



## **CISS Monthly Status Meeting Minutes Wednesday, December 11, 2013**

### **Attendees (based on sign-in sheet)**

Shams Akberzai, Judicial; George Battle, DESPP; Jeff Blatter, Avon PD; Sue Brown, DPDS; Bob Cosgrove, DOC; Frank DiMatteo, DPDS; Larry D'Orsi, Judicial; David Dove, Judicial; Chris Duryea, Judicial; Rich Guerrero, Bristol PD; Joan Hilliard, DESPP; Michael Hines, CSSD; Karl Lewis, DOC; Jim Lobb, Judicial; Mark Meole, Hunt; Chris McLoughlin, ACI; Dave Nadeau, Bristol PD; Andrew Power, Wethersfield PD; Mark Raymond, CIO, DAS/BEST; John Russotto, DCJ; Joseph Santopietro, DOC; Terry Schnure; Thomas Sutkowski, Judicial; Terry Walker, Judicial; Charlie Whynacht, Judicial

### **CJIS Staff**

Wayne Allen, Jeanine Allin, Christopher Boorman, John Cook, James Harris, Tammi Harris, Rick Ladendecker, Nance McCauley, Patty Meglio, Archana Mulay, Mary Ellen Porter, Rajesh Ponnathota, Russ Robitaille, Marcia Rogers, Eduardo Sobrino, Sean Thakkar, Steve Wallick, Glenda Woods

### **Xerox Staff**

Phil Conen

### **Conferenced Participants**

Naveen Prathikantam, DMV; Collin Evans, Xerox; Rob Kribs, Xerox; Clinton Smith, Global Software

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### **Welcome**

Nance McCauley opened the meeting at 1:05 pm. She encouraged questions during the meeting and afterwards with any member of the CJIS Leadership Team. She also encouraged meeting participants to share information with their agency counterparts.

### **CJIS Security Policy – Presented by Rick Hegwood, CISS Durational Program Manager**

Rick noted there was not much progress on the CJIS Security Policy.

- He noted the Governance Committee is researching what other states are doing in terms of a Management Control Agreement and hopes to get an update on Friday, 12/13/13.
- Rick mentioned that the CSO and CJIS team are reviewing the Management Control Agreement and once it is completed, the overall CJIS Security Policy can then be finalized. He noted there is a draft crafted after the FBI CJIS Security Policy.
- Once the CJIS Security Policy is in place, they can address responses to the FBI concerns.

### **Stakeholder Management – Presented by Rick Hegwood, CISS Durational Program Manager**

- Rick noted that there will be a security presentation today following the monthly status meeting on GFIPM claims. He noted that there will be follow-up meetings with the agencies with more detailed information.
- Rick noted there will also be meetings scheduled, beginning in January, with the various agencies to analyze the information exchange consumption requirements, including resources.
- Rick also noted the need for a further understanding with the technical staff on the capabilities of CISS. He noted this may be presented in one of the monthly status meetings – perhaps in January.

**Wave 0, Version 1.6 Update – Presented by John Cook, Senior Project Manager**

- John noted the current status of the CISS infrastructure which includes the following:
  - Installation of the Data Protection Management software for the management servers and the servers used to host the virtual applications, noting that the DPM software is a key component to managing the backup and restoration processes of the environment.
  - The team continued the design documentation for the Operation and Service Management Software, including alerts, notifications, and monitoring controls.
  - The team performed several bare metal server high availability tests.
  - Developed a plan and obtained quotes to purchase hard drive and tape backup for installation in the data center.
- John noted the next steps include definition of system alerts and health checks, hardware performance baselines and documentation of the Stand Operating Procedures.
- John also noted the team is on target to hand off the technology environment to Operations on January 17<sup>th</sup>.

**RMS Network Update – Presented by John Cook, Senior Project Manager**

- John noted the CJIS technical team continued to work with BEST to deploy the CJIS network routers which included:
  - Model router configuration
  - Deployment strategy
  - Agreed on specifications to publish access to the RMS certification test servers supporting the upcoming pilot
- John also noted that approximately 69 of the 91 targeted towns have purchased the Cisco routers – which represent about 76%. The goal is to get to the 80% and believes they will reach that in the next couple of weeks.
- John noted that the team is actively working to get the machines programmed, configured, and ready to forward traffic to the RMS and CISS infrastructure. John noted that BEST is nearing completion of an extensive amount of upgrades to the PSDN to support the CJIS network requirements.

