



CISS Monthly Status Meeting Minutes Wednesday, January 9, 2013

Attendees

Jennie Albert, DPDS; Shams Akberzani, Judicial; Victor Aviles, Waterbury PD; Deputy Chief James Baraja, Bridgeport PD; Sgt. Chick Bistany, DESPP; Brian Bradway, DOC; Susan Brown, DPDS; Bob Cosgrove, DOC; David Dove, Judicial; Brian Freeman, Berlin PD; Lt. Arthur Goodale, DESPP; Darryl Hayes, DESPP; Joan Hilliard, DESPP; Charles Hoadley, BEST; Gene Jopeck, Glastonbury PD; Michael Krzynowek, Enfield PD; Sarah Levine, Wallingford PD; James Lobb, Judicial; Domenic Lombardo, Judicial; Karl Lewis, DOC; Micah Mann, BOPP; Dean Myshrall, DAS-BEST; Captain Mark Panaccione, DESPP; Cesar Portillo, DPDS; Mark Raymond, CIO, DAS-BEST; Michael Regan, DOC; Jason Rosa, DESPP; Terry Schnure; Thomas Sutkowski, Judicial; Holly Sylvester, JIS; Terry Walker, Jud; Charles Whynact, JIS.

CJIS Staff

Wayne Allen, Jeanine Allin, Phil Conen, Xerox; Dennis Gaige, MTG; Tammi Harris, Rick Ladendecker, Lucy Landry, Nance McCauley, Margaret Painter, April Panzer, Marcia Rogers, Eduardo Sobrino, Mark Tezaris, Sean Thakkar, Steve Wallick, Glenda Woods.

Conferenced Participants

John Russotto, DCJ; Collin Evans, Xerox

Welcome

- Nance McCauley, CJIS Business Manager, opened the meeting at 1:00 p.m. Nance welcomed all comments, feedback, and suggestions and encouraged any follow-up discussions with the leadership team after the meeting.

Wave 0, Version 1: CISS Search

- Nance informed the group that CISS User Acceptance Testing completed on Tuesday, January 8, 2013.
- The current User Acceptance Test Results Summary was presented, identifying one severity level 1 issue. Nance reported that the fix was retested by Court Operations and CSSD and passed. The team will conduct the go/no go decision meeting on Thursday, 1/10/13.
- Medium and low priority defects and out of scope items are logged and the team will work with the stakeholders to prioritize them for upcoming releases. The CISS Test Log was provided as a handout.
- Nance commented that this first release will lay the foundation for future releases. Infrastructure, authentication and authorization, and the first set of GFIPM claims are in place with the initial release.
- Nance noted that the CISS Help Desk will be in operation at go-live, supported Monday through Friday from 8am to 5pm. Jeanine Allin from the Newington Police Department joined the CISS Operational Team and will support the Help Desk.

Functionality

- Nance discussed the functionality delivered with the first release and noted that the project is a multi-year, multi-phase project and commented that small incremental releases will be deployed.
- She also noted that the first release is an initial search of the OBTS database offering basic and advanced search features.

Lessons Learned

- Nance noted that lessons learned sessions will be conducted to understand what went well, what didn't go so well and what can be improved in the future.
- The sessions will be conducted separately for the project team, the stakeholders, the leadership team, and the DAS/Best partners, facilitated by an objective 3rd party.
- The findings will be summarized, prioritized, and implemented for improvement going forward.

Next 90 Days:

Project Planning

- Nance noted that project planning sessions will be conducted in mid-January to mid-February to detail plans for upcoming releases - Wave 0 V1.5; Wave 0 V2; and Wave 1.
- Stakeholder participation will be requested; representing business and technical, to gather input and expectations of the agencies.
- First steps will be to finalize the scope, ensuring all requirements and estimates are provided to build the project plan appropriately.

