User Training Guide for CJIS-CT Modifications to the Message Viewer Portal (MVP) for Clean Slate Erasure Notification Messages

Clean Slate – User Training Guide – MVP

User Training Guide for CJIS-CT Modifications to the Message Viewer Portal (MVP) for Clean Slate Erasure Notification Messages

November 30, 2023

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1   INTRODUCTION

CJIS-CT has collaborated with multiple criminal justice agencies to develop an electronic workflow for implementing a "Clean Slate" infrastructure solution in accordance with legislatively prescribed requirements (Reference 1). As part of this workflow, a new message type called the "Clean Slate Notification" erasure message will be established, originating with DESPP and distributed through CISS (Ref. 2). To ensure proper delivery of these messages to the respective Law Enforcement Agencies (LEAs), a delivery mechanism was required. After assessing various potential solutions, the CJIS-CT Team has concluded that the existing CJIS-CT application, the Message Viewer Portal (MVP), will be adapted to accept and parse these messages for presentation to the designated representative from each applicable LEA. Distribution of these messages will be based on the Arresting/Notification Agency. Each LEA will be required to have authenticated users who have been onboarded and trained on accessing these Clean Slate Erasure Notification messages using the MVP application.

2   PURPOSE

This user guide is designed to furnish Law Enforcement Agencies (LEAs) with the essential information needed to proficiently use the Clean Slate Message Viewer Portal Application. The objective is to equip officers with the tools and knowledge required to navigate this complex system effectively. This comprehensive training guide ensures that users become proficient in navigating the system, comprehending the features, and utilizing the tools provided, thereby optimizing the utility of the Clean Slate Message Viewer Portal Application for law enforcement agencies.

3   BACKGROUND

What Is Clean Slate?

The Clean Slate program is an initiative designed to automatically erase old and low-level criminal records for eligible individuals. The program's eligibility criteria stipulate that applicants haven't had any criminal convictions for over seven years, contingent on the type of conviction, and all sentences for crimes convicted have been served. As the automated erasure technology matures, the Clean Slate program will expunge many other convictions without requiring any action from the individual.

Clean Slate aims to remove barriers such as securing employment, housing, and educational or training opportunities, thereby enabling individuals to move forward in life. The program is particularly beneficial to those who have reintegrated into society after incarceration and have remained crime-free for a specified duration (the length of time varies based on the conviction being a misdemeanor or a felony). The program represents a significant shift in the usage of the MVP application, which was a temporary solution for CJIS-CT Agencies unable to integrate with CISS using their system. Now, MVP will permanently display Clean Slate messages to Police Departments and Law Enforcement Agencies, making it a dedicated solution for distributing crucial records necessary for implementing erasures and ensuring compliance with the General Statute.

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4   USER REQUIREMENTS

User Requirements:

1. The portal should be accessible the Microsoft Edge web browser based on the HTML 5 standard. It assumed that the Chrome Web Browser will also "work" based on Google's own efforts to be compatible with MS Edge. Since Google Chrome is a very popular browser CJIS-CT will give a best effort on a limited basis to support Chrome as a secondary user choice option. The CJIS-CT QA Team will not any issues.

2. Users should be able to view and sort for messages from their list into a particular order. This would be the Standard Column Ascending or Descending function already present in the MVP application.

3. Users should not be able to filter out messages from their list which would cause them to leave the Portal with a partial list.

4. Users should be able to sort messages based on criteria such as Docket, Police Case, and Date.

5. Users should be able to view and download the full list of messages as attachments, both .CSV file and also as a .pdf file.

6. Portal view settings do not need to be maintained during the session. Any sorting can be abandoned if the user navigates away from the page. It was determined in Ref. 8 and Ref. 9 that this function would require a lot of programming and complexity.

7. Messages should be kept as available indefinitely on the Portal until a policy on retention can be determined at a later time through a special committee with legal input. This is currently set to 45 days.

8. The MVP will accept the Security Token from the CJIS-CT Active Directory as the source for Identity Management.

9. All End Users will have their LEA Department pre-determined by the entries associated with their CISS/CJIS-CT AD login account, their list of messages will only be available (fixed) to their designated agency. The agency should be displayed at the top of the screen. Clean Slate Notification messages have an Arresting Agency Destination, the MVP will limit the viewers to that logged in agency by ID Organizational Unit membership. The MVP will inspect each message to determine which Agency it intended for and then limit its viewability to users from that agency.

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5   OVERVIEW OF MAIN LANDING PAGE FOR CLEAN SLATE

Once a user logs into the Message Viewer Portal with their User ID, they will need to select the Clean Slate Notification on the menu page as shown in Figure 1.

Figure 1. 1 Example of the MVP Application Main Menu Page

The main page of the Clean Slate Notification on the iExPortal MVP is divided into the following sections:

- A. User Login
- B. Agency Name
- C. Calendar
- D. Notification Grid
- E. Navigation Buttons
- F. Toolbar Buttons
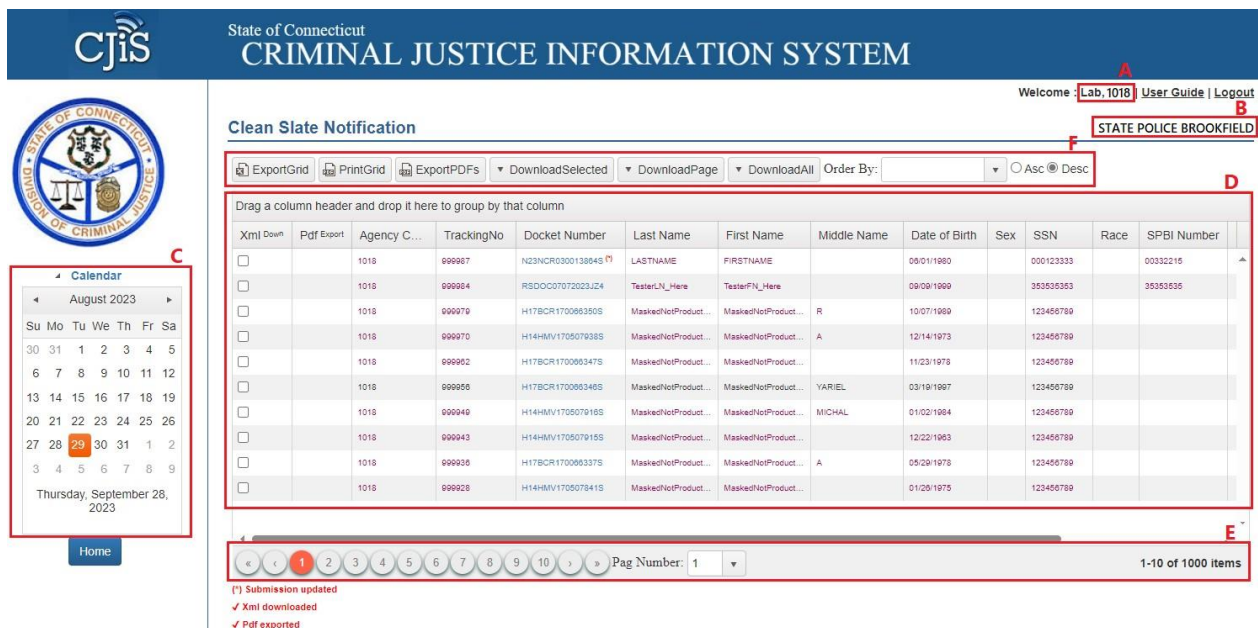
Figure 1. 2 Example of the Main Landing Page for Clean Slate Notification Messages

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Grid CheckBoxes: The Checkboxes shown on the first column of the grid allow to select one or more Clean Slate Notification rows (each representing a separate Clean Slate message).

