



Interstate Commission for Adult Offender Supervision

Technology Committee Meeting MINUTES

June 3, 2021 · 2:00 pm ET
Video conference

Members in Attendance:

1. Chris Moore (GA), Chair
2. Sally Kreamer (IA)
3. Steve Turner (KY)
4. Mac Pevey (WA)
5. Matthew Billinger (KS), Ex-Officio

Members not in Attendance:

1. Joselyn López (WI)
2. Dan Blanchard (UT)
3. Natalie Latulippe (CT), Ex-Officio
4. Alyssa Miller (ND), Ex-Officio

Staff:

1. Allen Eskridge, Policy and Operations Director
2. Mindy Spring, Administrative and Training Coordinator
3. Xavier Donnelly, ICOTS Project Manager
4. Kelsey Moore, Web Applications and Tech Support Manager

Call to Order

Chair C. Moore (GA) called the meeting to order at 2:03 pm ET. Four out of six voting members were present, a quorum was established.

Approval of Agenda and Minutes

Commissioner S. Turner (KY) moved to approve the agenda as presented. Commissioner M. Pevey (WA) seconded. Agenda approved.

Commissioner S. Turner (KY) moved to approve the minutes from February 1, 2021 meeting as drafted. Commissioner S. Kreamer (IA) seconded. Minutes approved as written.

Discussion

The Committee reviewed the proposed Statement of Need for an enhancement to offender management.

Offender management administrative functions assure the Commission's internal and external partners that the ICOTS data contains information that is accurate, valid, and reliable. The failure of ICOTS state administrators to properly review records and implement offender management

procedures (Move, Merge, and Delete) continues to be problematic. Current practices result in incorrect assignment of records, the removal of the offender's primary address, and the inability to submit various ICOTS activities. This proposal will limit offender management to correct user behavior and properly manage offender records.

The committee reviewed a summary of the proposed limitations:

- *Merge* - State Administrators can only create merge requests when both offender profiles contain historical compact case records only.
- *Move* - Move requests include designation of the 'supervising user' by the originating State Administrator for the move. Therefore, when a move is pending, reassignment of the 'supervising user' will not be allowed via Manage Caseload.
- *Delete* - Appriss will run a one-time batch delete of approximately 19,000 offenders with no associated compact cases.
- *Other* - Remove the "Back" button from the confirmation screen when a user creates a new delete, merge, or move case request. When a user clicks on the "Back" button, it puts the request in 'limbo' and no action is taken. The only buttons available on the screen will be "Cancel" and "Submit".

Enhancement cost: \$11,895

ICOTS Project Manager X. Donnelly noted that the national office did not include the timeline of completion in the proposal. The Executive Committee will decide if they want to proceed with the enhancement this year or next based on the available budget.

Training Coordinator M. Spring presented the Transfer and Transfer Reply PDF to the committee. She asked the members if the definition references to 'resident' and 'resident family' served a practical purpose on the Transfer and Transfer Reply generated PDFs. She also asked if the national office should remove these rule definitions completely from the PDFs.

ICOTS Project Manager X. Donnelly noted that when the PDF was created, the Commission did not have the Help Points tool that linked to the rule definitions in ICOTS. He added that with the ICOTS Help Points, the PDF could be perceived as redundant.

Commissioner S. Turner (KY) was in favor of removing the definition from the PDF noting that the Commission has better ways to reference rules.

DCA M. Billinger (KS) agreed with Kentucky.

Commissioner S. Turner (KY) moved to remove definition of "Resident" and "Resident Family" from both the transfer request and transfer reply PDFs. Commissioner M. Pevey (WA) seconded. Motion passed.

Old/ New Business

Training Coordinator M. Spring noted that on June 1, the national office closed the Comment Forum to comment on the ICOTS enhancement to track warrants status and new discretionary retaking activity. The committee reviewed submitted comments for these enhancements.

The committee discussed a comment from the Commonwealth of Virginia. The committee decided that their comment regarding the warrant tracking was out of scope of the proposed enhancements and fell within the JRI project scheduled for launching this fall.

The second process Virginia mentioned was the managing retaking process. Training Coordinator M. Spring noted that states need to use ICOTS addendums for this process as originally intended and not Compact Action Requests. This request was out of scope for the proposed enhancement.

Commissioner S. Turner (KY) moved the recommend the ICOTS enhancement to track warrants status & new discretionary retaking activity for approval at the 2021 Annual Business meeting. Commissioner M. Pevey (WA) seconded. Motion passed.

ICOTS Project Manager X. Donnelly stated that Appriss will post a statement of work along with the cost estimate in August.

Adjourn

Commissioner M. Pevey (WA) moved to adjourn the meeting. Commissioner S. Turner (UT) seconded.

Meeting adjourned at 2:33 p.m. ET.