

INTERSTATE COMMISSION FOR JUVENILES

Technology Committee Meeting Minutes



March 14, 2023
2:00 p.m. ET
Via Zoom

Voting Members in Attendance:

1. Kellianne Torres (IA), Designee, Chair
2. Roy Curtis (ME), Commissioner, Vice Chair
3. Judy Miller (AR), Designee
4. Nordia Napier (CT), Designee
5. Jean Hall (FL), Commissioner
6. Melina Hampton (KY), Designee
7. Jacey Rader (NE), Commissioner
8. Natalie Dalton (VA), Commissioner

Non-Voting Members in Attendance:

1. Terrance Clayton (FL)
2. Shirleen Cadiz (HI)
3. Holly Kassube (IL)
4. Nita Wright (IN)
5. Benjamin Turner (KY)
6. Maxine Baggett (MS)
7. Abbie Christian (NE)
8. Rachel Johnson (NC)

Members Not in Attendance:

1. Mary Kay Hudson (IN), Commissioner

Guests in Attendance:

1. Sherri Springate (KY), Compliance Committee Member
2. Wendy Lautsbaugh (PA), Compliance Committee Member
3. Bridgett Webb (SC), Compliance Committee Member
4. Chuck Frieberg (SD), Compliance Committee Member

National Office Staff in Attendance:

1. MaryLee Underwood, Executive Director
2. Emma Goode, Logistics and Administrative Specialist
3. Joe Johnson, Systems Project Manager
4. Jenny Adkins, Operations and Policy Specialist
5. Amanee Cabbagestalk, Training and Administrative Specialist

Call to Order

Technology Committee Chair Torres (IA) called the meeting to order at 2:00 p.m. ET.

Roll Call

Director Underwood called the roll and a quorum was established.

Agenda

N. Dalton (VA) made a motion to approve the agenda. J. Rader (NE) seconded. The motion carried.

Minutes

J. Miller (AR) made a motion to approve the February 14, 2023 meeting minutes as presented. R. Curtis (ME) seconded. The motion carried.

Discussion

Recommendations regarding the Technology Committee's Proposed Amendment to Rule 5-103 and Proposed New Rule 5-103A

- Chair K. Torres (IA) shared feedback from the Rules Committee's review of the Technology Committee's proposed amendment to Rule 5-103 and proposed new Rule 5-103A. The Rules Committee did not recommend either of the proposals for adoption; however, the Rules Committee did provide recommendations.

Proposed New Rule 5-103A by the Technology Committee

- The Rules Committee recommended that the title of the new rule be changed from *Failed Supervision* to *Failed Supervision and Mandatory Retaking*. In addition, should the new rule pass, the Rules Committee recommended the development of a tool kit to train field staff on the new Failed Supervision Report Form in Model 2 and Model 3 states, or to consider using the Form IX as it currently exists in UNITY.
- The Technology Committee discussed the first recommendation to change the title. Chair Torres (IA) expressed concern to the addition of retaking in the title as not all reports of failed supervision result in retaking. Furthermore, retaking is addressed in the current Rule 5-103.
- J. Hall (FL) asked for a refresher about why the two proposals were developed. J. Rader (NE), Compliance Committee Chair, and K. Torres (IA), Technology Committee Chair, provided a summary of the actions that led to the proposals.
- J. Rader (NE) noted that the Compliance Committee's review of the National Data Assessment revealed a large percentage of cases to be out of compliance with the failed supervision time frame. The Compliance Committee drafted a proposal to amend the time frame in the rule and asked for collaboration from the Technology Committee.
- Chair Torres (IA) updated that after collaborating with the Compliance Committee and reviewing their proposal, the Technology Committee recommended a proposal to focus on the failed supervision rather than a time frame. The forms currently used do not always result in appropriate responses. Currently, the options for recommendations on a Violation Report are: Continue Supervision, Request Discharge, or Request Revocation. The new proposed Rule 5-103A addresses failed supervision and situations that would qualify as a failed supervision.
- A. Christian (NE) commented that while some may prefer avoiding another ICJ Form, completing a Failed Supervision Form for a failed supervision would be easier to understand than making another form fit and include whether to either find an "alternate residence" or "return the juveniles." In addition, when a failed

supervision is reported, a response is required. Such a response is not an option on the Violation Report Form.