Download button: The Download button allows the user to download the raw Clean Slate Notification .XML files that are selected via the checkboxes. The downloaded files maintain the same structure as the messages delivered to the real endpoint. Selecting the .XML files via the checkboxes is particularly useful if an LEA prioritizes and sorts a specific category of similar messages to process in manageable segments.

DownloadAll button: The DownloadAll button allows the user to download all 'Clean Slate Notification .XML files' for a specific date selected in the calendar. It consolidates all records from the grid pages within the chosen date range into a single text file. The file is an aggregation of stacked XMLs, with a practical limit of, for example, 50 selections (to be determined) to account for file export size considerations.

Export Button: to Excel will be the Column view with retaining sort and column order.

Print to PDF Button: from within an open Rendering will print that single PDF.

Print All Button: should be an export stacked PDF renderings into a single file with a practical limit of (e.g., 50 selections - TBD) due to file export size considerations.

- This number can be made consistent with the number of data rows displayed on each page.
- Just like web browsers show the number of available pages on the bottom of the screen, the MVP can use the same scheme to make large amounts of data available to the user of the UI.
- The Print ALL Button can create a continuous PDF of all Clean Slate Messages on that already displayed on the screen at the time.

Column Filtering: Column Header filtering should **NOT** be enabled. This may lead to some data being hidden when a download occurs. Therefore, all data should be on the screen at all times and only sorting is permitted.

Column Search Sorting: should be active for the following headers:

- Last Name
- SSN
- State Number
- Docket Number
- SPBI Number
- Arrest Date
- Inmate Number
- Police Case Number (default sort)
- Data Row Downloaded Already Indicator

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The columns are movable, as they currently are, as shown in the Figure 1.2 example.

At the top of the page there is a stationary and non-changeable display of the LEA Agency they are from based on their LEA User Account.

On the Clean Slate Page there are button options to create output files for download, 1. for .csv file, or 2. for the XML file, or 3. the rendered Clean Slate Messages and a contiguous PDF file, The output files maintain the sort order of what is on the screen. It is crucial that all rows are in the output files and that no rows are ever left out or missing.

If more data rows are available than can fit on a single display page then the results should be displayed using multiple page widget commonly used in web browsers, see Figure 1.3.

Figure 1. 3 Example of the Bottom of Page Widget to navigate multiple pages.

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6   LEA USER LOGIN FOR MVP

Once the user logs in, the main page displayed for LEA users will be as shown below. The only menu option displayed will be the "Clean Slate Notification" menu item.
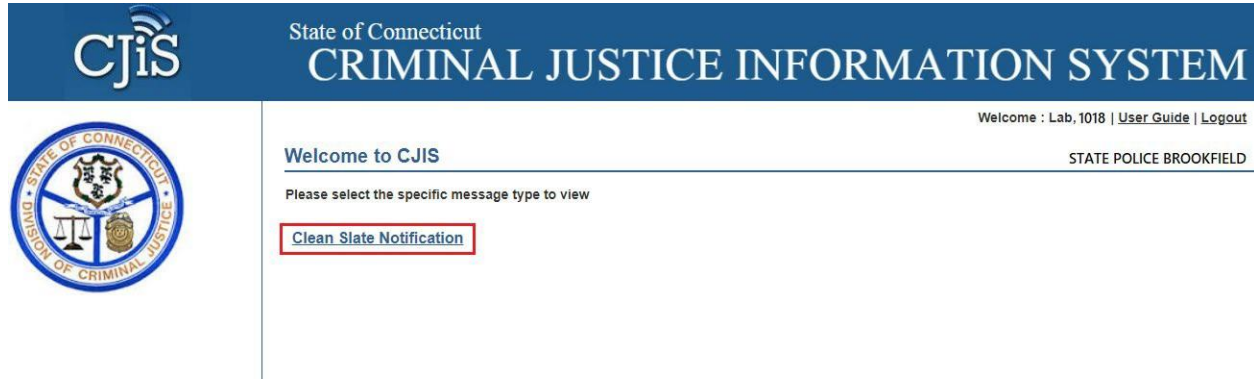
Figure 2. 1 User Login Main Menu Page

The User currently logged in will have their username displayed on the top right of the screen as shown below. This will be the person using the Clean Slate Notification MVP to see, sort, export, print and download the Clean Slate Notification data. All audit logging and security events will be associated with this user's ID.
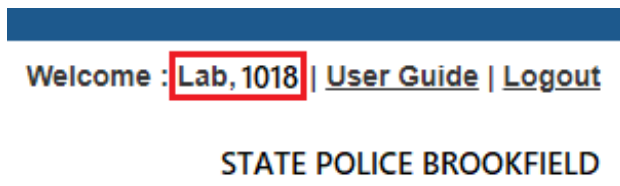
Figure 2. 2 Example of the location of the User Login on the Main Page.

The Agency Name associated with the user logged into the iExPortal MVP is shown on at the top right of the screen, below the logged in user's username, as shown below. If the associate agency is not correct, the user should immediately stop using the system and contact the CJIS-CT Helpdesk for remedy. This association is what dictates which Clean Slate Erasure Notifications are displayed to the logged in user.
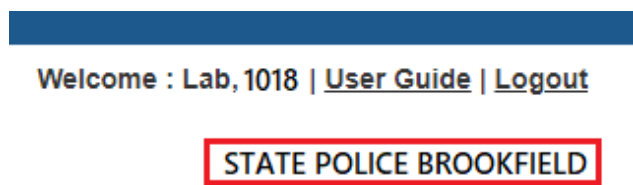
Figure 2. 3 Example of the location of the Agency Name on the Main Page.

The MVP Main Menu page (Figure 1) will have a new entry added "Clean Slate Notification". This new entry should be placed at the bottom of the menu as the last item. This new selection will only be available to LEA users. LEA users will only see the "Clean Slate Notification" menu item. No currently defined user in MVP will see the entire menu as shown in Figure 1.

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7   CALENDAR

The calendar feature enables users to select a specific date and access Clean Slate Notification data, which is then displayed in the Summary Grid located in the right-hand section (Area D). It's important to note that Clean Slate Notification Messages from multiple days cannot be displayed simultaneously on the screen. To access messages for each day, the calendar function must be utilized.
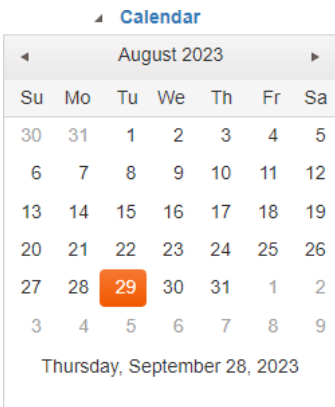
Figure 3. 1 Example of the Calendar located on the Main Landing Page

8   NOTIFICATION GRID

Based on the selected calendar date, the Clean Slate Notifications data information will be showed in the Summary Grid (Area F).

