



INTERSTATE COMMISSION FOR JUVENILES

Information Technology Committee Meeting *Minutes*

April 03, 2018
2:00 p.m. EDT

Voting Members in Attendance:

1. Tony DeJesus (CA) Chair
2. Judy Miller (AR) Designee
3. Julie Hawkins (MO) Commissioner
4. Dale Dodd (NM) Commissioner
5. Daryl Liedecke (TX) Commissioner
6. Natalie Dalton (VA) Commissioner

Voting Members Not in Attendance

Pam Leonard (NH) Commissioner

Non-Voting Members in Attendance:

1. Jen Baer (ID)
2. Maxine Baggett (MS)
3. Abbie Christian (NE)
4. Raymundo Gallardo (UT)
5. Joy Swantz (WI)

Guests in Attendance:

1. Anne Connor (ID) Designee
2. Rick Masters, Legal Counsel

Staff in Attendance:

1. MaryLee Underwood, Executive Director
2. Jennifer Adkins, Project Manager
3. Monica Gary, Administrative and Logistics Coordinator

Call to Order

Chair DeJesus called the meeting to order at 2:00 p.m. EDT.

Roll Call

Director Underwood called the roll and a quorum was established.

Agenda

J. Hawkins (MO) made a motion to approve the agenda. N. Dalton (VA) seconded. The motion passed.

Minutes

J. Miller (AR) made a motion to approve the February 06, 2018 meeting minutes as presented. D. Liedecke (TX) seconded. The motion passed.

Discussion

Form IA/VI

- Chair DeJesus opened the discussion with the survey results of Form IA/VI. He discussed the results of the survey.
- J. Miller (AR) stated that the issue regarding the form is most often whether the juvenile has signed the form and whether the home evaluation has been completed.
- Chair DeJesus asked for clarification of the Form 1A/VI or IA/VI. Director Underwood responded that the form is IA/VI (roman numerals have always been used, but it usually verbally called “1A”).
- Chair DeJesus noted that some responses indicate judges are reluctant to sign because they interpret language to mean that the judge’s signature is irrevocable permission for transfer.
- R. Masters suggested inserting language that makes it conditioned on the terms or subject to the ICJ Rules that permission is granted pursuant to statutory authority.
- A. Connor (ID) noted that Form IA/VI has a dual purpose: application and waiver. She suggested this may also be a training issue within the state.
- Chair DeJesus asked for history of why Form IA and VI were combined in one form.
- A. Connor (ID) summarized the history of the combined Form IA/VI, noting that it occurred prior to the adoption of the “new” Compact.
- R. Masters suggested the language should include “subject to the provisions of the Compact and ICJ Rules,” and noted that the purpose is to establish the waiver of certain rights.
- The Committee agreed on an example of an edit.
- **J. Hawkins (MO) made a motion to approve amendment of the signature section of the Form IA/VI to state: “Pursuant to the Interstate Compact for Juveniles and the ICJ Rules, permission is hereby granted to the above-named juvenile to apply for a transfer of supervision to the State of _____.” J. Miller (AR) seconded. The motion was approved.**
- **J. Miller (AR) made a motion to make the recommendation to accept language to amend the waiver section of Form IA/VI: “As a condition of being permitted to transfer pursuant to the ICJ, I waive any right that I may have to contest any of the above actions by the sending or receiving states.” N. Dalton (VA) seconded. The motion was approved.**

JIDS Enhancement Request

- Chair DeJesus shared the submitted JIDS Enhancement requests to the National Office. J. Adkins presented a summary of the JIDS Enhancement requests to improve user management. She advised that InStream could make updates.
- A. Connor (ID) asked how much of the workload falls to the National Office for user management vs. InStream. J. Adkins explained that she addresses most questions through the Helpdesk and refers issues to InStream when additional support is needed.
- A. Connor (ID) provided insight of the user management component. She asked if ICJ has requested a quote from InStream for revamping the user management component.
- J. Adkins asked about changes that the committee would like to make for enhancements. J. Hawkins (MO) made two suggestions:
 - History or workflow routing notes
 - Ability to copy and paste without having to go into the document (on the “my assignments” page)

- Chair DeJesus asked for input regarding the request to track human trafficking returns. The Committee shared their concerns using this form to provide accurate numbers for human trafficking. A. Connor (ID) suggested adding an option for trafficking as a category of special case circumstances in JIDS. J. Adkins will review this option with InStream. Chair DeJesus asked to revisit the JIDS Enhancement tracking suggestions at the next meeting.
- Chair DeJesus asked for clarification on JIDS Enhancement request regarding Form IX. The Committee was not clear on the request and suggested it be removed. J. Adkins noted that she requested clarification more than a year ago, but did not receive response.
D. Dodd (NM) made the motion to remove JIDS Enhancement request number three (related to Form IX) on JIDS Enhancements Request. N. Dalton (VA) seconded. The motion was approved.
- Chair DeJesus asked for clarification of JIDS Enhancement request number four - Form V for auto population vs. blank fields. Alabama is automatically populated in the state field and the suggestion was for the field to be a blank
J. Hawkins (MO) made a motion to amend Form V to default the state field to blank. D. Liedecke (TX) seconded. The motion was approved.
- Chair DeJesus asked for clarification on the JIDS Enhancement request: “To add an icon titled “Juvenile is residing in receiving state” to the returned from ICJO receiving step.” J. Hawkins (MO) provided clarification. J. Adkins shared that this edit may require a few hours of service time.
N. Dalton (VA) made a motion regarding this JIDS enhancement for a quote. J. Hawkins (MO) seconded. The motion was approved.
- Chair DeJesus asked for clarification of JIDS Enhancement request number six: “The request to create a message in User management: This user already exists”.
J. Hawkins (MO) made a motion to approve \$500 for 4 hours for Enhancement request six to create a message in User Management: This user already exist. D. Liedecke (TX) seconded. The motion was approved.
- Chair DeJesus asked for clarification for JIDS Enhancement request number seven: “To add Compact Office assign fields to search results.” J. Adkins noted that if the request for additional columns to the search page are added it will also be added to the workflow status. A. Connor (ID) stated there is some value as administrators in adding the county or region to search.
N. Dalton (VA) made a motion to approve JIDS Enhancement request seven: to add fields to the Compact Office search request. J. Hawkins (MO) seconded. The motion was approved.
- Chair DeJesus asked for clarification of JIDS Enhancement request number eight: “Review of Form IA/VI.” The Committee agreed to discuss again once all quotes have been received for all edit requests.
- Chair DeJesus asked for clarification of JIDS Enhancement request number nine: “Edit return for failed supervision” The edit will remove the workflow notes option in “send final travel plan” step.”
N. Dalton (VA) made a motion to disable the workflow notes options for the “send final travel plan” step. D. Liedecke (TX) seconded. The motion was approved.

Form IV

- Chair DeJesus asked the National Office to explain the request to change the status field to probation or parole. J. Adkins explained this was a request from the state of Tennessee.
J. Miller (AR) made a motion to approve the auto populate change to the status field on Form IV. D. Liedecke (TX) seconded. The motion was approved.

Old Business

There was no old business.

New Business

- The National Office will send out a survey regarding a meeting date for May to discuss any comments regarding the proposed Form IA/VI amendment.
- The Committee will discuss quotes for JIDS Enhancement Requests in May.

Adjourn

- **Chair DeJesus adjourned the meeting by unanimous consent at 3:58 p.m. EDT.**