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CISS Monthly Status & Community Meeting Minutes
Wednesday, March 12, 2014

Attendees (based on sign-in sheet)

Bob Cosgrove, DOC; Brandon Marschner, Milford PD; Captain George Battle, DESPP (CSP); Charlie Whynacht, Judicial; Chester DeGray, Windsor Locks PD; Chris McLoughlin, AccuCom; Darryl Hayes, DESPP; David Dove, Judicial; Eduardo Palmieri, Judicial; Evelyn Godbout, DCJ; James Lobb, Judicial; Jason Rosa, DESPP; John Russotto, DCJ; Joseph Santopietro, DOC; Marc Meole, Hunt Computer Design; Mark Raymond, CIO, DAS/BEST; Mitchell Bell, Judicial; Shams Akberzai, Judicial; Susan Brown, DPDS; Thomas Sutkowski, Judicial; Terry Walker, Judicial

CJIS Staff

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

Xerox Staff

Phil Conen

Conferenced Participants

Cindy Zuerblis, DMV

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.

CISS Update

Opening Remarks

- Sean Thakkar noted that Rick Hegwood, CISS Durational Project Manager, has taken on other responsibilities for the Comptroller's office. He noted that CJIS is interviewing for a replacement.

- Sean also noted that there are active talks regarding the Xerox Contract Amendment and progress is being made.

- Sean discussed the Governance Committee process noting that the committee meets every other Friday to discuss issues and associated mitigation plans. He also noted that escalation could be brought to the Governing Board for approval if needed. Sean noted that Xerox also participates on the Governance Committee.

- Sean recognized John Russotto for taken a leadership role in assisting with the Master Control Agreement and the FBI response. He also recognized and thanked Phil Conen for his participation in the MCA and the FBI response.

- He also noted that Darryl Hayes has taken on the responsibility to assist in finalizing the CJIS Security Policy. He noted that Darryl will be contacting stakeholders to participate in upcoming meetings. Sean encouraged stakeholders who want to participate in the CJIS Security document discussion to let him or Darryl know.

   o Dave Dove and Terry Walker volunteered to participate.

- Sean noted the CISS Project Release Plan will be updated and republished, pending the Xerox Contract Amendment. He noted that feedback on the plan distributed in January will be addressed and incorporated into the updated Release Plan.

   o Nance McCauley added that she consolidated all the feedback from the various agencies into one document and noted that it will be shared with the Community, Xerox and CJIS for input to the updated release plan.

Question from Jason Rosa – Did CJIS purchase any COPLINK licenses, or are you aware of any other agency purchases for COPLINK?

Sean noted that he is unaware of any COPLINK license purchases.

Question from Terry Walker – What is COPLINK?

Sean noted that COPLINK is very similar in nature to the CISS effort, but not to the same complexity or sophistication. He noted it is analogous to LInX.

Records Retention and Disposition Schedule – presented by Jeanine Allin, CJIS Public Safety Liaison

- Jeanine Allin noted that she met with the Public Records Administrator at the State Library and it was determined that CJIS requires its own retention and disposition schedule for all CJIS applications.

- Jeanine noted that a training session with the Public Records Administrator is planned for May for CJIS staff.

- Jeanine mentioned that CJIS will then work with the stakeholders to gather input on how they handle records retention in their respective agencies.

- She noted CJIS will incorporate agency policy into the CJIS Records Retention and Disposition schedule.

Wave 0, Version 1.6 Update – presented by John Cook, Senior Project Manager

- John noted that the infrastructure to support the CISS environments was completed on 1/17/14.

- He noted that the environment tools were transitioned to the CJIS Operations team, Steve Wallick, John Blauvelt and others that are responsible for maintaining the health and performance of the system once in production.

- John noted that operational support and maintenance activities are ongoing.

RMS Network Update – presented by John Cook, Senior Project Manager

- John noted CJIS received approval from the PSDN review board and confirmed the initial deployment strategy for 14 police departments.

Question from John Russotto – What is the PSDN review board?

> John Cook noted the PSDN review board reviews and approves the deployment of an agency's application across the Public Safety Data Network.

> Sean noted the PSDN Review Board is an advisory committee that meets every other month at DESPP. Any agency requesting use of the PSDN must make an application to the advisory committee for approval. There are two core applications that will utilize the PSDN which is CISS and the other is COLLECT.

> Mark Raymond noted that P25 radio traffic is on the network and the primary function was for the Next Generation 911 System. He noted there are other intended uses for the network and the primary focus for the PSDN was to create a closed, fiber optic network that services the public safety community.

- John noted the team has deployed the updated configuration model to five towns and worked with BEST to document the Service Level Agreement.

- John recognized and thanked Mark Raymond and the BEST team for assisting CJIS to get to this point.

- John noted the next objectives are to continue the deployment schedule with 13 additional towns by the end of March and an additional 21 by the end of April.

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

- John reported the completion of the walkthrough of the technical certification guidelines with the three pilot vendors.

- He noted the internal business requirement reviews included a walkthrough of several use cases which helped illustrate the flow of data associated with UAR, Summons, and Infractions. He recognized Jeanine for her effort and assistance in the illustrations.

- John noted the next steps are to update the technical guideline and obtain vendor feedback regarding estimates, priorities and timing of developing the software interfaces needed to submit information to CISS – targeted for March 2014.

- John noted that a Community meeting will be scheduled to review the RMS business requirements – targeted for April 2014.

