



CJIS Governing Board

Partner with Stakeholders to Drive
Innovation and Smart Growth

CJIS Business Objectives / Goals

- Provide each agency the IT autonomy to achieve their business goals.
- Optimize existing IT investments and infrastructure within CJIS agencies.
- Develop a universal adaptor (dial tone) type service so that CJIS agencies can connect to Information Sharing (IS) system easily.
- Create a security model that meets State and federal standards.
- Provide services that are boringly predictable.

Project Steering Committee's Role and Responsibilities

Background:

- The DoIT SDM requires Project Steering Committees (PSC) to provide direction to both OBTS and CIDRIS projects on operational issues
- Generally PSCs are made up of stakeholders from a single agency because most projects are single agency oriented.
- The CJIS Governing Board (Board) is made up of eleven Executive Branch agencies, Judicial Branch, Legislative Branch and Local Law Enforcement (CPCA).

Project Steering Committee's Role and Responsibilities

Issue:

While project decisions are clearly within the PSC responsibility, the larger issue of lifecycle and funding are vague:

- Should the PSC make decisions on the life cycle of OBTS (and other CJIS Enterprise Projects)?
- Should the PSC make decisions on how much additional funding application(s) should receive?

Project Steering Committee's Role and Responsibilities

Recommended Policy:

- The Steering Committee should be able to make operational decisions as well as SDM decision point approvals for projects that are in the best interest of the CJIS Community.
- The Steering Committee should provide recommendation(s) to the Board regarding project lifecycle decisions or funding. Based on the recommendation(s) the Board can make an informed decision.

Project Steering Committee's Role and Responsibilities

The Governance process will be:

- The PSC will draft, review, and approve a “recommendation document” stating: the decision needed from the Board, the issue or problem remedied by the decision, background information on the issue or problem, and any supporting materials.
- The PSC will ask the Executive Director to place the item on the next Board agenda and provide the recommendation document.
- PSC members will brief the issue or problem and recommendation to their organization's Board Member.
- The PSC members will be present at the Board meeting when the Executive Director presents the recommendation to the Board. If desired, a representative of the PSC may present the recommendation.
- The Board will act on the recommendation or refer it back to the PSC for follow-up.

Project Steering Committee's Role and Responsibilities

Benefits of Adopting the Policy

- The representatives from the whole CJIS community will have the ability to weigh in on important issues like end of life cycle of a CJIS enterprise project or amount of additional funding for a CJIS enterprise project.
- The Policy provides a mechanism that allows the community to make an informed decision that has a community impact.
- The Policy aligns with the Board's key objective (Maximize current investments).
- The Policy allows the members of the community who are most familiar with the effort i.e., the PSC; to recommend strategy and direction to the Board.
- It is also a best practice for good governance.

OBTS and CIDRIS On-going Maintenance

Background

- OBTS and CIDRIS are strategic components of the **Connecticut Information Sharing System (CISS)**. These applications once integrated with CISS will provide information from CJIS agencies.
- It is of great importance that the State have the ability to maintain both CIDRIS and OBTS properly so that the investments made in these applications is maximized for the State and CJIS Community.
- Both the applications are built on the same technology so that CIDRIS and OBTS application maintenance and upkeep will need strong technology expertise and experience.

OBTS and CIDRIS On-going Maintenance

Business Issue

- It is of great importance that the State have the ability to maintain both CIDRIS and OBTS properly so that the investments made in these applications is maximized for the State and CJIS Community.

OBTS and CIDRIS On-going Maintenance

Options

Scenario	Description
Option #1	<p>Physically transition OBTS to State ownership using new hardware conforming to State standards and provide knowledge transfer to state staff. Apart from approved warranty work by Sierra, due May 14th, no further changes are authorized. Future changes to OBTS are treated as unique SDM projects, each requiring separate project funding.</p> <p>Work with DoIT to provide maintenance and upkeep support for CIDRIS when it goes into production in July, 2010.</p>
Option #2	Allow the DoIT proposed transition plan to proceed but augment it with the application support from the vendor for both OBTS and CIRIS.

