



INTERSTATE COMMISSION FOR JUVENILES

Technology Committee Meeting *Minutes*

January 27, 2016
2:00 p.m. EST

Committee Members in Attendance:

1. Lea Quam (ND) Chair
2. Judy Miller (AR) Designee
3. Angela Bridgewater (LA) Commissioner
4. Melonie Taylor-Gore (MS) Commissioner
5. Dale Dodd (NM) Commissioner
6. Shelley Hagan (WI) Commissioner
7. Jen Baer (ID) Ex-officio
8. Abbie Christian (NE) Ex-officio

Committee Members Not in Attendance:

1. Summer Foxworth (CO) Commissioner
2. Sherry Jones (MD) Commissioner
3. Julie Hawkins (MO) Commissioner
4. Gillie Hopkins (VT) Ex-officio
5. Joy Swantz (WI) Ex-officio

Guests in Attendance:

None

Staff in Attendance:

1. Ashley Lippert, Executive Director
2. Emma Goode, Administrative and Logistics Coordinator
3. Shawn Robinson, Training and Administrative Coordinator
4. Jennifer Adkins, Project Manager

Call to Order

Chair Quam called the meeting to order at 2:02 p.m. EST.

Roll Call

A. Lippert called the roll and a quorum was established.

Agenda

S. Hagan (WI) made a motion to approve the agenda. M. Taylor-Gore (MS) seconded. The motion passed.

Minutes

J. Miller (AR) made a motion to approve the December 1, 2015 meeting minutes. D. Dodd (NM) seconded. The motion passed.

Discussion

JIDS Technical Guideline #01-2013 - Expunging Juvenile Records

- Chair Quam presented the JIDS Technical Guideline #01-2013 - Expunging Juvenile Records, which was modified to comply with the ICJ Rules effective February 1, 2016. The recommended modification deletes the first sentence in the first paragraph referencing Rule 5-104(5). The language is obsolete as of February 1, 2016.
- J. Miller (AR) questioned and Chair Quam clarified that any records not requested for expungement would remain in the JIDS data system as closed cases.
- A. Lippert noted that the National Office expunges records upon a court ordered request by the state. Since the launch of JIDS only three requests have been received.
- S. Hagan (WI) questioned the circumstances that would permanently expunge a juvenile's records. Chair Quam and D. Dodd (NM) shared they will request expungement of cases in JIDS for which are Court order "sealed" cases. S. Hagan (WI) voiced concern to *expungement*, permanent removal, versus *sealed* removed yet recoverable.
- D. Dodd (NM) questioned and Chair Quam clarified that the elimination of paper files for closed cases in the receiving state will be left to that state's discretion and retention policy.
- A. Lippert suggested removing the language "*One year after closure*" in item #1. The Technology Committee discussed and agreed to retain the language in the guideline as some states retain hard copies for statistical data.
- **S. Hagan (WI) made a motion to delete the first sentence in the first paragraph of the JIDS Technical Guideline #01-2013 Expunging Juvenile Records and to retain Item #1 as written. D. Dodd (NM) seconded. The motion passed.**

Testing Placement (Residence) Workflow

- Chair Quam presented a diagram of the current JIDS workflow for Travel Permit – Testing Residence (Note: *placement* changes to *residence* February 1, 2016). Upon receipt of the request the receiving state may select *complete*, *cancel*, or *return*. Selecting *return* starts the 30-day calendar and email notice; however, the selection does not activate the 45-day calendar or email notices for the submission of a home evaluation. As a result, the case file is unaccounted in JIDS in the following areas:
 - maximum probation and parole monitor
 - quarterly progress report monitor
 - custom reports:
 - transfer of supervision summary and detail
 - number of cases accepted and denied
 - pending quarterly progress report details
- The Technology Committee discussed and agreed that while the requests are minimal the process should be correct and consistent.
- Chair Quam proposed training as a temporary solution and modifying the workflow in the second bundle of enhancements as a long term solution.
- The Technology Committee discussed the immediate solution to train states to select "*complete*" and start a new *request for supervision* workflow. While some states already follow this process the Technology Committee agreed it should be included in the JIDS training and highlighted in the JIDS newsletter.
- Chair Quam proposed an edit to the JIDS workflow for a future enhancement. A recommendation was made to remove the "green arrow" option. The National Office clarified that disabling one button was not an option. The Technology Committee discussed modifications to the workflow and reached a consensus to request input from the vendor for remedies and costs.

