



Criminal Justice Information System
Governing Board
State of Connecticut
101 East River Drive, East Hartford, CT 06108 • www.ct.gov/cjis

CISS Monthly Status Meeting Minutes Wednesday, December 5, 2012

Attendees

Jennie Albert, DPDS; Shams Akberzani, Judicial; Mitchell Bell, Judicial; Brian Bradway, DOC; Susan Brown, DPDS; Bob Cosgrove, DOC; Ruth Craig, Judicial; David Dove, Judicial; Brian Freeman, Berlin PD; Sgt. James Gauthier, Groton PD; Darryl Hayes, DESPP; Joan Hilliard, DESPP; Officer Thomas Hine, UConn PD; Gene Jopeck, Glastonbury PD; Sarah Levine, Wallingford PD; James Lobb, Judicial; Domenic Lombardo, Judicial; Dean Myshrall, DAS-BEST Cesar Portillo, DPDS; Mark Raymond, CIO, DAS-BEST; Nancy Roberts, DPDS; Jason Rosa, DESPP; Carl Rosenweig, Granby PD; Terry Schnure; Rich Sparaco; BOPP; Thomas Sutkowski, Judicial; Holly Sylvester, JIS; Diana Varese, JIS; Patrick Walsh, Plymouth PD.

CJIS Staff

Wayne Allen, Phil Conen (Xerox), Collin Evans (Xerox), Dennis Gaige (MTG), Tammi Harris, Rick Ladendecker, Nance McCauley, Margaret Painter, George Perron (Xerox), Eduardo Sobrino, Eric Stinson, Mark Tezaris, Sean Thakkar, Steve Wallick, Glenda Woods.

Conferenced Participants

Cindy Zuerblis, DMV; Melissa Connery, DMV; Jeff Grant, Judicial

Welcome

- Nance McCauley, CJIS Business Manager, opened the meeting at 1:00 p.m. and thanked everyone for coming to the December CISS Status meeting. Ground Rules for the meeting were identified. Nance encouraged all participants to share the information discussed today with their counterparts within their agencies.
- Nance also reviewed the Agenda.

CISS Test Results Summary:

- **System Test Results Summary** – as Reported by Xerox team – pass rate 88%, failure rate 12%, defect resolution rate is currently 84%. The team is still working through some of the reported issues.
- **Business Acceptance Testing Update** – Conducted by the CISS Business Team – pass rate 77%, failure rate 23%, defect resolution rate is currently 73%. Testing is continuing with reported issues.
- **User Acceptance** – started on December 4, 2012 with selected end users.
- **CISS Wave 0 Version 1** – targeted for a December 18 production implementation for six local law enforcement officers

Wave 0 Version 1.5 Release

- The primary goal of release 1.5 is to increase the number of law enforcement officers to the application. The CISS business team is working with Chief Mulhall and the other local law enforcement agencies to prioritize the LEA rollout. Security Model 1 is a requirement for release 1.5.
- Helpdesk support will be provided by Jeannine Allin who recently joined the CJIS team.
- The CISS platform will be increased to allow for additional testing and rolling wave implementations coming up in the future.

Agency System Administration Roles

- The Wave 0, Version 1.5 release will run in parallel with Version 2. Version 2 will add functionality including the System Administrator function, as well as additional claims, and additional users. The System Administrator role will exist within the agencies, for example, there will be a CISS System Administrator for DPDS, one for DCJ, etc.
- The System Administrator will be responsible for CISS Security; be the central point of contact for system availability; and act as data steward/custodian.

CISS Project Planning

- During the month of January 2013 we will be planning in detail for the upcoming Releases. Focus will be on Version 2.
- We will be planning for the RMS Vendor interface. The RMS Vendor Certification document will be finalized and distributed to the RMS vendors.
- Wave 1 UAR workflow and agency source systems will be planned in detail which will be coming up right after Wave 0 Version 2.
- High level details for Team Sites and the additional Waves 2-8.

SharePoint Team Site Templates

- SharePoint is the point of entry for the CISS portal.
- SharePoint TeamSites will be customized with agency specified content.