OBTS and CIDRIS On-going Maintenance

Option # 1

Pros	Cons
<ul style="list-style-type: none">• This will lower the cost of application maintenance to the State.• The State will have complete control of the application.• Issues with Performance, Offender Status and Documentation are resolved,• Requires no additional State staff,• OBTS technology environments are upgraded to State-compliant technologies and environments.	<ul style="list-style-type: none">• Limited ability to support any emerging needs,• Resolution of Information Purity issues is unlikely,• Staff “single points of failure” remains,• Access to DOIT Java developers is limited and staff will be inexperienced with OBTS and CIDRIS.• There will be additional cost for DoIT to support CIDRIS applications.

OBTS and CIDRIS On-going Maintenance

Option # 2

Pros	Cons
<ul style="list-style-type: none">• Allows for ongoing maintenance and improvement of OBTS and CIDRIS,• Issues with Performance, Offender Status and Documentation are resolved,• Requires no additional state staff,• OBTS technology environments are upgraded to state-compliant technologies and environments.• Provides ability to resolve data purity issues.• Development expertise available to resolve any applications needs and issues.• Better positions the CSG to support CIDRIS and OBTS,	<ul style="list-style-type: none">• Requires additional funding for OBTS. This will be defrayed (\$150,000) by savings in SSA NAME3 license maintenance fee for year one.• Less control over the application.

OBTS and CIDRIS On-going Maintenance

Recommendation

- **Option #2** is the preferred choice.

Benefits Derived (Option #2)

- It will save OBTS budget \$150,000 in license fee for SSA Name3 application which will go towards defraying the first year cost of vendor support.
- The applications will be managed and maintained properly.
- The users will be able use both the application to their full potential.
- The agencies will be able to work with the vendor to modify interfaces if the need arises.
- This will allow DoIT to transition the OBTS and CIDRIS smoothly into their data center.
- It will alleviate the additional strain that will be put on DoIT programming resources.
- The integration into CISS will proceed smoothly.
- The State will be able to maximize its investment on both applications.



CISS Project Status Report

Blueprint – Where We Are Now

Accomplishments:

- Most of the SDM business issues documentation is completed.
- Obtained input on the RFP.
- Refined the approach on the information exchanges to allow a higher level review aligned with business practices.

Benefits:

- The SDM work allows us to get project management for CISS established.
- RFP and Information Exchange work helps clearly define our CISS purchase for the community and providers.

Blueprint – Where are we going

SDM:

- Completing the Project Management Plan (PMP).
- Forming the Project Steering Committee (PSC).
- Completing the Business Issues phase.

Information Exchanges:

- Creating document and event based views of the information exchanges called conversation diagrams.
- Reviewing the conversations diagrams and including them in the RFP.

RFP:

- Revising the RFP based on comments and issuing for further review.

Blueprint – Critical Success Factors

SDM:

- Completing the Business Issues phase.

Information Exchanges:

- Completing the conversation diagrams.
- Reviewing the conversations diagrams and aligning the information exchanges with the processes.

RFP:

- Publishing a sound RFP that will attract competent, viable providers.

Blueprint – Risk and Issues

Staffing:

- Core CISS team:
 - Technical Architect, Business Analyst, 2 Developers and 2 Project Managers.
 - Program Manager (Not funded)
 - Additional contract developers hired for development needs.
- Application Support Team (AST)
 - DOIT application staff with SLA-based assigned responsibilities for supporting the application environment.
- Infrastructure Support Team (IST)
 - DOIT technical staff with SLA-based assigned responsibilities for supporting the infrastructure.

Project Administration:

- Tracking effort and cost of the project.
- Requiring providers to use SDM.

Blueprint – Benefits

Citizens

- Increased information sharing results in a reduction in crime and increased public safety.

Justice Agencies

- CISS allows justice agencies to streamline internal business processes and reduce data entry workload.

CJIS Governing Board

- Benefits realized through the Governing Board assists the legislature in achieving its public policy goals.

Legislature

- CISS promotes and enables sound public policy in regard to the justice system.

State

- CISS allows statewide justice information sharing resulting in the benefits and cost savings.

OBTS Project Status Report

OBTS – Where We Are Now

- Managing the activities to design, build and implement the new OBTS environments.
- Completed testing of R6.o (Performance) – April 2010.
- Working with DoIT on a risk mitigation strategy for aging OBTS Sun V880 servers.
- Finalizing OBTS Data Purity Analysis – additional analysis is underway.
- Preparing for Sierra's scheduled exit on May 14th.

