



## **CISS Monthly Status & Community Meeting Minutes Wednesday, January 8, 2014**

### **Attendees (based on sign-in sheet)**

Chester DeGray, Windsor PD; Larry D'Orsi, Judicial; David Dove, Judicial; Chris Duryea, Judicial; Evelyn Godbout, DCJ; Darryl Hayes, DESPP; Joan Hilliard, DESPP, Micha Mann, BOPP; Mark Meole, Hunt; Chris McLoughlin, Hunt; Eduardo Palmieri, Judicial; Terry Schnure; Celia Siefert, Judicial; Thomas Sutkowski, Judicial; John Russotto, DFC; Terry Walker, Judicial; Charles Whynacht, Judicial; Cindy Zuerblis, DMV;

### **CJIS Staff**

Wayne Allen, Jeanine Allin, John Cook, Jim Harris, Tammi Harris, Rick Hegwood, Rick Ladendecker, Patty Meglio, Nance McCauley, Archana Mulay, Raj Ponnathota, Russ Robitaille, Marcia Rogers, Sean Thakkar, Steven Wallick, Glenda Woods

### **Conferenced Participants**

Phil Conen, Xerox

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### **Welcome**

Nance McCauley opened the meeting at 1:05 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.

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### ***CISS Update***

#### **General Update – Presented by Rick Hegwood, CISS Durational Program Manager**

##### **Rick noted two major items:**

- Contract Negotiations with Xerox – goal was to complete by holiday, which did not happen, therefore, the plan dates presented to community will be pushed out. Sessions were conducted with OPM Management (Karen Bufkin as lead from CJIS standpoint), and Xerox. Xerox to present answers to outstanding items from those sessions.
- Security Policy – pending Governance Meeting presentation by Mike Lawlor

##### **Rick also discussed the Plan for January:**

- Continue to evolve GFIPM discussions with agencies.
- Review requirements for Integration Zone consumption by agencies – starting with Judicial.
- Go-Live with Wave0, Version 1.6

#### **Wave 0, Version 1.6 Update – Presented by John Cook, CISS Senior Project Manager**

- John noted the team moved from V1.5 to V1.6 which represents the preparation activities supporting Search Release 1 and Wave 1.
- He noted current activities include FileNet server technology training, system level alerts, infrastructure performance baselines and Standard Operating Procedure definitions.

- John also commented that the team is on schedule for hand-off of the technology environment to Operations, specifically back up and restoration activities - targeted for January 17<sup>th</sup>.
- John discussed next steps for the technology team which include design and integration of the OBTS security model into CISS and execution of some of the performance benchmarks.

Q: Darryl Hayes asked John to expand on what is meant by OBTS security.

A: Rick Ladendecker – noted that Steve Wallick requested that the old OBTS EDirectory environment be moved to Active Directory in order to manage security from CISS and OBTS from a consolidated single point. The team is looking into the request.

Q: Evelyn Godbout – How many FileNet Servers do you have?

A: Rick Ladendecker – 1, there are actually 3, however, 1 in production.

Q: Dave Dove – Since you are converting the OBTS from EDIR to AD, are there any provisions for accommodating more than one Active Directory, or federated trust?

A: Rick Ladendecker – Yes, we could support a federated trust.

#### **RMS Network & Certification Update - Presented by John Cook, CISS Senior Project Manager**

- John noted that network testing began with the pilot towns - Newington, Wethersfield, and Glastonbury. Specifically passing traffic from the data center to the routers at each of the towns.
- John noted that the testing will continue over the next month to confirm the software design and configuration in preparation of the rollout to the remaining routers in the field.
- He noted that the team will be working to submit the deployment strategy to the PSDN Review Board.
- John noted that equipment installation continues in the field and that approximately 80% of the towns have purchased the equipment and one-third of them have installed the equipment.
- John noted the team is working on the business requirements that support the initiating Information Exchanges 1.1, 1.2, and 1.4.
- John also commented that the team will continue to review the technical RMS Certification Guidelines with 3 CPCA recommended pilot vendors – Hunt, KTI, and TriTech. He also noted the team plans to meet with NexGen for the state law enforcement RMS.
- John also noted that feedback sessions will be scheduled with the vendors to gauge the work effort to build the software interfaces.
- John noted the goal is to gain feedback from the vendors and share that with the CJIS Community.

#### **Wave 1 – UAR Workflow Update – Presented by John Cook, CISS Senior Project Manager**

- John noted the team continues to confirm the core requirements for UAR Workflow activities which include erasure rules, Integration Zone activities, CISS Community Portals, and review of the Control Policy Access spreadsheet for Wave 1 GFIPM report claims.
- John noted the activities regarding the Community Portals include discussions with DCJ, DPDS, Judicial, and DMV.