The following are the columns of the Clean Slate Notification:

- XML ^{Down}
- Pdf ^{Export}
- Agency Code
- Tracking No
- Docket Number
- Last Name
- First Name
- Middle Name
- Date of Birth
- Sex
- SSN

- Race
- SPBI Number
- Inmate Number
- Created Date

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Figure 4 Example of the Notification Grid located on the Main Landing Page

Users can rearrange column headers in the Summary Grid by dragging and dropping them to any position. They can also order the records in the Summary Grid by clicking on the column headers. This ordering only affects the records on the current page. Additionally, the Order By Combo Box enables users to sort all Clean Slate Notifications for the entire set of data (all pages) for the selected calendar date. The Asc and Desc Radio Buttons allow users to sort all rows (all pages) in ascending or descending order.

A progress spinner icon will show on the Summary Grid while the data is loading from the database. This icon will lock the grid, buttons and calendar until the data is recovered.

The session preferences are only held for the duration of the current session. The next time the same user logs in, they will be presented with the default layout and arrangement. The user will have to make a note of how to reset their preferred layout or sort order.

9   NAVIGATION BUTTONS

The Navigation Buttons contain:

1. Page Number Combo Box
2. Legend of Number of Items

The Navigation Buttons are the rounded buttons located below the Summary Grid and allow users to move page by page among the Clean Slate Notification data loaded from the database for the selected calendar date. The default number of records displayed on each single page has been set to 15 rows.

The number of pages available will depend on the amount of data available on that day and are distributed in groups by 10 buttons (pages). If the amount of Clean Slate Notifications requires more pages another group of 10 buttons will be available. In addition, the "First", "Previous". "Next" and "Last" buttons allow to move or to jump between the different pages.

Figure 5. 1 Example of the Navigation Buttons located beneath the Navigation Grid.

After the button (page) 10, if the "Next" button is clicked, another group by 10 buttons (pages) will be displayed.

Finally, if the "Next" button is clicked again, the rest of the buttons (pages) will be shown at the end

1. PAGE NUMBER COMBO BOX

When selecting a date on the calendar, all page numbers will be loaded in the Page Number Combo Box. The Page Number Combo Box allows to jump to a specific button (page) on the Summary Grid buttons.

Figure 5. 2 Example of the Page Number Combo Box

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2. LEGEND OF NUMBER OF ITEMS

The Legend of Number of Items shown below displays the total number of items (rows) for each page. This legend is updated dynamically when clicking each button (page).

Figure 5. 3 Example of the Legend of Number of Items

10 TOOLBAR BUTTONS

The Toolbar Buttons are situated at the top of the Summary Grid, enabling users to access data (records) in various formats such as Excel, PDF, and XML. Additionally, an option to arrange the total records for the selected calendar date has been included, which will reorder the complete dataset.

The Toolbar Buttons contain:

1. ExportGrid Button
2. PrintGrid Button
3. ExportPDFS Button
4. DownloadSelected Button
5. DownloadPage Button
6. DownloadAll Button
7. Order By Combo Box and Asc/Desc Radio Buttons
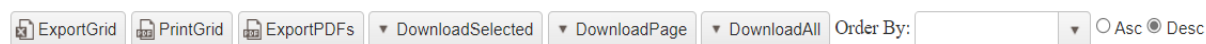
Figure 6. 1 Example of the Toolbar Buttons located above the Notification Grid

1. EXPORTGRID BUTTON

The ExportGrid button enables users to export the notification information rows in excel format for the current page and the selected calendar date.
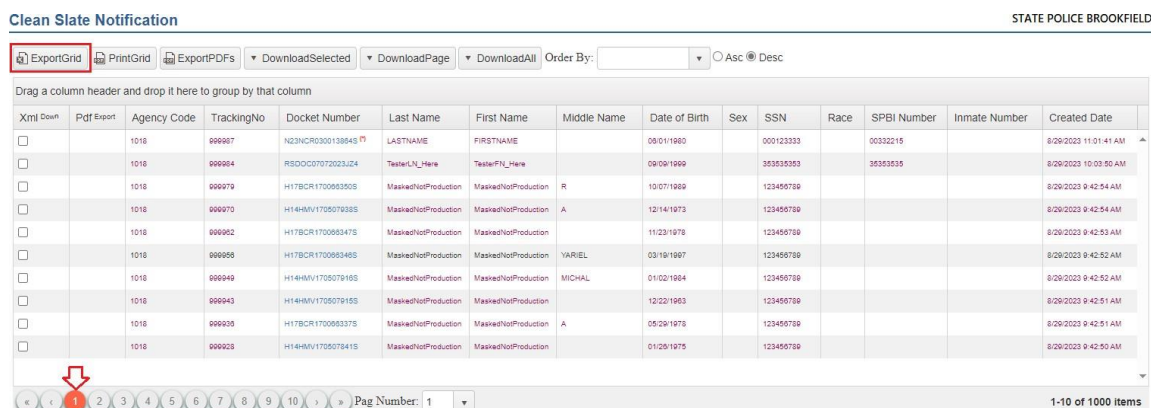
Figure 6. 2 Example of the ExportGrid Button located above the Navigation Grid

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The name of the excel file will have the following format:

"CleanSlateNotificationGridExcel_*SelectedCalendarDate*.xlsx"

The excel file rows will appear in the same order of the previous Clean Slate Notification Summary Grid.

2. PRINTGRID BUTTON

The PrintGrid Button enables users to export the information from the notification rows in PDF format for the current page and the selected calendar date.
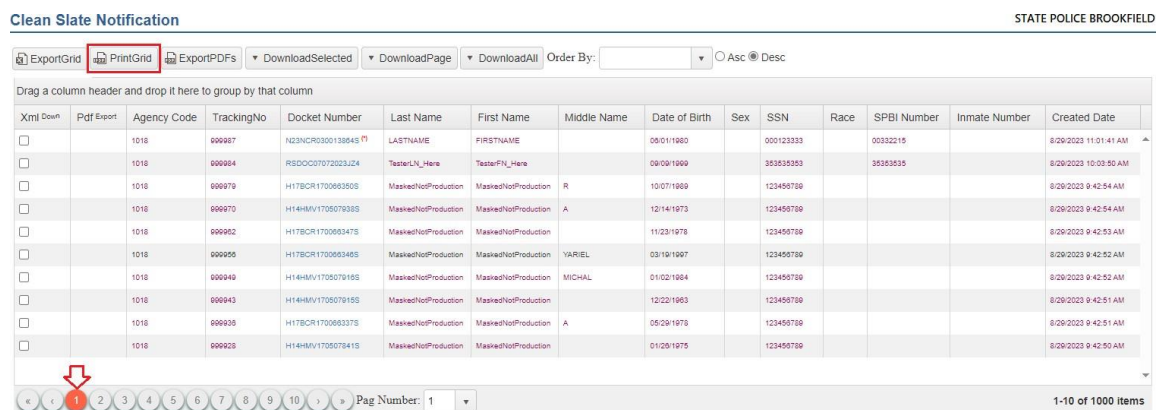
Figure 6. 3 Example of the PrintGrid Button located above the Navigation Grid

The name of the PDF file will have the following format:

"CleanSlateNotificationPdf_*SelectedCalendarDate*.pdf"

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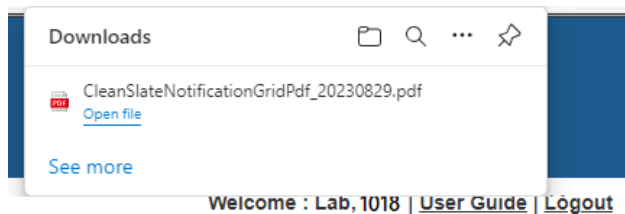
The PDF file rows will appear in the same order of the previous Clean Slate Notification Summary Grid.

