INTERSTATE COMMISSION FOR JUVENILES

Information Technology Committee Meeting
Minutes
June 05, 2018
2:00 p.m. ET

Voting Members in Attendance:
1. Tony DeJesus (CA) Chair
2. Judy Miller (AR) Designee
3. Anne Connor (ID) Designee
4. Pamela Leonard (NH) Commissioner
5. Daryl Liedecke (TX) Commissioner
6. Natalie Dalton (VA) Commissioner

Voting Members Not in Attendance:
1. Julie Hawkins (MO) Commissioner
2. Dale Dodd (NM) 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)

Staff in Attendance:
1. MaryLee Underwood, Executive Director
2. Emma Goode, Training and Administrative Specialist
3. Jennifer Adkins, Project Manager
4. Monica Gary, Administrative and Logistics Coordinator

Call to Order
Chair DeJesus called the meeting to order at 2:00 p.m. ET.

Roll Call
Director Underwood called the roll and a quorum was established.

Agenda
A. Connor (ID) made a motion to approve the agenda. N. Dalton (VA) seconded. The motion was approved.

Minutes
J. Miller (AR) made a motion to approve the May 09, 2018 meeting minutes as amended. A. Connor (ID) seconded. The motion was approved.

Discussion

Form IA/VI Review
- Chair DeJesus presented the revised Form IA/VI. He stated that the upcoming deadline for additional comments is June 8, 2018. If there are no objections the form will become effective July 1, 2018. Chair DeJesus thanked the Committee for its hard work and efforts on the form. The Spanish version will be edited and updated.

Approved Enhancement Quotes
- Chair DeJesus reported that J. Adkins provided a helpdesk article that shows the detailed list of edits that will go live July 1, 2018.

Return Workflows
- J. Adkins provided an overview of the Return Workflows: Voluntary, Non-Voluntary, and Return for Failed Supervision. The workflows currently track five business days based on the travel plan submission date vs. return of the juvenile.
- J. Adkins shared the InStream quote for editing existing workflows to mirror the ICJ Rule timeframes, including a new Travel Plan workflow, edits to existing reports, and the option of two new reports.
- A. Connor (ID) asked if the proposed workflow configurations would address the failed supervision email notification only issue. J. Adkins confirmed that the proposed workflow edits will address the issue because the travel plan submission would occur outside of the return workflow. States would use the new Travel Plan workflow and the file would be assigned to the holding state, rather than getting an email notification only.
- N. Dalton (VA) asked if it is possible to test the workflow edits before the actual implementation to identify any potential issues. J. Adkins reported that we can utilize the Sandbox training site for the committee to review the workflow edits to ensure they function as planned. The Committee agreed.
- A. Christian (NE) asked whether the sending state should initiate the failed supervision workflow to start the five-business day timer or if the timer should start when the home state decides to return the juvenile.
- A. Connor (ID) suggested referring the five-business day matter to the ICJ Compliance Committee as it pertains to Rule-5-103(4) "Upon request from the receiving state, the sending state's ICJ office shall return the juvenile within (5) business days in accordance with these rules."
- A. Connor (ID) suggested that the issue be addressed in Rules and JIDS trainings coordinated by the ICJ Training Committee.
- The workflow configurations will be reviewed and discussed at next meeting.

Old Business
- Chair DeJesus shared that there was a suggestion to add a human trafficking identifier to the file details page.
- The Committee discussed using the final File Details field as a human trafficking identifier.
- A. Connor (ID) stated that the ICJ Offices have a unique opportunity to capture the data/numbers to provide to legislature and the Commission.
- The Committee agreed to use the last field identifier on the file details page as a human trafficking field.
- Director Underwood suggested using the following options: no, suspected, and confirmed.
- D. Liedecke (TX) asked if the selection would be optional. Director Underwood replied that if it were mandatory it would help capture the necessary data. The committee discussed the pros and cons of making the new field mandatory.

- J. Adkins asked if the Committee wants the human trafficking field to be optional and default to blank. J. Adkins noted that the new field can be configured to show up on the search results or we could create a new custom report to obtain the data. The committee agreed that displaying the field in the search result was sufficient. J. Adkins added that a custom report could be developed later, if necessary.
- **A. Connor (ID) made the motion to add the optional human trafficking identifier with the options: no, suspected, or confirmed. N. Dalton (VA) seconded. The motion was approved.**

New Business
The next meeting July 10, 2018 @ 2PM ET.

Adjourn
Chair DeJesus adjourned the meeting by unanimous consent at 2:25 p.m. ET.