

CJIS Facilitates Project Planning for CJ Agencies

Judicial Gives a Thumbs Up to CISS Project Planning Tool

As the kickoff of Search Release 1 approaches, tracking the long list of projects, resources and tasks can be an overwhelming undertaking to already resource-strained agencies. To facilitate a way to plan and execute tasks in an efficient and easily visible process to all concerned parties, the CJIS Technical team has developed a customizable view that will be offered to all criminal justice agencies that consume and publish CISS data.

Using the Project Tracking Tool, stakeholders can quickly monitor their resources, track project deliverables and milestones, and provide visibility to the details of a project as it progresses from beginning to end.

Both agencies and CJIS can use this tool to monitor the tasks and resources as they display in real time. The new tool also allows users to make adjustments where necessary and to download reports for references and for sharing.

The new project tracking tool can be adapted to work with any CISS project and will provide a live feed of information that will be accessible to anyone with the assigned security credentials. Users will include managers who assign tasks, the human resources who will be logging their task updates as well as CJIS project managers.

To test the new online application, the CJIS Technical and Project Management teams worked with Terry Walker and other members of Judicial to develop a Project Planning Tool that will help the agency keep track of their CISS projects and help CJIS to work closely with the agency on these projects. The resulting prototype depicted Judicial's Criminal Motor Vehicle System (CRMVS) Search source, with a timeline, resources, an interactive pie chart (see Figure 1), tasks, milestones, deliverables, risk log and an Excel output capability.

The Judicial Project Planning Tool interface consists of seven tabs:

- **Project Timeline** – Displays a task Gant chart for the tasks associated with the project. It also displays a timeline with a marker for the current number of days spent on the project as it relates to the total number of days expected to complete the project (see Figure 6). Tasks are color coded

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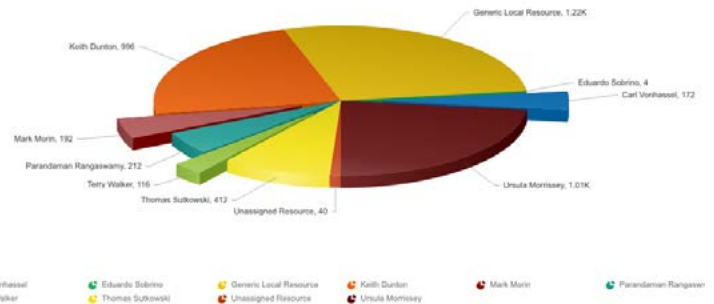


Figure 1. Pie chart of resources.



CJIS Governing Board
 Revolutionary Technology Linking
 Connecticut's Criminal Justice &
 Law Enforcement Community
 November 2014 Vol. 3 No. 11
www.ct.gov/cjis

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Qualis Health Provides Health Check Services

In September, the CJIS Governing Board hired Qualis to provide health check services for CJIS projects. Qualis Health is a private, nonprofit healthcare quality improvement organization with a twenty-year track record of proven success in helping clients improve their clinical, financial, and administrative performance. The company specializes in quality assurance, independent verification and validation, and strategic advisory services. Qualis' main business focus is working with large project technology systems.



Figure 2. Craig Holt.

Craig Holt, Director of Business Development for Qualis, will be meeting with stakeholders, Xerox, and the CJIS project team quarterly and will submit a quarterly report to the CJIS Governing Board. Qualis will present a baseline report for review by the CJIS Governing Board in November. They will present their first comprehensive Project Health Check report at the CJIS Governing Board Meeting in January, 2015.

Qualis headquarters is located in Seattle, Washington with regional offices throughout the US. ❖

In This Issue

CJIS Facilitates Project Planning for CJ AgenciesPage-1

Qualis Health Provides Health Check ServicesPage-2

Highlights: CJIS Governing Board MeetingPage-3

CJIS Hosts New Focus GroupsPage-4

RMS NetworkPage-5

CISS Project Management UpdatesPage-6

CJIS Crossword PuzzlePage-8

CJIS AcademyPage-8

Highlights: CJIS Governing Board Meeting

The October CJIS Governing Board Meeting took place on Thursday, October 16, at the Division of Criminal Justice in Rocky Hill. Mike Lawlor introduced Judge Elliot Solomon, the designee for Judge Patrick Carroll III, before getting down to business.

