



## INTERSTATE COMMISSION FOR JUVENILES

### Technology Committee Meeting *Minutes*

January 17, 2017  
2:00 p.m. EST

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#### **Committee Members in Attendance:**

1. Shelley Hagan (WI) Chair
2. Judy Miller (AR) Designee
3. Sherry Jones (MD) Commissioner
4. Julie Hawkins (MO) Commissioner
5. Daryl Liedecke (TX) Commissioner
6. Natalie Dalton (VA) Commissioner
7. Jen Baer (ID) Ex officio
8. Holly Kassube (IL) Ex officio
9. Joy Swantz (WI) Ex officio

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

1. Michael Farmer (CA) Designee
2. Maxine Baggett (MS) Ex officio
3. Abbie Christian (NE) Ex officio

#### **Guests in Attendance:**

None

#### **Staff in Attendance:**

1. Emma Goode, Administrative and Logistics Coordinator
2. Jennifer Adkins, Project Manager
3. Shawn Robinson, Training and Administrative Coordinator

#### **Call to Order**

Chair Hagan called the meeting to order at 2:01 p.m. EST.

#### **Roll Call**

The National Office called the roll and a quorum was established.

#### **Agenda**

**N. Dalton (VA) made a motion to approve the agenda. S. Jones (MD) seconded. The motion passed.**

#### **Minutes**

**J. Miller (AR) made a motion to approve the November 15, 2016 meeting minutes as presented. J. Hawkins (MO) seconded. The motion passed.**

## Discussion

### **JIDS Upgrade**

- J. Adkins provided a timeline for the JIDS upgrade (FileBound 7.0). Testing will commence mid-February; InStream will address any issues discovered during testing in March; and trainings will be available the first of April working towards an anticipated go live date of April 10, 2017.

### **Final Travel Plan**

- Chair Hagan presented a mock final travel plan prepared by the National Office incorporating discussions from the previous meeting for space on the form to add any additional pertinent information.
- The Technology Committee reviewed the *ground transportation* and *contact information* sections for space-saving ideas keeping the fields broad, yet concise to capture the necessary travel information on the one-page form. D. Liedecke (TX) noted that part of the confusion resides in the ground transportation section when completing for the entire travel distance versus the ground transportation to the airport.
- Chair Hagan summarized key points from the committee's discussion and requested that the National Office draft a mock form for discussion at the next Technology Committee meeting.

### **Forms I, II IV, VII (hair color description)**

- J. Swantz (WI) updated on the request from the last meeting to add "brown" as a hair color option in addition to the current light brown and dark brown options for a more accurate description of the juvenile. Chair Hagan updated that the National Office obtained a quote from the vendor of \$750 to update the four forms.
- The Technology Committee discussed and agreed to the modification to the four forms.
- **J. Miller (AR) made a motion to approve modifying Forms I, II, IV, and VII to add "brown" as a hair color option on the dropdown menu while retaining the current options for a total cost of \$750. D. Liedecke (TX) seconded. The motion passed.**

### **Forms IV (email)**

- Chair Hagan suggested that an optional field for email be added to the Form IV. Email is often the preferred and most responsive method of contact. The estimated cost to modify the form is \$250.
- The Technology Committee agreed with the suggestion and discussed how to clarify whose email address should be inserted. J. Adkins noted that the modification would include a tool tip clarification by hovering over the field and the information could be added to the instructions.
- **D. Liedecke (TX) made a motion to approve modifying Form IV to add an optional text field to insert the email address of the person with whom the juvenile is residing for a total cost of \$250. S. Jones (MD) seconded. The motion passed.**
- According to policy, the National Office will forward the approved form modifications to the Rules and Executive Committees for a 30-day comment period.

### **JIDS Enhancements**

- Chair Hagan presented the current JIDS Enhancement list and actions were taken as follows:

**Item #1 – Improve User Management:** *A benefit to the Compact would be to look at making User Management within JIDS more efficient. If compact offices could see when passwords expire, they could stay on top of the field staff in their state. Also, the Add/Edit option is confusing for compact states. Separating this out and additional features to the User Management would allow for a cleaner process within User Management.* – submitted by Lea Quam (ND) in 2016.

- Illinois and Maryland spoke in support of improving the current password expiration process noting that staying ahead of 90 day password expirations for hundreds of users can become burdensome.
- J. Adkins shared that the new JIDS upgrade will include updates to *User Management* that may address the issue.
- The Technology Committee agreed to defer the discussion until the JIDS upgrade is complete.

**Item #2 – Edit Hair Color**

- The enhancement was addressed and approved above. The enhancements list will be updated and this item removed from the submissions list.

**Item #3 - Human Trafficking Returns Tracking: Field to identify CSEC:** *Determine how to best track human trafficking returns in JIDS.* – submitted by the Human Trafficking Committee in 2016.

- H. Kassube (IL) updated on the Human Trafficking Ad Hoc Committee’s discussion regarding the suggestion of a CSEC (Commercially Sexually Exploited Children) identifier on a form and capturing the information in JIDS.
- S. Jones (MD) updated that in Maryland suspected human trafficking is included in email subject lines. She supports tracking in JIDS and suggested adding to the file details page. Chair Hagan updated and J. Adkins explained that only one element remains available on the file detail page and the vendor has advised to retain one open element.
- Chair Hagan commented on a potential dropdown box on the Form III for special circumstances which could include: human trafficking, suspected child welfare, and mental health needs.
- The Technology Committee agreed while there could be benefits to tracking human trafficking victims, the function is not rule driven. ICJ returns juveniles on the Form III and other times the FBI returns depending on the circumstances.
- Chair Hagan deferred the discussion to the next meeting.

**Old Business**

There was no old business.

**New Business**

There was no new business.

**Adjourn**

- Chair Hagan adjourned the meeting without objection at 2:33 p.m. EST.