



CISS Monthly Status Meeting Minutes Wednesday, May 1, 2013

Attendees

Matthew Abraham, DPDS; Jennie Albert, DPDS; Kevin Barney, New London PD; Mitchell Bell, Jud; Jeffrey Blatter, Avon PD; Lt. Dan Bothwell, Milford PD; April Capone, OPM; Brian Carlow, DPDS; Chief James Cetran, CPCA; Bob Cosgrove, DOC; Anthony Cuozzo, Orange PD; Frank DiMatteo, DPDS; Dave Dove, JIS; Brian Freeman, Berlin PD; Sgt James Gauthier, Groton PD; Lt. Rick Guerrero, Bristol PD; Chief Stephen Hadasz, Bloomfield PD; Steve Hall, Enfield PD; Darryl Hayes, DESPP; Tom Hine, UConn PD; Sgt. Douglas Hoffman, Groton PD; Jay Kranyak, Milford PD; Michael Krzynowek, Enfield PD; Brett Mahoney, Waterford PD; Micah Mann, BOPP; Chief Marc Montminy, Manchester PD; Greg Moreau, New London PD; Lt. Michael Morgan, Newington PD; Robert Murray, Enfield IT; Dean Myshrall, DAS/BEST; Marc Petruzzi, DESPP; Cesar Portillo, DPDS; Lt. Andrew Power, Wethersfield PD; Jason Rosa, DESPP; John Russotto, DCJ; Granby; Joseph Santopietro, DOC; Terry Schnure; Celia Siefert, CSSD; Ed Sikora, Avon PD; Tom Sutkowski, JIS; Ed Thomas, Woodbridge PD; Terry Walker, JIS; Chief Richard Wildman, Middlebury PD; Gary Willett, EH PD; Bill Youell, DSET; John Zematis, Newington PD.

CJIS Staff

Wayne Allen; Jeanine Allin; Phil Conen, Xerox; John Cook; Dennis Gaige and Tyler DeHart-Krahn, MTG; Tammi Harris; Rick Ladendecker; Lucy Landry; Nance McCauley; Archana Mulay; Margaret Painter; Marcia Rogers; Eric Stinson; Mark Tezaris; Sean Thakkar; Steven Wallick.

Conferenced Participants

Naveen Prathikantam, DMV; Lou Kuchenbrod, Brian Hancock, and Dave Olsen from Town of Groton IT

Welcome

- Nance McCauley, CJIS Business Manager, opened the meeting at 1:00 p.m.
- Nance encouraged attendees to share information with respective agency counterparts.
- Questions were encouraged throughout the presentation as well as after the meeting. Also, follow-up offered with Mark Tezaris, Nance McCauley, Rick Ladendecker, or Sean Thakkar at any time.
- Agenda Review

CISS Search – Production Help Desk Support – Presented by John Cook, Senior Project Manager

John noted that CISS utilization was low for the past month – receiving only 2 help desk calls (login/password). He also noted there were a total of 33 calls since going live – all calls resolved.

Q: Dave Dove, Judicial – How many users in CISS?

A: John Cook, outside of CJIS team there are 8 users – selected, small group of users to perform initial review and use of application. The goal is to receive feedback to align improvements going forward as the full SDLC is implemented.

Wave 0, Version 1.5 Update – Presented by John Cook, Senior Project Manager

- 200 servers targeted for the build-out of CISS.
- John noted the development environment is completed. It includes 50 networking computing devices. The environment represents the SharePoint Portal, MultiVue Indexes and Web Methods Enterprise Service Bus.
- System Center was also installed for monitoring the overall system.
- The build-out for the remaining three environments - system test, UAT/Training, and production are underway.
- The team participated in several knowledge transfer session with Microsoft and other vendors.
- John noted that the System Test environment is targeted for completion by the end of June.

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

- John noted that the site surveys continue at the local police departments. 70 site visits are completed of the 90 total sites.
- Equipment for many of the sites was procured at the local level.
- John anticipates equipment will be installed within 30 days of arrival.
- Next steps are to continue coordination of the remaining equipment purchases and the software configuration build-out with the BEST networking team. The site surveys are targeted for completion by the end of September.