OBTS – Where We Are Going

- Complete warranty testing of R6.1 (Offender Status).
- Finalize review of Sierra documentation deliverables.
- Finalize any knowledge transfer targets.
- OBTS project to build the new environments and deploy R6.0 and R6.1 with a target of October 2010.
- Seek Governing Board approval for a Product Schedule Update to allow Sierra to provide developer resources to meet the needs of the OBTS on an as-needed basis.

OBTS – Noteworthy Milestones

- OBTS Transition successfully gated from Business Issues to Business Requirements on February 2010 and is preparing to gate into Design on April 23rd.
- OBTS R6.0 (Warranty - Performance) was delivered in February 2010 – state testing confirms an **83% increase in hourly processing capacity**.
- OBTS R6.1 (Warranty - Offender Status) was Delivered in April 2010 and is currently undergoing system acceptance testing.

OBTS – Demographics

- OBTS averaged about **1,058 inquiries a day** March 2009 and February 2010.
- Of the 123 groups (towns, agencies) eligible to use OBTS, **45 did not use OBTS** at all between March 2009 and February 2010.
- OBTS processed **≈4,799,705 events** during the last 12 months.
- Top average daily OBTS usage (inquiry): **DPS (≈ 334)** and **DOC (≈ 143)** and **DMV (≈ 52)**.

OBTS – Risks & Issues

Risk #1 System Acceptance of R6.1 (Offender Status)

Impact to Project: R6.1 was delivered by Sierra on April 7th. The plan requires a minimum of three weeks of regression testing plus time for Sierra to remediate the code. Sierra may not be able to fully correct all defects before May 14th.

Mitigation: The CJIS Executive Director has discussed the issue with Sierra Systems. Sierra has committed to deliver an updated version of OBTS that includes the remediated code for any defect reported on or before May 7th.

Risk #2 Costs of Use of SSA-NAME3 in the OBTS SR1 R5.1 Environment

Impact to Project: A temporary license for the use of SSA-NAME3 in the OBTS SR1 R.3 requires a code fix to remove the need for that product before July 1 or a new temporary license will be needed at a cost of \$150,000.

Mitigation: CJIS Executive Director has discussed the issue with Sierra Systems, and will pursue further discussions once the Governing Board makes the decision on how it wants to proceed with the application maintenance.

CIDRIS Project Status Report

CIDRIS – Where We Are Now

- Design Phase- Project was retro-fitted into the SDM project methodology. We are in the final stages of the Design phase, as defined by the SDM
- Completed System Detailed Design Document
- Presented Detailed Design to DoIT Technical Review Board on 3/30 and 4/20
- Passed TRB on 4/21
- Stakeholdering at DOIT- Gating into Construction is dependant on a process of Stakeholdering project within the DoIT organization. Kicked off process 4/8/10.
- CIDRIS final artifacts delivered- Sierra delivered remaining iterations and artifacts 4/12/10 and is preparing to deliver the final Code Base.
- New PM - former Project Manager, Steve Looney replaced by Elisa Chase, Elisa started 2/28/10
- New BA- Business Analyst engaged 4/5/10 to lead Business requirements traceability, address requirement gaps, plan and address gaps in Test phase

CIDRIS – Where We Are Going

- Stakeholdering at DoIT can resume 4/21/10 which will produce the plan of time, schedule, effort and resources needed to begin construction and deliver the needed technical environments at DoIT.
- Project plan/schedule will be re-baselined upon successfully completing the planning process and resource commitments from DoIT.
- Upon successfully Stakeholdering a commitment from DoIT, Project Steering Committee will re-convene to gate project from Design into Construction.
- Test plans and deployment strategy are critical path deliverables to gate out of Construction and into Test Phase. Test plan and strategy are currently in early phases of development.

CIDRIS – Risks & Issues

RISKS

1. Delay in the Design Phase at DoIT is impacting project Stakeholdering process.

Mitigation:

- Work with Infrastructure Group and DoIT support units to plan Construction phase in a timely manner.

2. Sierra delivered final artifacts, with the exception of the application code base on April 12, 2010. The team lacks the resources and technical expertise required to effectively review the large quantity of work in a timely manner.