Karen Buffkin of the Office of Policy and Management (OPM) reported that Xerox Contract Amendment discussions continue. Negotiations with OPM were complete on all issues except for SharePoint licensing, which has been determined to be inadequate for the project requirements.

CJIS is ramping up its staffing, though not all positions are filled. Sean Thakkar introduced Mark Morin and Charlie Polizzi, two new senior project managers for CJIS. Both Mark and Charlie are currently visiting with criminal justice agencies and planning meetings with individual stakeholders. Their focus is to understand their concerns and to help facilitate a smooth transition from a manual information exchange to the CISS electronic information exchange. CJIS continues to search for qualified candidates for the position of durational project manager. With the current hiring climate and the high demand for IT project managers, the prospects are limited. OPM may decide to expand the search or increase visibility. Eighteen other open positions within CJIS are under consideration for state hiring by OPM.

Members of the Governing Board addressed concerns about data security. One particular discussion focused on the management of data inquiries once CISS goes live. Mr. Raymond

said that his group (DAS/BEST) handles a lot of information from a lot of different agencies, but they don't access or interpret the data and recommended that CISS should operate the same way. It was suggested that a standard letter could be written and the language approved by the Governing Board that would direct Freedom of Information Act (FOIA) inquiries to the agency with the system of record. This letter would be sent within four business days of the receipt of the inquiry. CJIS would also send a notice to the requestor informing them of their action. This suggestion will be addressed by the CJIS Governance Committee.



Figure 3. David Wright, Tanya Stauffer, and Phil Conan.



Figure 4. Charles Polizzi, Pete Smith, and Mark Morin.



Figure 5. Terry Schnure, Chief Mulhall, Kevin Kane, and Melody Currey.

On other issues, Mike Lawlor brought everyone up to date on the CJIS compliance policy with the FBI, since Commissioner Schriro could not attend. A vote was taken to accept the FBI Document that contains a detailed description of CISS and the technical topology. This document and the Management Control Agreement (MCA) will be sent to the FBI for their review. Other votes included accepting the recent FBI update to the FBI Security Policy (v. 5.3), the acceptance of the new CT CJIS Security Policy (developed by the CJIS Security Workgroup), and the vote to decide to continue to support the maintenance of the Offender Based Tracking System (OBTS) until CISS is in production. All four of the votes taken were passed with Governing Board approval.

A Legislative Report will be released in November that will summarize the accomplishments, risks, and plans for CJIS projects for the year. Though discussions are ongoing concerning the Xerox Contract Amendment and the FBI Document, CJIS has been, and continues to be, busy gathering requirements, scheduling focus group meetings, securing operational and technical support and planning for Release 1 of CISS.

To address the need for independent evaluation of the CISS project, Sean Thakkar announced the

Continued on Page-5

Project Planning, continued from Page-1

according to their status. Tasks and timelines can also show links to predecessors on the list. If the dates move, the links and dependencies also move.

- **Resource Utilization** – Tracks task and hours by person or by specific task from the beginning to the end of a task. This tab includes an interactive pie chart and drill down capabilities for each person assigned to the project.



Figure 6. A development timeline, including a task view with predecessors.

Status	TaskName	Resource Names	Task Start Date	Task Finish Date	% Complete	TaskWork
Red	Xerox Re-Engagement Date		07/28/2014	07/28/2014	0.00	0.00
Blue	Milestone: Charter Approved		08/26/2014	08/26/2014	100.00	0.00
Blue	Milestone: CISS & Judicial API Introduction Completed		09/04/2014	09/04/2014	100.00	0.00
Red	Integration Activities to Support Judicial		09/08/2014	09/08/2014	0.00	0.00
Green	Milestone: Environment and Network Connectivity Completed	Mark Morin	11/24/2014	11/24/2014	0.00	0.00
Green	Milestone: Judicial Development Completed	Mark Morin	02/27/2015	02/27/2015	0.00	0.00
Green	Milestone: Judicial System Testing Completed	Mark Morin	05/22/2015	05/22/2015	0.00	0.00
Green	Milestone: Judicial UAT					

Figure 7. Milestone table with color-coded status.