3. EXPORT PDF(S) BUTTON

The ExportPDFs button enables users to obtain detailed Clean Slate Notification information in PDF format for the records (rows) displayed on the current page for the selected calendar date.
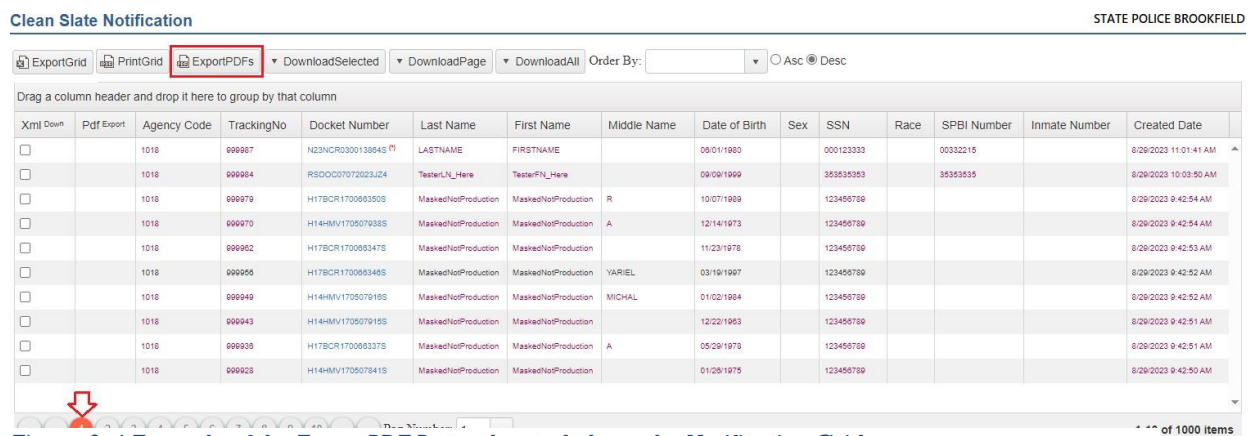
Figure 6. 4 Example of the ExportPDF Button located above the Notification Grid.

A Summary Report List will be shown with a numbered list with the Tracking and Docket Number. The list in the summary report is sorted in the order of the Clean Slate Notification Summary Grid.

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Figure 6. 5 Example of the Clean Slate Notification Summary Grid.

The Print PDF option has the following functionalities:

- Expand/Collapse Buttons
- Export PDF Button
- Export PDF Button by Docket Number

3.1.   Expand/Collapse Buttons

By clicking on the + symbols of the Summary Report, users can <u>expand</u> and see all Clean Slate Notification detailed information of this Summary Report List, which includes Person Information, Case Information, and Arrests.

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By clicking on the ⊟ symbols of the Summary Report, users can <u>collapse</u> all Clean Slate Notification detailed information of this Summary Report List.

Similarly, by clicking the on the ⊞ or ⊟ symbols in any row of the list, users can <u>expand</u> or <u>collapse</u> the Clean Slate Notification detailed information only for the selected row.

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By clicking on the "+"or "-" symbols on some specific Clean Slate Notification, users can also **expand** or **collapse** the Clean Slate Notification detailed information for more detailed information like Alias Name and Charges.

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3.2. Export PDF Button

By clicking the Export PDF Button of the Summary Report List, the Clean Slate Notification detailed report information will be printed in PDF format.

The PDF report page foot shows the same numeration order as of the previous Clean Slate Notification Summary Grid and Summary Report List.

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The Clean Slate Notification report in PDF format displays detailed Clean Slate Notification information for "Person Information", "Alias Names", "Case Information", "Arrests", and the "Clean Slates Charges".

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The "*Alias Name*" and "*Charges*" sections in the report may have multiple data, but the report will show "*N/A*" if there is no data.

CLEAN SLATE NOTIFICATION

Tracking #: 1188702 (A22MCRzz1zz6740S)

Person Information

Last Name		First Name		Middle Name		Prefix	Suffix
TOTO100		TATA100					
Birthdate	Sex	SSN	Race	SPBI Number		Inmate Number	
1973-06-01	M	357555111	A	SPBI357595111		12344312	

Additional Information:

Alias Name: N/A

Case Information

Docket Number
A22MCRzz1zz6740S

Arrests

Arrests

No.	Arrest Date	Arrest Time	Arrest No	UAR Number	Summons Number	Agency Identifier	Agency Case Number	Charges
1	N/A	N/A	N/A	UAA#12345678	N/A	0110	N/A	N/A
2	2022-04-10	12:00:00	1	UAA#09072301	N/A	0110	N/A	+

Clean Slate Charges

Sequence Number	Statute Code	Statute Description	Statute Type	Charge Class	Charge Indicator	Erasure Indicator	Erasure Date
5	14-224(b(2**Z	VIO 14-224(B)(2) C/U ZONE(SBS)	X	N/A	N/A	Y	2023-06-21
1	10-390	ILL ACT-ARCHEOLGCL/SACRED SITE	F	D	N/A	Y	2023-06-21
2	10-51	FRAUDULENT VOTING-SCHL BUDGET	F	E	N/A	Y	2023-06-21
3	14-227a(3rd)	ILL OPN MV UND INFLU(3RD/SUBS)	F	U	N/A	Y	2023-06-21
4	10-153e	INTFR WITH LABOR RELATIONS BRD	M	B	N/A	Y	2023-06-21
6	53a-32	VIOLATION OF PROBATION	X	N/A	N/A	Y	2023-06-21
7	53a-32*	VIOLATE CONDITIONAL DISCHARGE	X	N/A	N/A	Y	2023-06-21
10	53a-92(a(2(B	KIDNAP 1ST DEG-RESTRAIN FELONY	F	A	N/A	Y	2023-06-21
11	17b-97(d)	FOOD STAMP FRAUD >$2000	F	B	N/A	Y	2023-06-21
12	12-285c*	ILL SHIP CIGARETTES (2ND/SUBS)	F	C	N/A	Y	2023-06-21

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When the user clicks the "Export PDF" button in the Summary Report List, the Clean Slate Notification Summary Grid is refreshed, and a ✓ check symbol appears in the "PDF Export" column for the current page. This symbol indicates that the records (rows) have been exported to PDF format by the logged-in user.