Mitigation:

- Work with CSG to develop a process to identify resources with skills required and develop a plan to perform initial assessment of the artifacts.
- Leverage all CIDRIS team members and shift work loads where possible to make this a priority.
- Leverage Sierra Maintenance contract to address extension of timeline for review based on Conditional acceptance of these deliverables.

CIDRIS – Risks & Issues

RISKS-continued

3. Sierra is ready to deliver the application code base for CIDRIS. Upon delivery the contract requires a review/completion of UAT testing and signoff within 30 days. Project is behind schedule for construction and test, jeopardizing our contract with the vendor

Mitigation:

- DoIT delivers full construction of built out environments within the next 30 days, which is highly unlikely.
- Leverage Sierra Maintenance contract to address possible extension of final deliverable to align with projects rebaselined construction and test phases.

ISSUES

1. Test Strategy, test plan and test scenario's are behind schedule

Mitigation:

- BA hired 4/5/10 to focus on assessment and gap analysis of all Test related deliverables. Recommendations will be made to mitigate the gaps as identified. Testing resources will be required from within CSG or alternative source.



Administrative Committee Status Report

CJIS Administrative Committee – Status Update

Meeting of March 17, 2010
Agenda Items

- PA 09-26, AAC Access to the Criminal Justice Information System. Federal Public Defenders' access to the OBTS.
- Requests for data from CISS and other CJIS Systems.
- CISS Data Retention Requirements.
- CIDRIS Form Revision Process.
- CISS Data Standards for Technological Support Staff.

PA 09-26, AAC Access to the Criminal Justice System

- PA allows Federal Public Defenders (FPD) access to the OBTS.
- The act provides the same access rights to FPD as those for State Public Defenders.
 - State Public Defenders currently have access to:
 - All convictions.
 - All pending cases that are available to the public.
 - All other cases that have not been erased if the agency represents the defendant (includes Youthful Offender cases and sealed diversionary program cases).
 - It is recommended that FPDs be allowed access to:
 - All convictions.
 - All pending cases that are available to the public.
 - There is no mechanism for the OBTS to determine if an individual is represented by the FPD office, as federal cases are not included
 - Therefore, access to confidential/sealed matters that have not been erased cannot be accomplished
 - The Technology Committee will work with the FPD office to discuss whether or not access to the system can be provided.

Requests for Data from CISS and Other CJIS Systems

- CISS will “store” data from many agencies, but will not create or use the data.
- Data dissemination requirements vary among agencies.
- CGS 54-142r has addressed requests for data in the OBTS
 - Data in the OBTS that is available to the public “shall be obtained from the agency from which such data originated”
- It is recommended that similar language be proposed for CISS and that it be broad enough to include all future CJIS projects.
- A subcommittee will be formed to work on this

CISS Data Retention Requirements

- Again, CISS will “store” data from many agencies, all with potentially different retention requirements .
- How will data retention in CISS be determined?
- Further discussion with MTG is needed on this subject.

Form Revisions

- CIDRIS workshop proposed that the Administrative Committee be included in the revision process of agency forms that are used in the CJIS community.
- Possibility of using a SharePoint site was discussed
 - Site would include 3 categories of forms
 - current forms
 - Those due for revision, with ability to provide recommendations
 - Final revisions, with an effective date
- Start with CIDRIS forms, then expand.
- The Administrative Committee will continue to work on a more detailed flow of a proposed form revision process.

CISS Data Standards for Technical Support

- Technical support staff, such as Database Administrators, need to be subject to standards relating to the use/dissemination of data from CISS.
- OBTS technical support are currently subject to standards.
- The Administrative Committee will continue to work on this



Technology Committee Status Report

Technology Committee

Discussion Items and Recommendations

CIDRIS – Workshop was held on February 5, 2010

- Consensus was **reached** on **nine issues**. The CJIS Governing Board will be asked to approve the nine recommendations that were agreed to by the CJIS Community Stakeholders.
- Consensus was **not reached** on **six outstanding issues**.

Technology Committee

Discussion Items and Recommendations

Recommendation #1:

There needs to be either a **Uniform Arrest Report** or a **Misdemeanor Summons** provided for an incident. There should never be both a Uniform Arrest Report and a Misdemeanor Summons provided for the same incident.

