



INTERSTATE COMMISSION FOR JUVENILES

Technology Committee Meeting *Minutes*

December 1, 2015
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. Julie Hawkins (MO) Commissioner
5. Dale Dodd (NM) Commissioner
6. Jen Baer (ID) Ex-officio
7. Abbie Christian (NE) Ex-officio
8. Joy Swantz (WI) Ex-officio

Committee Members Not in Attendance:

1. Angela Bridgewater (LA) Commissioner
2. Sherry Jones (MD) Commissioner
3. Melonie Taylor-Gore (MS) Commissioner
4. Shelley Hagan (WI) Commissioner
5. 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. Foxworth (CO) made a motion to approve the agenda. D. Dodd (NM) seconded. The motion passed.

Minutes

J. Miller (AR) made a motion to approve the October 20, 2015 meeting minutes. J. Hawkins (MO) seconded. The motion passed.

Discussion

JIDS Clean Up

- Chair Quam reported there to be 7,071 inactive files (cases without any workflows and/or forms) in JIDS. Maintaining clean data is in accordance with the JIDS privacy policy. The National Office will email the sending states their inactive cases to investigate and a deadline date will be established for a mass deletion of the inactive files after the first of the year.

InStream Contract

- Chair Quam reported that ICJ has contracted year to year with the JIDS vendor, InStream, since 2012 and the annual renewal is due. A three year renewal was presented with a significant cost savings.
- S. Foxworth (CO) voiced concerns to a three year contract noting that JIDS continues to run slow in the West Region. Chair Quam and J. Swantz (WI) shared similar speed issues in their states that were resolved by working with their state IT departments and InStream. A. Lippert clarified that transferring to another data system would require a minimum of three years to research, test, and implement. The three year contract with InStream does not deter ICJ from investigating other viable options during the term of the contract.
- J. Hawkins (MO) and A. Christian (NE) commented to the Commission's past discussions for a case management system. Chair Quam agreed to include the topic for discussion at a future meeting.
- Chair Quam clarified that the three year contract will be presented to the Executive Committee at their December 3 meeting.

Old Business

“Unknown” Option

- Chair Quam reported that the addition of a drop down “unknown” option for sex offenders was discussed with InStream. The modification would involve a major functionality change impacting all reports and statistics. Chair Quam suggested an alternative for states to check “no” when it is unknown.
- The Technology Committee agreed that the addition not to be a viable option in JIDS.

New Business

Expedited Request Workflow

- Chair Quam highlighted the current expedited request workflow process which requires a travel permit. There are instances when the entire packet may be ready to send and a travel permit would not be necessary. Chair Quam presented language changes to the current workflow process and notifications. The Technology Committee discussed and agreed the proposed language would minimize confusion.
- Chair Quam reported the estimated cost to be three service hours and if approved today could be included in the bundle of changes effective February 1, 2016.
- **J. Hawkins (MO) made a motion to approve the text modifications to the expedited request workflow as presented. J. Miller (AR) seconded. The motion passed.**
- J. Swantz (WI) suggested the same consideration to the travel permit workflow for a testing placement. Chair Quam agreed to include as a discussion item for a future meeting.

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

- Chair Quam presented the Form III Consent for Voluntary Return of out of State Juvenile with multiple fields outlined in blue. The blue boxes indicated the fields that cannot be completed in JIDS; however, can be completed on the downloadable pdf version available on the Commission’s website. Chair Quam suggested modifying JIDS to be consistent. The estimated cost would be two service hours and if approved today could be included in the bundle of changes effective February 1, 2016.
- A. Christian (NE) questioned and Chair Quam clarified that the modification would not change processes or requirements.
- **S. Foxworth (CO) made a motion to approve that the JIDS e-form of the Form III – Consent for Voluntary Return of Out of State Juvenile be modified to allow entry of information on the form. J. Hawkins (MO) seconded. The motion passed.**

JIDS Enhancement List

- Chair Quam noted that the Technology Committee will revisit the JIDS Enhancements List at their future meetings.
- A. Christian (NE) suggested adding an automatic case closure when the home state indicates the “Juvenile has returned”.

Adjourn

- **S. Foxworth (CO) made a motion to adjourn. J. Miller (AR) seconded. Chair Quam adjourned the meeting without objection at 2:48 p.m. EST.**