



INTERSTATE COMMISSION FOR JUVENILES

Technology Committee Informal Meeting *Minutes*

May 9, 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. Shelley Hagan (WI) Commissioner
5. Jen Baer (ID) Ex officio
6. Abbie Christian (NE) Ex-officio
7. Joy Swantz (WI) Ex-officio

Committee Members Not in Attendance:

1. Angela Bridgewater (LA) Commissioner
2. Sherry Jones (MD) Commissioner
3. Julie Hawkins (MO) Commissioner
4. Dale Dodd (NM) Commissioner
5. Melonie Taylor-Gore (MS) 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 2:00 p.m. EDT.

Roll Call

A. Lippert called the roll. Chair Quam moved to an informal meeting due to the lack of a quorum.

Discussion

Violation Report Workflow – new Custom Report

- Chair Quam presented the violation and reply workflow with and without a *request for discharge* option. The modification was proposed to clarify confusion around the 10 day time frame to respond to a violation request versus the 60 day time frame to request a

discharge under the Quarterly Progress Report. JIDS cannot accommodate two unique timers in the same workflow.

- The Technology Committee discussed and advocated for the workflow option with the *request for discharge*.

Clarification of Separators and Dividers

- Chair Quam briefed on the confusion at the last meeting differentiating separators and dividers. The Technology Committee reviewed a chart outlining dividers and separators: transfer, return, and communication request as discussed in the previous meeting.
- J. Miller (AR) questioned the divider *warrant* falling under the separator *transfer*. Chair Quam and A. Christian (NE) provided examples of an application.
- S. Hagan (WI) supported the divider and separator items presented and commented to the advantage to have the date order as Year/Month/Day. Chair Quam echoed the support and updated that InStream confirmed the date modification is not an option in JIDS.
- The Technology Committee agreed the chart correctly identified the previously approved dividers and separators as intended.

JIDS Enhancement List

- Chair Quam presented the remaining enhancements on the list and the Technology Committee informally discussed.

Item #1 – Violation Report and Reply Edits: *Edit to workflow for email notifications and workflow tool-tip language and new custom report.* – submitted by the Midwest Region and the National Office in 2014.

- Chair Quam explained that this enhancement was covered during the discussion above “Violation Report Workflow – new Custom Report”.

Item #2 – Add customization to edit “Recent Documents”: *Widget to show juvenile’s name instead of “JIDS”.* – submitted by Shelley Hagan (WI) in 2015.

- S. Hagan (WI) commented on the usefulness of the tool if the juvenile’s name were listed. Chair Quam updated that the enhancement would require customization and recommended waiting for the updated FileBound 7.0. A quote and specifics have been requested from InStream.
- The Technology Committee concurred with the enhancement and the recommendation.

Item #3 – Review forms for auto-population: *Review forms for auto-population* – submitted by Lea Quam (ND) and Joy Swantz (WI) in 2015.

- Chair Quam suggested that all the forms be review to determine what additional fields could be auto-populated from the file detail page. The review could occur either as a full committee or as a sub-committee.
- The Technology Committee discussed and agreed that the forms should be reviewed as a full Committee and to begin reviewing at the next meeting.
- Chair Quam directed the National Office to highlight on all forms the fields that are possible to auto-populate to expedite the Technology Committee’s review at the next meeting.

Item #4 – Juvenile Rights Form: Add field for holding state’s case number: *Add text field where the holding state can add their state’s case number.* – submitted by Shelley Hagan (WI) in 2016.

- S. Hagan (WI) updated the enhancement to add a text field to the Juvenile Rights e-form so the holding state can enter their state's case number.
- Chair Quam voiced concern to adding a new field on one form, which could open the door for other requests on other forms. A. Christian (NE) shared that not all holding states assign cases numbers and cautioned that adding the field may cause confusion. J. Swantz (WI) added that currently the Court/Agency Number on the travel permit sometimes causes confusion.
- The Technology Committee discussed without reaching a consensus.

Item #5 – Form IV: Make minimum Parole/Probation Expiration Date field not required: *Unlock this field as being required so users do not have to enter information for the e-form to be saved.* – submitted by Natalie Dalton (VA) in 2016.

- Chair Quam updated that some states do not have a minimum date. The form currently requires a minimum and maximum date be entered before saving.
- The Technology Committee discussed and agreed that unlocking the minimum date field was an oversight in the previous review of locked fields. States may enter a date if they desire but the field will not be mandatory.

Item #6 – Clear out workflow status field on transfer workflows for incoming assignments: *Edit 3 transfer workflows to clear the Workflow Status field if “Awaiting Completed Home Evaluation” was previously selected when the Sending State sends the file to the Receiving State.* – submitted by Julie Hawkins (MO) in 2016.

- Chair Quam illustrated the request. When a field staff selects *Awaiting Completed Home Evaluation*, the error consequently impacts the assignments page and causes confusion as to what cases are assigned. The modification is a viable option. Estimated cost \$750 (6 service hours).
- The Technology Committee agreed with the enhancement to ensure that the Receiving State does not receive an incoming transfer request with “Awaiting Completed Home Evaluation” which has already been selected on the File Details page.

Old Business

Updates

FileBound Upgrade and Testing

- Chair Quam reported that testing will commence by the Technology Committee volunteers and Training Committee Chair Connor as soon as InStream has resolved all technical issues in the FileBound upgrade.

2016 Performance Measurement Assessment

- A. Lippert updated that in accordance with the CJIS standards, users must change passwords every 90 days. The assessment discovered that not all users were receiving the 90-day prompt at log-in to change their password. InStream has made the correction.

Arkansas receiving communication requests in error

- J. Miller (AR) updated that Arkansas continues to receive communication requests in error and must contact the National Office to have them deleted.
- Chair Quam updated that modifying communication requests similar to the transfer requests would be problematic due to the distinction between parole and probation in bifurcated states.

- J. Swantz (WI) suggested a solution to spell out the name of the state versus the current two-letter state abbreviation.
- Chair Quam will research the option.

JIDS Performance

- S. Hagan (WI) and J. Miller (AR) attested to the increased speed and improved performance of JIDS.

New Business

There was no new business.

Adjourn

- Chair Quam emphasized the importance of another meeting soon to finalize the summer bundle enhancements. S. Foxworth (CO) suggested voting via email. Chair Quam agreed to work with the National Office to issue an email and to determine the next meeting date.
- Chair Quam closed the meeting at 2:51 p.m. EDT.