Minutes 2021

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MAJIC Meeting

# January 21, 2021

|  |  |  |  |
| --- | --- | --- | --- |
| **√** | Helen Sharratt | Integrated Justice Coordinator | 1. Alaska Court System |
|  | Shannon Tetlow | Case Mgt. & Legislation | 1. Alaska Dept. of Admin, Public Defender |
|  | Dr. Troy Payne | Associate Director, AJIC | 1. UAA AK Justice Information Center |
|  | Angie Rosales | Victim Witness Coordinator | 1. Anchorage Municipal Prosecutor’s Office |
|  | Josiah Jones | APD IT Manager | 1. Anchorage Police Department |
|  | Brian Brossmer | Research Analyst | 1. Alaska Judicial Council |
| **√** | Michal Bowers | PBK Coordinator, Criminal Div. | 1. Alaska Dept. of Law |
|  | VACANT |  | 1. Alaska DOT, Program Development |
|  | Chief Peter Mlynarik | Chief, Soldotna PD | 1. Alaska Association of Chiefs of Police (AACOP) |
| **√** | James Dabbs-Ashworth | Acting DP Manager | 1. Alaska Dept. of Corrections |
| **√** | Lauren Whiteside  Mina Peters | Driver’s Services  IT | 1. Alaska DOA/Division of Motor Vehicles |
|  | Tony Piper | ASAP Program Manager | 1. AK DHSS/Alcohol Safety Action Program (ASAP) |
|  | Sandra DeHart Mayor, MSW | JOMIS Manager | 1. Alaska DHSS/Division of Juvenile Justice |
|  | Karen Benson | Program Coordinator | 1. AK DHSS, Division of Health Care Services, Background Check Unit |
|  | Scott Stair | Investigator | 1. Alaska Dept., of Revenue, CIU |
|  | Desiree Downey | Traffic Records Research Analyst/FARS Analyst | 1. Alaska DOT, AK Highway Safety |
|  | Rick Roberts | Captain, AST | 1. Alaska Dept. of Public Safety, AST |
|  | Jeremy Johnson | Region III Elections Supervisor | 1. Alaska Division of Elections |
|  | Nicole Lebo |  | 1. Municipality of Anchorage (DHHS) |
|  | Rick Calcote | Policy and Planning | 1. DHSS, Division of Behavioral Health |
|  | Karolina Bednarska | Development Manager | 21. Alaska Native Justice Center |
|  | Glen Klinkhart | Director | 22. Alcohol Beverage Control Board |
|  | Deb Senn | Office Manager, CBJ Law Dept | 23. City & Borough of Juneau – Dept. of Law |
|  | Dee Enoch | Database Specialist | 24. Juneau Police Department |
|  | Dana Penner | Project Manager | 25. Alaska DHSS/Office of Children’s Services |
| **√** | Beth Goldstein/Elizabeth Russo | Deputy Directors | 26. Alaska DOA/Office of Public Advocacy |
|  | **OTHER ATTENDEES** | Sitka PD, NSBPD, UAA PD, AK RR PD, Valdez PD, Wrangell PD | Skagway PD, Homer PD, |
|  | Brenda Axtell, ACS | Tracey Buie, ACS | James Stinson, OPA |
|  | Bonnie Hough, ACS | Anne Fajardo, ACS | Hanley Robinson, ACS |
|  | Jason Emineth, Equivant | Kiersten Jedlicka, DMV | Ina Mano, ACS |
|  | Jenifer Burris, DPS | Lisa Purinton, DPS | Lorena Bukovich-Notti, DPS |
|  | Captain Merrill, AST | Sherry Trigg, ACS | Jeffrey Schmitz, DMV Director |
|  |  |  | Dan Govoni, SOA DNR |
|  | LOCATION | 820 W 4TH Ave., Snowden Bldg. | Lt. Dunford, AST |

**12:00 to 12:45 p.m.**

**State of Alaska, Department of Public Safety Presentation on Fingerprinting System Upgrades.  Jenifer Burris, Criminal Justice Planner, DPS** presented information on the new Automated Biometric Identification System (ABIS) upgrade at DPS, and answered questions.

