for agreeing to provide JIDS Training associated with the TTA request.

Adjourn

S. Foxworth (CO) made a motion to adjourn. P. Pendergast (AL) seconded. Chair Dauway adjourned the meeting without objection at 2:46 p.m. ET.