INTERSTATE COMMISSION FOR JUVENILES

Technology Committee Meeting
Minutes

February 24, 2016
2:00 p.m. EST

Committee Members in Attendance:
1. Lea Quam (ND) Chair
2. Judy Miller (AR) Designee
3. Summer Foxworth (CO) Commissioner
4. Melonie Taylor-Gore (MS) Designee
5. Julie Hawkins (MO) Commissioner
6. Dale Dodd (NM) Commissioner
7. Shelley Hagan (WI) Commissioner
8. Jen Baer (ID) Ex-officio
9. Abbie Christian (NE) Ex-officio
10. Joy Swantz (WI) Ex-officio

Committee Members Not in Attendance:
1. Angela Bridgewater (LA) Commissioner
2. Sherry Jones (MD) Commissioner
3. Gillie Hopkins (VT) 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.

<u>**Minutes**</u>
> **J. Miller (AR) made a motion to approve the January 27, 2016 meeting minutes. S. Hagan (WI) seconded. The motion passed.**

<u>**Discussion**</u>

JIDS Enhancement List
- Chair Quam presented the JIDS Enhancements List to date. Each month the Technology Committee will review a few line items with the goal of addressing all items on the list for the summer bundle of enhancements.

  Item #1 – Automatically Close out Returns: *When the user clicks "Juvenile Returned" the Case Status will automatically change to "Closed" - Submitted by the National Office, Robyn Peterson (OH) and the Florida Compact Office in 2014.*
  - Chair Quam updated that InStream affirmed the modification as a viable option and quoted a cost of 10 service hours ($1,250).
  - J. Miller (AR) questioned the categories of juveniles for which this process would apply. J. Adkins clarified the quoted request impacts only the voluntary and non-voluntary return workflows.
  - **S. Hagan (WI) made a motion to approve the enhancement to Automatically Close out Returns and the related cost as presented. J. Hawkins (MO) seconded. The motion passed**.
  - Chair Quam affirmed the action will be included in the summer bundle of JIDS enhancements.

  Item #2 – Home Evaluation Workflow: *Create a new one way intrastate workflow between JPS/JPO and ICJO. Field staff can route the home evaluation directly to the compact office without ad hoc routing. Assignment will go to all ICJOs - Submitted by Daryl Liedecke (TX), Summer Foxworth (CO), Dale Dodd (NM), Julie Hawkins (MO), and Robyn Peterson (OH) in 2014.*
  - Chair Quam updated that InStream affirmed the enhancement as a viable option and quoted a cost of 2 service hours ($250). The update allows field staff to forward home evaluations directly to their state compact office rather than creating an ad hoc route.
  - The Technology Committee discussed and agreed it would be easier and less confusing for field staff.
  - **S. Foxworth (CO) made a motion to approve the enhancement to the Home Evaluation intrastate workflow and the related cost as presented. M. Taylor-Gore (MS) seconded. The motion passed**.
  - Chair Quam affirmed the action will be included in the summer bundle of JIDS enhancements.

  Item #3 – Change Password Frequency: *Extend the change password time frame from every 90 days to 180 days - Submitted by Dale Dodd (NM) in 2014.*
  - Chair Quam presented the enhancement and reported that the 90 day time frame is a security requirement set to meet national standards set by the Criminal Justice Information Services (CJIS) Security Policy. A. Lippert briefed on the history of JIDS and state's concerns with JIDS security. Moving away from the 90 days would no longer meet the CJIS security standards.

- **J. Hawkins (MO) made a motion to remove Item #3 on the enhancements list – Change Password Frequency as presented. S. Hagan (WI) seconded. D. Dodd (NM) opposed. The motion passed**.

Item #4 – Violation Report and Reply Edits: *Edit workflow for email notifications and workflow tool-tip language and new custom report. Added fields for Form IX added to 2016 enhancements (approved 10/21/15) - Submitted by Midwest Region and National Office in 2014.*
- Chair Quam deferred discussion of this item to allow time to gather additional information before presenting.