Alaska is part of the Western Identification Network (WIN) which is comprised of eight states. DPS stepped up to pilot the new technology hoping to pave the way for other states with rural bandwidth and connectivity issues.

Jenifer provided a PowerPoint which provided details of the upgrade, the significant improvements in efficiencies, disaster recovery, and real time technical support made possible via desktop virtualization (VDI) and remote desktop protocol (RDP) - particularly during COVID. Technicians are no longer physically tied to a work station at HQ, and the system is fast, searching across all WIN states, and leveraging a powerful algorithm that looks for more granular print detail.

DPS technicians have been able to conduct virtual training successfully during COVID. DPS has worked with several local police departments on how to electronically transmit prints into the new system. Users must procure and install live scan technology in order to send fingerprints into the new system electronically. Before purchasing equipment DPS emphasized the importance of checking with DPS IT to ensure equipment and software is compatible with the DPS system.

Jenifer provided her email and invited law enforcement agencies to contact her about possible ways to obtain funding assistance, and training.

**12:45 to 1:15 p.m.**

**Electronic Charging Document Project (ECDP)**

1. Stakeholder updates since last meeting (October 29, 2020).

* Alaska Court System

The ACS has done some internal work in preparation for meeting with vendors ISI and Equivant to move this project forward. It is anticipated that the ACS will be able to meet with ISI in late March to discuss scope and development. The focus until then is on the e filing project, however much of the integration work being done on the e filing project will be needed for eCDP as well. It is possible that the ACS will be ready to meet again with stakeholders at the end of March, although that could change, depending on the e filing roll out schedule.

Equivant’s Jason Emineth confirmed that the work being undertaken to validate the current integration between ISI and Equivant to facilitate e filing can be leveraged for this project. This will mean that much of the work needed for eCDP will already be done. Equivant’s schedule looks

open to continuing work on this project into the spring.

* Department of Law

It is unlikely that DOL’s vendor PBK will be able to get back to this project during the first quarter. Michal will follow up and report back on whether a meeting at the end of March would work for DOL and PBK.

* Municipality of Anchorage

MOA representatives were not at today’s meeting. Helen will reach out regarding budget and timing.

1. Identify next steps and tasks

Brenda will find out in March when ISI can work on this

Michal will contact PBK

Helen will touch base with the MOA for an update

Helen will schedule the next eCDP meeting for late March or early April.

MAJIC Meeting

# June 10, 2021

|  |  |  |  |
| --- | --- | --- | --- |
| **√** | Helen Sharratt | Integrated Justice Coordinator | 1. Alaska Court System |
|  | Shannon Tetlow | Case Mgt. & Legislation | 1. Alaska Dept. of Admin, Public Defender |
|  | Dr. Troy Payne | Associate Director, AJIC | 1. UAA AK Justice Information Center |
|  | Angie Rosales | Victim Witness Coordinator | 1. Anchorage Municipal Prosecutor’s Office |
|  | Josiah Jones | APD IT Manager | 1. Anchorage Police Department |
|  | Brian Brossmer | Research Analyst | 1. Alaska Judicial Council |
|  | Michal Bowers | PBK Coordinator, Criminal Div. | 1. Alaska Dept. of Law |
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|  | Dee Enoch | Database Specialist | 24. Juneau Police Department |
|  | Dana Penner | Project Manager | 25. Alaska DHSS/Office of Children’s Services |
|  | Beth Goldstein/Elizabeth Russo | Deputy Directors | 26. Alaska DOA/Office of Public Advocacy |
|  | **OTHER ATTENDEES** | Amanda Joseph for Nicole Lebo | Mina Peters for Lauren Whiteside |
|  | Michael Gimm DOC | Lt. Olsen AST | Bill Doolittle DPS |
|  | John Blackwell DPS | Anne Fajardo ACS | Kathy Monfreda DPS |
|  | Amanda Bean CBJ | Jenifer Burris DPS | Lisa Purinton, DPS |
|  | Ross Klein PD | Ted Johnston DPS | Kelly Goode, Deputy Commissioner DOC |
|  | Joe Waters DPS |  |  |
|  |  |  |  |
|  | LOCATION | 820 W 4TH Ave., Snowden Bldg. |  |

**12:00 to 12:55 p.m.**

**State of Alaska, Department of Public Safety** introduced the beginning of their **Criminal Justice Information Systems (CJIS) Modernization initiatives**, with a focus on the first vendor contract with CPI/OpenFox. This discussion will be the first of many coordination meetings with stakeholders to take place over the next three to five years. The DPS Project Team (Kathy Monfreda, Lisa Purinton, Joe Waters and Bill Doolittle) provided information and answered questions.

