CISS Monthly Status & Community Meeting Minutes

Date:　　　*Wednesday, July 16, 2014*

Location:　　*DCJ Office of Chief State's Attorney, 300 Corporate Place, Rocky Hill*

Start time:　　*1:00pm*　　　　　　*End Time:*　　*2:00pm*

Attendees: **(Based on sign-in sheet)**

Darryl Hayes, DESPP; Douglas Hoffman SGT, Groton Town PD; Evelyn Godbout, DCJ; Jean Lasczak, Milford PD; Jim Lobb, Judicial; Michelle Abrahamson, DMV; John Alexopoulos, Milford PD; John Russotto, DCJ; Karl Lewis, DOC; Naveen Prathikantam, DMV; Robert Cosgrove, DOC; Sal Marino, Judicial; Susan Brown, DPDS

CJIS Staff

James Harris, Jeanine Allin, John Cook, Mark Morin, Mary Ellen Porter, Patty Meglio, Sean Thakkar, Wayne Allen

Xerox Staff

Phil Conen

Welcome

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

CISS Update

CISS Status – Sean Thakkar, CJIS Executive Director

- Xerox Contract Amendment

    - Sean noted the Contract Amendment is very close to finalization. Karen Bufkin will be presenting the Amendment to the CJIS Governing Board and seeking approval.

- Management Control Agreement

    - John Russotto said that the Management Control Agreement was reviewed by the CJIS Governance Committee, a few changes were made based on their feedback and the Agreement will also be presented to the CJIS Governing Board for approval.

- CJIS Security Policy

    - Darryl Hayes noted work continues on Chapter 5 and is targeting completion of the CJIS Security Policy by August 22, 2014.

- Durational Project Manager

    - Sean stated that the closing for the Durational Project Manager closes on July 17th and they are hopeful that they will have a good candidate pool to start reviews.

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

John gave the following report:

- The staff provided a walkthrough of the business requirements with the pilot vendors.

- A project charter was created to track the software development activities. Planning will begin on the software build out with the three pilot vendors. He also noted they are estimating a four month software construction phase. He noted this will be the conduit for moving the information exchange content.

- The technology team recently released version 2 of the API. He noted version 3 is targeted for release on July 21st.

- The team will continue project planning with the vendors and BEST with the installation of the CISS network connections.

Waves 1 - 3 Workflow Updates – Presented by John Cook, Senior Project Manager

- John noted that the team completed the project charters for the agency interface build-out. He explained that the state agencies need a methodology in place to consume the information exchanges into their native information systems.

- John noted that Mark Morin will be reaching out to the agencies to start the planning discussions on the interfaces.

- John also noted that planning will begin on the community portal business requirements.

- He also noted that CJIS has designated a primary business analyst to work with each of the agencies to assist with the next phase of gathering business requirements.

- John also mentioned that the team worked with Law Enforcement Agencies (LEAs) to begin the definitions for data retention requirements.

Q: John Russotto asked if the data retention requirements will also cover erasures.

A: John explained that CJIS is working with Xerox to gather the erasure and other disposition business requirements.

Q: Evelyn Godbout mentioned that Law Enforcement Agencies might have different retention rules than the Division of Criminal Justice (DCJ) on some of the documents.

A: John agreed and noted that the requirements process start with LEA and will be extended to all CJIS agencies.

- John stated that the team is preparing for Xerox re-engagement and plans are underway for the Integration Zone (I-Zone) and community portal build outs.

- John added that preliminary analysis will begin for the arraignment and post arrest workflows.

- He also noted that design will begin for Waves 1 and 2 requirements.

Q: Evelyn Godbout asked for clarification on the I-Zone.

A: John noted that integration zone refers to the area of demarcation between CISS and the agency record management systems. It is the ability to access information that is published to CISS and subsequently pushed from CISS. It is the ability to receive the Information Exchange Packet Documentation (IEPD) in the XML specification and translate the XML schema and the data inside the schema to be used by the legacy systems.

Q: Evenly said that DCJ will want to do something similar to what Judicial is planning for their consumption.

- *John Cook announced his departure from the CJIS project – he is moving back to Florida and he introduced Mark Morin as a new CISS Project Manager.*

Search Release Updates – presented by Jim Harris, Senior Project Manager

Search Release 1

Jim gave the following report:

- The team completed requirements for the first search release and submitted them for Xerox review.

- The requirements for the User Interface are targeted for completion by September 5, 2014.

- An agreement was made with Xerox on the exit criteria for each "Stage Gate" (requirements, design, development, testing, and production).

Q: Evelyn Godbout asked how all the agencies will be involved in the User Interface requirements before they are completed.

A: Jim said that the best place will be during design. Xerox has agreed to build a prototype to be shared with the community for feedback.

Phil explained that during design, Xerox will create wireframes that can be shown to the users. They want to run interactive sessions with a group of users for feedback and subsequent modified showings based on the feedback during the months of August and September. The wireframes will not actually be an interactive prototype.

Q: John Russotto asked if they wanted frontline users.

A: Phil said that they are looking for people who are actually going to be searching for all the different reasons you need to be able to search. He also commented they are building a single search interface for everybody. He noted that it's not a search interface for DCJ and a different interface for LAW, etc. Everybody will have to be able to use it and will have to collaborate on making it useable for everyone.

Q: Evelyn said that administrators should also be included in the User Interface reviews.

Search Release 2

Jim gave the following report:

- CJIS has replicated the Protective Order Registry and Xerox has reviewed it to understand the data.

- CJIS is working with Judicial to implement replication of CRMVS.

- The next steps will be to validate each of the replicas against the requirements. He also noted that the team will continue to update and finalize GFIPM claims for POR and CRMVS.

- Some of the data element classifications were redefined as Public – CJIS Public which is the minimum access level for CISS users.

Release Plan Updates – presented by Phil Conen, Xerox

- Phil noted that the last version of the Release Plan that was reviewed and approved by the stakeholder committee was 24 months (in duration).

- He listed the following changes to that plan after it was approved:

    o Design review cycles were expanded to 30 days.

    o An additional 13 weeks was added in the Business Acceptance Testing phase.

    o User Acceptance Testing was also increased to 6 weeks.

    o The plan now contains a formal kick-off period to begin on July 28th consisting of:

        ▪ CISS Orientation

        ▪ Stakeholder and CJIS team planning

        ▪ Technical Planning for CJIS, Xerox, Agencies, and RMS Vendors

    o The plan is now 29 months in duration.

    o The sequence still contains 9 releases as previously planned.

    o Each release contains the following phases – requirements, design, development, testing, and production.

- Phil concluded with the notation that the Agencies will need to start their work effort planning for Workflow and Search as appropriate.

- John Cook noted these planning sessions will be interactive with CJIS.

Upcoming Meetings

CISS Monthly Status & Community Meetings	CISS Monthly Forums
Wednesday, September 24, 2014	The Forums will be re-started once the State and
Wednesday, October 22, 2014	Xerox sign the Contract Amendment and Xerox
Wednesday, November 19, 2014	can re-engage in the project.
Wednesday, December 17, 2014	