



## INTERSTATE COMMISSION FOR JUVENILES

### Technology Committee Meeting *Minutes*

October 20, 2015  
2:00 p.m. EDT

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

1. Lea Quam (ND), Chair
2. Judy Miller (AR) Designee
3. Summer Foxworth (CO) Commissioner
4. Sherry Jones (MD) Commissioner
5. Melonie Taylor-Gore (MS) Commissioner
6. Julie Hawkins (MO) Commissioner
7. Dale Dodd (NM) 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. 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. Morgan Rhodes, 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**

**D. Dodd (NM) 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 July 21, 2015 meeting minutes. S. Jones (MD) seconded. The motion passed.**

## Discussion

- Chair Quam welcomed the new and returning members to the Technology Committee. Chair Quam presented the JIDS enhancements in two bundles, modifications due to the rule amendments and modifications for improvement of the system.

### **JIDS Modifications Due to Rule Amendments**

- Chair Quam presented all the forms modifications due to the rule amendments approved at the 2015 Annual Business Meeting. The mock forms were color coded for clarity with blue boxes indicating the current required fields that will be unlocked and red text indicating the language changes as a result of the 2015 Rule Amendments (effective February 1, 2016).
- Chair Quam provided a brief highlight of the rule amendment and the proposed changes impacting each form.

#### **Form I – Requisition for Runaway Juvenile**

- The Technology Committee reviewed and agreed with the modifications as presented of unlocking fields and deleting “*parent, guardian or agency*” due to the revised definitions of *custodial agency* and *legal guardian*.
- **M. Taylor-Gore (MS) made a motion to approve the modifications to Form I Requisition for Runaway Juvenile as presented. J. Hawkins (MO) seconded. The motion passed.**

#### **Form II – Requisition for Escapee or Absconder or Accused Delinquent**

- The Technology Committee reviewed and agreed with the modifications as presented of unlocking fields and adding “*unless a Judge is the requisitioner*”.
- **S. Foxworth (CO) made a motion to approve the modifications to Form II Requisition for Escapee or Absconder or Accused Delinquent as presented. D. Dodd (NM) seconded. The motion passed.**

#### **Form III – Consent for Voluntary Return of Out of State Juvenile**

- The Technology Committee reviewed the modifications as presented of unlocking the height, weight, eye and hair color descriptors and the term *custodial agency*.
- A. Christian (NE) suggested that the “Date” field in the first section change so it does not auto-populate. The Technology Committee agreed.
- D. Dodd (NM) suggested that the “Juvenile’s Name” field change to auto-populate. The Technology Committee agreed.
- A. Lippert confirmed that the suggestions could be included in the update.
- **J. Miller (AR) made a motion to approve the modifications to Form III Consent for Voluntary Return of Out of State Juvenile presented and amended to auto-populate the “juvenile’s name” field and to no longer auto-populate the “date” field. M. Taylor-Gore (MS) seconded. The motion passed.**

#### **Form IV – Parole or Probation Investigation Request**

- The Technology Committee reviewed the modifications as presented to the Form IV Parole or Probation Investigation Request.
- S. Jones (MD) spoke to the importance of the “anticipated placement date” field which is proposed to be unlocked. The Technology Committee discussed and agreed the field should be unlocked.
- A. Christian (NE) shared concerns with the auto population of the “minimum and maximum parole/probation expiration dates” fields. The Technology Committee

discussed and agreed to include in the update that those two fields no longer auto-populate.

- **S. Jones (MD) made a motion to approve the modifications to Form IV Parole or Probation Investigation presented and amended to no longer auto-populate the “minimum and maximum parole/probation expiration dates” fields. S. Foxworth (CO) seconded. The motion passed.**

#### **Form VII – Out of State Travel Permit and Agreement to Return**

- The Technology Committee reviewed and agreed with the modifications as presented for unlocking fields, replacing the term *placement* and with *residence* and auto-populating the “legal status” field.
- **J. Hawkins (MO) made a motion to approve the modifications to Form VII Out of State Travel Permit and Agreement to Return as presented. J. Miller (AR) seconded. The motion passed.**

#### **Form VIII – Home Evaluation Report Form**

- The Technology Committee reviewed the modifications as presented for unlocking fields, replacing the term *placement* with *supervision*, using primary and secondary phone number titles, and replacing *investigating* with *evaluating* worker.
- J. Miller (AR) noted on page 2 under Family Employment Resources that *residence* indicates a place not a person. The Technology Committee discussed and agreed to amend the language to read: *If employed, who will supervise the juvenile.*
- **S. Foxworth (CO) made a motion to approve the modifications to Form VIII – Home Evaluation Report Form as presented and amended. D. Dodd (NM) seconded. The motion passed.**

#### **Form IX – Quarterly Progress, Violation, or Absconder Report**

- The Technology Committee reviewed the modifications as presented for unlocking fields, auto populating the “state” field and amending the text for *expiration date* and *primary* phone number.
- D. Dodd (NM) questioned unlocking fields for the progress rating. J. Hawkins (MO) clarified that the intent was to accommodate two types of users and the expectation of completion is not being eliminated.
- **J. Hawkins (MO) made a motion to approve the modifications to Form IX – Quarterly Progress, Violation, or Absconder Report as presented. S. Jones (MD) seconded. The motion passed.**

#### **Form X – Case Closure Notification**

- The Technology Committee reviewed the modifications as presented for the consistent language of *juvenile* and removing the term *placement*.
- J. Miller (AR) noted the language “relocation did not occur” to be misleading. The Technology Committee reviewed the new language in Rule 5-104 and found the term *relocation* to be consistent with the rule.
- **S. Jones (MD) made a motion to approve the modifications to Form X – Case Closure Notification as presented. J. Hawkins (MO) seconded. J. Miller (AR) opposed. The motion passed.**

#### **Form A – Petition for Requisition to Return a Runaway Juvenile**

- The Technology Committee reviewed and agreed with the modifications to update the terms *legal guardian* or *custodial agency*.