Project Manager Bill Doolittle explained that the CPI contract is the beginning of a three to five-year project to modernize DPS systems. The contract with CPI leveraging its Open Fox products is the first of many contracts that will be coming later. The first objective is to replace the message switch, but a lot of what is going to be needed will take up to five years to implement. The goal today is to provide criminal justice stakeholders with a sketch of where we are starting from, where DPS wants the technology to end up, and to obtain input and answer initial questions.

Joe Waters explained the CPI contract. CPI is located in Illinois and offers a software as a service solution. The first task is to implement a new law enforcement switch to replace the current APSIN system. Instead of logging into APSIN and APSIN terminals, users will log into CPI, which will provide richer data, formatted screens and improved visualization of information. In year three of the project DPS will implement projects to add criminal history, sex offender registry and hot files. That work represents about 75% of what DPS currently has on the mainframe.  The other 25% is what DPS will be working on concurrently.  There are about 20 sub projects that will impact other agencies and systems, including gun checks, interactions between DPS and DMV and the ACS, fingerprints, and background checks. All of these are on the table for review/discussion and updating. DPS is going to need more information from stakeholders to inform these projects and meetings will be set up over this summer to discuss timing, funding, resources, needs, etc.

Bill will send Helen the CPI proposal and diagrams that could be useful to stakeholders to get an overview of the CPI contract and project. Helen will send this information out to the MAJIC members.

Bill explained that the 20 sub projects are in early phases of determining scope and who is impacted.  DPS will not have a holistic lifecycle view of what is needed and approximate timelines for at least a few weeks.

The project has three phases. There will be no impact to other agencies in first year of the project.  This first phase involves standing up the switch in CPI’s data center in Chicago.  Users will probably not realize that there has been a change and will continue to access APSIN seamlessly. After the switch is set up, it will be built on with secure messaging and APSIN users will the need to install the CPI software on their computers. No significant changes to APSIN are expected in the next three years. The CAD, RMS, APSIN should work as is for a few years.  Then DPS will be adding other services, such as DMV photos, integrations, and the ability to transfer data.

Kathy clarified that the primary purpose of the project is to get DPS off the mainframe and modernize programming and increase functionality for users.  CPI’s Open Fox suite of services will improve and add integrations, such as with ShareBase, CourtView, e filing, dispositions, bail, etc. CPS is the industry leader for public safety. About 30 of the 50 states run CPI’s products. CPI has a lot of interfaces built and available. Some of the migration should be plug and play such as to NCIC and NLETS. Work will be needed on APSIN specific keys, however.

James Dabbs Ashworth, DOC was interested in learning more about the proposal and the vendor selection. Did DPS consider building its own system rather than going with a vendor providing software as a service? DPS put out a Request For information for law enforcement message switches. DPS received responses from CPI and from a joint venture.  Both looked good.  Joint venture did have cloud-based service and hosting but there were significant cost differences and CPI was more homogenous and had well integrated components.  Azure was always on the table and still on table as a possibility for DPS’ disaster recovery.  James is interested as he is looking out for information on a possible replacement for the DOC offender system.

Mina Peters, DMV asked if there has been any discussion about re-routing e disposition through DPS and APSIN rather than DMV.  DMV is going to need to have interface with DPS for dispositions entered into APSIN anyway.  Another possible benefit might be that DPS would get more information into the repository. DPS can consider this as DMV and DPS talk about desired features as the project moves forward.

Lisa Purinton, DPS emphasized that a lot of conversation about projects and how they will evolve are still needed.

Joe Waters, DPS confirmed that agencies can anticipate that DPS will still be using parts of the mainframe for approximately three more years. There should not be significant changes to users for about three years. Different processes will move off the mainframe at different phases. The end goal is to get off the mainframe entirely but there will be some degree of duality until full completion of phase three, and all sub projects. At that point all dependencies will be remapped to the new CPI integration for all DPS services.

