INTERSTATE COMMISSION FOR JUVENILES

Technology Committee Meeting
Minutes

April 7, 2016
2:00 p.m. EDT

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

Committee Members Not in Attendance:
1. Sherry Jones (MD) Commissioner
2. Shelley Hagan (WI) 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 2:01 p.m. EDT.

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

Agenda
   S. Foxworth (CO) made a motion to approve the agenda. A. Bridgewater (LA) seconded. The motion passed.

Minutes

J. Miller (AR) made a motion to approve the February 24, 2016 meeting minutes. D. Dodd (NM) seconded. The motion passed.

Discussion

JIDS Enhancement List

- Chair Quam presented the JIDS Enhancements List, which the Technology Committee is reviewing in order to address all items on the list for a summer enhancement bundle.

Item #1 – QPR Workflow Edits: *Edit workflow so that if the receiving state requests discharge, the file goes into the 60 calendar day timer when the sending state receives the request* – submitted by Lea Quam (ND) in 2016.
- Chair Quam explained the necessity of the enhancement request to correct the 60-day timer in JIDS so it complies with the ICJ Rules. InStream affirmed the modification to be a viable option and quoted a cost of 5 service hours ($625).
- Chair Quam highlighted each step of the proposed enhancement and the Committee agreed with the enhancement as presented.
- Chair Quam moved to a discussion of Item #10 as it too impacted the QPR workflow.

Item #10 – Add workflow notes to 2 steps in QPR workflow: *In the quarterly progress report workflow, add workflow notes prompts at steps "ICJO Sending" and "ICJO Receiving Request Discharge"* – submitted by Lea Quam (ND) in 2016.
- Chair Quam presented the addition of pop up note boxes to the QPR workflow for ease in adding notes.
- The Technology Committee agreed with the value of the enhancement and further agreed to combine both enhancement requests #1 and #10 with the understanding that the cost may be slightly higher to include the addition of the pop up note boxes.

- **J. Miller (AR) made a motion to approve enhancements Item #1 to modify the QPR Workflow and Item #10 to add pop up note boxes. J. Hawkins (MO) seconded. The motion passed**.

Item #2 – Violation Report and Reply Edits: *Edit workflow for email notifications and workflow tool-tip language, and new custom report* – submitted by the Midwest Region and national office in 2014.
- Chair Quam presented the proposal to edit the violation workflow. InStream affirmed the modification to be a viable option and quoted a cost of 13 service hours ($1,625). Chair Quam highlighted the modification and explained the necessity of the enhancement to correct the 10-day timer in JIDS.
- The Technology Committee discussed each step and process in the workflow as presented.
- A. Christian (NE) questioned the absence of the option to "request discharge". Chair Quam suggested the "request discharge" to be better suited on the case closure form. Members shared instances when the "request discharge" would be appropriate and requested that the option remain in the workflow. J. Adkins will submit the reconfiguration to InStream for viability and cost.
- A. Christian (NE) questioned the workflow step "3. ICJO Sending State continues supervision". The ICJ Rules require a *response* within 10 business days. The Technology Committee discussed and agreed a *response* could be an email notification.

J. Adkins will submit the request to InStream for viability and cost to add an email notification to the receiving state with a 10-day timer that is triggered when the sending state selects the "complete" button.

- J. Adkins updated that InStream confirmed the request in Step 4 for overdue assignments to appear in red text is not a viable option.
- J. Hawkins (MO) requested clarity that the discharge approved or denied would be modified in the same manner as the revocation approved or denied. J. Adkins confirmed and noted that the past due reminders would be built for each of the options.
- **J. Hawkins (MO) made a motion to approve enhancement Item #2 Violation Report and Reply Edits as presented to correct the JIDS 10-day calendar timer; to add the "request discharge" option in the workflow; and to add an email notification as discussed. J. Miller (AR) seconded. The motion passed.**

Item #3 – Communication Request Form Separator/Divider: *Currently the separator is the date and the divider is the "communication request" and for each communication request there is a completely different separator. Change this so all communication request forms go under the same separator, called "Communication Request," and under that one separator each form should have the divider be the date that form was created. - Submitted by Jen Baer (ID) in 2014.*

- Chair Quam presented the enhancement Item #3 that addresses dividers and separators. The modification is a viable option and can be performed by the national office at no additional cost.
- J. Bear (ID) expanded on her request by emphasizing the time saved by organizing the dividers better and avoiding numerous tabs.
- J. Swantz (WI) suggested that the date be displayed as Year/Month/Day rather than Month/Day/Year. J. Adkins confirmed that neither the national office nor InStream could modify the setting.
- **S. Foxworth (CO) made a motion to approve enhancement Item #3 Communication Request Form Separator/Divider as presented. J. Miller (AR) seconded. The motion passed**.