Search Release 1 (SR1) Status – Presented by Eric Stinson, Senior Project Manager

- Eric mentioned that the Project Schedule was distributed to stakeholders.
- He also noted that requirements definition and detail design are well underway.
- Improvements identified to the CISS user interface based on feedback from Wave0V1 production launch will be deployed in SR1.
- Data mapping sessions were conducted with Judicial and DESPP for search source integration with CISS.
- Prototype work on the SharePoint TeamSites for DPDS and Newington PD are also underway.
- Eric noted Xerox is working with the CJIS team on a daily basis to provide feedback and counsel on requirement definition which leads to the detail design and development efforts.

Wave 1 – UAR Workflow Status – Presented by Lucy Landry, Senior Project Manager

- Lucy provided update status on Wave 1, which will introduce workflows and information exchanges to CISS.
- She noted that the Project Charter and project schedule are currently being finalized and will be coordinated with agency resources to ensure their timeframes fit into the overall project schedule.
- BAs are working on the detailed requirements and overall diagrams for the workflows.
- The technical team is working on the detail requirements for the RMS Vendor Certification.
- The technical team is also working with Judicial to finalize terminology and data standards and will continue with other agencies for collaboration.
- Lucy noted that the workflows were refined based on feedback and a better understanding of the processes.

RMS Certification – Presented by Eduardo Sobrino, CISS Applications Development Manager

- Eduardo noted the Records Management Systems used by law enforcement must have the capability to transfer and publish information exchanges, receive and consume the information exchanges and are NIEM compliant.
- He noted that information sharing is a national effort.
- He also noted that RMS vendors must be able to exchange information from a criminal arrest, the adjudication, as well as the post disposition.
- Eduardo noted that the current effort to complete the RMS Certification Package is targeted for July 2013.

Detailed Reviews

- **SR1 Project Charter & Schedule – Presented by Eric Stinson – See Hand-out**
 - Expanded functionality
 - Law Enforcement remains the target users for this release
 - Additional source systems introduced for SR1
 - Governance discussed
 - Pre-defined Reports – sample report from PRAWN data was distributed with a questionnaire for stakeholders to provide feedback.
 - Risks introduced: Schedule may be impacted by Wave0 v1.5 tasks completing for each environment built; resource allocation; agency source system availability for search.

Q: Darryl Hayes – DESPP – Question on the Project assumption on requirements gathering process.

A: Eric – Various workshops conducted and follow-up meetings as required.

Q: Chick Bistany – DESPP - How will information be exchanged with the RMS?

A: Rick Ladendecker, CJIS – Information will be exchanged with CISS via encrypted messages through SOA-based web services. The RMS certification process will provide details on this process. Rick also noted that Information Exchanges will be introduced in Wave1.

Q: Darryl Hayes - What happens if an RMS vendor does not get certified?

A: Rick Ladendecker – Those vendors that are not certified will not be able to exchange information with CISS.

Q: Tom Hines, UCONN PD - Is there a tiered Certification available or is it Certification on all standards once completed?

A: Rick Ladendecker – Once all standards are completed, they will be vetted out with the law enforcement agencies on the types of exchanges they require, and then the team will work with the RMS vendors to capture their concerns and questions. A project plan will be worked out to integrate the processes.

- Eric also reviewed the project schedule for SR1, noting items that will require input/action from the stakeholders.

• **Wave 1 Scope – Presented by Lucy Landry**

- Lucy walked through the scope of Wave 1 – which will be to implement the 1st workflow which is the Uniform Arrest Report, from end-to-end, noting that portions of workflow 6 (Common Exchanges) and workflow 8 (Post Judgment) will be implemented as well.
- The other main objective for Wave 1 is to lay the foundation for the rest of the workflows.
- Targeted RMS vendors for Wave 1 are NexGen for DESPP – 1 troop will be identified as the pilot and then the remaining troops will be roll-out. There will be 3 RMS vendors identified for local LEA. There will be 3 police departments selected per RMS vendor for a total of 9 police departments identified for Wave1 deployment – geographically spread out across the state.
- Lucy noted additional scope for Wave 1 as well as the out of scope items for Wave 1 (not necessarily out of scope for CISS as a whole).

Q: Jason Rosa, DESPP - Have the RMS vendors been identified?