The new message switch is very powerful. It supports a variety of data formats and transformations. Joe will send the specifications out to the ACS and other agencies when he has them. Agencies could leverage use of the switch for other messaging not just with and through DPS. Bill explained that the APSIN platform has caused a lot of convoluted architecture and DPS is working to capture the functionality that agencies want to see three years from now.

ARMS will integrate with the new system but there has been no discussion yet on how e citations will flow differently, if at all. TraCS is a separate system at this point. E citations are no in scope to be integrated with the message switch currently, but DPS can look at it to see if it would improve processes.

Citations is one of the side projects DPS is planning to investigate in depth and what it should look like. DPS has looked at a universal repository. There is no state mandate to have one, but DPS can look at that. This could be one outcome and a place where all citation could reside.

Deb Senn, CBJ asked if there would be changes for the City Attorney’s two APSIN users in the foreseeable future. DPS does not expect there to be any changes for regular APSIN users until year three. APSIN should continue to work as it does now until year three.  The APSIN interface changes needed for users will be coordinated by DPS CJIS who will reach out to the TACs and IT for each agency to install new software on user computers.  That may happen at the end of year 2.

Kathy Monfreda, DPS explained that the timeline is not set. There are a lot of considerations to be worked out yet, and timing will depend on funding. DPS is happy to bring progress updates to MAJIC as the project move forward, and will also be meeting with agency stakeholders this summer.

**12:55 to 1:00 p.m.**

**Agency Project Updates:**

Electronic Charging Document Project (eCDP) is moving forward. DOL and the ACS are working with the ACS vendor on the architecture now. MAJIC meetings will be used for this project so that other stakeholders that may be interested in this process can listen in, and send follow up questions to the ACS via Helen. There was no objection to eCDP MAJIC meetings starting at 11 a.m. and ending at noon to accommodate vendors in different time zones.

Amanda Joseph introduced herself. She is with the MOA Housing and Homeless Services and is also responsible for the Domestic Violence Intervention Program. Nicole Lebo is the MAJIC liaison but Amanda asked to be added to the distribution list for MAJIC meetings.

 Kathy Monfreda announced that SEARCH has a Symposium in July**.**

**Next Meeting: June 24, 2021**

# June 24, 2021

|  |  |  |  |
| --- | --- | --- | --- |
| **√** | Helen Sharratt | Integrated Justice Coordinator | 1. Alaska Court System |
|  | Shannon Tetlow | Case Mgt. & Legislation | 1. Alaska Dept. of Admin, Public Defender |
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|  | Angie Rosales | Victim Witness Coordinator | 1. Anchorage Municipal Prosecutor’s Office |
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|  | Rick Calcote | Policy and Planning | 1. DHSS, Division of Behavioral Health |
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| **√** | Deb Senn | Office Manager, CBJ Law Dept | 23. City & Borough of Juneau – Dept. of Law |
|  | Dee Enoch | Database Specialist | 24. Juneau Police Department |
|  | Demara Crim  Miriam Freas | Business Analyst ORCA | 25. Alaska DHSS/Office of Children’s Services |
|  | Beth Goldstein/Elizabeth Russo | Deputy Directors | 26. Alaska DOA/Office of Public Advocacy |
|  | **OTHER ATTENDEES** |  |  |
|  |  |  |  |
|  | Angie Roote ISI | Anne Fajardo ACS | Sharon Chen ACS |
|  | Brenda Axtell ACS | Jenifer Burris DPS | Dave Muise DOC |
|  | Tracey Buie ACS | Bonnie Hough ACS | Hanley Robinson ACS |
|  | Carlos Lopez ISI | Ryan Foley ISI | Gina Turnbull ACS |
|  | Sonja Ahern ACS | Ina Mano ACS |  |
|  | LOCATION | Teleconference Only |  |

**11 a.m. to noon**

**Electronic Charging Document Project (eCDP)**

The Alaska Court System and Department of Law project teams and the ACS vendor discussed tasks undertaken so far on the ecf solution to initiate cases sent from the DOL system into the ACS e filing system.