Once the Summary Report List window is closed, the rows in the Summary Grid will NOT change their font color.

The PDF Exported records (rows) of the current Summary Grid page for the selected calendar date will be flagged in the database for the logged-in user.

3.3.   Individual Export PDF by Docket Number

To export a Clean Slate Notification associated to a given Docket Number, the Docket Number link in the Summary Grid can be clicked, this will display the Clean Slate Notification Details window and this window provides the Export PDF Button as shown in Figure 6.4.

This Clean Slate Notification Details window provides expand and collapse buttons to show and hide detailed information.

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By clicking on the Export PDF button, users may obtain the Clean Slate Notification report in PDF format for the selected Docket Number.

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After this action, the Clean Slate Notification Summary Grid will be refreshed with a check symbol ✓ on the specific row of the "PDF Export" column (shown below), which indicates that this record (row) was exported to PDF format by the logged-in user.

When the previous screen is closed, the row that was previously viewed will transition from purple to black, indicating that the Clean Slate Notification has been examined in detail. Users can utilize this feature each time they log in to track the files they have previously downloaded. This tracking feature is intended solely as an aid for LEA users to stay organized, while its primary purpose is to provide audit logging evidence that the files have been downloaded for review by an auditor.

2. DOWNLOAD SELECTED BUTTON

The DownloadSelected button enables users to obtain Clean Slate Notification information in XML format for the row(s) selected by the checkboxes in the first column of the Summary Grid. This action applies to the current page for the selected calendar date, and the Clean Slate Notification XML information will be saved and concatenated in a consolidated file.


Figure 7. 1 Example of the DownloadSelected Button located above the Notification Grid.

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Before downloading the XML file, a message will be shown if any row was selected.
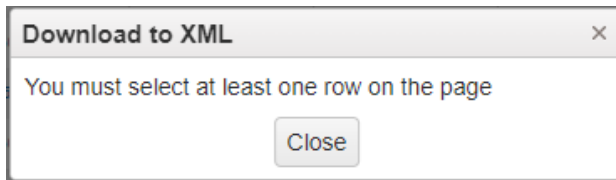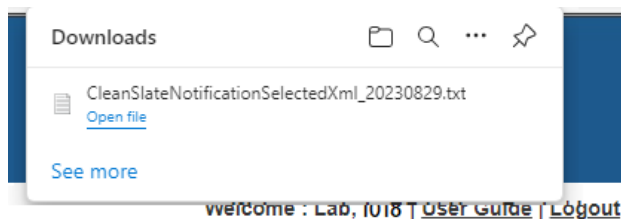

Once one or more columns are selected, another message will be displayed requesting for user confirmation of the download process.

Once the Ok button is selected, an XML text file will be downloaded on the Downloads folder. The name of the XML text file will have the following format:

"CleanSlateNotificationSelectedXML_*SelectedCalendarDate*.txt"

The content of the consolidated downloaded XML file will have the same structure than the messages published to the real endpoint.

If the consolidated downloaded XML file contains more than one XML file, each file will be separated by the symbol (#xxx#) to segregate each XML from each other, as depicted in below image.

Once the user clicks the "OK" button on the Message Confirmation Dialog Box during the XML download selection process, the Clean Slate Notification Summary Grid will refresh, displaying check symbols on the selected row(s) of the "XML Down" column on the current page. These symbols indicate that the selected Clean Slate Notifications have been successfully downloaded. Additionally, red check symbols will be displayed for notifications related to the logged-in user

The purpose of this tracking feature is to keep LEA users organized. Its primary purpose is for the audit logging to show an auditor that the files have been downloaded.

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The XML downloaded records (rows) of the current Summary Grid page for the selected calendar date will be flagged in the database for the User logged.

3. DOWNLOAD PAGE BUTTON

The DownloadPage button enables the user to retrieve Clean Slate Notification information in XML format for all rows of the current page corresponding to the selected calendar date. The Clean Slate Notification XML data will be saved by concatenating it into a consolidated file.

Figure 7. 2 Example of the DownloadPage Button located above the Notification Grid.

Once the DownloadPage button is selected, a message will be displayed requesting for user confirmation of the download process.

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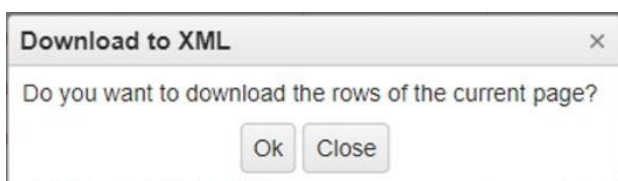
Once the Ok button is clicked, an XML text file will be downloaded in the Downloads folder. The name of the XML text file will have the following format:

"CleanSlateNotificationPageXML_*SelectedCalendarDate*.txt"
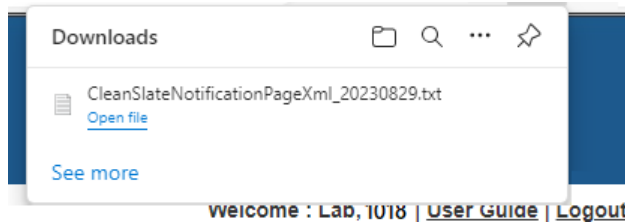
The content of the consolidated downloaded XML file will have the same structure as the messages published to the real endpoint.

If the consolidated downloaded XML file contains more than one XML file, each file will be separated by the symbol (#xxx#) to segregate each XML from each other, as depicted in the Section 4 (DownloadSelected Button).

After the user selects the 'Ok' button in the Message Confirmation Dialog Box of the XML download page process, the Clean Slate Notification Summary Grid screen will be refreshed with the *check symbol* ✓ in all row(s) of the "XML Down" column of the current page, which indicates that the Clean Slate Notification messages were downloaded. The red check symbols are related to the logged-in user who downloaded the XML file. This information is saved in the database.

4. DOWNLOAD ALL BUTTON

The DownloadAll button enables the user to retrieve Clean Slate Notification information in XML format for the entire data set (all pages) corresponding to the selected calendar date. The Clean Slate Notification XML data will be saved by concatenating it into a consolidated file.

Figure 7. 3 Example of the DownloadAll Button located above the Notification Grid.

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Once the DownloadAll button is selected, a message will be displayed requesting for user confirmation of the download process for all pages.

