Interstate Commission for Adult Offender Supervision
Technology Committee Meeting Minutes

March 3, 2010
2 p.m. EST
WebEx

Members in Attendance:
1. Kathie Winckler Chair, TX
2. Mark Cadotte Vice-Chair, OR
3. Keven Pellant KS
4. David Morrison GA
5. Joe Kuebler Ex-Officio, GA
6. Charles Placek Ex-Officio, ND
7. Anne Precythe Ex-Officio, NC

Guests:
1. Ethel White
2. Kim Schwant
3. Daphne Denney
4. Gregg Smith
5. Regina Grimes
6. Melanie Brook

Members not in Attendance
1. John Gusz Ex-Officio, NJ
2. Patrick McGee MD

Staff:
1. Harry Hageman
2. Sam Razor
3. Kevin Terry
4. Barno Saturday
5. Xavier Donnelly
6. Mindy Spring

Call to Order

Approved on 04/07/2010.B.S.
Commissioner K. Winckler (TX) called the meeting to order at 2:03 pm EST. Four members were present, establishing the quorum.

**Agenda**
The agenda was approved by acclamation.

**Minutes**
Commissioner M. Cadotte (OR) made a motion to approve the minutes from January 6, 2010. Commissioner D. Morrison (GA) seconded. The minutes were approved as drafted.

Commissioner M. Cadotte (OR) made a motion to approve the minutes from February 3, 2010. Commissioner D. Morrison (GA) seconded. The minutes were approved as drafted.

**Discussion**

*Technology Committee Report:* Commissioner K. Winckler (TX) presented her report to the Committee:

- Release 9.0 was launched on February 24, 2010. It included rule amendment changes, the submission **NOA after NOD** fixes and **Print All** functionality.
  - Launch Issues
    - Some states reported slowness
    - Review by Appriss indicated no state experienced above average response times directly before and after 9.0 launch

- Release 10.0 is scheduled for May 2010. It will include the following:
  - Edit offender demographics
  - Edit/Change offender special statuses (sex offender, victim sensitive, history of violence)
  - Separate criminal cases for withdrawn RFRIs, TREQs, and OVRs on criminal cases tab
  - Fix sex offender status/history displaying incorrectly on PDFs

- Release 11.0 is scheduled for August/September 2010 and will include the following:
  - Offender Residences
    - Address more than one primary residence
    - Fix primary residence populating incorrectly on PDFs
    - Resolve residence information being over-written on old compact activities

- The ICOTS Public Portal was launched on March 1, 2010.

Commissioner M. Cadotte (OR) suggested including number of hits on the Public Portal to the Technology Committee report.

- Technical Assistance for ICOTS
  - 2 Trainings conducted via WebEx (Texas and Colorado)
• The Committee reviewed External ICOTS Reports Usage from November 2009 to February 2010.

• The Committee reviewed Support Contacts for February 2010.

• K. Terry updated the Committee on the ICAOS website redesign project’s status:
  – New site launched on February 15, 2010
  – Received positive feedback from many users and Commission members
  – Updated with new Rules, Bench Book and Rules Training modules and presentations

• K. Terry updated the Committee on the ICJ website development status:
  – In final testing by ICJ Test Group
  – Scheduled to launch weekend of March 6, 2010
  – Launch moved back due to ICJ request

The Committee reviewed Same as Resident Family enhancement request submitted by Commissioner D. Morrison (GA).

Commissioner D. Morrison (GA) made a motion to approve Same as Resident Family enhancement request. Commissioner K. Pellant (KS) seconded.

Commissioner K. Winckler (TX) informed the Committee that in the past the ICOTS Planning Group had evaluated this option and decided to leave it out.

The motion passed.

Commissioner K. Winckler (TX) suggested attaching all reviewed enhancement requests to the minutes. Executive Director H. Hageman suggested numbering the enhancement requests before submitting them to the National Office.