ISI Project Manager Angie Roote reported that Image Soft (ISI) is working on scoping and estimating the ecf solution, including the filing review system. ISI has received new information from the ACS on what data will be needed coming into the new ACS DMS (OnBase). ISI will be working on a draft OnBase prototype form for data needed from DOL for case initiation and will review this with the ACS team when done.

The ACS team and ISI met to discuss the data that is needed. ISI will design a form for capturing that data. ACS has indicated that the DOL system data coming in should follow the TrueFiling flow for case initiation as much as possible. ISI has the schema for data coming across to ACS. ISI will take that data to build out the form to navigate this process. ISI needs to develop a form process to accommodate cases being initiated with one or multiple charges.

ISI IT team will meet internally tomorrow to start looking at the data to make sure it will fit into the file review side of things. Follow up will be needed with DOL on how data needs to be mapped. DOL’s vendor PBK was not available today, but could have a brief meeting with ISI IT team this week or next. ISI will get the project documentation to Michal for PBK

Brenda reported that the ACS team is going to meet with the CMS vendor on July 12 to go over work previously done on this project.

A timeline for implementing this exchange has not been decided yet, but ISI hopes to complete it around the end of 2021 or early in the first quarter of 2022 to avoid going into production at the same time as the Anchorage court roll out for e filing. Brenda wants this project in place before rolling out e filing to Anchorage. A system to system data exchange to initiate cases rather than entering them via TrueFiling would be a huge d be a huge benefit for Anchorage, which is a large, high volume court. The current plan is to roll out to Anchorage in 2022.

**Next Steps**

ISI will get documentation to Michal for the DOL vendor

ISI will schedule a short meeting with PBK.

ISI will be working on data form and flow with the ACS team

Next project meeting will be in two weeks.

# July 8, 2021

|  |  |  |  |
| --- | --- | --- | --- |
| **√** | Helen Sharratt | Integrated Justice Coordinator | 1. Alaska Court System |
|  | Shannon Tetlow | Case Mgt. & Legislation | 1. Alaska Dept. of Admin, Public Defender |
|  | Dr. Troy Payne | Associate Director, AJIC | 1. UAA AK Justice Information Center |
|  | Angie Rosales | Victim Witness Coordinator | 1. Anchorage Municipal Prosecutor’s Office |
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|  | Brenda Axtell ACS | Jenifer Burris DPS | Lisa Purinton DPS Gina Turnbull ACS |
|  | Tracey Buie ACS | Bonnie Hough ACS | Andrew Dougherty ACS Alan Stroop Equivant |
|  | Carlos Lopez ISI | Ryan Foley ISI | Carol Scoles ACS |
|  | Sonja Ahern ACS | Patricia Jacoby Equivant | Kyle Kranda ISI |
|  | LOCATION | Teleconference Only |  |

**11 a.m. to 11:45 a.m.**

**Electronic Charging Document Project (eCDP).**

The Alaska Court System and Department of Law project teams reviewed a draft prototype e form visualization created by the ACS vendor, which demonstrates how the data will come in from the prosecutor.  The vendor’s product development team will send over a finalized file in the coming week. The vendor will also finish the project estimate and have that completed by the next meeting so that the teams can go over next steps.

The form is not intended to be a final product but rather a visual of what data coming over could look like. The development team has not finished the XML yet, so there will be further changes. The form is really style sheet in the document management system that will be applied to the data coming in to make it clear to read. The data can be moved around. For now, the defendant information is at the top, then the charge information with all charges listed out separately. There will be sections for both criminal and minor offenses. Expansion on the charges will open up to show detail such as vehicle data if a vehicle was involved. This is just an idea of what the ACS vendor will be doing with the data.

The ACS will want to move some of the data around. Charge information can be a separate tab, like the existing format for TrueFIling. As much as possible, the ACS would like consistency with the current look and process in the document management system. While it does not have to be exactly the same, the ACS believes it is important to have similar formatting. The ACS vendor can do that once the final XML is available, and can then give it to the ACS team to mock up the order in which the ACS would like to see the data.