Once the Ok button is clicked, an XML text file will be downloaded in the Downloads folder. The name of the XML text file will have the following format:

"CleanSlateNotificationAllXML_*SelectedCalendarDate*.txt"
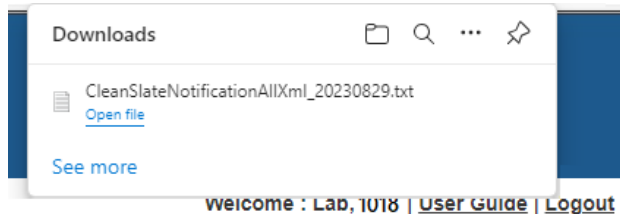
The content of the consolidated downloaded XML file will have the same structure than the messages published to the real endpoint.
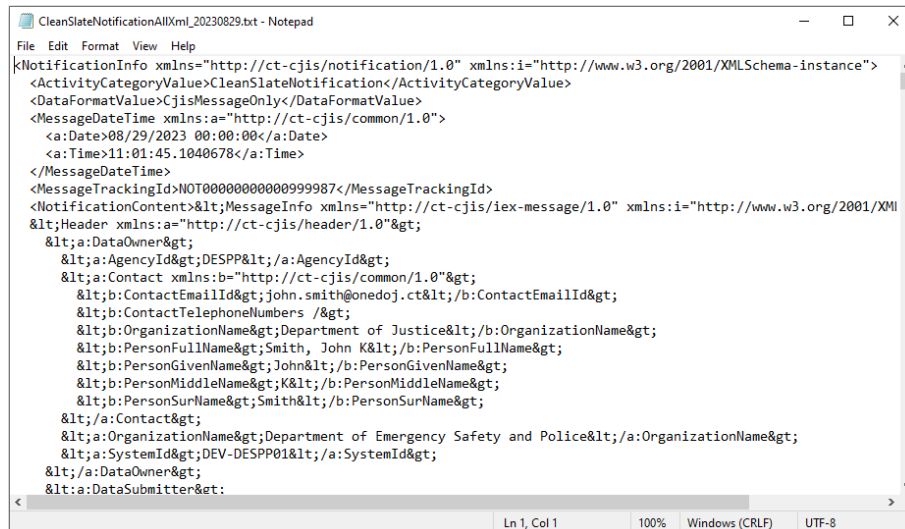
If the consolidated downloaded XML file contains more than one XML file, each file will be separated by the symbol (#xxx#) to segregate each XML from each other, as depicted in Section 4 (DownloadSelected Button).

 After the user selects the 'Ok' button in the Message Confirmation Dialog Box of the XML DownloadAll, the Clean Slate Notification Summary Grid will be refreshed with the *check symbol* ✓ on all row(s) of the "XML Down" column of all pages for the selected calendar date, which indicate that all Clean Slate Notification were downloaded. The red check symbols are related to the logged-in user. This information is saved in the database.

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11 RENDERING OF THE CLEAN SLATE MESSAGE

The Docket Number in the grid displays the corresponding Clean Slate Notification as a rendered report, as shown in Figure 8.1. The rendered report should include all of the detailed data available in the XML file of the original Clean Slate message. A fully rendered Clean Slate message should fit on one single printer paper page and <u>not</u> span across multiple pages.

Figure 8. 1 Example of a collapsed rendered Clean Slate Message for on-screen display

By clicking on the "+" symbols in the report, users can expand the "Additional information" which includes Alias Names and "Arrest Information" which includes the Clean Slate Charges and Indicators.

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Figure 8. 2 Example of an expanded rendered Clean Slate Message for on-screen display and Download and Printing

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12 PRINTING THE CLEAN SLATE MESSAGE

Figure 9. 1 Example of the Fully Expanded Clean Slate Message as a Rendered Output

Clicking the "Open File To Print" button (see Figure 9.2) will allow the user to export the report to the PDF format ready to print. A fully rendered Clean Slate message should fit on one single printer paper page and not span across multiple pages. A collapsed version of the report that is viewable on the screen should not be allowed to be printed, only fully expanded versions should be printed. If possible, if more than one, or many, Clean Slate messages are selected for print, a multi-page PDF will be generated for download with each message being a single page.

Figure 9. 2 Example of the Print Button Function Within a Clean Slate Message

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13 ARCHIVE TAB

This Section and function are removed. Data rows that have already been downloaded will be tracked on the main presentation screen with either a color or a check mark. Users should be able to sort on this indicator to bring either the data rows that have not already been to the top or to the bottom (ascending or descending sorting).

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14 CLEAN SLATE NOTIFICATION MESSAGE SPECIFICATION

Class	Element	Definition	Cardinality	Data Type	Length	Validation
						ALL Date Fields Note: Year must be between 1800 and 2199
PERSON INFORMATION		Information about the subject	1..1			
	Last Name	Last name of the subject for the case	1..1	String	50	
	First Name	First name of the subject for the case	0..1	String	50	
	Middle Name	Middle name of the subject for the case	0..1	String	50	
	Name Prefix	Name prefix of the subject for the case	0..1	String	15	
	Name Suffix	Name suffix of the subject for the case	0..1	String	15	
	Date of Birth	Date of birth of the subject for the case	0..1	YYYY-MM-DD	10	date must be < current date
	Sex	Gender of the subject	0..1	Alpha	1	Code Reference Table : PersonGenderCode NCIC Code Value: Sex
	SSN	Social Security Number of the subject	0..1	Numeric	9	
	Race	Race of the subject	0..1	Alpha	1	Code Reference Table : PersonRaceCode N-DEx I/A Code Value: Race
	SPBI Number	SPBI number of the subject for the case	0..1	Alphanumeric	20	
	Inmate Number	The subject's inmate number	0..1	Numeric	8	When applicable, this is populated automatically from DOC data in the Sentence Discharge Database and is not intended to be included in the original data submission.
	Inmate Number Other	Other DOC inmate number for the defendant (duplicate)	0..1	Numeric	8	When applicable, this is populated automatically from DOC data in the Sentence Discharge Database and is not intended to be included in the original data submission.
PERSON ALIAS		An alias used by the person	0..*			
	Alias Last Name	Last name used as an alias	0..1	String	50	
	Alias First Name	First name used as an alias	0..1	String	50	
	Alias Middle Name	Middle name used as an alias	0..1	String	50	
	Alias Prefix	Alias name prefix	0..1	String	15	
	Alias Suffix	Alias name suffix	0..1	String	15	
ARREST		Arrests related to the case	1..*			
	Arrest Date	Date the arrest occurred	0..1	YYYY-MM-DD	10	
	Arrest Time	Time the arrest occurred	0..1	HH:MM:SS	8	Arrest Time can be specified only when Arrest Date is specified
	Arrest Number	Arrest sequence number	0..1	Numeric	3	
	UAR Number	UAR Number	0..1	String	12	This field must be a UAR Number
	Summons Number	Summons Number	0..1	String	20	This field may hold any other Arrest Type, i.e., Summons Number, Citation Number, or any other Identifier Type Number
	Arresting Agency Identifier	Code for the arresting agency	1..1	Alphanumeric	4	Code Reference Table : ArrestAgencyCode CIDRIS Code Value: Arrest Agency
	Arresting Agency Case Number	Case number assigned by the arresting agency	0..1	String	20	

