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CISS Monthly Status Meeting Minutes
Wednesday, October 9, 2013

Attendees (based on sign-in sheet)

Jennie Albert, DPDS; Victor Avila, Waterbury PD; James Baraja, Bridgeport PD; Captain George Battle, DESPP; Bob Cosgrove, DOC; Frank DiMatteo, DPDS; Larry D'Orsi, Judicial; Evelyn Godbout, DCJ; Lt. Richard Guerrera, Bristol PD; Darryl Hayes, DESPP; Joan Hilliard, DESPP; Karl Lewis, DOC; Jim Lobb, Judicial; Micha Mann, BOPP; Marc Montminny, Manchester PD; Toby Padegenis, Judicial; Major Mark Panaccione, DESPP; Mark Raymond, CIO, BEST; Jason Rosa, DESPP; Carl Rosensweig, Granby PD; John Russotto, DCJ; Joseph Santopietro, DOC; Terry Schnure; Thomas Sutkowski, Judicial; William Tyler, Granby PD; Cindy Zuerblis, DMV

CJIS Staff

Wayne Allen, Jeanine Allin, John Cook, James Harris, Tammi Harris, Rick Ladendecker, Nance McCauley, Patty Meglio, Mark Tezaris, Sean Thakkar, Steve Wallick, Glenda Woods

Conferenced Participants

Phil Conen, Xerox

Welcome

Nance McCauley opened the meeting at 2:40 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

CJIS Program Update – Presented by Nance McCauley, CJIS Business Manager

- Nance noted that Rick Hegwood is working with the stakeholders on the interaction, decision making, and impact on resources and reporting outcomes to the CJIS Governance Committee.

- She noted that Rick is also working on the CJIS Security Policy and is planning on a draft response to the FBI on 10/31/13.

- Nance also noted that the team is working on the project plan, release strategy, and organization and Rick plans to have a draft for review on 10/15/13.

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

- John reviewed the Wave0, Version 1.5 Implementation timeline which was shared with the CJIS Governing Board last month:

    o Knowledge transfer of the systems architecture is due October 16, 2013.

    o High availability testing and initial performance baseline activities are targeted for completion on November 15, 2013.

    o Documentation and other operational aspects to support Search Release 1 application targeted for completion on January 17, 2014.

- John reviewed the current activities of Wave 0, Version 1.5:

    o The team completed the build-out of the Production environment and the installation of FileNet (ECM System).

    o The team began release management activities including the Patch and Backup Management Plan.

    o John noted the approval of the vendor Architecture Design build-outs is underway.

- John noted the steps include documentation of the Recovery Management Plan, the Environment cut-over processes to support Search Release 1, and High Availability testing.

Question from Mark Raymond relating to the Release Management Process – Even though 1.5 has no interaction with agencies or external systems, future releases will; what kind of stakeholder involvement is there in the release management planning process?

John noted that the planning process is underway. He also commented that the change management framework is being developed with BEST and the agencies.

Question from John Russotto regarding the non-technical change management across the CJIS community.

John Cook responded that change to CISS has to be conducted in great care and will moderate that change to ensure it is efficient and effective for the stakeholder communities. John noted that an administrative process will be developed at the Governing Board level with working groups from the agencies.

Nance also responded that the business process change aspects across the communities will allow for opportunities to improve operational efficiencies. She also suggested that an effort outside of the CISS Monthly Status meeting be organized to address the concerns.

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

- John noted that the team continued installation of the CJIS networking routers.

- He noted that configuration and deployment of routers at Newington, Wethersfield, and Glastonbury have begun.

- John also noted that 50% of towns have purchased equipment and steps have begun to install the equipment.

RMS Certification Program Update – Presented by John Cook, Senior Project Manager

- John provided an update on the RMS Certification, noting that the draft RMS Certification requirements were completed and they are now preparing for stakeholder and pilot vendors' review.

- John noted that the next steps are to perform a confirmation process with the RMS vendors.

- In addition, he noted there are plans to work with the community to assemble RMS Certification Program materials.

- John also noted that the package is targeted for dissemination to the CJIS community and vendors for feedback in late November.

- John noted that pilot testing will begin with the 3 vendors to begin implementing the information exchanges for W1.

Recommendation from Mark Raymond was to provide a progress on each RMS vendor's readiness. He thought it would be helpful to the stakeholder community to identify status for their respective vendor.

John noted that the intent is to track and report on the progress of each vendor.

Search Release 1 Update – Presented by James Harris, Senior Project Manager

- Jim provided an update on the Search Release 1 implementation dates as follows:
    - Design targeted for November 2013
    - Development targeted for December 2013
    - Testing targeted for March 2014
    - Release targeted by March 2014.