- **Milestones** – Shows the completed and projected milestones, using color coding and percentage of completion statistics (see Figure 7).
- **Deliverables** – Displays a list of tasks, the resources, and status of deliverables in color coded and statistical

- formats.
- **Tasks** – Gives a high level view of the tasks assigned to the project. It includes the resources, and status of tasks in color coded and statistical formats.
- **Excel Spreadsheet** —Provides a Milestones spreadsheet that can be opened in Microsoft Excel. Once in Excel, it enables users to create reports, print, and share information.

- **Issues and Risks** - Opens a log of issues and risks in Microsoft Excel. A user can read, edit, and upload the revised file.

The Project Tracking Tool will provide a fast, more visible and well-organized solution to participating agencies for project planning. CJIS will create a customized, online, SharePoint-based Project Tracking Tool for all agencies that consume and publish CISS data. Each agency will only have access to their customized application. If you would like to see a demonstration of the Project Planning Tool or if you would like additional information, contact Mark Morin (860) 622-2189. ❖

CJIS Hosts New Focus Groups

As the CISS project progresses, CJIS will be scheduling and hosting a number of Focus Group sessions. A Focus Group is a small group (6-10 people or larger if needed) discussion guided by a trained leader. The purpose of holding CJIS Focus Groups is to learn more about opinions on a designated topic(s) and promote collaboration and idea-sharing, open communication channels between agencies, CJIS, and the vendor on application requirements and determine business requirements and designs.

CJIS will schedule a Focus Group when people need to share views on a subject, when more detailed discussions are needed on a subject, or when there is a need to share ideas in a free-flowing session.

The people who will be asked to participate in Focus Groups

may include some or all of the following:

- Agencies with common characteristics relating to the discussion topic
- CJIS Business team members
- Project Manager associated with the topic
- Scribe
- Key decision makers (as needed)
- Technical experts (when applicable)
- Xerox (when applicable)

A Focus Group is run by an impartial moderator to keep discussions on track. The agenda concentrates on a few key topic(s). If other related topics materialize from the discus-

Continued on Page-5



RMS Network

Each police department in the State of Connecticut is requested to purchase a router that would give them access to the States Public Safety Data Network (PSDN) that is connected to the CJIS infrastructure. CJIS is working hand in hand with DAS/BEST and each information technology department within the law enforcement agencies (LEAs) to get connectivity to the CJIS Infrastructure.

The current status of those installations is as follows:

- Fifty-four out of ninety-two routers within the state have been configured
- One location is currently being configured
- Nine locations are in the process of purchasing their routers

Governing Board, continued from Page-3

new Project Health Check vendor, Qualis. Qualis will create a baseline report on the CISS project that they will present to CJIS and the CJIS Governing Board in November. They will then use this as a benchmark to compose their first comprehensive Health Check Services report and present it in January, 2015.



Figure 8. Sean Thakkar and Judge Elliot Solomon.

scorecard. It will also include two additional assessments.

For more information about the October Governing Board Quarterly Meeting, please visit the CJIS Website. ❖

Unlike the Independent Verification and Validation report, the Health Check Services report will include a project-wide survey on a quarterly basis that would be used to create a project



Figure 9. Melody Currey, Mark Raymond, and Hakima Bey-Coon.

- Twelve locations still need to purchase routers
- Thirteen locations are in Phase 2 of the PSDN setup
- Five locations still need follow-up on their status

CJIS will continue to work with DAS/BEST and the LEAs to connect the local networks to CJIS in the coming weeks. CJIS will also work with the remaining LEAs on procuring the routers and planning configurations with each town as they receive the routers. ❖

~ Meetings ~

CISS Monthly Status Meeting

November 19, 2014, 1:00 - 3:00 pm
Department of Motor Vehicles
Multimedia Room, 2nd floor
60 State St., Wethersfield, CT

CJIS Governing Board Quarterly Meeting

January 15, 2015 at 1:30 pm
Office of the Chief State's Attorney
300 Corporate Place in Rocky Hill

Focus Groups, continued from Page-4

sions, the moderator can take note and schedule a separate session, ensuring that the discussion stays on the planned topics. A scribe is employed to take notes and, after each Focus Group session, shares the results with the greater criminal justice community.

