



CISS Monthly Status Meeting Minutes Wednesday, August 14, 2013

Attendees (based on sign-in sheet)

Shams Akberzai, Judicial; Jennie Albert, DPDS; Sue Brown, DPDS; Bob Cosgrove, DOC; Chris Duryea, Judicial; Micha Mann, BOPP; Marc Montminy, Manchester PD; Andrew Power, Wethersfield PD; Naveen Prathikantam, DMV; Mark Raymond, DOIT/BEST; Jason Rosa, DESPP; John Russotto, DCJ; Terry Schnure; Holy Sylvester, Judicial; Terry Walker, Judicial; Gary Willett, East Hartford PD; Cindy Zuerblis, DMV

CJIS Staff

Wayne Allen; Jeanine Allin; John Cook; Tammi Harris; Rick Ladendecker; Lucy Landry; Patty Meglio; Nance McCauley; Marcia Rogers; Mark Tezaris; Sean Thakkar; Steve Wallick

Conferenced Participants

Phil Conen, Xerox; Tom Hine, UConn PD

Welcome

Nance McCauley opened the meeting at 1:00 pm. She encouraged questions during the meeting and afterwards with any member of the CJIS Leadership Team. She also encouraged meeting participants to share information with their agency counterparts.

CISS Status

Wave 0, Version 1.5 – Presented by John Cook, Senior Project Manager

- John discussed the CISS infrastructure build-out activities over the last month, noting the following status:
 - System Test environment construction completed
 - Design complete for the clustered and high-availability servers
 - Began construction of the UAT and Production frameworks
 - Began implementation of the UAT environment – about 50% completion
 - Finalized the installation of the two redundant CJIS firewalls in the data center – pending cutover targeted for 8/27/13
 - Continue installation of the FileNet ECM system.
 - Xerox preparing installation the SR1 code release in the System Test environment
 - Updating Documentation of the systems architecture

RMS Network Update – Presented by John Cook, Senior Project Manager

- John noted that CJIS is configuring requested networking features including:
 - End-to-end quality of service

- Encryption on the network, following FBI specifications
- Integrated security functionality – ability to turn on extended access control lists and firewalls
- Point to Point routing allowing towns to share information between each other
- Secure internet access – provisioning an internet feed through the network to be secure and separate from the CISS traffic
- John noted CJIS is working in partnership with BEST on the additional features and functionality
- Expected to add the additional functionality to the municipalities at no extra cost
- Planning to kick-off a proof of concept that leverages the functionality with a select number of towns – targeted for September.

Comment – Mark Raymond mentioned that the use of internet traffic by definition is prohibited off of the PSDN network and is an issue that would have to be brought forward and discussed with the governance group for Public Safety Data Network. He also mentioned there may be additional costs associated with the effort.

John noted that a request was made and CJIS is working closely with the group for a solution.

Search Release 1 (SR1) Update – Presented by Mark Tezaris, CJIS Program Manager

- Mark noted that the Search Releases bring source systems available within CISS for the end users.
- He noted that SR1 includes PRAWN and OBIS source systems
- He also noted a change was made to remove MNI/CCH until a CISS Security Policy is in place as per request from DESPP
- Mark noted additional functionality will be added to SR1 including pre-defined reports, system administration functionality, additional search functionality including alerts.
- He also noted that additional users will be added to CISS and are targeting 20 CPCA police departments.
- Mark also noted that this release will include an improved user interface. He noted that CJIS is collaborating with Xerox and will be collaborating with the stakeholders over the next several weeks.
- Mark also noted that the target date for completion will be finalized based on the changes included in the release.

Search Release 2 (SR2) Update – Presented by Mark Tezaris, CJIS Program Manager

- Mark noted that the targeted source systems for SR2 include CRMVS, POR, and CIB.
- MNI/CCH and SOR may be included, pending the CISS Security Policy.
- The release will also include additional functionality.

- Mark noted that the terminology for Team Sites will be changed to CJIS Community Portal, which is more meaningful.
- Mark noted the next steps include completing the requirements for SR2, meeting with the stakeholders to confirm the project charter and the project schedule and the requirements.

CJIS Security Policy – Presented by Mark Tezaris, CJIS Program Manager

- Mark provided an update on the effort to create a CJIS Security Policy for CISS
 - Xerox and DESPP are collaborating to define FBI data in the context of CISS
 - Implement a joint effort between Search.Org and the FBI to help facilitate a CISS Security Policy. Mark noted that CJIS will coordinate the meetings.
- Question from Mark Raymond – Is the work associated with Search.Org dependent on the effort between Xerox and DESPP and do you have an idea on how long it will take?
- Mark responded by noting that the intent is to let the effort succeed and use it as a foundation for the next step.