The Committee reviewed Pre-Populate Employment/Means of Support enhancement request submitted by Commissioner D. Morrison (GA).

Commissioner D. Morrison (GA) made a motion to approve Pre-Populate Employment/Means of Support enhancement request. Commissioner M. Cadotte (OR) seconded.

Assistant Director S. Razor informed the Committee that the ICOTS Planning Group had reviewed this request in the past.

The motion passed.
The Committee reviewed *Compact Staff Submit Activities Directly to Other State* enhancement request submitted by Commissioner D. Morrison (GA).

**Commissioner D. Morrison (GA) made a motion to approve *Compact Staff Submit Activities Directly to Other State* enhancement request and have the National Office renew its negotiations with Appriss on this issue. Commissioner M. Cadotte (OR) seconded.**

Commissioner D. Morrison (GA) suggested moving this request to the top of the enhancement request list.

Assistant Director S. Razor informed the Committee that this issue was previously discussed with Appriss. The National Office will renew its discussion with Appriss on whether this issue is an enhancement or a fix.

**The motion passed.**

X. Donnelly informed the Committee that currently there are 47 pending enhancement requests on the list. The National Office will resend the enhancement requests list to the Committee member.

The Committee reviewed *Withdraw Rejected Cases after 30 days* enhancement request submitted by DCA G. Smith (LA).

Commissioner K. Winckler (TX) informed the Committee that a similar request was discussed in the past with Appriss. The Committee decided to discuss the issue at its next meeting, when more information will be available.

**New Business**
Commissioner K. Winckler (TX) will not be able to attend the next Committee meeting. Vice-chair M. Cadotte (OR) will be chairing the next Technology Committee meeting.

The next meeting is scheduled for Wednesday, April 7, 2010.

**Adjourn**
Commissioner D. Morrison (GA) made a motion to adjourn. Commissioner M. Cadotte (OR) seconded. The motion passed.

The meeting adjourned at 3:05 pm EST.
ICOTS Enhancement Request Form

Please include an attachment if additional space is needed

Requestor's Name: David Morrison

State: Georgia  Title: Commissioner

Supervision Type: Parole

Phone Number: +1 (404) 463-2613

Email: david_morrison@pap.state.ga.us

Statement of Need
Describe the enhancement requested. Include a detailed description of the problem and its frequency.

See attached

Current Practices
Describe the current ICOTS work-around that your state uses to address this issue or to fulfill the Interstate Compact requirement(s).

We enter the resident family member's address and then re-enter the same information, when prompted to indicate where the offender will reside in the receiving state.

Impact on other Processes
List other ICOTS processes or ICAOS Rules that may be impacted by this change; if known.

N/A

Justify Enhancement Priority
Describe how the proposed enhancement improves user experience and other ICOTS processes.

This will expedite the transfer entry process.

Signed By ICAOS Commissioner

Date: 2/17/10
Often times, an offender intends to reside with the immediate family in the receiving state. Currently, ICOTS requires users to enter the resident family member's residence in the Transfer Reason section and then re-enter the same information, when the offender plans to reside with the resident family member. This is redundant and time consuming. I propose that a "same as resident family" button be added in ICOTS, pre-filling the resident family member's address in the offender's residence of record section. If the offender in fact intends to reside at a different location, the user could ignore the button and enter an alternate address.
ICOTS Enhancement Request Form

Please include an attachment if additional space is needed

Requestor's Name: David Morrison

State: Georgia
Title: Commissioner

Supervision Type: Parole

Phone Number: +1 (404) 463-2613

Email: david_morrison@pap.state.ga.us

Statement of Need
Describe the enhancement requested. Include a detailed description of the problem and its frequency.

See attached

Current Practices
Describe the current ICOTS work-around that your state uses to address this issue or to fulfill the Interstate Compact requirement(s).

During the transfer process, we unnecessarily reconfirm the employment/means of support. This adds an extra step in the transfer process that is not necessary.