The first CJIS Focus Group topic will be the Search Interface. Discussions will center on how the Search will work, who will be affected, when the Search will be available, and how the Search interface will change with each release. For information on CJIS Focus Groups, contact Mark Morin, (860) 622-2189. ❖

For more information on CJIS and for additional publications, go to www.ct.gov/cjis

CISS Project Management Updates

Workflows and Information Exchanges

Automated transmittal of information between agencies

Xerox has completed commentary on requirements supporting the Uniform Arrest Report (UAR) workflow. These requirements define the flow of arrest related information and documents through the criminal justice system, as well as the specific needs of each stakeholder.

These requirements will provide the foundation upon which the CJIS team will design and the develop capabilities within CISS to electronically distribute information to the participating

agencies.

In November, focus will be on Misdemeanor Summons requirements, which largely mirror the processes associated with UAR. As such, the commentary activity in this area should be greatly streamlined. In parallel, the analyst team is developing detailed rules regarding access to all information and documents in these workflows, while adhering to the Global Federated Identity and Privilege Management (GFIPM) standards defined

by the U.S. Departments of Justice and Homeland Security. The GFIPM framework will provide a measure of security while providing quick access to the information users need to perform their functions.

As the team works toward the completion of the requirements definition phase for UAR and Misdemeanor workflows system, they are also developing more detailed plans for repeating the requirements definition process for CISS Release 6, which supports the Arraignment and Post Arrest workflows. ❖

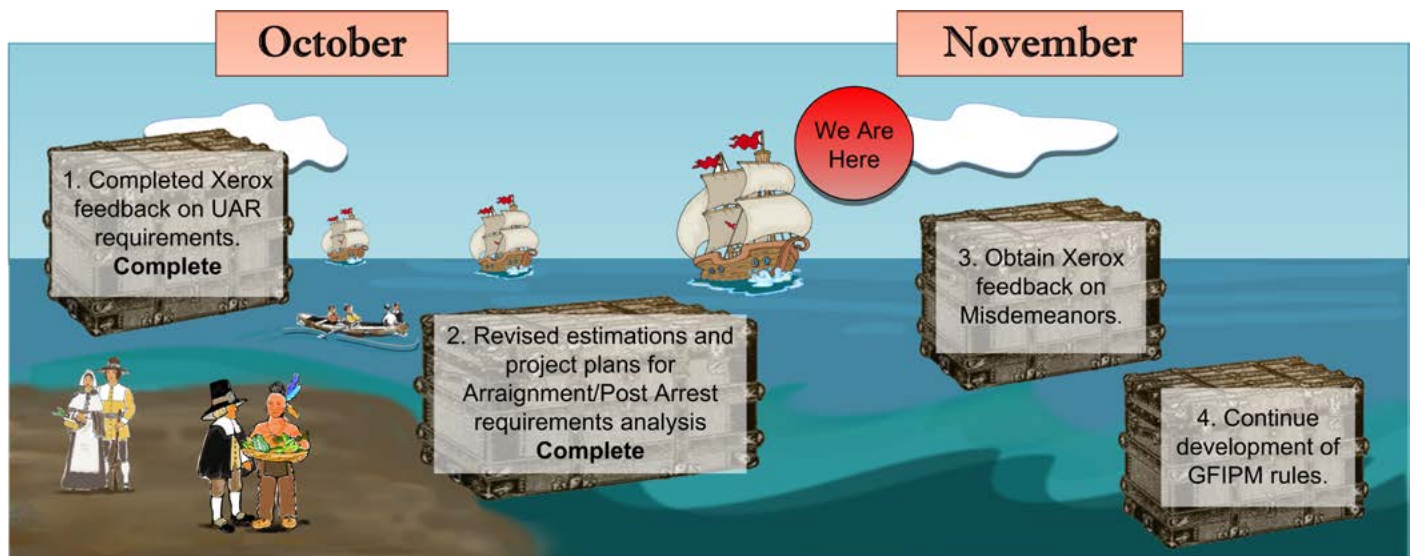
Accomplishments

1. Completed Xerox feedback on UAR requirements.
2. Revised estimations and project plans for Arraignment / Post Arrest requirements analysis.