- J. Miller (AR) commented that paragraph b. in the proposed new rule addresses failed supervision. The options in paragraph a. speak to violations and the Violation Report would be applicable. She suggested adding options at the bottom of the Violation Report.
- Chair Torres (IA) added that the Failed Supervision Form would allow space for documenting violations, and explained the issue with adding recommendations to a Violation Report.
- N. Dalton (VA) shared that she supports addressing the reason behind timelines not being met, rather than changing the timeline. There appears to be a general lack of understanding between mandatory retaking due to failed placements and revocations. Furthermore, embedding several situations into one rule and one form causes a lot of confusion.
- The Technology Committee discussed and agreed to modify the title of the new proposed rule 5-103A. Additionally, the Technology Committee supported adding information to the justification section of the proposal to better address the reason for the new rule proposal and the new form.
- **N. Dalton (VA) made a motion to amend the title of the proposed new Rule 5-103A to “Failed Supervision Determined by the Receiving State” and that the Technology Committee Chair will provide additional information to the justification for clarity. J. Hall (FL) seconded. The motion passed.**

Proposed Amendment to Rule 5-103 by the Technology Committee

- There were no modifications to the proposed amendment to Rule 5-103.

Rule Proposal Review and Impact to UNITY

- The UNITY Enhancement Team will take a deep dive into all proposed rule amendments to determine the UNITY impact to data fields, work flows, forms, or a combination.
- The team’s recommendations will be presented to the full Technology Committee in a special meeting on March 28 at 2:00 p.m. ET.
- The Rules Committee will meet April 5, a day prior to the beginning of the online comment period which runs April 6 – May 8.
- Assessment of the impacts on UNITY and estimated implementation costs of the proposed rule amendments will be discussed during the June and/or July Technology Committee meetings.

Old Business

Interactive Tableau Training Update

- Vice Chair R. Curtis (ME) reported the interactive Tableau Training was well attended and well received.
- Director Underwood reported the feedback from the session was extremely positive.
- A. Cabbagestalk updated that the live session was recorded and the recording is now available on the ICJ.TalentLMS.

UNITY Teams Updates

ENH 23 Team

- Chair Torres (ID) updated that the UNITY Enhancements Team meets regularly to review the 2023 Enhancements scheduled to go-live this summer. To effectively test the modifications, the team recommends development of a dedicated testing site. The new site will serve as a testing environment for UNITY enhancements without infringing on the current training site or the live site. After the initial purchase, the site will be available to turn on and off as needed, so that charges are only incurred for the months the site is active.
- **J. Miller (AR) made a motion to recommend to the Executive Committee building a UNITY Enhancement Testing Site. N. Dalton (VA) seconded. The motion passed.**

Tableau Team

- Chair Torres (IA) updated that the UNITY Tableau Team is reviewing the Tableau Quarterly Progress and Home Evaluation Reports to ensure all information needed is included.
- J. Johnson, Project Manager, reported that the Tableau program is moving to a multi-factor authentication (MFA). Many software programs have or will move to the dual authentication log in. The new Tableau license users are being enrolled with MFA and current users will be required update.

UNITY Maintenance

- R. Curtis (ME) updated that he, Nita Wright, and Nordia Napier comprise the team. They are developing a maintenance template to share in April.

UNITY Workflow Diagrams

- R. Curtis (ME) and N. Dalton (VA) updated that UNITY Workflow Diagram team will meet April 16. They continue to develop a format and communication readiness plan. Once finalized, this workflow guide will lay the foundation for workflow diagrams now and into the future.

UNITY Spotlight

- Chair Torres (IA) updated that Joe Johnson will be reaching out to practitioners for input for the *UNITY Spotlight* articles. Currently, she and Natalie Dalton (VA) are working on an article to address an issue referred to the Training Committee.
- Joe Johnson, Project Manager, reported positive responses to the new *UNITY Spotlight*. Hundreds of UNITY users have subscribed.

New Business

There was no new business.

Adjourn

R. Curtis (ME) made a motion to adjourn. N. Dalton (VA) seconded. The motion passed. The meeting adjourned at 3:17 p.m. ET.