Wave 1 – UAR Workflow Update – Presented by Lucy Landry, Senior Project Manager

- Lucy noted the team is in the requirements phase and making good progress.
- Lucy noted the process includes internal reviews, meetings with stakeholders for verification, submission to Xerox and stakeholders for final review and acceptance.
- Approximately 50% of the requirements have gone through the internal review stage, and meetings are being held with the stakeholders for verification and completion of the requirements.
- Next steps are to finalize the details of arrest notification transmission and begin work on the additional functionality including the Portals for BOPP & DOC, DMV, DCJ, Court Operations, and DPDS.

Data Validation and Translation – Presented by Lucy Landry, Senior Project Manager

- Lucy noted that there are a number of questions from the stakeholders regarding data validation.
- She noted that the approach for validation includes the following
 - Data is validated prior to submission to CISS
 - Expectation is that all transmissions will comply with standards for LEXS, NIEM, and NCIC Standards
 - CIDRIS validation will also be applied
 - CISS will verify upon receipt
 - Failures will be stored and flagged as invalid; CJIS is currently working with the agencies to determine if they want the flagged message or wait for correction
 - Future mechanism to recognize data quality issues with notification to data owner

Question: Who is coming up with the standards on validation?

Answer: National NIEM, LEXS, and NCIC standards are to be applied. The LEX packet will be agreed to by agencies (sender and receiver). Also, state standards agreed to for CIDRIS and OBTS will be leveraged.

Wave 2 – Misdemeanor Summons Update – Presented by Lucy Landry, Senior Project Manager

- Lucy noted the following current status for Wave 2:
 - Updated workflow diagrams
 - Identifying area of similarity with Wave 1 for leveraging work already completed
- Lucy discussed the next steps which are to finalize the Wave 2 Project Charter, create detailed project schedule, review finalized Project Charter and schedule with stakeholder community, and to work on detailed requirements.

Remaining Requirements for CISS Phase 1 – Presented by Nance McCauley, CJIS Business Manager

- Nance noted that the Business, Technical, and Project Management Teams are working to identify the tasks and estimates required to complete the remaining requirements for CISS Phase 1.
- She noted this includes all the search releases, the work flow waves and all the CISS Phase 1 functionality.
- Nance noted that the initial date to complete these requirements was extended from December 2013 to February 2014 and the intent is to use existing staff, if possible.

Question: What is included in CISS Phase 1?

Answer: Phase 1 is the first 46 out of 588 Information Exchanges; it also includes the search component for 14 agency source systems; additional functionality such as the Electronic Content Management (FileNet), Learning Management System (Saba), and Reporting functionality.

RMS Certification Program Overview – Presented by Rick Ladendecker, CJIS Technical Architect

- Rick noted that the team is currently validating the draft program certification material for Wave 1.
- Rick noted that this entails reviewing the draft documents which includes Notice of Arrest, Infractions, sending back state statutes and other unsolicited messages.
- He noted that this is a very complex environment which allows the RMS vendors to both publish and receive messages from CISS.
- There are 3 vendors selected in collaboration with CPCA to participate in the implementation for Wave 1 – UAR.
- It was noted that certification will be based on validation of successful sending and receiving of a LEX packet. Rick also noted that certification will be based on a specific LEA based on software version of their software.

- Rick noted that certification materials will be updated based on feedback and all other vendors will then be invited to participate.

Question: RMS Certification dependency on rolling out to PDs – some vendors will not be able to become certified for some time. What is the alternative?

Answer: There will be alternative methods for submitting arrest information through a separate module.

Question: Won't this duplicate effort on the LEA?

Answer: Yes, however, it may save time for the LEA having to drive the paperwork to Judicial.

Comment from Rick: CJIS recognizes there is a need to have more than 1 method for documents to be submitted to CISS. This will not be a complete RMS system. Another initiative is to preload CISS with all the historical data from the RMS/LEA.

Technical Architecture Build-out Update – Presented by Rick Ladendecker, CJIS Technical Architect

- Rick noted the status of the technical architecture build-out. He noted provisioning 60 virtual machines for system test.
- He noted this will establish a framework to support rapid rollout of the UAT and production environments.
- He also noted that Microsoft and other larger companies are implementing this architecture and that the team is working with Microsoft on the configuration and build-out.

It was noted there is no CJIS Community Meeting scheduled for today. The next CJIS Community Meeting will be held in September, directly following the CISS Monthly Status Meeting.

Upcoming CISS Monthly Status Meetings

Wednesday, September 11th at 1:00 pm

Wednesday, October 9th at 1:00 pm

Wednesday, November 13th at 1:00 pm

Wednesday, December 11th at 1:00 pm

***Respectfully Submitted,
Tammi Harris***