



Criminal Justice Information System (CJIS) CISS Implementation News



Project Status **GREEN**

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CISS – What's in it for YOU?

- The right data.
- In the right format.
- At the right time.
- Supporting critical business processes.
- Improving public service.
- Improving public safety.

CISS Success Stories

One definition of “understanding” is:

The power of comprehending; especially the capacity to apprehend general relations of particulars.

The business relationships between the CJIS agencies are complex, particularly when it comes to information exchanges and business processes. Because different people in the agencies hold different roles and responsibilities, it is likely that no one person in each agency understands everything. It is also likely that the justice agencies do not understand the business processes of their partners, even at a moderate level of detail.

To date, the CJIS Blueprint Project has led the CJIS agencies to more understanding – of their business processes and those of other agencies. At times it has been tedious and painful but important nonetheless. We discuss the efforts of the information exchange working group elsewhere in this edition. The group's work will create the ability to develop certain document work flows early in the Connecticut Information Sharing System (CISS) project.

CISS is also complex but less so because there is *understanding*.

Mapping Information Exchanges

In the last edition of CISS Implementation News, we reported that a small working group of representatives from CJIS agencies are working on identifying high-priority information exchanges. Those exchanges will be included in the CISS RFP, and the provider will be required to develop them.

The effort of the working group has focused on specific business processes/work flows and the exchanges associated with them. The group identified and categorized the work flows into the following eight domains:

- UAR arrest.
- Infractions.
- Misdemeanor summons.
- Post-arrest.
- Arraignment/first appearance.
- Judicial/CISS common exchanges.
- Disposition.
- Post-judgment.

The process-mapping exercise has provided the CISS stakeholder agencies with the appropriate business context for identifying the electronic information exchanges that should be included in the CISS RFP.

The working group will next review the CISS RFP to make sure the requirements are in place so as to enable the necessary work flows identified by the working group. The group is scheduled to meet on September 2 to finalize its work.

CJIS Governing Board Takes Action

The CJIS Governing Board met on July 29 to consider a number of issues. The most pressing issues relate to CISS staffing. The recommendations made to the board, and the board's respective actions, are listed below.

Business Manager Recommendations

- Continue with the consultant business manager until CISS vendor selection is completed.
- Work with agencies to identify a staff member to fill the position for the duration of the effort.
- Backfill the agency position.

Board Action: The board approved the business manager course of action.

The process-mapping exercise has provided the CISS stakeholder agencies with the appropriate business context for identifying the electronic information exchanges that should be included in the RFP.

The board agreed that the hiring process must begin, but it wants to review all of the staffing needs of the project first.

CISS Staffing Plan Recommendations

- Senior Systems Administrator
- Program manager.
- Technology architect.
- Project managers (two).
- Business analyst.
- Staff developers (two).

Board Action:

- The board agreed that the hiring process must begin, but it wants to review all of the staffing needs of the project first.
- The board will conduct a special meeting on September 9 to review the staffing plan and consider initiating the hiring process.

SDM – Project Steering Committee Acts

Driving the need for quick action on CISS staffing were the decisions made by the Project Steering Committee (PSC) on June 25. As we reported in the last edition of CISS Implementation News, the PSC met to make a decision on CISS gating from the business issues phase to the Business Requirement (BR) phase. The PSC had the option of recommending a go/no-go or redirect decision to the executive sponsor. During the meeting, the PSC unanimously voted to redirect.

There was a unanimous vote to gate the CISS project to the business requirements (BR) phase.

The PSC's feedback was that the CISS staffing plan needs to be approved by the CJIS Governing Board before the project can proceed. Since that PSC meeting, significant work on the staffing plan has been completed and presented in draft form to the Governing Board.

The PSC met on August 24 to consider the additional personnel information that has been developed, as well as the related actions of the Governing Board. Representatives from 9 of the 10 agencies represented on the PSC were in attendance, and there was a unanimous vote to gate the CISS project to the BR phase.

RFP Status

Version 5.0 of the CISS RFP was distributed to the CJIS community in late June. There have only been a few suggestions, but those that were made resulted in some changes to the RFP.

Those changes and the efforts of the information exchange working group have been incorporated into Version 5.1, which was released to the working group on August 26, 2010, so that the group can review how the recommended mandatory information exchanges were incorporated into the RFP. Once the group's work is done, Version 6.0 of the RFP will be released to the Governing Board in early September so as to gain the board's approval of the RFP at its September 9, 2010, meeting. Version 6.0 will also include some changes in formatting, organization, and language to incorporate the Department of Information Technology's (DoIT's) new architecture standards. The changes will not cause substantive changes to the RFP.

In early September, Version 6.0 of the RFP will be released to the Governing Board to seek its approval at the board's September 9, 2010, meeting.

Once the RFP is approved by the Governing Board, it will go to DoIT Purchasing staff, so that they can put the finishing touches on it and release it to the vendor community.

Next Steps

The completion and release of the CISS RFP are the next steps of the CISS Implementation Project.

The CJIS Governing Board is scheduled to meet on September 9 to consider final approval of the RFP.

Project Statuses

The CJIS Blueprint Project is nearing completion. The CISS Implementation Project status is green.

