

INTERSTATE COMMISSION FOR JUVENILES

Technology Committee Meeting Minutes

January 10, 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 (representing Commissioner Tasha Hunt)
5. Jean Hall (FL), Commissioner
6. Mary Kay Hudson (IN), Commissioner
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. Melina Hampton (KY)
5. Maxine Baggett (MS)
6. Abbie Christian (NE)
7. Rachel Johnson (NC)
8. Brandon Schimelpfenig (WY)

Members Not in Attendance:

1. Amy Welch (KY), Commissioner

Guests in Attendance:

1. Shan Ramachan, Optimum Technologies
2. Nicholas Kitchen, Optimum Technologies

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. Hall (FL) seconded. The motion carried.

Minutes

J. Miller (AR) made a motion to approve the December 13, 2022 meeting minutes as presented. M. Hudson (IN). The motion carried.

Discussion

Technology Team Formations

- Information Technology Chair K. Torres (IA) acknowledged all the members who volunteered for the four Technology Teams. The teams will schedule monthly meetings. The National Office will be in contact with the members to establish meeting dates and times.
- Chair Torres (IA) shared the list of team members to date and opened the floor for anyone interested to join or modify their preference by the end of the day.
- The four Technology Committee teams are:
 1. **Enhancements 23 Team** (led by Chair Torres)
 2. **Tableau Data Visualization & Reporting Team** (led by Chair Torres)
 3. **UNITY Workflow Diagram Team** (led by Vice Chair Curtis).
 4. **UNITY Maintenance Team** (led by Vice Chair Curtis)

Compliance Committee Recommendations

- Chair Torres (IA) presented a chart of the Compliance Committee's recommendations to the Technology Committee based on the *2022 UNITY Data Assessment Report*. The chart included details regarding proposed actions to address the recommendations.

Recommendation #3 on the Chart

- **Review the Violation Report – Recommend revocation event pathway and consider enhancement to include whether revocation was approved or denied in the task row language (similar to the recommended discharge pathway).**
 - Chair Torres (IA) stated the task row language recommended was addressed in one of the approved 2023 Enhancements. The Enhancements 23 Team will verify this in their first meeting and report to the Technology Committee.

Recommendation #2 on the Chart

- **Determine if JPS/JPO users should be able to initiate a Failed Supervision Event to reduce multiple events for the same issue or violation.**
- Details related to the recommendation:
 - JPS/JPS users submit a Quarterly Progress Report (QPR) or a Violation Report (VR) in UNITY. Then the ICJO determines a Failed Supervision Event is warranted and initiates the event resulting in multiple events and timelines pertaining to the same issue or violation. The Failed Supervision Event contains either a QPR or a VR, so these cases have duplicative reports.

- If JPO/JPS users could initiate a Failed Supervision Event for their ICJO to approve and send on, the duplicative work and reports would be reduced or eliminated (i.e., having multiple events that relate to the same issue/problem).
- Chair Torres (IA) and Joe Johnson, System Project Manager, are researching the suggestion to affirm whether or not the JPO/JPS users already have the ability to initiate the Failed Supervision Event for their ICJO.

Recommendation #1 on the Chart

- **Review Failed Supervision event in light of the 10-business day requirement in ICJ Rule 5-103(2) when a Violation Report is utilized.**
- **Also, determine if response task is needed when this event includes a QPR.**
- Details related to the recommendation:
 - UNITY lacks a mechanism for the sending state to respond within the Failed Supervision event; therefore, the Form IX section for the sending state response is blank when generated.
 - If the Violation Report (VR) is to remain embedded within the event, include a task for the sending state to respond to the VR within 10 business days to ensure compliance with Rule 5-103(2).
- Chair Torres (IA) explained that UNITY lacks a mechanism for the sending state to respond within the Failed Supervision event; therefore, the Form IX section for the sending state response is blank when generated.
- A. Christian (NE) shared challenges the UNITY Business Analysis (BA) Team encountered during UNITY development related to the design of failed supervision in accordance with the ICJ Rules, which led to consideration of a potential rule proposal in the future. The UNITY BA Team decided that the Violation Report or the Quarterly Progress Report would be used as the path to respond to a Failed Supervision Event. This path can create a timeframe conflict with the five (5) business days for return for Failed Supervision and the Violation Report ten (10) business days in ICJ Rule 5-103(2). Another factor in the decision was that on occasion, the failed supervision is the not the fault of the youth.
- N. Dalton (VA) added that the UNITY BA Team designed the flow of Rule 5-103(2) to be about Violation Reports and looked at paragraph 4 separately for failed placements. In part, the timeframe issue is returning a juvenile in 5 business days for failed supervision; a violation report timeframe of 10 business days; and the Quarterly Progress Report may recommend a discharge bring in a 60-day response time.
- Chair Torres summarized the failed supervision event without an option to respond which will start the case closure to the sending state. UNITY does not provide a path to continue the case with an alternate placement and therefore causes a new event for the same instance to be created.
- J. Miller (AR) commented that the Violation Report allows a state to return or revoke, and would provide a 10-day time frame.
- Director Underwood explained there are multiple paths that lead to different results and that the reason the Compliance Committee made a recommendation to address the issue for consistency.
- After discussion, the Technology Committee agreed to form a small work group to review the Compliance Committee's recommendation for a viable solution on how to address the issue in UNITY and maintain compliance with Rule 5-103.

- A. Christian (NE) suggested that rather than continuing to tweak UNITY to be compliant with an unclear rule, a small group should explore a proposed rule amendment. There would be time to draft and share with the Technology Committee prior to the February 28 deadline for rule proposals.
- **R. Curtis (ME) made a motion to form a small work group of the Technology Committee members to consider rule proposals related to the issue to make adjustments that will then drive pertinent enhancements in UNITY. N. Dalton (VA) seconded. The motion passed.**
- Chair Torres asked that members contact her to be a part of the small work group.

Old Business

UNITY Enhancements 2023 Update

- J. Johnson, System Project Manager, introduced guests, Shan Ramachan and Nicholas Kitchen from the UNITY vendor, Optimum Technologies.
- Shan Ramachan presented an organizational timeline for the 2023 Enhancements. The enhancements are categorized into five phases and order below:
 1. Master Task Lists
 2. Functionality/Design Changed
 3. Return Workflow
 4. Case Reassignments
 5. TOS Workflow/Events
- There are three stages of completing in each phase:
 1. UNITY Assessment Team (UAT)
 2. Optimum Technologies User Manual Updates
 3. Go Live

New Business

UNITY Spotlight Articles

- J. Johnson, System Project Manager, updated that the first edition released in December was well received. He shared a draft 2023 Calendar of potential UNITY articles for the Spotlight and asked for the practitioners' input and assistance to develop the articles and the topic recommendations. He requested input for the April article regarding Maximum Probation Parole Date.
- N. Dalton (VA) suggested and agreed to assist in the development of an article on "How to Add a New Court Case."

Regional Ambassadors

- Vice Chair Curtis announced that four Technology Committee members have agreed to be the Technology Committee Ambassadors to provide updates in their respective region meetings on the work of the Technology Committee.
- Chair Torres will email regional representatives to include in their agendas.

Adjourn

N. Dalton (VA) made a motion to adjourn. R. Curtis (ME) seconded. The motion passed. The meeting adjourned at 3:14 p.m. ET.