



Interstate Commission for Adult Offender Supervision

Technology Committee Meeting MINUTES

January 13, 2022 · 1:00 pm ET
Video conference

Members in Attendance:

1. Chris Moore (GA), Chair
2. Steve Turner (KY)
3. Dan Blanchard (UT)
4. Mac Pevey (WA)
5. Joselyn López (WI)
6. Natalie Latulippe (CT), Ex-Officio
7. Alyssa Miller (ND), Ex-Officio
8. Matthew Billinger (KS), Ex-Officio

Members not in Attendance:

1. Sally Kreamer (IA)

Staff:

1. Ashley Lippert, Executive Director
2. Allen Eskridge, Policy and Operations Director
3. Barno Saturday, Logistics and Administrative Coordinator
4. Mindy Spring, Administrative and Training Coordinator
5. Xavier Donnelly, ICOTS Project Manager
6. Drake Greeott, Web Development Manager

Call to Order

Chair C. Moore (GA) called the meeting to order at 1:04 pm ET. Five out of six voting members were present, a quorum was established.

Approval of Agenda and Minutes

Commissioner D. Blanchard (UT) moved to approve the agenda as presented. Commissioner S. Turner (KY) seconded. Agenda approved.

Commissioner S. Turner (KY) moved to approve the minutes from August 11, 2021 meeting as drafted. Commissioner M. Pevey (WA) seconded. Minutes approved as written.

Discussion

Review enhancement request proposals: The committee reviewed ICOTS enhancement proposal ER_2021_01_AutoFormatNumbers_West to auto format ICOTS number fields proposed by the West Region.

The committee supports the proposal.

Commissioner M. Pevey (WA) moved to recommend the West Region proposal ER_2021_01_AutoFormatNumbers_West for Commission's consideration and approval at the 2022 ABM. Commissioner S. Turner (KY) seconded. Motion passed.

The committee reviewed ICOTS Enhancement proposal ER 2021-02 PR_Incentative_CS_Screen proposed by the West Region.

Commissioner M. Pevey (WA) stated that the proposal originated from his state. They suggest making changes to ICOTS to display an incentive/corrective action screen on Progress Reports before user interaction. Current practices allow users to select 'no' on the incentive and corrective action screen without seeing the data intended to be captured resulting in blank progress reports. Washington reviews its outgoing progress reports and does not allow the transmission of PRs if this section is blank. This screen encompasses case management details and leaving it blank would imply that state does not provide any oversight for the offender. Additionally, Rule 4.106 specifically asks the receiving state to address the items on this screen, therefore, completing this screen should be a requirement.

The committee supports this enhancement.

Commissioner S. Turner (KY) moved to recommend the ER 2021-02 PR_Incentative_CS_Screen enhancement for approval at the 2022 ABM. Commissioner D. Blanchard (UT) seconded. Motion passed.

The committee reviewed ICOTS enhancement ER_2021_03_GangAffiliation_West.

Commissioner M. Pevey (WA) stated that this proposal originated from his state. Washington proposed making the Gang Affiliation field on the Offender Information screen required. He stated that Gang Affiliation should be a mandatory field adding the option for the sending state to select 'no known gang affiliation'. This offender population poses a significantly higher risk to officer and community safety; therefore, the Sending State should be required to attest to having no knowledge of gang affiliation at the time they build the offender profile. In some cases states need to update this field after the Receiving State gained this information from the offender, or the Receiving State officer obtained it from a background check or was later advised by local law enforcement. A Receiving State should have this information beforehand as it impacts officer and community safety, case assignment and classification.

DCA N. Latulippe (CT) expressed her concerns with this enhancement. She asked if the ICOTS user would be held responsible for not adding this information to the system. She noted that often, users do not have all information at the beginning of the transfer process.

Commissioner M. Pevey (WA) stated that Washington was asking for any "known information" at that time. He suggested achieving this clarification via training and communication.

DCA M. Billinger (KS) stated that in Kansas, they were not allowed to assign gang affiliation to offenders who did not go through a comprehensive checklist. He expressed his concerns about

marking offenders as gang affiliated when they were not and the repercussions that come from that based on supervision standards and practices.

Training Coordinator M. Spring noted that gang affiliation could be added/edited by the supervising state's administrator through the Edit Offender Demographic functions. In many instances, gang affiliation was documented on an attachment to a TREQ or RFRI, but the field itself was not utilized by the end user. When discovered during a compact offices review of an outgoing or incoming offender transfer or at any time after a profile is created, this field could be updated by the supervising state's administrator through the administrator functions.

Commissioner M. Pevey (WA) moved to recommend the proposal ER_2021_03_GangAffiliation_West for Commission's approval and consideration. Commissioner J. Lopez (WI) second.

The committee decided to table its recommendation until the next meeting pending the DCA Liaison Committee's input on the drop-down options for this enhancement.

Motion withdrawn.

Review and Approve ICOTS Privacy Policy Updates: Executive Director A. Lippert stated that it was difficult to hold states accountable for keeping the data clean without having any specific deliverable timeline and expectation. The national office reviewed current Privacy Policy for ICOTS v.4 and added specific timeframes for clarification.

The committee had discussion about open record requests and specifics of disclosing ICOTS information. The committee requested to clarify who was responsible for disseminating what information since both the sending state and receiving state were involved in offender transfer cases.

The national office will make some clarifying changes to the policy and bring it back for committee's review and consideration at the next meeting.

Discussion of ICOTS Re-Design: Executive Director A. Lippert stated that the national office was working with Appriss on redesign of ICOTS look and user experience. The current ICOTS design was built in 2008. Thus, it is not mobile friendly, has no 2-factor authentication, and has dated design elements. The new design will have cleaner user interface, be more robust and user friendly.

She continued that several submitted ICOTS enhancement proposals were to improve user experience. Instead of paying Appriss to add them to ICOTS, the committee could put them on the waiting list and roll into the new ICOTS design.

The committee was in favor of this project.

Chair C. Moore (GA) thanked the national office for leading this project.

ICOTS Data Export Toolkit: ICOTS Project manager X. Donnelly stated that for states who request an ICOTS data export directly from Appriss, the national office created a set of tools to understand the export data and build their own reports. Approximate cost of the export was \$2,000 -\$3,000.

Adjourn

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

Meeting adjourned at 2:07 p.m. ET.