We acknowledge that at this time, when there is a Crime and an OUI involved in the same incident, that a separate Uniform Arrest Report is prepared for the OUI and a separate Uniform Arrest Report is prepared for the crime.

- **All of the criminal statutes are on the Uniform Arrest Report for the Crime.**
- **All of the motor vehicles statutes are on a separate Uniform Arrest Report for the OUI.**

Technology Committee

Discussion Items and Recommendations

Recommendation #2:

For all documents exchanged through CIDRIS, the document must be identified by:

- **Official Form Name**
- **Official Form Number**
- **Official Form Version**
- **Official Form Agency (Owner of the form)**

For Example the **Appearance Bond** form is number **#JD-CR-004**, the Version is **January 2009**, and it is the Official **Judicial** form for an Appearance Bond.

Technology Committee

Discussion Items and Recommendations

Recommendation #3:

Creation of a **Central Repository** for all official CIDRIS **forms** is required.

Recommendation #4:

The CJIS Administrative Committee should be included in the **forms revision process**.

Revised approved forms will be posted with the expected effective date in the CIDRIS forms repository.

Technology Committee

Discussion Items and Recommendations

Recommendation #5:

The Full value of CIDRIS cannot be realized without the successful implementation of “Electronic Signature”. It is the strong recommendation of this group that the Business Requirements for ESignature be identified immediately.

Recommendation #6:

Investigate to determine if we can add the Charging Instrument ID number to the Intoxilizer electronic results. The Intoxilizer results should include:

- **Case #**
- **Police Department**
- **Offender**
- **Time of Arrest**
- **The Uniform Arrest Report Number or the Misdemeanor Summons Number**

Technology Committee

Discussion Items and Recommendations

Recommendation #7:

Documents required by **Judicial** for a **Warrant Case** were defined and agreed to.

Recommendation #8:

Documents required by **Judicial** for a **Warrantless Case** were defined and agreed to.

Recommendation #9:

A **CJIS ESignature Committee** needs to be formed to identify the business requirements for ESignature.

Technology Committee

Discussion Items and Recommendations

The CJIS Governing Board
validation and approval of
the nine recommendations
presented by the
CJIS Community Stakeholders

Technology Committee

Discussion Items and Recommendations

Open Item #1: (Consensus was not reached at the workshop)

DMV needs the Toxicology Laboratory results within thirty days to be useful. In order to improve on the number of Laboratory results they receive in time to be useful in an Administrative Per Se Hearing, we recommend **researching an electronic exchange of the results**. DMV needs the Laboratory results showing the Ethanol Level and the Conversion GDL to BAC.

Open Item #2: (Consensus was not reached at the workshop)

The **package** that is sent to the Department of Motor Vehicles **needs to be complete**. It is of no use to DMV to receive the information from the police piecemeal.

Technology Committee

Discussion Items and Recommendations

Open Item #3: (Consensus was not reached at the workshop)

Documents required by **DMV** for a **Warrant Case** were defined.

Open Item #4: (Consensus was not reached at the workshop)

Documents required by **DMV** for a **Warrantless Case** were defined.

Technology Committee

Discussion Items and Recommendations

Open Item #5: (Consensus was not reached at the workshop)

Validation of a **supplemental document** that can be provided to DMV along with the A44. DCJ has modified Newington's Police DUI Arrest Form so that it can be used by any police department that wants to provide it as a supplement to the A-44 form.

Open Item #6: (Consensus was not reached at the workshop)

Who would **receive** the electronic Intoxilizer results **from** the **lab** if they were available electronically?

Can **DMV** accept OUI information electronically **outside of CIDRIS**?

Technology Committee

Discussion Items and Recommendations

Identify Next Steps

1. Identify the **Business Requirements** of **ESignature**.
2. **Present** the finalized recommendations to the **CJIS Governing Board**.
3. A **workshop** with the **CJIS Governing Board** needs to be held, to gain consensus on the remaining workshop recommendations.
4. Creation of a **Central Repository** for all official CIDRIS **forms**.
5. Determine what documents can be **sent via the RMS** systems into CIDRIS.

Questions & Answers