If a different way of looking at the data and a better format emerges from this project, it would be possible to go back and change what has been done with TrueFIling. However, that would require the vendor to perform additional work. The current form in the document management system is an e form that can be manipulated. The system to system e form is different from what comes in from TrueFiling. The style sheet that will come in from the ECF endpoint from the prosecutor’s side will be static data.

DOL confirmed receipt of the technical files. The DOL vendor requested assistance navigating which files within the zip folder are applicable file to the production scope of the project.

Sharon Chen, ACS Applications Manager explained the changes since the Proof of Concept (POC) and early work with the SEARCH broker. The endpoints have changed from the original scope and POC. Instead of coming from a server, the data will come from the TrueFiling endpoint into the document management system and then be made available to the users. This has simplified the process. Sharon will help bring DOL’s vendor up to speed on the changes and new flow and can help navigate the technical files.

For the POC, minimal data was exchanged. In order to move to production, more data is needed, but not all data will be required. There will be less data entry. Some information is now optional with placeholders and because it is optional it will not delay processing.

The ACS vendor explained that the ECF spreadsheet helps break things down into the project messaging components. The messages are detailed in the spreadsheet.  It seems like a lot of information but it includes notes on what is and is not required.  DOL’s vendor needs to focus on three file messages – Notify, Review, and Filing Complete (indicating acceptance or rejection by the court).

ACS Project Manager, Angie Roote, will help coordinate next steps and will connect DOL’s vendor with the ACS vendor’s technical team. The new endpoint for testing has not yet been provided but the ACS vendor will send it to DOL.

# August 19, 2021

|  |  |  |  |
| --- | --- | --- | --- |
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|  | Desiree Downey | Traffic Records Research Analyst/FARS Analyst | 1. Alaska DOT, AK Highway Safety |
|  | Rick Roberts | Captain, AST | 1. Alaska Dept. of Public Safety, AST |
|  | Jeremy Johnson | Region III Elections Supervisor | 1. Alaska Division of Elections |
|  | Nicole Lebo |  | 1. Municipality of Anchorage (DHHS) |
|  | Rick Calcote | Policy and Planning | 1. DHSS, Division of Behavioral Health |
|  | Karolina Bednarska | Development Manager | 21. Alaska Native Justice Center |
|  | Glen Klinkhart | Director | 22. Alcohol Beverage Control Board |
|  | Deb Senn | Office Manager, CBJ Law Dept | 23. City & Borough of Juneau – Dept. of Law |
|  | Dee Enoch | Database Specialist | 24. Juneau Police Department |
|  | Demara Crim  Miriam Freas | Business Analyst ORCA | 25. Alaska DHSS/Office of Children’s Services |
|  | Beth Goldstein/Elizabeth Russo | Deputy Directors | 26. Alaska DOA/Office of Public Advocacy |
|  | **OTHER ATTENDEES** |  |  |
|  | Sarah Stanley, MOA Prosecutor | Commissioner Dahlstrom DOC | Sandra DeHart-Mayor Allison Weeks DBH |
|  | Justin Bode, DPS | Anne Fajardo ACS | Sharon Chen ACS Dave Muise, DOC |
|  | Brenda Axtell ACS | Jordan Demientieff ACS | Gina Turnbull ACS |
|  | Tracey Buie ACS | Bonnie Hough ACS | Andrew Dougherty ACS |
|  | Carlos Lopez ISI | Ryan Foley ISI | Carol Scoles ACS |
|  | Sonja Ahern ACS | Patricia Jacoby Equivant | Kyle Kranda ISI |
|  | **LOCATION** | **Teleconference** |  |

**11 a.m. to noon**

**Electronic Charging Document Project (eCDP).** The Alaska Court System and Department of Law project teams discussed project status and next steps.

**Sample Testing:**

ISI reported that technical staff has worked through samples which successfully entered OB. Based on this the ISI team broke down what it would take to build the solution.

Brenda has the high-level tasks and would like it broken down further.

ISI reported that as long as data doesn’t change it looks good, and if there are changes needed down the trail, those can be worked through. The data was successfully entered in the test and got into the OB processing queue.

**Work estimate and breakdown:**

On the DMS side (OnBase – OB) an estimate for the work has been sent out by the ACS vendor for the e filing Project Manager’s (ACS PM) review.

Brenda Axtell, ACS PM has received the estimate but needs more detail on the work/cost listed.