**RMS Certification Program Update – Presented by John Cook, Senior Project Manager**

John reviewed the current status:

- CJIS Business and Technical teams conducted several planning meetings to review and update the current work strategies.
- The outcomes include:
  - Assigned business analyst resources
  - Scheduled outreach meetings with pilot vendors to begin reviewing the technology guidelines
  - Refinement of the testing environment
  - The team completed the business requirements for the Wave 1 input of RMS information into information exchanges 1.1, 1.2, and 1.4.

John discussed the next steps which include a technology track and a business track.

- The technology track includes the following:
  - The team plans to review the guidelines with the pilot vendors

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- Estimating the design and development work with the CJIS stakeholder workgroup, targeting completion by the end of January
- Update the technical guidelines for distribution for community review in February. John noted the aggressive timeline to outreach with the three pilot vendors to disseminate knowledge of the technology architecture, obtain their feedback along with their estimated completion time to perform the work.
- The business track includes:
  - Review and estimate of business considerations, targeting completion in January.
  - The team will continue to document the requirements over the next few months.
  - The team will get back to the community regarding high level work breakdown schedules, project schedules and commitments in January.

### **Wave 1 – UAR Workflow Update – Presented by John Cook, Senior Project Manager**

- John noted the team recently submitted 22 core requirements to Xerox which includes 4 distinct areas:
  - Initiating Information Exchanges
  - Arrest Notifications and User Alerts
  - Distribution of the Arrest Documentation
  - ECM standard file types and functionality – including the ability to redact, restrict, seal, and erase
- John also noted the team is working to add the Pardons file to support the erasures process. This is pending an impact assessment by the Vendor.

Q: Chris Duryea, Judicial – It was stated in the last community meeting that they (Judicial) have concerns about meeting the UAR workflow timeline. Outside of Judicial, was there any other discussion about that timeline?

A: Rick Hegwood – Noted that the UAT timeframe for the search release is to involve the stakeholders earlier in the test process. The overall schedule is left as is; however, they will continue to look at resources, especially agency resources, and report back on how to solidify and issues. Rick noted that the specific dates are reliant on the contract amendment with Xerox on 12/15/13. The time frames will be updated accordingly.

Q: Chris Duryea – noting for SR1 that the key partners being, Judicial, DOC, law enforcement, asked if they have committed to the timeframe?

A: Rick Hegwood – commented that he has not received specific complaints or any comments that they would not meet the SR1 timeframe except for the discussion on the length of the user acceptance testing phase.

Q: Chris Duryea – expressed that the issue is more focused on the UAR workflow and Judicial's concern being communicated with the rest of the community.

A: Rick Hegwood noted that the concerns were discussed with the Governance Committee and believes the communications are being worked with the respective stakeholders.

Q: Chris Duryea asked if UAR Workflow 1 can move forward if Judicial is not ready.

A: Rick Hegwood noted that Judicial is a key player and also noted there is the same concern regarding the RMS Vendors and their ability to meet the timeframes as well. Rick noted there are Governing Board discussions regarding the pooling of resources – and noted that an estimate on resource needs is required.

Nance McCauley commented there is also concern in terms of Judicial regarding erasures for nollies and dismissals and noted that discussions are currently underway to determine the process.

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Q: Sue Brown, DPDS – asked what the core requirements submitted to Xerox are.

A: John Cook – responded that he can send her the list and noted that they represent a collection of information exchanges in Workflow 1 as well as some of the common requirements associated with Workflow 1.

Q: Sue Brown – has a concern that the public defenders are unheard on their concerns about the flow of information with the UAR. She is concerned that the requirements were submitted to Xerox without their concerns being discussed and noted that this poses a problem.

A: Phil Conen – expressed that Xerox would have the same concern.

A: Nance McCauley – commented that the workflow diagrams being used were part of the contract. She noted that there were some modifications that have gone through change control in relation to anything shared with DPDS. She also noted that the team has reviewed the UAR workflow and associated UAR paperwork and have identified who submits them, who has access when they are in their original form, who has access when they are redacted, the process for the reports to come into CISS and then flow to DCJ and Court Operations, and what type of release is required to then share them with the rest of the community.

Q: Sue Brown mentioned it is not only a concern of access, but a concern of timing. She noted that these are very time-sensitive specific documents and is concerned that the timing is not being addressed.

A: Rick Hegwood noted that CJIS will set up a subsequent meeting to ensure concerns are addressed.