Upcoming meeting on 1/16/13 Agenda Items:

- Review CISS Workflow and agency source system order for deployment
- Review outstanding items from Wave0 V1 Release
- Invites sent to agency representatives

PSDN – Presented by April Panzer, Senior Project Manager

- April noted that a goal of the CISS project is to take advantage of the Public Safety Data Network to provide secured connectivity for LEAs to access CISS.
- CJIS will be working with BEST to roll out PSDN connectivity to CISS state and local LEA locations.
- Implementation will begin this year and is expected to be completed by next year.
- April noted the first sites connected to CISS are Newington, Glastonbury and Wethersfield police departments via a secure web browser and the goal is to move them to PSDN in the near future.
- April noted that a rollout list will be developed based on factors including RMS Vendor readiness, a rollout preference list from CPCA, as well as BEST logistical input.
- Site surveys are underway for the first three LEA sites.
- Meetings will be conducted with the LEAs regarding the installation schedule and expectations.

Wave 0 V1.5 presented by April Panzer

- April commented that the team will be prioritizing defects and out of scope usability functions that were not implemented during the first release.
- Automation tools used internally to support the application such as SharePoint for Help Desk support as well as an automation of user credentialing will be developed.
- Additional platform environments will be deployed to provide additional system functionality.
- April noted that no additional security models or GFIPM claims will be introduced for release Wave 0 V1.5.

Wave 0 V2 presented by April Panzer

- Version 2 will continue to introduce additional functionality for CISS Search.
- Search results will also be updated to include additional indices such as property and event and will be detailed with Xerox during the January/February planning sessions.
- Additional GFIPM security claims will be introduced, allowing the CISS application to be offered to a broader range of user types and security models.
- Additional reporting will be offered for analysis of auditing and logging of system use.

Wave 1 presented by Lucy Landry, Senior Project Manager

- Lucy noted that Wave 1 will be the first wave to introduce work flow and information exchanges.
- This wave will set the ground for all remaining workflow waves 2-8.
- The first interfaces with the RMS Vendors will also be developed in Wave 1.
- Lucy noted that Wave 1 will be very significant and as the scope is developed, recognizes that the wave may be broken into smaller projects.
- Planning will involve all parties to help map out the schedule.
- Lucy mentioned that tentatively, Workflow diagrams will be reviewed in the March Monthly Status meeting.

Questions & Answers

- Joan Hilliard – What is the timeframe for Wave1?
 - Nance commented that it is too premature to give a date – planning sessions are underway and dates will be communicated as they are available.
- Sarah Levine – Is it helpful if the actual PSDN infrastructure is in the building? And, what equipment is required for CISS connection. Is there a spec that will be distributed regarding router/switch, etc.?
 - Nance commented that the PSDN infrastructure is required for secured connection to CISS for state and local LEA sites and mentioned that site surveys are being conducted to determine specific needs.
- Sarah Levine – What is the status of the RMS Vendor specifications
 - Lucy commented that the technical requirements are being finalized and will be reviewed.
 - Nance also commented that the specifications will not only include Wave1 workflow connectivity but all workflows with RMS vendor touch points.
- Mark Raymond, CIO questioned the variance from test cases planned versus test cases executed, and inquired about what was not tested.
 - Nance noted that she believes the stats are inaccurate and that all test cases were executed. Nance took an action item to provide an updated Test Defect Summary.
- Mark Raymond – asked if there is a guideline available for users on how the system is to be used in their business functions?
 - Nance noted that Jeanine Allin provided documentation to aid the users with helpful information on conducting research they do from their desks utilizing CISS and current applications.
 - Nance also commented that CJIS is not suggesting that agencies are required to change their business processes to use CISS, however, she noted that it is anticipated there will be opportunities to implement business process changes to leverage CISS.
- Mark also asked if there will be a forum for the business users to share how they may see their business changing as a result of using the application.
 - Nance noted that the suggestion is a great idea and will follow-up on implementation of the idea.
 - Terry Walker also commented that this is a great idea especially since the system is not a replacement but rather a complement to existing applications.
- Bob Cosgrove – asked about the agenda item regarding the technical working session on SharePoint
 - Nance noted that development for the current release took priority and that the SharePoint session will be rescheduled for a future meeting.
- Sarah Levine – Is there any thought on prioritizing rollout to additional LEA users?
 - April commented that upcoming releases will be an expansion to the users that have the same security claims and security model. April also commented that additional users will be added to future waves based on additional search data as well as GFIPM claim requirements.