Table 1. 1 Clean Slate Notification Message DataMap with Variables

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CASE INFORMATION			1..1			
	Docket Number	Docket number of the case	1..1	Alphanumeric	16	1. Docket Number must be alpha-numeric 2. Docket Number must be strictly 16 characters 3. Docket Number cannot contain all zeros 4. Only the 3rd and 4th OR 4th position of the Docket Number can allow space character.
	JTI	Jail Term Indicator	1..1	Boolean	1	This field is not provided by DESPP in the original data submission. CJIS will run logic and add result to message before sending downstream. Acceptable Values 'T' True or 'F' False.
	Consecutive Docket Indicator	DOC Flag indicating consecutive dockets to this Docket Nu	0..1	Boolean	1	T (True) = 1 or more other dockets consecutive to this docket. When applicable, this is populated automatically from DOC data in the Sentence Discharge Database and is not intended to be included in the original data submission.
	CSV	DOC Field indicates consecutive docket Sentence ID Numbe	0..1	Numeric	2	When applicable, this is populated automatically from DOC data in the Sentence Discharge Database and is not intended to be included in the original data submission.
	Sentence Sequence ID	DOC Sentence Sequence Identifier	0..1	Numeric	2	When applicable, this is populated automatically from DOC data in the Sentence Discharge Database and is not intended to be included in the original data submission.
	Docket PMAX Date	DOC Docket Maximum Sentence Release Date	0..1	YYYY-MM-DD	10	When applicable, this is populated automatically from DOC data in the Sentence Discharge Database and is not intended to be included in the original data submission.
	DOC Timesheet Comments	DOC additional comments regarding this docket	0..1	String	40	Note, If Consecutive Docket Indicator = Y (True), comment contains additional information. When applicable, this is populated automatically from DOC data in the Sentence Discharge Database and is not intended to be included in the original data submission.
	Sentence Date	DOC Sentence Date (Sentence Imposed Date)	0..1	YYYY-MM-DD	10	When applicable, this is populated automatically from DOC data in the Sentence Discharge Database and is not intended to be included in the original data submission.
	Sentence Start Date	DOC Sentence Start Date (Sentence Begin Date)	0..1	YYYY-MM-DD	10	When applicable, this is populated automatically from DOC data in the Sentence Discharge Database and is not intended to be included in the original data submission.
CLEAN SLATE CHARGES		The current charges for the case. These may be the original charges or substituted charges.	0..*			Only the Primary Arrest must contain charges and must contain at least one charge.
	Charge Sequence Number	Number to uniquely identify a charge within a case	1..1	Numeric	3	
	Statute Code	Code of the statute for the charge	1..1	String	15	Code Reference Table : OffenseStatuteCode 'Statute Code must be valid in statute code table
	Statute Description	Description of the statute for the charge	0..1	String	100	
	Statute Type	Type of offense	0..1	Alpha	1	One of "F" = Felony, "M" = Misdemeanor, or "X" = Not Classified
	Charge Class	Class of the charge	0..1	Alpha	1	Valid values: "A", "B", "C", "D", "E" and "U", or blank
	CAX Charge Indicator	Charge Indicator	0..1	Alpha	1	Valid Values: "C" = Conspiracy , "A" = Attempt , "X" = Accessory; or field must be blank
CLEAN SLATE INDICATOR		Clean Slate Erasure for the charge	1..1			Clean Slate Indicator field - "CLEAN SLATEE"
	Clean Slate Erasure Indicator	Clean Slate Erasure for the charge	1..1	String	1	"Y" Indicates Charge is Clean Slate Erased. "Y" is the only acceptable value.
	Clean Slate Erasure Date	Date of Clean Slate Erasure	1..1	YYYY-MM-DD	10	
	ALL Date Fields Note: Year must be between 1800 and 2199					

Table 1. 2 Clean Slate Notification Message Datamap with Variables Continued

- [Reference 3](#) – Clean_Slate_Notification_Message Data Map v1.5.xlsx

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15   NETWORK CONNECTIVITY

Each Law Enforcement Agency (LEA) must have access to the Message Viewer Portal (MVP) from their own facility, which can be done via the internet, PSDN, or the COLLECT network based on the decision of the CJIS-CT Operations Team and Security Officer. Currently, CJIS-CT is implementing a plan to make this version of the MVP accessible over the internet for new Clean Slate users. All users accessing the MVP over the internet will be required to utilize Multi-Factor Authentication (MFA) for a secure login process. To simplify security management, CJIS-CT mandates that all MVP users use MFA for logging in, which is already a requirement for existing MVP users.

In cases where connectivity is required for Local Law facilities (Police Departments) that cannot use the internet, a request for access must be submitted to the DESPP CISO, seeking permission to enable specific access and traffic from the COLLECT Terminals.

16   SECURITY

The MVP tool, currently a functioning CJIS-CT application in production, has its user base managed by the CJIS-CT helpdesk. User access to MVP will be managed through the standard onboarding CUAR form (or eCUAR).

Each Law Enforcement Agency (LEA) will assign several personnel to access the MVP for the Clean Slate function, usually the records supervisor and their staff. These individuals will typically also need access to their agency's other records, such as Dispositions and Schedule Notifications, for convenience.

Users from each LEA should only have visibility to the Clean Slate messages assigned for their particular LEA, as determined by the MVP based on their agency affiliation in their login account.
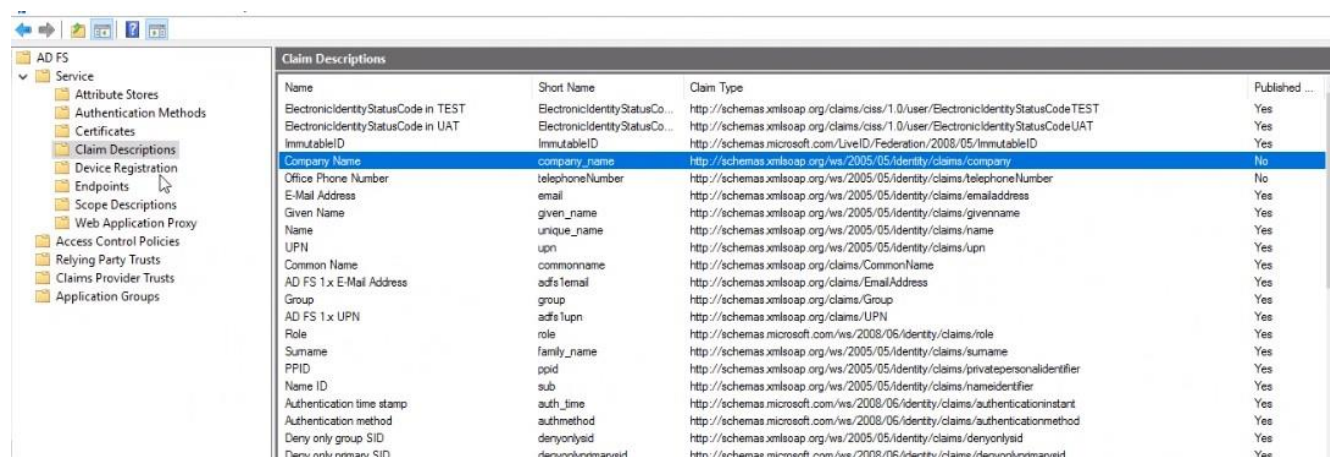
Each participating agency must have an agency definition in the CJIS-CT Identity Management system, with an existing agency Organizational Unit (OU) in the Active Directory. This security modification is essential to transition MVP from a temporary solution to a fully-fledged, well-designed production-grade application.

The necessary security changes to MVP, as outlined in Reference 10 and detailed in Section 17, enable MVP to shift away from its own internal user store table for user authentication, relying instead on the CJIS-CT Active Directory.

