



## INTERSTATE COMMISSION FOR JUVENILES

### Technology Committee Meeting *Minutes*

**March 21, 2017**

**2:00 p.m. EDT**

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

1. Shelley Hagan (WI) Chair
2. Judy Miller (AR) Designee
3. Michael Farmer (CA) Designee
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. Maxine Baggett (MS) Ex officio
10. Abbie Christian (NE) Ex officio
11. Joy Swantz (WI) Ex officio

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

1. Sherry Jones (MD) Commissioner

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

None

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

1. Emma Goode, Administrative and Logistics Coordinator
2. Jennifer Adkins, Project Manager

#### **Call to Order**

Chair Hagan called the meeting to order at 2:02 p.m. EDT.

#### **Roll Call**

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

#### **Agenda**

**J. Hawkins (MO) made a motion to approve the agenda. N. Dalton (VA) seconded. The motion passed.**

#### **Minutes**

**J. Miller (AR) made a motion to approve the January 17, 2017 meeting minutes as presented. M. Farmer (CA) seconded. The motion passed.**

## Discussion

### **JIDS Upgrade**

- J. Adkins provided an update for the JIDS upgrade (FileBound 7.0). InStream is working to correct issues discovered during testing. InStream affirmed that the projected timeline with a go live date of April 10 will not be impacted. The national testers (Joy Swantz, Abbie Christian, and Jen Baer) will re-test the update next week. Jenny Adkins will conduct JIDS upgrade trainings the first week of April.

### **Final Travel Plan**

- Chair Hagan presented a mock Final Travel Plan prepared by the National Office incorporating suggestions from the previous meeting. The Technology Committee discussed the modifications and suggested additional changes to the form.
- J. Miller (AR) suggested a hover feature in the new text boxes to provide information that could be included in field.
- Chair Hagan summarized key points from the committee's discussion and requested that the National Office draft another mock form for discussion at the next Technology Committee meeting.

### **Forms I, II IV, VII Modifications**

- J. Adkins updated that no comments were received regarding the proposed modifications to Forms I, II, IV, and VII approved at the last meeting. The forms will be implemented in the next enhancements bundle.

### **JIDS Enhancements**

- Chair Hagan presented the five items on the JIDS Enhancement list.

**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.

- The Technology Committee continued to defer the discussion until the JIDS upgrade is complete.

**Item #2 - 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.

- The Technology Committee continued their discussion and agreed while there could be benefits to tracking human trafficking victims, the function is not rules driven and would be difficult to implement.

**Item #3 - Form IX:** *If court appearances or pending charges in the receiving state, the form states “please provide certified court documents ...” There is also a box to check that the signatory signs that he/she “confirm the validity of the information contained within this Form.” ICJ should consider revising that form to remove such reference, or at the end indicate that by signing the form, the officer is certifying documents sent electronically..* – submitted by the Robert Maccarone (NY) in 2016.

- The Technology Committee discussed the need for a certified stamp for forms shared in JIDS electronically and considered omitting “certified” from the form to resolve the issue.
- The National Office will notify Robert Maccarone that the Technology Committee seeks a clarification regarding his enhancement request.

**Item #4 – Electronic Signatures:** *Investigate ways to allow electronic signatures for forms within JIDS.* – submitted by the Training Committee in 2016.

- The Technology Committee reached a consensus that managing electronic signatures for all JIDS users within the system is not a viable option at this time and would be better managed within each state.

**Item #5 – Travel Plan:** *Add field for additional information.* – submitted by the Technology Committee in 2016.

- The Technology Committee continues to tweak the Final Travel Plan form and deferred to the next meeting.

## **Old Business**

### JIDS Emails

- Chair Hagan updated on an issue shared at the last Executive Committee meeting regarding the sporadic influx of JIDS emails.
- J. Adkins acknowledged everyone that submitted helpdesk tickets and updated that the issue was a result of insufficient disk space on the server. InStream resolved the issue by moving the emails to another server. Additionally, InStream is creating early warning alerts to avoid future email delivery delays.

## **New Business**

### Auto-populate fields

- J. Swantz (WI) suggested that the *holding state* field near the top of the Juvenile Rights Form and the *receiving state* field on the Form V be modified to auto-populate.
- The Technology Committee agreed to consider and deferred discussion to the next meeting.

## **Adjourn**

- The next meeting will be May 9 @ 2:00 p.m. EDT.
- Chair Hagan adjourned the meeting without objection at 3:06 p.m. EDT.