Next Month

3. Obtain Xerox feedback on Misdemeanors.
4. Continue development of GFIPM rules.

PM Updates, continued on Page-7



CISS Project Management Updates, continued from Page 5

Search Releases

User search of criminal justice agency data systems

The majority of the more detailed Search work in October has been to refine requirements and to improve technical features. Test scripts written for the first two Search Releases have led to more polished requirements.

On the technical side, the CJIS Technical team completed documentation for Xerox for the OBIS system. It is now awaiting Xerox's review.

Court Operations have agreed to the assignment of Global Federated Identity & Privilege Management

(GFIPM) claims to each Protection Order Registry (POR) data element and have provided needed code translation tables. Judicial has provided CJIS with an alternate dataset to use for the Criminal Motor Vehicle System (CRMVS) replication. Having access to its near-real-time "mirror site," CRMVS data will be more current than data from the previous dataset.

During November, CJIS and stakeholders will kick off the Search User Interface Focus Group. The goal is to solicit input from Search users from

several agencies to aid in the user interface design.

Additionally, CJIS will work with its source system agencies to make certain that the information replicated in CJIS servers exactly matches the data that agencies have approved using the Data Map.

CJIS Business team members will document the data available for Search that will originate from the Uniform Arrest Report (UAR) and Misdemeanor Summons Information Exchanges. ❖

Accomplishments

1. Received the required information for code translation from Judicial for the CRMVS application search.
2. Completed the GFIPM mapping for POR data.

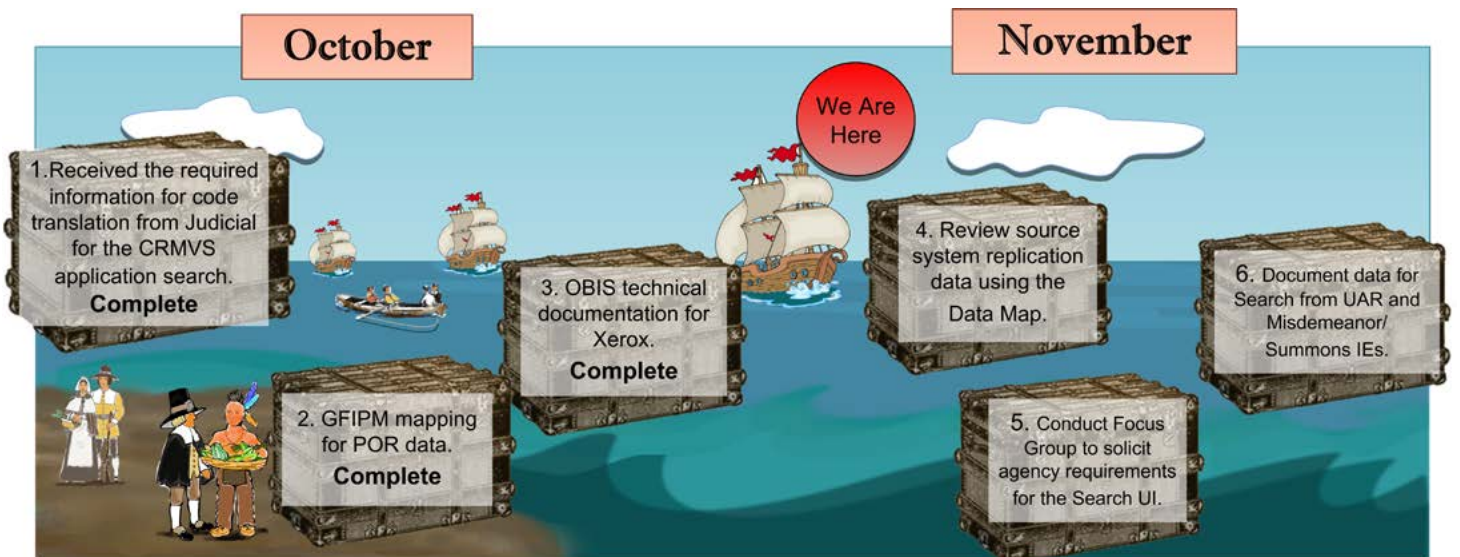
3. Completed the OBIS technical documentation for Xerox.