ISI explained that further work on the e form for case initiation previously shared with the ACS is underway. Kyle from ISI will be making changes and additions based on the input ISI has received.

ISI technical staff have met with Product Development (PD) and Ryan Foley who worked on the proof of concept to review the data coming in and to make sure ISI can get data into OB.

ISI is ready to begin development on this.  Once the estimate is approved and the test reviewed and approved, development can begin.

It is estimated the work will take about 170 hours to complete but ISI is not able to allocate 100% of their time to this project yet. ISI PM Angie Roote will provide ISI technical staff with the timeline plan once that is worked out. Angie is not available this week but will be working out a timeline with the ACS.

**Discussion:**

Once the data comes in the idea is that it will follow processing already in place for criminal cases in TrueFiling. This is for case initiation only and ACS, DOL and ISI will still need to work on what messages will be returned.

The plan is to send the Notify Review Filing Complete message back. Ryan Foley at ISI will need some time to work with the DOL vendor, PBK to integrate PBK with the ISI service. Other third parties would need to do the same, such as AST, or MOA, if interested in this project.

The guide ISI has provided is the input inbound review of filing requests to initiate a case, and then the system would send back a Notify Review Filing Complete message with the case number and any response such as whether the filing was accepted or rejected.  Step one is to review that messaging and how that functions and then step two is after approval ISI would engage with PBK to work out the integration.  For now, ISI is just building the requests and responses.

DOL’s Michal asked if a test for sending the data has been done yet?

Ryan confirmed that a test was done about a year ago and the only thing that is changing is that we are using the OB environment.  All ISI tested before was the existing messaging with the schema to show the messages were received.

PBK hasn’t tested yet, but ISI was doing the testing using the web service about a year ago.

That was not done with PBK yet. A guide for all the message schemas that are approved for the endpoint were sent to DOL, and DOL forwarded that information to PBK.

PBK needs to talk to ISI on what they need to look at in the documentation sent and what integration tasks are needed. Ryan will schedule a more focused smaller technical group meeting with PBK, ISI and the ACS once ISI has approval for the work.

**Action Items:**

Brenda needs to approve the work estimate and schedule when it will occur with Angie

Brenda will let ISI know who needs to be involved in technical meetings from PBK and the ACS.

ISI will break down tasks further for Brenda and sent detail out.

# September 2, 2021

|  |  |  |  |
| --- | --- | --- | --- |
|  | Helen Sharratt | Integrated Justice Coordinator | 1. Alaska Court System |
|  | Shannon Tetlow | Case Mgt. & Legislation | 1. Alaska Dept. of Admin, Public Defender |
|  | Dr. Troy Payne | Associate Director, AJIC | 1. UAA AK Justice Information Center |
|  | Angie Rosales | Victim Witness Coordinator | 1. Anchorage Municipal Prosecutor’s Office |
|  | Josiah Jones | APD IT Manager | 1. Anchorage Police Department |
|  | Brian Brossmer | Research Analyst | 1. Alaska Judicial Council |
| **√** | Michal Bowers | PBK Coordinator, Criminal Div. | 1. Alaska Dept. of Law |
|  | VACANT |  | 1. Alaska DOT, Program Development |
|  | Chief Peter Mlynarik | Chief, Soldotna PD | 1. Alaska Association of Chiefs of Police (AACOP) |
|  | James Dabbs-Ashworth | Acting DP Manager | 1. Alaska Dept. of Corrections |
|  | Lauren Whiteside  Mina Peters | Driver’s Services  IT | 1. Alaska DOA/Division of Motor Vehicles |
|  | Tony Piper | ASAP Program Manager | 1. AK DHSS/Alcohol Safety Action Program (ASAP) |
|  | VACANT | JOMIS Manager | 1. Alaska DHSS/Division of Juvenile Justice |
|  | Karen Benson | Program Coordinator | 1. AK DHSS, Division of Health Care Services, Background Check Unit |
|  | Scott Stair | Investigator | 1. Alaska Dept., of Revenue, CIU |
|  | Desiree Downey | Traffic Records Research Analyst/FARS Analyst | 1. Alaska DOT, AK Highway Safety |
|  | Rick Roberts | Captain, AST | 1. Alaska Dept. of Public Safety, AST |
|  | Jeremy Johnson | Region III Elections Supervisor | 1. Alaska Division of Elections |
|  | Nicole Lebo |  | 1. Municipality of Anchorage (DHHS) |
|  | Rick Calcote | Policy and Planning | 1. DHSS, Division of Behavioral Health |
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|  | Dee Enoch | Database Specialist | 24. Juneau Police Department |
|  | Demara Crim  Miriam Freas | Business Analyst ORCA | 25. Alaska DHSS/Office of Children’s Services |
|  | Beth Goldstein/Elizabeth Russo | Deputy Directors | 26. Alaska DOA/Office of Public Advocacy |
|  | **OTHER ATTENDEES** |  |  |
|  |  | Angie Roote ISI | Sherry Trigg, ACS |
|  | Alan Stroop, Equivant | Anne Fajardo ACS | Sharon Chen ACS |
|  | Brenda Axtell ACS | Jordan Demientieff ACS | Gina Turnbull ACS |
|  | Tracey Buie ACS | Bonnie Hough ACS | Andrew Dougherty ACS |
|  | Carlos Lopez ISI | Ryan Foley ISI | Carol Scoles ACS |
|  | Sonja Ahern ACS |  | Kyle Kranda ISI |
|  | **LOCATION** | **Teleconference** |  |