Item #9 – Increase Inactive Timeout Period: *We need to remove the timing out process when working on a form or even better yet, make it so a form can be saved before it is completed so a worker can come back and then complete it later if they run out of time to complete it at one sitting. - Submitted by Dale Dodd (NM) and Judy Miller (AR) in 2014.*
- Chair Quam moved to a discussion of Line Item #9 which is similar to Item #3 as discussed above in that the 30 minute timeout period is a security measure which aligns to the standards set by the Criminal Justice Information Services (CJIS) Security Policy.
- S. Foxworth (CO) and J. Miller (AR) shared experiences of being kicked out while entering data in less than 30 minutes.
- Chair Quam clarified the difference between "kick out" and "timeout". Timeout occurs when a JIDS session ceases after 30 minutes of inactivity. Kick out is a technical issue requiring technical support.
- J. Miller (AR) clarified her request was referring to being "kicked out".
- S. Hagan (WI) shared that a timeout is directly related to activity on the web viewer vs. activity working on the files detail page or reports.
- D. Dodd (NM) shared the issue of working on a form, being interrupted and then returning to the find the work gone on the first page and having to re-enter.
- Chair Quam updated that she encourages users to save their work before leaving to take a call or other interruptions. Also, now that multiple fields have been "unlocked" the work can be saved sooner.
- D. Dodd (NM) did not oppose the standards but encouraged modifying JIDS to be more user-friendly by addressing the field staff complaints regarding passwords and saving work.
- **J. Hawkins (MO) made a motion to remove Item #9 on the enhancements list – Increase Inactive Timeout Period as presented. S. Hagan (WI) seconded. D. Dodd (NM) opposed. The motion passed.**

Item #5 – Travel Permit form Field addition: *Add field to form to accommodate "written explanation" as required in Rule 4-102(3) (a) - Submitted by Rules Committee in 2014.*
- The Technology Committee reviewed the current Travel Permit Form VII.
- Chair Quam suggested adding more information to the form similar to modifications made to the Case Closure form. S. Hagan (WI) agreed that the form should tell the "whole story". The Technology Committee discussed and agreed the form contains redundant information, unused fields, and the language could be improved.
- **S. Hagan (WI) made a motion to add a field on form to accommodate "written explanation" as required 4-102(3) (a); to remove "Completed by" fields and extend the "Special Instructions" text box. J. Miller (AR) seconded. The motion passed**.

- Chair Quam suggested forming a sub-committee to review the Travel Permit Form VII to recommend to the full committee modified language in the bottom paragraph, address redundancies in the form, and propose any applicable auto-populating fields. The following members agreed to serve on the sub-committee with Chair Quam: Judy Miller (AR), Julie Hawkins (MO), and Joy Swantz (WI).

Old Business

FileBound Update
- Chair Quam reported the upgraded FileBound software will be available for testing by ICJ around March 7 and go live in April. Chair Quam requested that committee members interested in testing the upgraded software in March to email Jenny Adkins.

InStream Updates
- Chair Quam reported August 1, 2016 as the date for summer updates to go live. Leaving three committee meetings to tackle the remainder of the enhancement requests and allow time to acquire costs, approve, and test.

Travel Permit Visit Workflow update
- Chair Quam updated on the action approved at the last meeting to automatically close Travel Permits (for visits only) using either the "until date" field or the completed workflow date.
- InStream reviewed the request and using the date field to close is not an option; however, the status can change to close when the workflow is complete, which would cost $500. The approved modification will be included in the summer enhancements bundle.

Testing Placement (Residence) Workflow
- Chair Quam updated on the testing placement (residence) workflow discussed at the last meeting. InStream reviewed the request and quoted 10 service hours ($1,250) to modify JIDS whereby the testing placement workflow will automatically go to a transfer workflow when the home or sending state selects *placement pursued*. J. Swantz (WI) questioned if the screen would change from travel to transfer. Chair Quam stated changing the screen was not part of the request. Once the enhancement is approved, the workflow would change in the bundle implemented this summer and a new workflow guide approved.
- **J. Miller (AR) made a motion to approve modifying the testing placement (residence) workflow at a cost of $1,250. S. Foxworth (CO) seconded. The motion passed**.

New Business

JIDS Sandbox Update
- D. Dodd (NM) reported the updated JIDS Sandbox environment for training to be vastly improved and faster than the previous version.

Adjourn
- **Chair Quam adjourned by the meeting without objection at 2:50 p.m. EST**.