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I. Authorization

Article III (F) of the Interstate Compact for Juveniles (ICJ), in relevant part, provides: “The executive committee shall oversee the day-to-day activities of the administration of the compact managed by an executive director and Interstate Commission staff; administers enforcement and compliance with the provisions of the compact, its by-laws and rules, and performs such other duties as directed by the Interstate Commission or set forth in the by-laws.”

ICJ Rule 3-101 provides: “States shall use the electronic information system approved by the Commission to facilitate the supervision, travel notices, and return of juveniles pursuant the Interstate Compact for Juveniles.”


II. Policy

Proposed modifications to the Commission’s electronic information system must be carefully evaluated and thoroughly vetted. This policy applies to modifications of the Commission’s electronic information system in response to enhancement requests related to the electronic information system, ICJ forms that may be produced thereby, and due to proposed changes to the Commission’s Rules. This policy does not preclude the Information Technology Committee from reviewing modification recommendations from the National Office or the electronic information system vendor.

III. Responsibility

A. Information Technology Committee:

1. Reviews all enhancement requests and proposed changes to the Commission’s Rules to determine if modifications should be made to the electronic information system or forms that may be produced thereby.
2. Establishes processes and timelines for modifications to the system and ICJ forms.
3. The Chair of the Information Technology Committee may direct revisions to an existing form or component of the electronic information system for purposes

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of correcting typographical errors, errors in format, modifications, errors in consistency, or grammatical errors.

B. Commissioners, Compact Administrators, Designees, and Deputy Compact Administrators:

Submit enhancement requests for modifications to the electronic information system and ICJ forms using the Enhancement Request Form provided on the Commission’s website.

C. Rules Committee:

1. Refer proposed Rule amendments to the Information Technology Committee for review of potential impacts to the Commission’s forms and electronic information system prior to the final Rule proposal posting.
2. Review proposed changes to the electronic information system and/or forms for consistency and conformity with the ICJ Rules.


D. National Office:

1. Process all requests for modifications.
2. Support the Information Technology Committee in developing proofs of concepts and obtaining quotes from the information system vendor.
3. Notify the Commission of modifications to the electronic information system and/or ICJ forms.

IV. Procedures


A. Enhancement Requests related to Electronic Information System and/or ICJ Forms that may be produced by the Electronic Information System

1. Commissioners, Compact Administrators, Designees, and Deputy Compact Administrators may submit enhancement requests related to the electronic

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information system and/or ICJ forms using the Enhancement Request Form provided on the Commission’s website.

2. The National Office will forward enhancement requests to the Information Technology Committee Chair and/or subcommittee authorized by the Information Technology Committee to review enhancement requests and make recommendations.
3. The Information Technology Committee or authorized subcommittee will review all requests for enhancements and new forms. At the discretion of the Chair of the Information Technology Committee, multiple enhancement requests may be bundled into a singular modification package. The review shall consider impact on the electronic information system and existing workflows, as well as consistency with ICJ Rules and forms. If a request may require amendment of an ICJ Rule, the Information Technology Committee will refer the matter to the Rules Committee for consideration.
4. The Information Technology Committee or authorized subcommittee will determine by majority vote whether the modification is supported, provide a proof of concept to the electronic information system vendor, and obtain a quote for the estimated cost to make changes necessary to implement the proposed modification.
5. After reviewing a quote for a modification to the information system and/or ICJ form, the Information Technology Committee will determine by majority vote whether to recommend the modification to the Executive Committee or take other action.
6. Notice of any recommended modifications shall be furnished to the Executive Committee and Rules Committee for a review and comment period of thirty (30) days.
7. Any member of the Executive Committee or Rules Committee may object to the proposed modification only on the grounds that the creation or revision is inconsistent or does not conform with the ICJ Rules.

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8. An objection shall be made in writing and delivered to the Executive Director of the Commission, or his or her designee, prior to the end of the thirty (30) day review and comment period. If an objection is made, the Information Technology Committee will consider comments and determine if any further edits are required to ensure the proposed new form or revision to an existing form complies with ICJ Rules. If further edits are required, the form will be subject to an additional review and comment period of fifteen (15) days.
9. The Executive Committee will determine by majority vote whether to adopt modifications recommended by the Information Technology Committee.
10. The Chairperson of the Information Technology Committee will notify the submitting party if the Information Technology Committee votes not to pursue a quote or not to recommend a modification, or if the Executive Committee votes to adopt or not to adopt a recommended modification.
11. The National Office will notify the Commission of modifications no less than thirty (30) calendar days prior to the date of implementation and will keep a record of all enhancement requests and system or form modifications.

B. Rule-Related Modifications

1. The Information Technology Committee will review proposed amendments to the ICJ Rules in order to assess the impact of proposed Rule amendments on the electronic information system and/or ICJ forms. Prior to the Rule Proposal Comment Period, the Information Technology Committee will determine whether modifications will be required to the information system or ICJ forms.
2. After the Rule Proposal Comment Period, the Information Technology Committee will provide a proof of concept to the information system vendor and obtain a quote for the estimated cost to make changes necessary to implement the proposed Rule amendment. The estimated cost will be published as part of the Final Rules Amendment Proposals for each Annual Business Meeting.