Next Month

4. Review source system replication data using the Data Map.

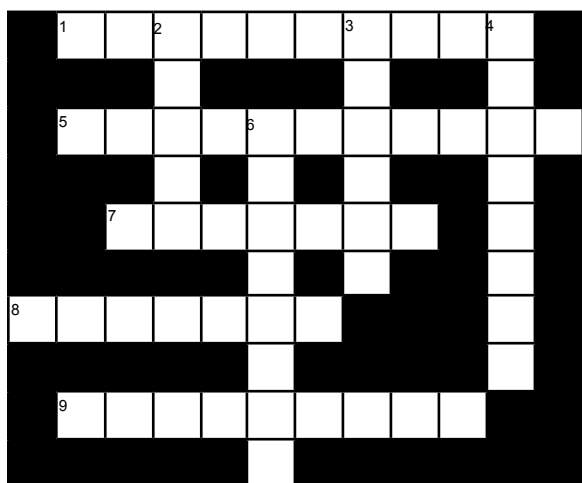
Next Month, contin.

5. Conduct Focus Group to solicit agency requirements for the Search UI.
6. Document data for Search from UAR and Misdemeanor Summons IEs.



CJIS Crossword Puzzle

Test Your Knowledge and Skill on CJIS and Criminal Justice Vocabulary!



Across

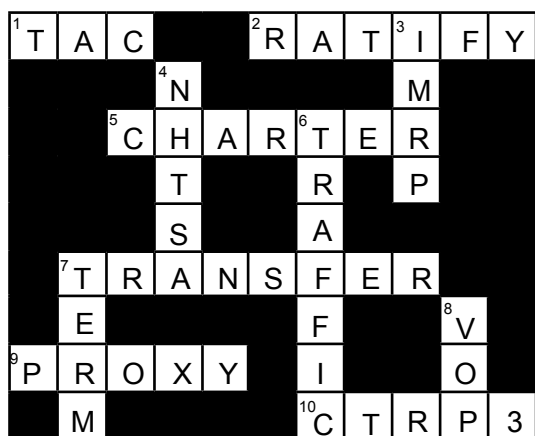
1. A small group discussion guided by a trained moderator whose purpose is to learn more about opinions on a designated topic(s).
5. A type of service that provides independent reports on the status of a company, including its issues and risks.
7. Something held and managed by one party for the benefit of another is said to be held as this.
8. Lose or be deprived of (property or a right or privilege) as a penalty for wrongdoing.
9. Innocent, especially of a formal charge.

Down

2. A group of prisoners secured together to perform menial or physically challenging work as a form of punishment.
3. Challenge (a judge, prosecutor, or juror) as unqualified to perform legal duties because of a possible conflict of interest.
4. Embezzle or steal (money, especially public funds).
6. Implying or involving tort.

Answers will appear in the December issue of the CJIS Roadmap Newsletter.

Answers to the October puzzle.



CJIS Academy

CJIS offers certification classes three times a year for the Offender Based Tracking System (OBTS). The classes will continue to be conducted at 99 East River Drive, 7th floor, East Hartford, CT 06108. For more information and to sign up, visit the [CJIS Academy Webpage](#).

CJIS Support Group:

860-622-2048

CJIS Website: www.cjis.ct.gov

OBTS Certification Classes

- Wednesday, February 18, 2015
- Tuesday, June 16, 2015
- Thursday, October 15, 2015

Using IE With OBTS

Internet Explorer (IE)8, IE9 and IE10 are suitable for use with OBTS when the following options are selected. IE11 should also work with the settings below, however it is not considered a stable release for OBTS. Details about the settings is included on the OBTS training website.

1. The IE browsing history setting of "Check for newer versions of stored pages" should be set to "Every time I visit the Webpage."

2. Clear the browsing history, as well as the browser cache (press F12, then ctrl-R).
3. Users can set the Compatibility View and add the OBTS login page to the compatibility mode.

Contact your local site PC support for assistance with these Web browser settings. ❖