CISS Working Sessions

- There will be a working session directly after the January 2013 Monthly Status meeting to explore the options for customizing TeamSites.
- The second working session in January will be a review of the System Administrator Roles and Responsibilities. We will present documentation to start from and will look for input and questions so that we can work towards having the requirements in place for the Agency System Administrator position.

Public Safety Data Network Rollout

- The initial versions of CISS are for search functionality using a secured internet browser to access the CISS site (https).
- For Waves 1-8 and the Information Exchanges it is required that PSDN be in place for the local law enforcement agencies and the state police.
- We will be working with DAS/BEST, and the law enforcement agencies to understand what is required, conducting site surveys, and scheduling installation to implement the PSDNs for access to CISS for waves 1-8.

Questions & Answers

Q: Sara Levine, Wallingford PD asked where the greatest number of defects are occurring.

A: Nance answered that some of the reported issues are not defects, but rather understanding the requirements and, therefore, moved to change control. She also noted that some were classified as usability/ease of use.

Q: Mark Raymond, CIO asked if Nance could categorized the impact of the defects by severity level and priority

A: Nance explained the following three categories:

Severity Level 1 – show stopper; critical functionality affected; no viable work-around

Severity Level 2 – does not affect data and how it is displayed; does affect usability; there is a work-around

Severity Level 3 – cosmetic in nature, does not affect functionality or data

She also noted within each category, the defects are ranked in priority order of high, medium, or low.

Q: Mark Raymond asked if there any show stoppers that need to be fixed prior to production.

A: Nance responded that we do not have any open severity level 1 defects, however, there are three level 1 defects that are currently in retest. She also mentioned that there are a few defects coming out of UAT that need to be researched to determine if they are categorized as severity level 1 or 2 and if they are showing the data as expected or if a change request is required.

Joan Hilliard, DESPP, pointed out that all PSAP locations are currently on the PSDN.

Q: Sarah Levine asked how the site visits will be scheduled.

A: Rick Ladendecker, CJIS Technical Architect – responded that we will dovetail and follow BEST. They know most of the sites they will be rolling out and we will coordinate with them. The big effort is to do them all by September 2013. Mark Raymond, CIO DAS/Best confirmed that the PSDN sites will be completed by then.

Q: Sarah Levine asked if there are any known requirements for the PSDN implementation.

A: Rick Ladendecker responded that we will be following best practices and CJIS practices that include secured data centers, cabinets and racks, site visits will also determine if ventilation, power control or additional wiring is required. A site survey document will be distributed in advance of the site surveys. Also, depending on the type of network environment, a determination of what type of equipment is required, switch or router.

Phil Conen, Xerox, shared feedback from the User Acceptance Testing with local law enforcement. There was an initial concern on the confusion between the Person Index and the individual OBTS records. As a result, CJIS and the Xerox team met with the testers from Newington and Wethersfield to better understand their feedback on the usability of the Person Index record. The goal was to determine how to improve the current Person Index page to provide more information about specific people and records.

Q: Sarah Levine asked what level of technical knowledge is required for the System Administrator role.

A: Rick Ladendecker noted the position will be responsible for provisioning users, working with CISS to report errors and events. He mentioned the following knowledge areas: Microsoft Office, Windows, and Browser experience. Steve Wallick, CJIS System Administrator, added that the person should have knowledge of their respective user base.

Nance McCauley introduced Steve Wallick noting his current responsibilities to CISS which include provisioning users, creating and distributing the security certificates, assistance with database questions, and other related system areas. Steve currently supports OBTS, CIDRIS, and CISS for CJIS.

Q: Sarah Levine asked where CISS Training will take place.

A: Nance McCauley responded that the current release includes instructor-led training, conducted by Xerox in class-room settings. Wave 0, Version 1.5 will also be instructor-led. Wave 0, Version 2 and beyond will be computer based training (CBT).

Dave Dove, Judicial, noted that he will send clarification on Parking Lot Question #25.

- The meeting concluded at 1:45 p.m.
- The next CISS Status Meeting will be held January 9, 2013. Invitation to be distributed.