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

- John noted that business requirements for Wave 1 UAR were submitted to Xerox for review and, pending a signed contract amendment, Xerox will conduct a final review prior to moving to design.

- He also noted that Wave 2 Misdemeanor Summons requirements are currently being finalized and are near ready for submission to Xerox.   John noted that meetings were conducted with Judicial, DCJ, CSSD, and DMV.

- John noted that the team started Integration Zone translation requirements for Judicial.

- He noted that the team updated requirements for the agency portal functionality for access to disclosable documents and document management functionality.

- John also noted the team reviewed the GFIPM claims requirements for Wave 1.

   o Nance McCauley noted that various meeting and review sessions were conducted with the community and individual agencies on GFIPM Claims. Nance noted that she and Rick Hegwood met with Rob Kribs (Xerox) in February to discuss GFIPM claims. CJIS has asked Xerox to take the lead on the GFIPM topic. Xerox will present this topic at the CISS Forum on April 23rd.

   o She also noted that CJIS has worked with the agencies to identify and confirm the business requirements, the business rules governing access to information, and any exceptions. These requirements will go into design and Xerox will, based on requirements, business rules, and their knowledge of GFIPM claims, discern what the claim would be for that specific information, data, or form. This will then be shared with the community, vetted through the community, and then tested by the community to ensure the access is appropriate and working correctly.

   o Nance mentioned that the topic for the March 26th forum will be *CISS 101* presented by Xerox. She noted that this session was presented to the internal CJIS team.

   Question from Bob Cosgrove – Who are the stakeholders (specifically for the CISS Forum)?

   Nance commented the stakeholders are the business and technical representatives from the various agencies – noting that the CISS Forum stemmed from a smaller subset of stakeholders discussing document management. She noted that she will expand the distribution to everyone.

- John noted the next steps include beginning the design phase for Wave 1, pending contract amendment; sign-off for Wave 2 business requirements; stakeholder review of Wave 3 business requirements and stakeholder review of draft project charters for Waves 1, 2 and 3.

- He also noted that the team plans to submit a change request to support erasures. John summarized that data entered into CISS needs to be processed and removed from the data store as appropriate. The change request will include *where* the erasure logic will be processed.

   o John Russotto noted that there is a lot of confusion in the agencies between document retention and erasures. He just wanted everyone to be aware as we work through both the retention and erasure processes.

   o Comment from Darryl – noted that one thing with DESPP was to ensure the change request was circled back to the stakeholders to ensure it is documented accurately.

   o Nance noted that the distribution of the Change Requests have come up in previous meetings with agency counterparts and would like to recommend that the change control board topic be part of the monthly CISS Forums.

Search Releases 1 – 2 Updates – presented by Jim Harris, Senior Project Manager

- Jim noted that CISS now contains 1.9M inmate photos from DOC and CISS is receiving approximately 240 additional photos on a daily basis. He noted that the photos will be part of a search result if there is a photo available for the offender.

- Jim noted that Xerox and CJIS reached agreement on reallocation of contract requirements across Search Releases 1 & 2.

- Jim also noted that the technical team has worked with DOC to document the technical data requirements associated with OBIS.

- Jim also noted that the team has reviewed the scope and objective of the CISS Community Portals. Jim noted that there will be Portals for law enforcement and Portals for agencies. He noted that there will be a single model for each Portal type with the ability to apply some agency specific customizations such as logos, calendars, links, etc.

- He also noted that the function of the Portal is to provide users' access to CISS for Search and to process work flow for the information exchange information, such as document redaction.

- Jim noted the next steps for SR1 include updating the replication frequency for DOC's OBIS visitor log to hourly; amending the SR1 Project Charter; and completing the PRAWN technical data requirements.

- Jim noted that SR2 status includes confirming the CRMVS business requirements by Judicial.

- He also noted that the SR2 Project Charter and schedule are being created and will be shared with the stakeholders.

- Jim noted that the SR2 functional requirements are nearing completion.

- Jim noted the next steps for SR2 include distribution of the SR2 Project Charter and schedule to the CJIS community.
    - o Nance noted that SR2 includes CRMVS, POR, and CIB and asked if the SR2 project charter should be a topic for the March 26th CISS Forum. She noted that there are many consumers of those systems and a good idea to review the charter with the consumers as well as the data owners.

- Jim also noted that CJIS will evaluate Xerox's alternatives for a Learning Management System.
    - o Terry Walker asked what happened to the LMS.
    - o Mark Raymond commented that the state is currently working on a plan to move the existing content into the Charter Oak statewide on-line learning solution.
    - o Darryl asked if there were any studies, research, or knowledge of how the topics that are learned in LMS stand up in court.
    - o Mark Raymond offered that on-line learning, just as classroom training can offer an exam process that will demonstrate how well the user understands the content.

Community Topics

Stakeholder feedback on the CISS Release Plan & Stakeholder estimates and stakeholder feedback on CISS project in general were discussed earlier in the meeting.

Agency Updates

Open Discussion

Upcoming Meetings

CISS Monthly Status Meetings	CISS Forums
Wednesday, April 9, 2014, 1-3pm	Wednesday, April 23, 2014, 10am-12pm
Wednesday, May 14, 2014, 1-3pm	Wednesday, May 28, 2014, 10am – 12pm
Wednesday, June 11, 2014, 1-3pm	Wednesday, June 25, 2014, 10am – 12pm

Respectfully Submitted,
Tammi Harris