- **S. Hagan (WI) made a motion to approve an immediate solution to the Travel Permits Testing Residence JIDS workflow through training; highlight the process in the JIDS newsletter; and obtain a quote from the vendor for long term resolution options and costs. J. Miller (AR) seconded. The motion passed.**

JIDS Enhancement List

- Chair Quam presented the JIDS Enhancements List to date. Each month the Technology Committee will review the line items with the goal of addressing all items on the list.

Item #1 – Transfer of Supervision: *Add an option in the workflow to route a revised or updated home evaluation for situations where the placement is reconsidered or there is an in-state move - Submitted by Julie Hawkins in 2014.*

- The Technology Committee discussed adding a new workflow in JIDS for a secondary home evaluation if the location of the juvenile changes within the receiving state.
- S. Hagan (WI) referenced Rule 5-101(4) which states that *additional reports shall be sent in cases where there has been a change in placement/residence.* A. Christian (NE) commented that the additional reports or home evaluations do not replace the Quarterly Progress Report. S. Hagan (WI) spoke to the difficulty a modification as the Form IV is currently embedded in the workflow process. The Technology Committee agreed that creating a new workflow for an additional home evaluation is not feasible. The additional information may continue to be shared through the current workflow processes and the Quarterly Progress Report.
- **M. Taylor-Gore (MS) made a motion to reject Item #1 on the enhancements list - Transfer of Supervision submitted by Julie Hawkins in 2014. S. Hagan (WI) seconded. The motion passed.**
- The National Office will notify the submitter of the Technology Committee’s decision.

Item #2 – Modify “Placement “Denied”: *Adjust "Transfer of Supervision" workflow to not end the workflow when placement is denied - Submitted by Daryl Liedecke in 2014.*

- Chair Quam updated communications with Daryl Liedecke (TX) regarding the proposed enhancement. Commissioner Liedecke affirmed the request to no longer be valid and agreed to withdraw from the list.

Item #3 – Automatically Close out Travel Permits: *Have the system automatically change the status of Travel Permits from ACTIVE to CLOSED using the until date field - Submitted by Robyn Peterson in 2013.*

- Chair Quam presented the enhancement noting that in 2013 InStream confirmed the proposed enhancement to be achievable and provided a quote of 10 service hours.
- J. Adkins requested clarity as to when the case will close - when the “until date” is reached or when the workflow is complete. The Technology Committee discussed the *work flow complete* versus *until date reached*. J. Miller (AR) supported closing “visits only” when the “until date” is reached and retaining travel permits that transition into a transfer of supervision open.
- M. Gore (MS) voiced concern for incidents when the visiting youth incurs an emergency and the stay is extended past the travel permit date. J. Miller (AR) suggested sending another travel permit. Chair Quam updated that a communication request workflow could go into a closed travel permit. J. Adkins clarified that the changes would occur in the workflow edit only not the text and/or header.

- D. Dodd (NM) spoke in favor of moving forward with the enhancement for visits only. The Technology Committee agreed the automation would enable consistency of closures and result in less work for states.
- **D. Dodd (NM) made a motion to move forward with Item #3 on the Enhancements List submitted by Robyn Peterson in 2013 to automatically close Travel Permits (for visits only) using either the until date field or the completed workflow date. J. Miller (AR) seconded. The motion passed.**
- The National Office will include the request in the second bundle of JIDS enhancement.

Old Business

InStream Contract

- A. Lippert updated that the Executive Committee approved the recommendation of the Technology Committee and the three year contract has been fully executed between ICJ and the JIDS vendor, InStream.

Testing Update

- J. Adkins updated that all JIDS enhancements effective February 1, 2016 passed testing. All changes and the new ICJ Rules will all go live Monday, February 1, 2016.

New Business

JIDS System Troubleshooting

- A. Lippert updated that during the call today InStream reset JIDS to address the issues shared prior to the beginning of the meeting. The finding was congestion within 2 of the 23 application pools. InStream reset JIDS and a few users may have been kicked out for a short duration during the reset for optimum performance.
- A. Lippert thanked J. Miller (AR) for bringing the issue to the attention of the committee and encouraged members to complete helpdesk tickets to assist the National Office in providing timely resolutions.

Adjourn

- Chair Quam commented that the Technology Committee will meet monthly to work through the Enhancements Lists for the second enhancements bundle. The next meet is February 24, 2016 @ 2:00 p.m. EST.
- **D. Dodd (NM) made a motion to adjourn. M. Taylor-Gore (MS) seconded. Chair Quam adjourned the meeting without objection at 3:04 p.m. EST.**