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17 IDENTITY MANAGEMENT AND SECURITY TOKEN FROM A/D

The MVP will utilize the CJIS-CT Active Directory for user authentication and authorization. The CJIS-CT Active Directory will provide a security token that contains information about the user's assigned agency, allowing the MVP to determine if the user is authorized and which PD they belong to. Essentially, the CJIS-CT Active Directory will handle both the Identity Management and User Authorization functions for the MVP. The MVP has been modified to accept this security token as part of the user login process.

MVP will need to use the CJIS-CT Active Directory connector to receive User Authentication. The Security token should have an MVP Claim for Authorized Users. Figure 10 below shows the A/D will have to pass the Company Name Claim (attribute) as part of the Security Token for MVP.

Figure 10. Example of the Active Directory Company Name claim needed as part of the MVP Security Token

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Figure 11 shows the Rule template to send the LDAP Attributes as Claims to the IEx Web UI from the Active Directory.

Figure 11. Example of the Rule Template to send the LDAP Attributes as claims to the IEx Web UI from the Active Directory.

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Figure 12 shows the Company Name Properties and the check box option for the Company Name to be published as a Claim Type when the security token is sent.

Figure 12. Example of the Company Name Properties as an option for the Company Name to be Published as a Claim Type

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Figure 13 shows the User Principle Name (UPN) of the user. This Claim check box option is for the UPN to be published as a Claim Type when the security token is sent.
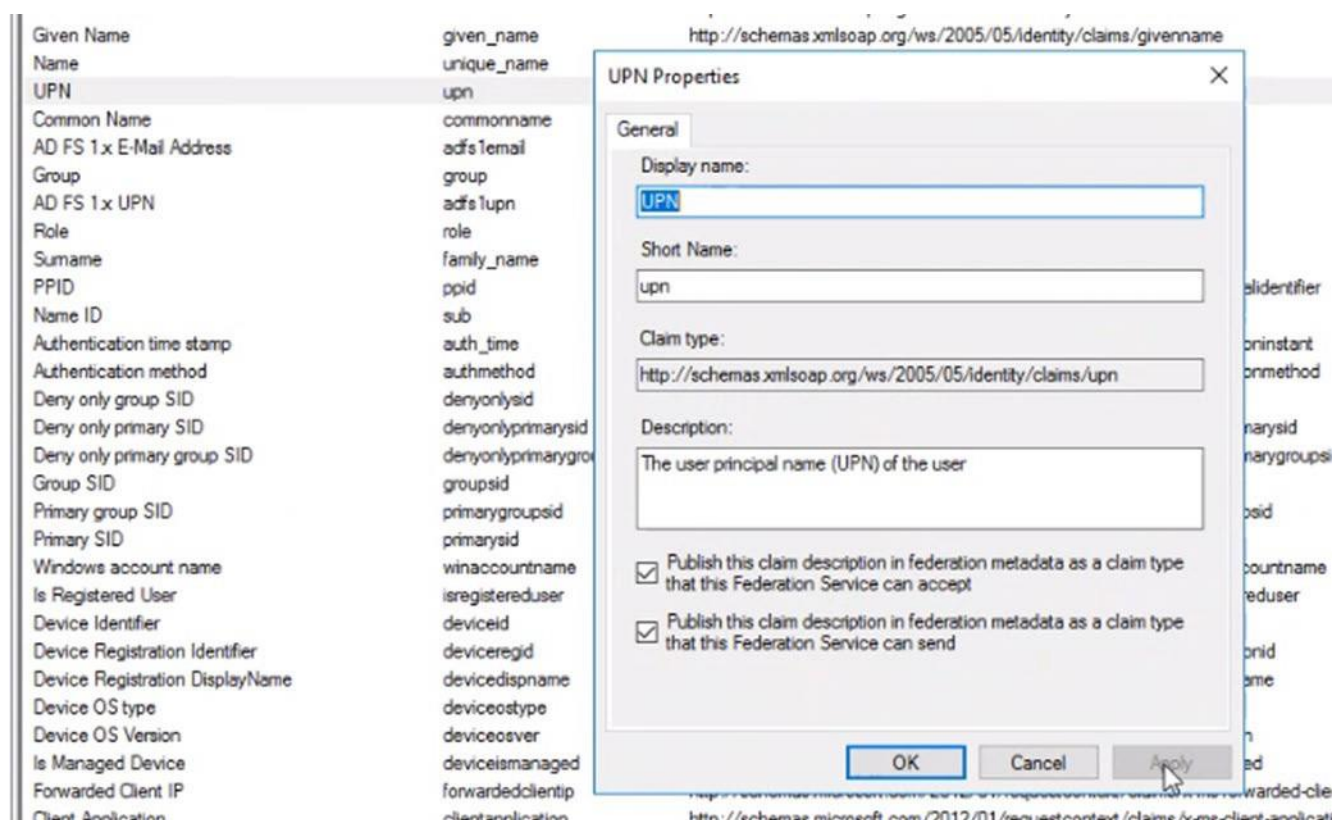

Figure 13. Example of the UPN Properties as an option for the UPN to be published as a Claim Type

MVP will need to accept the A/D Security Token and then extract the pertinent information for the duration of the user session. The logged in user should be restricted to seeing only the Clean Slate Messages that have been published to their Agency.

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18   TRAINING AND DEPLOYMENT

Each Local Law Enforcement Agency in Connecticut must designate one or two trained representatives who have active user IDs. To ensure that all agencies are ready to implement and retrieve messages from the Clean Slate Project, a regional approach should be adopted. Starting on September 1, 2023, the message should be consistently and frequently communicated through multiple channels. January 1, 2024, is the official live date for the Clean Slate Project. It is recommended to utilize the CJIS-CT relationships with POST-C, the CT Police Chief's Association (CPCA), as well as communication channels provided by the Division of Criminal Justice (DCJ) and the Judiciary for effective dissemination of information.

19 CONCLUSION

The web-based message viewer portal will provide a centralized, intuitive, and efficient way for users to view and manage messages from the Clean Slate workflow. The portal will deliver a highly available, secure, scalable, and user-friendly experience to its users. Users will be able to download Clean Slate Messages in bulk and also print them. This will allow each LEA as a recipient of their own specific messages to complete their internal information disclosability process.

20   SUMMARY

The CJIS-CT Message Viewer Portal (MVP) will be modified to include Clean Slate Notification Messages that originate from DESPP as the source agency and are transmitted through CISS to the MVP (Clean Slate Infrastructure and Workflow Design, see Reference 4.) MVP will provide an end-user method to view, sort, print, and download the messages directed to that user's LEA Agency.

21 CJIS-CT HELPDESK SUPPORT FOR ONBOARDING

For any questions about this service or access, please contact the CJIS-CT Helpdesk or the CJIS-CT PMO.

1. End Users (Agencies or RMS Vendors) interested in gaining access to this service should call the CJIS-CT HelpDesk at (860) 622-2000
2. CJIS-CT HelpDesk will be aware of the Pre-Prod CISS UAT Multi-Agency Testing Environment and should refer inquiries as needed to the staff noted in Section 16 and 17.
3. Agency users/testers who will access CISS UAT (pre-prod) will have access to production data. The same HelpDesk Protocol for securing access with approved CUARS must be applied to the UAT environment.

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23 APPENDICES

APPENDIX A: TABLE OF FIGURES