- John noted the next steps for the remainder of January and into February include beginning the design stage of Wave 1, reviewing the scope of work for Waves 2 and 3, erasure processes, community portals and GFIPM claims for reports and users; pending a signed contract amendment with Xerox.

Q: Evelyn Godbout – what are Community Portals, are they the SharePoint Sites?

A: John Cook – Yes, the Portal is the user access into the CISS system, and SharePoint is the vehicle.

#### **Search Release 1 Update – Presented by Jim Harris, CISS Senior Project Manager**

- Jim noted that through coordinated efforts of staff at the DOC, BEST, and CJIS, approximately 1.8M inmate photos will be integrated into CISS test over the weekend (1/11/14). Search results in test will display inmate photos as appropriate.
- Jim also noted that the technical requirement underlying the user interface will be provided to Xerox for review in mid-January.
- Jim also noted that the team is working to enhance the Search Source system documentation.
- Jim noted the next steps include a User Interface prototype to be reviewed with the community stakeholders; development of SR1 instructor led training curriculum; and development of the deployment strategy and plan.

Q: Evelyn – Is anyone beside the DOC and Judicial looking at the User Interface?

A: Jeanine Allin – the user interface will be available for review once agreement is reached with Xerox on the technical requirements.

Q: Evelyn – will modification be allowed based on community feedback?

A: Rick Hegwood – yes, and it is expected the UI may change with each release.

Q: John Russotto – Are there really 1.8M inmate photos?

A: Rick Ladendecker – Yes, there are three photos per inmate, which includes repeat offenders. Only the most recent front face photos will be available, however, historical photos will be stored and made available later if required.

#### **Search Release 2 Update – Presented by Jim Harris, CISS Senior Project Manager**

- Jim noted that CJIS and Xerox are negotiating which contract requirements will be included in Search Release 2. Once resolved, the Project Charter will be finalized to include the approximately 30 requirements identified for SR2.
- Jim noted that Judicial made available to CJIS the databases for the Protective Order Registry (POR) and the Centralized Infraction Bureau (CIB) and they are now being replicated and will be part of the SR2 release. CRMVS will also be part of SR2. Requirement sessions are underway with Judicial. He noted the system is very large and complex.

Q: John Russotto – Is CRMVS the really old system? Is there a concern with it being so old?

A: Dave Dove – noted that the system has undergone several upgrades to ensure the hardware won't fail.

- Jim noted the team is already working on some of the functional requirements targeted for SR2.

- He also noted that the target audience for SR2 has increased and will include additional local law enforcement, court operations, probation officers, bail commissioners, judicial ITD staff, select CSSD administrative staff, parole officers, and DOC classification staff.

Q: Evelyn – When you say audience do you mean users? DCJ uses CRMVS quite extensively and believes they should be part of the CISS SR2 audience.

A: Jim – Offered to speak with Evelyn after the meeting to discuss the topic. He noted it was the intent to include users with “like” tasks – probation officers, parole officers, bail commissioners are like law enforcement officers. He understands that DCJ has investigators, as he understands.

- Jim noted the next steps for SR2 include completion of the CRMVS requirements, begin CRMVS replication, and evaluate the Learning Management System (LMS) short-term strategy.
  - Jim noted that the initial plan was to utilize the State’s LMS, which is housed at BEST. However, there is a proposal to get DAS out of the e-Learning business and the Charter Oak College has submitted a proposal and it was accepted to manage the state’s e-Learning needs.
  - Jim noted that the Charter Oak solution is not up and running yet and that Phil Conen from Xerox will provide a recommendation on a short-term learning management system.

Q: Chris Duryea – Is there any consideration to limiting the scope of replicating the CRMS system so that it is a little more feasible to turnaround something that does benefit the community. He noted that there was a lot of effort on behalf of Judicial in documenting POR and PRAWN.

A: Jim – There is a distinction between replication and display. Rick Ladendecker noted that the display will be limited; however, there is a need to understand the data to properly display the data. Larry D’Orsi also noted that it is a huge undertaking.

Q: Evelyn – Is February the target for completion for CRMVS?

A: Larry D’Orsi – yes, business requirements only.

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### *Community Topics*

- **Probable Cause documents meeting with DPDS, DCJ, Court Operations and CJIS to ensure DPDS receives Probable Cause documents in CISS in a timely manner**
- **Stakeholder estimates for requirements and testing phases – review of links in Release Plan**
- **Agency updates (legislative, agency changes, etc.) at next CISS Monthly Status Meeting**
- **GFIPM feedback from Terry Walker, Judicial ITD**

### **Upcoming CISS Monthly Status Meetings**

**Wednesday, February 5, 2014 (state holiday on 2/12/2014)**

Wednesday, March 12, 2014

Wednesday, April 9, 2014

Wednesday, May 14, 2014

Wednesday, June 11, 2014

***Respectfully Submitted,  
Tammi Harris***