- Jim provided an update on the current status of SR1:
    - CJIS is currently replicating the Judicial PRAWN system and the Department of Correction OBIS system.
    - Jim noted the team is updating the User Interface requirements and design documents.

        Question from Evelyn Godbout – what types of changes are being made to the User Interface?

        Jim noted that the look and feel was redesigned to accommodate the LEA users. He also noted that the interface is designed with tabs to minimize scrolling. He also noted that the search details will be displayed differently.

    - Jim noted that the test strategy and test cases are also being confirmed for alignment to requirements and design.
    - He also noted that software development for search sources; search functionality and system administration are under way.
    - Jim noted the next steps to include:
        - LEA review on the User Interface in late October.
        - Development of training curriculum.
        - Development of the deployment strategy which will include plans with the agencies.

    Question from Evelyn Godbout – Which RMS vendors have begun working with the CJIS Team?

    John Cook noted the vendors are KTI, Tri-Tech, and Hunt which represent Newington, Wethersfield, and Glastonbury. He noted that an invitation will be extended to DESPP as well.

    Question from Mark Raymond – Noticed that there is only a 2 week window for UAT prior to release. He felt that was optimistic in what people usually see in UAT. He asked what the plan is if the solution does not meet the need of the stakeholders.

    Jim noted that there are two phases that address this concern: System testing, and BAT (business analyst testing) – which will address concerns prior to making the solution available to UAT.

    Mark noted that if requirements weren't captured exactly right, 2 weeks doesn't allow much time to react.

Jim noted an action item to include UAT sooner.

Question from Larry D'Orsi - Will testing be available at agency sites or only at BEST?

Jim noted that he will research and advise on the testing site.

Wave 1 and 2 Updates – Presented by Nance McCauley, CJIS Business Manager (on behalf of Lucy Landry, Senior Project Manager)

- Nance provide an overview of the UAR process and noted the Wave 1 timeline dates:
    - o Requirements targeted for November 2013
    - o Design targeted for January 2014
    - o Development targeted for June 2014
    - o Testing targeted for September 2014
    - o Release targeted for November 2014

- Nance commented on the current status for Wave 1 – UAR, and noted the following:
    - o The scope was expanded to include the ability for users to submit scanned arrest paperwork to CISS for situations where the RMS is unable to; CONNX replication of RMS systems for historical data as well as current UAR submissions. Nance noted both these changes were approved.
    - o Nance noted that the team met with several stakeholders including DCJ, DOC/BOPP to review detailed requirements. The team will continue to meet with additional stakeholders as requirements are completed. She also noted that 30% of W1 requirements were submitted to Xerox.

- Nance noted the next steps:
    - o Sessions are scheduled with the stakeholder community to review UAR associated paperwork.
        - ▪ Court Operations and DCJ worked with the CJIS team over the last year to initially review the documents to determine who has access to them today and if any redactions are applied. The results will be reviewed with the entire community to ensure that the community is in agreement.
        - ▪ Nance noted this is a big effort and will involve the entire community. She also expressed the importance of attending the sessions and for those unable to attend to send a designee able to make decisions on behalf of the agency.
    - o Nance also noted that the team will be meeting with CSSD to determine how they will consume information exchanges from CISS. An architecture overview is scheduled and detailed working sessions will follow.
    - o Nance noted that the team is working with Judicial regarding redactions and erasures to determine how CRMVS or any of the systems will provide updates to CISS to ensure updates are applied in a timely manner.
    - o The team is also working with several agencies regarding the CJIS Community Portals.

o   Nance noted a working session will be scheduled with the agencies to review user initiated alerts.

Question from John Russotto – What are User Initiated Alerts?

Nance responded that the application will allow users to create an alert on any updates to a client of interest, such as movement and status changes. Nance noted alerts can be configured in several formats such as email and text.

Questions and Answers

Question from Evelyn Godbout – Interested in the outcome from Judicial sessions regarding redactions and how they plan to implement.

Nance responded that the title was redactions, however it really is erasures coming from Judicial and how they will be applied.

Evelyn expressed interest in that outcome as well.

Question from Evelyn Godbout – It would be helpful to provide as much advance meeting notification. It would be helpful to publish a November calendar for planning purposes.

Nance responded with appreciation and understanding on scheduling meetings, noting that CJIS tries to provide at least a two-week notification of upcoming appointments. She also noted that CJIS will try to do a better job of planning with as much advance notification as possible.

There was no *CJIS Community Meeting* this month.

Upcoming CISS Monthly Status Meetings

Wednesday, November 13th at 1:00 pm
Wednesday, December 11th at 1:00 pm

Respectfully Submitted,
Tammi Harris