Justify Enhancement Priority
Describe how the proposed enhancement improves user experience and other ICOTS processes.

This will expedite the transfer entry process.

Signed By ICAOS Commissioner

Date: 2/17/10
When Resident Family and Employment or Means of Support is the reason for a mandatory transfer, the user is prompted in the Transfer Reason section to either enter the offender's employment or provide the means of support. Once completed, the user is again prompted to confirm the employment or means of support in the Receiving State Employment/Means of Support section. This is redundant and unnecessary. I suggest that an enhancement or fix be submitted to pre-populate the Receiving State Employment/Means of Support section, when the Transfer Reason is Resident Family and Employment or Means of Support.
ICOTS Enhancement Request Form

Requestor's Name: David Morrison
State: Georgia  Title: Commissioner
Supervision Type: Parole
Phone Number: +1 (404) 463-2613
Email: david_morrison@pap.state.ga.us

Statement of Need
Describe the enhancement requested. Include a detailed description of the problem and its frequency.

See attached

Current Practices
Describe the current ICOTS work-around that your state uses to address this issue or to fulfill the Interstate Compact requirement(s).

Compact staff submit the action and then access the state compact workload to forward on to the other state. This is unnecessary.

Impact on other Processes
List other ICOTS processes or ICAOS Rules that may be impacted by this change; if known.

N/A

Justify Enhancement Priority
Describe how the proposed enhancement improves user experience and other ICOTS processes.

Expedite the daily functions w/in ICOTS.

Signed By ICAOS Commissioner

Date: 2/23/10
When Compact Staff complete a managed function, rather than immediately being submitted to the other state, the action first goes to the state Compact Workload. Compact personnel are required to submit the document and then submit again from the Compact Workload. I suggest that personnel who are assigned a compact staff role in ICOTS be allowed to submit the action directly to the other state’s Compact Office, rather than first going into their own Compact Workload. This would save time and ensure pertinent actions are not submitted and forgotten in the sending state’s workload.
ICOTS Enhancement Request Form

Please Include an attachment if additional space is needed

Requestor's Name: Gregg Smith, DCA
State: Louisiana
Title: DCA
Supervision Type: Probation & Parole
Phone Number: +1 (225) 342-6609
Email: greggsmith@corrections.state.la.us

Statement of Need
Describe the enhancement requested. Include a detailed description of the problem and its frequency.

It would be very helpful to have ICOTS set up to automatically WITHDRAW cases, once a TR or RI gets rejected or denied, and no further activity occurs after, say, 30 days. As you know, these cases remain 'active' on both states workloads and appear on numerous 'overdue' lists. It is apparent, getting them withdrawn by the assigned user is not working, no matter how much you pound that into training. This is a simple but effective way to control this problem. Many assigned users aren't aware of this routine.

Current Practices
Describe the current ICOTS work-around that your state uses to address this issue or to fulfill the Interstate Compact requirement(s).

We are having to send an email or a Compact Action Request for each case, in hopes the assigned user for the sending state, withdraws case. This process is extremely time consuming, and is not getting results in most cases. More reminders have to be sent in most cases. Many of these cases are showing up on overdue lists. (ex needing Notice of Departures, even though case was rejected)

Justify Enhancement Priority
Describe how the proposed enhancement improves user experience and other ICOTS processes.

Time saver & a way to keep workload current for assigned users. (This box will not allow me to write but one line, here.)

Signed By IDAOS Commissioner

Date: 2/19/10

Users Impacted
Identify which ICOTS users are experiencing this problem
Hold Ctrl to select more than one user role

Impact on other Processes
List other ICOTS processes or ICAOS Rules that may be impacted by this change: if known.

None. This would only assist with keeping every assigned user's workload current. Active or Inactive. It would give back assigned user, valuable time, that the user had lost upon implementation of ICOTS. No one ever had to go withdraw a case to remove from an active workload before, so case doesn't show up on a delinquent list.