- The meeting concluded at 1:45 p.m.
- The next CISS Monthly Status Meeting will be held February 6, 2013. Invitations to be distributed.

Breakout Working Session – System Administrator Roles and Responsibilities

The session was facilitated by Steve Wallick, CJIS System Administrator –see hand out provided on next page.

- **CUAR Form – CJIS User Authorization Request**
 - Responsibility of Agency to authorize users for CISS Account – need to have knowledge about the user base.
 - Requests sent to CJIS for processing – currently a manual process – will be automated in future releases
 - **Question from Joan Hilliard** – can multiple names be submitted on one form, with one approval signature? - Steve provided there may be issues with this because an individual assignment for authorization is required. This may need legal review, TBD.
- **CISS Certificate**
 - Manual process for installing certificate – email received from CJIS upon CUAR processing – will be automated in future releases – CUAR will be revised for CISS application.
 - **Question from Terry Walker** – what about someone who uses multiple computers? Steve noted the idea right now is that the user can install the certificate for use on multiple machines.
 - **Question from Captain Panaccione** – what if a computer doesn't have access to the internet (COLLECT certified machines) – Steve commented that other alternatives need to be reviewed.
 - **Question regarding reinstalling certificates on replacement machines** – Steve noted that existing certificates can be reinstalled (note new password established during initial installation).
 - **Comment from Darryl Hayes** – user privileges on machine may cause issue when installing certificates – Steve noted that the certificates is a function of the browser and not the operating system, however, CJIS Operations will continue to monitor for any installation issues.
- **CISS Training**
 - Currently training is instructor led – will be a combination of computer based and instructor led in the future
- **Security Policies**
 - Physical security of devices is the responsibility of agencies. Policies to be followed with regard to physical devices.
 - **Question from Captain Panaccione** – will there be criteria designed regarding physical device security – the concern is losing control of data. It was noted that the Security Policy should address this concern.
- **GFIPM Security Claims**
 - Working sessions were held for mapping security to forms as well as data with stakeholders. This process will continue.
 - **Questions/concern regarding GFIPM Claims and understanding the use of this standard.** CJIS will continue to communicate the use of GFIPM standards and publish definitions and associated use within the CISS application.
- **Question regarding the expected role of the System Administrator, is it business or technical** - It is suggested that the role may be a mix of technical and business knowledge or at least access to resources that either make the business decisions regarding security or access to technical staff that can carry out the tasks.
- **Communication – concern is that not all stakeholders are represented in the meetings or receiving communications.** CJIS staff will address this issue and ensure communications reach a broader range of the community.



CISS Working Session Agency System Administrator Roles & Responsibilities

CISS Security

Provision Users

- CISS Training
- Accounts (Login ID)
- Passwords
- Certificates
- Claims

Physical Security

- Workspace and device access

Administer Monitoring & Logging

- Reporting from System Logs – Users, Information Exchanges

Establish security policies for approved devices

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CISS Working Session Agency System Administrator Roles & Responsibilities

Central Point of Contact for CISS

- Information exchange notifications, lack thereof
- Issue Resolution

Data Steward or Custodian

- Information Exchanges - Data Transformation/Conversion errors

Skill Set/Knowledge Base

Administrative

- CUAR (CJIS User Authorization Request)
- CJIS Community Change Control Board participation (TBD)

Technical

- Browser connection to URL, format issues with browser
- General system trouble shooting techniques
- Application file support
- Windows
- Domain Policies

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