- **J. Miller (AR) made a motion to approve the modifications to Form A – Petition for Requisition to Return a Runaway Juvenile as presented. D. Dodd (NM) seconded. The motion passed.**

#### **Petition for Hearing on Requisition for Escapee, Absconder, or Accused Delinquent**

- The Technology Committee reviewed the modifications to update the terms *custodial agency or legal guardian*. M. Taylor-Gore (MS) suggested being consistent throughout all forms by listing *legal guardian* first. The Technology Committee agreed.
- **M. Taylor-Gore (MS) made a motion to approve the modifications to the Petition for Hearing on Requisition for Escapee, Absconder, or Accused Delinquent form presented and amended to include *legal guardian* prior to *custodial agency* and delete *any parent*. J. Miller (AR) seconded. J. Hawkins (MO) made a friendly amendment and the makers of the motion agreed to delete *of the juvenile*. The motion passed.**

#### **Petition for Hearing on Requisition for Runaway Juvenile**

- The Technology Committee reviewed and agreed with the modifications to update the terms *legal guardian* or *custodial agency*.
- **J. Hawkins (MO) made a motion to approve the modifications to the Petition for Hearing on Requisition for Runaway Juvenile form as presented. S. Jones (MD) seconded. The motion passed.**

#### **Workflow Modifications**

- Chair Quam presented modifications to the workflows due to the rule amendments to replace *placement* with *supervision* or *residence* where applicable on the following three workflows:
  1. Request for Transfer of Supervision
  2. Return for Failed Placement
  3. Travel Permit
- J. Miller (AR) questioned if there was a box to “accept supervision”. The Technology Committee clarified that there is only a box to “deny supervision”.
- J. Swantz (WI) questioned if the workflow guides would be updated. J. Adkins clarified that all the training materials, which include workflow guides and sand box, will be updated.
- **S. Jones (MD) made a motion to approve the workflow changes as presented. S. Foxworth (CO) seconded. The motion passed.**

#### **Estimated Costs**

- Chair Quam highlighted the estimated hours and costs totaling \$9,437 to implement the forms and workflow modifications as approved.

#### **Old Business**

##### **Form IX Quarterly Progress, Violation, or Absconder Report**

- Chair Quam presented a proposed new comment box to the Form IX. The proposed modification is the result of discussion that was deferred from the last meeting. Currently, users are adding notes in the workflows and sharing information in emails. The change would ensure the information is provided on the applicable form.

- J. Swantz (WI) requested that the home evaluation form and other forms be similarly modified with a comment for explanation on the form.
- J. Hawkins (MO) spoke in favor of the change but noted the two different types of JIDS users.
- J. Miller (AR) suggested that the workflow instructions specifically denote that sharing the information is required and this is one method of sharing the information. J. Adkins clarified that the workflow guide will be updated with all the changes and new images will be included.
- **D. Dodd (NM) made a motion to approve the addition of a comment box “Sending State Response to Discharge or Revocation Request” on the Form IX. S. Jones (MD) seconded. The motion passed.**

### **Drop Down Options on Forms**

- Chair Quam presented the idea that was deferred from the last meeting an “unknown” option be added to the drop down box on various forms in the juvenile descriptor field. J. Swantz (WI) noted that with the unlocking of fields, the issue should subside. The Technology Committee discussed and agreed that the “unknown” option would be convenient to add if the cost is minimal. J. Adkins updated there would be no additional cost if included in the bundle of changes to the forms due to the rule amendments.
- **J. Miller (AR) made a motion to add an “unknown” option to the drop down box in the juvenile description section for hair and eye color on Forms I, II, III, IV, and VII. S. Jones (MD) seconded. The motion passed.**
- J. Hawkins (MO) suggested that a drop down option for “sex offender” be added to the file detail page. The Technology Committee welcomed the idea and agreed to defer the discussion.

### **FileBound Upgrade**

- Chair Quam reported that the National Office located errors during the testing of the FileBound upgrade (version 6.6.4). In January 2016, a newer version (7.0) is anticipated to be released. Chair Quam recommended waiting for the new version. The Technology Committee concurred.

### **New Business**

#### **Victim Notification Supplemental Form**

- Chair Quam presented the optional Victim Notification Supplemental Form. The rule language referenced on the form is outdated. Chair Quam recommended striking the outdated language. A. Christian (NE) suggested also replacing the term *youth* with juvenile for consistency.
- **J. Hawkins (MO) made a motion to approve the modification to the Victim Notification Supplemental Form to strike the entire second sentence in the top box and to replace *youth* with *juvenile*. M. Taylor-Gore (MS) seconded. The motion passed.**
- Chair Quam also noted the inconsistency with the form names in the rules. A. Lippert updated that the corrections will be made as part of the approved rule amendments effective February 1.

#### **Modified Forms**

- S. Jones (MD) requested a copy of the forms as modified. The National Office will update the file and forwarded to the Technology Committee members.

### **JIDS Enhancements**

- Chair Quam updated that the Committee will begin discussing JIDS enhancements at their next meeting and encouraged the Committee members to offer suggestions.
- J. Hawkins (MO) requested that the expedited request workflow be considered at the next meeting.

### **Adjourn**

- **Chair Quam adjourned the meeting without objection at 3:42 p.m. EDT.**
- The next meeting date to be determined.