A: Jeanine Allin, CJIS – Tiburon, TriTech, and Hunt for local LEA; NexGen for DESPP

Q: John Russotto, DCJ – How was the team site content arrived at?

A: Lucy – Review of workflow driven by the flow of data and interaction required on agency's behalf.

Q: Terry Walker, Judicial – Were meetings held with stakeholders to define the team site content?

A: Lucy – No, it was based on the meetings held some time ago to define the workflows. However, subsequent meetings will be held with the stakeholders to define the requirements for content and implementation of the team sites.

Q: Dave Dove, Judicial – As part of the data gathering, he has concern about who the user community will be and assigning credentials accordingly, specifically authenticating users to the SharePoint TeamSites. Dave noted this could be a large number of users from Judicial.

A: Rick - To access the TeamSites, you must be authenticated to the CISS portal.

Q: Naveen Prathikantam, DMV – No one as contacted them yet to discuss their Wave 1 involvement; and what is the timeframe to expect involvement?

A: Lucy noted that as the scope and impact to agencies is detailed, there will be subsequent meetings conducted with each agency to gather specific details.

Q: Terry Walker – has an end date been identified?

A: Lucy – No end date is identified. The schedule is being built based on detailed scope and will involve input from the Agencies. Mark Tezaris, CJIS, also offered that the schedule will be based on a work breakdown structure and tasks involved.

Q: Darryl Hayes – what data fields will be part of the Exchanges required for RMS Certification Package? He also noted that early planning is crucial as it relates to impact on agency resources.

A: Lucy – noted that the team is working exchange by exchange to identify the data fields and will share the information when the RMS Certification Package is completed, targeted for July 2013. Lucy also noted that the scheduled will be coordinated with the agencies and will be built with flexibility as needed.

Q: John Russotto – Questioned what FBI data will be out of scope for Wave 1.

A: Nance McCauley – noted that FBI data will not be included.

- **Walk-through of Wave 1 – Presented by Wayne Allen, CISS Business Analyst (See Hand-out)**
 - Wayne noted that the Workflows are different than they were a year ago, based on feedback and agency detail processes.
 - Wayne explained the UAR workflow in two parts: Notifications and Information Exchanges.
 - Wayne also discussed the information exchanges from workflows 6 and 8 that are required to complement exchanges identified in Workflow 1.

Q: Bob Cosgrove, DOC – noted that there has been no prior notification that they will be involved in Wave 1. He has concern on impact to his resources.

A: Nance McCauley – noted that preliminary meetings were held with the Stakeholders a year ago to define high level requirements. It is now time to conduct more detailed meetings and those meetings will be scheduled accordingly. Also, Lucy Landry is scheduling meetings with each agency to review Wave 1 project scope and project schedule concerns.

Q: John Russotto – Is the CISS ID # the unique number to identify a case throughout the workflows?

A: Nance McCauley – Yes, noting that docket number, etc. will be tied to the CISS ID number.

Q: Naveen – What is a TeamSite?

A: Rick – provided technical definition of TeamSites as well as its use with CISS. He noted that each agency will have a customized site and the CJIS team will work with each agency to gather those details.

Q: Naveen - Are the information exchanges replacing current agency feeds?

A: Rick Ladendecker – No, CISS exchanges will not replace existing feeds. However, there may be manual steps that can be eliminated.

The Case for the Connecticut Information Sharing System - Presented by Jeanine Allin, CJIS Public Safety Liaison, retired Newington Police Sergeant

- Why CISS (personal testimony)
 - Recount of the series of events in the death of Master Police Officer Peter J. Lavery, Newington Police Department, who was killed in the line of duty on December 30, 2004.
- This presentation was also delivered to the CJIS Governing Board in April 2013.

Upcoming CISS Monthly Status Meetings: **Wednesday, June 5th at 1:00 pm**
Wednesday, July 10th at 1:00 pm
Wednesday, August 14th at 1:00 pm
Wednesday, September 11th at 1:00 pm
Wednesday, October 9th at 1:00 pm
Wednesday, November 13th at 1:00 pm
Wednesday, December 11th at 1:00 pm

*Respectfully Submitted,
Tammi Harris*