- John noted some of the Change Requests that have surfaced during the last few weeks:
  - Remove AFIS as UAR input source brought up last September – on hold, pending security discussion. He noted that the use of AFIS as an input to CISS would be of some benefit to those police departments that don't have RMS systems.
  - The CISS identifier requirements were forwarded to Xerox for an impact assessment. John noted that the CISS identifier is a unique identifier for tracking the UAR. Some of the team members believe it is not necessary because unique identifiers are assigned to the IEPD used to submit the UAR, each of the charges and the associated arrest documents.
  - Remove IE1.66 Error Correction Submission – also pending Xerox impact assessment. The staff determined that information exchange 1.1 also performs the same functionality.

Q: Joan Hilliard, DESPP – is AFIS off the table or is it still up for discussion?

A: John Cook – it is on hold pending confirmation of the Security conversations.

Q: Joan Hilliard – thought she saw a document that AFIS was not included in CISS.

A: Phil Conen – it is neither in-scope nor out-of-scope. This will impact Xerox on design efforts.

Q: Joan Hilliard – documentation that went to the FBI addressed AFIS and was not included.

A: Rick Hegwood – commented that AFIS is off the diagram and is not in scope for the Wave 1 workflow.

Q: Joan Hilliard – Is AFIS part of any Wave?

A: Rick Hegwood noted this is to be determined.

- John noted the next steps for Wave 1 include the following:
  - Confirm CISS requirements with Xerox, including requirements for Pardons file.
  - Determine how nolles and dismissals are identified for erasure rules
  - Continuation of the information exchanges to support the on and off ramp requirements.
    - Workshops for CJIS Community Portals with DCJ, DPDS, Judicial and DMV will be planned.

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- Review GFIPM Control Policy Access spreadsheet with the community to confirm the Wave 1 report claims.

### **Search Release 1 (SR1) Update – Presented by James Harris, Senior Project Manager**

Jim Harris reviewed the current status of SR1 noting the following:

- Until the erasures, dismissals and nolles process is finalized, only active warrants will be displayed from PRAWN.
- Goal of CISS is to display all current operational data in one location
- Based on analysis by our law enforcement liaison, it was determined that there was additional information that we should include from the PRAWN and OBIS systems.
- Photos will also be added to the OBIS replication from the Department of Correction.
- Jim noted that the requirements for displaying OBIS and PRAWN results are currently being reviewed and refined to correctly display the data elements.

Jim also reviewed the next steps for SR1:

- Jim noted that all dates are dependent on the contract amendment resolution.
- Xerox and CJIS will develop a User Interface prototype targeted for January which will be reviewed with Community stakeholders
- Jim also noted that the training curriculum and the deployment strategy will also be developed.

### **CJIS Project Plan – Presented by Rick Hegwood, CISS Durational Program Manager**

- Rick Hegwood noted that he is currently reviewing the requirements and testing allocation resource estimates with stakeholders and plans to send it out on 12/12/13.
- Rick mentioned that timeline and work effort associated with consuming information exchange data will be reviewed with agencies as well.
- He also noted that the contract amendment negotiations are underway.

Q: Chris Duryea – is there some risk with the release plan, assuming that Judicial can deliver on all three workflows; and has the community endorsed that process recognizing there could be some risk with all three being delivered at the same time?

A: Nance – There was a comment from Terry at the last monthly status meeting that the CIB application is a separate work effort from the UAR and Misdemeanor Summons. The workflows are grouped together because they are very similar and are the input from RMS into CISS.

A: Rick also noted that there was no pushback on workflows 1 and 2; however, there was concern on workflow 3 because it was a different system within Judicial. Rick also commented that the impact will be addressed in the January stakeholder meetings.

Q: Chris Duryea – raising concern that the rest of the community has a chance to review the risk from Judicial.

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### **CJIS Community Topics**

- **Contract Requirement B-18** – “The solution should provide the ability to query local law enforcement computer-aided dispatch (CAD) for call and dispatch-related information through a common interface. The CJIS Governing Board will determine permissible use of the data.”
  - Nance solicited feedback from the community for input as to whether CAD information is desired and viewed as valuable as part of Phase 1.
  - There was much discussion on this topic and it was determined as desirable for inclusion in Phase 1.
  - Nance noted that plans will be made to start working in January for presentation to the Governing Board in April.
  
- **A GFIPM Session** was conducted jointly with Xerox and CJIS to review assigning GFIPM claims to users as well as data. Additional sessions will be conducted with the stakeholders. A communication to the community will be distributed outlining the next steps and a timeline.

### **Upcoming CISS Monthly Status Meetings**

**Wednesday, February 5, 2014 (state holiday on 2/12/2014)**

Wednesday, March 12, 2014

Wednesday, April 9, 2014

Wednesday, May 14, 2014

Wednesday, June 11, 2014

***Respectfully Submitted,  
Tammi Harris***