Item #4 – Add Divider for "NCIC Printouts or Runaway Documentation": *In the return menu section we need to add a divider called "NCIC printouts or runaway documentation" as this information is critical to be included in any runaway case to provide documentation that the juvenile is legally a missing person. As it stands now there is not a set place to scan this information into JIDS. It should have its own place. It can be optional but people should be able to find it. As it stands now everyone is putting this information into many different separators and dividers. - Submitted by Dale Dodd (NM) in 2015.*

- Chair Quam presented enhancement Item #4 that addresses better organization of the separators and dividers. The modification is a viable option and can be performed by the national office at no additional cost.
- D. Dodd (NM) expanded on his request explaining that critical information is currently difficult to find.

- **S. Foxworth (CO) made a motion to approve enhancement Item #4 Add Divider for NCIC Printouts or Runaway Documentation as presented. J. Hawkins (MO) seconded. The motion passed**.

Item #7 – Add Dividers for "Warrant" and "Email" or "Correspondence" in Transfer and Return separators. Add "Picture" divider to Return separator: - *Submitted by Lea Quam (ND) in 2015*
- Chair Quam explained the enhancement request noting that it should have been for a separator not a divider. The modification is a viable option and can be performed by the national office at no additional cost.
- The Technology Committee discussed the enhancement and the multiple dividers in a supervision packet.
- **J. Hawkins (MO) made a motion to add dividers entitled: Warrant, Email, and Picture as separators. S. Foxworth (CO) seconded. The motion passed**.

Item #5 – Add Divider for "Transfer of Supervision Packet": *Please consider adding a drop-down field in the divider menu under transfer of supervision in JIDS called "transfer of supervision packet". The last 16 packets included this information under numerous other inappropriate dividers making it hard for locals to find information such as court paperwork, social and legal history. I know there are dividers for each of these areas but the reality is that the packets are being scanned as a whole and not divided. But that is not the practice happening around the country, either at the ICJ office or field level so please consider making this a uniform a drop-down to put this information for both creation and cleanup of documents put in wrong areas. - Submitted by Dale Dodd (NM) in 2015.*
- Chair Quam presented enhancement Item #5 that requests a "Transfer of Supervision Packet" divider. The modification is a viable option and can be performed by the national office at no additional cost.
- D. Dodd (NM) expanded on his request noting the time involved to divide a supervision packet received as one file. J. Hawkins (MO) commented on the time involved to consolidate a supervision packet received as multiple files. J. Baer (ID) clarified that the request is for a divider -Transfer of Supervision Packet" under the separator - Transfer.

Enhancement Items 3, 4, and 7 Above
- Chair Quam noted that the motions in Items #3, 4, and 7 above may have been incorrectly stated confusing the terms "separator" and "divider" and commented that the three major separators are: transfer, return, and travel. A. Christian (NE) commented that the intent in Item #3 was a Communication Request separator and Dates would be the dividers.
- **S. Foxworth (CO) made a motion to reconsider the motions to Items 3, 4, and 7 above to correctly identify the request as a divider or separator.** Chair Quam tabled the motion to the next meeting to allow time for the national office to chart the requests and present them at the next meeting.

New Enhancement Divider for Education
- J. Swantz (WI) suggested adding "Education" as a divider.
- The Technology Committee reached a consensus to also consider Education as a divider at the next meeting.

Item #12 – Form III: *Remove the Home/Demanding State's contact name and phone number and add Juvenile's physical location in holding state text box.* – submitted by Lea Quam (ND) in 2016.
- Chair Quam explained the request, which is to remove repetitive and inconsistently completed information and to add the Juvenile's physical location in the holding state.

- J. Swantz (WI) suggested removing the text box and inserting lines. The Technology Committee agreed.
- J. Swantz (WI) suggested adding airport information. J. Hawkins (MO) cautioned that the language may cause locals to list unapproved airports. J. Miller (AR) noted that the new field should not be required. The Technology Committee agreed.
- **J. Miller (AR) made a motion to approve enhancement Item #12 Form III to modify the form as agreed above. A. Bridgewater (LA) seconded. The motion passed.**

Old Business

Updates
    <u>FileBound Upgrade and Testing</u>
- Chair Quam reported that InStream is working to resolve a security issue in the FileBound upgrade and anticipate resolution soon so testing may commence.
    <u>Compliance Report</u>
- Chair Quam reported that as a result of the approved edits above to the Violation Report workflow, additional custom reports will be available to assist the Compliance Committee.

Form VII – Out of State Travel Permit and Agreement to Return
- Chair Quam presented the recommendations to the Form VII proposed by the sub-committee. The proposed modifications address redundancies in the form and include auto-populating the name and state from the file details page.
- J. Baer (ID) questioned the use of the term "absent without leave" (AWOL). The Technology Committee discussed and agreed to modify the form by deleting *my being considered absent without leave (AWOL)* and replacing *may be* with *being*.
- **S. Foxworth (CO) made a motion to approve the recommended modifications to Form VII – Out of State Travel Permit and Agreement to Return as presented and amended. D. Dodd (NM) seconded. The motion passed.**

New Business

- J. Miller (AR) suggested that states receiving communication requests and transfers in error be allowed to delete the information from their Assignments Page. Chair Quam agreed to contact Judy Miller after the meeting to discuss the issue in more detail.

Adjourn
- **Chair Quam adjourned by the meeting without objection at 3:19 p.m. EDT.**