**11 a.m. to noon**

**Electronic Charging Document Project (eCDP).** The Alaska Court System and Department of Law project teams discussed project status and next steps:

* Efforts needed
* Timeline
* Next steps for the team

Project Manager Angie Roote, ImageSoft (ISI) has put together an initial project plan and is looking for feedback. Angie reviewed the plan with the group. The plan breaks the project into phases.

The first phase is case initiation. Subsequent filings will be a later phase. For each phase there are tasks to be accomplished before the project moves on. Tasks include build work and internal testing. ISI needs to schedule and hold work sessions with different stakeholders as needed - ACS, DOL, Equivant, or PBK. Once a submission is successfully received ISI will update the system and make updates in the docket management system as necessary for case initiation. Once that whole process is complete from the TrueFiling side as well as secondary and tertiary side, then IS will do internal testing. After that the solution (each phase) will be migrated to the test environment where the ACS will perform the UAT (User Acceptance Testing). ISI has scheduled a week and a half for UAT. In total, it will probably take 50 business days from start to finish for each integration.

Ryan Foley, ISI explained that the way the project plan is laid out is dependent on being able to schedule meetings with multiple stakeholders. The process is broken down into submission first, and then acceptance, or rejection.

Phases 2 and 4 are modeled on Phase 1 but for subsequent filings. Angie would like to schedule a recurring hour for meetings each week.

ACS and Equivant agree with that schedule.

Michal Bowers, DOL is not sure of the availability of DOL employees to do the testing.

Ryan explained that the first step is just to have a conversation with the parties involved - PBK, Equivant, ACS, ISI. Pulling together a group of users to test the solution will not be needed until it is worked out and set.

Michal is available for one or two hours at a regular weekly meeting, but there may be scheduling conflicts as things move along. ISI understands this and will adapt.

ACS e filing Project Manager Brenda Axtell wanted to know if the subsequent filing phase has the same messaging and submission processes. Angie explained that basically phase 1 case initiation is the same process for phase 2. Ryan added that for subsequent phases, a large amount of the initial overhead may be eliminated, but it is also possible there might be more to add or change. ISI is taking a phased approach because there are concerns with complexity.

Equivant’s Alan Stroop asked if subsequent filings are already part of the project. Ryan explained that ISI Is first going live with the case initiation. There is a concern with the volume of testing. It is not so much a technical challenge as it is a challenge for testing all the business use cases.

ISI would like to get started the week of 09/13/2021. Angie will work with Brenda on finding a time when all stakeholders could be available on a recurring basis, as they are needed. Not everyone needs to be at the first meeting. Ryan thinks it probably needs to be ACS, PBK and ISI. From there the plan is to come up with an agenda for each subsequent meeting and work session with other stakeholders.

Michal has not heard from PBK on their availability. She will follow up.

To begin with, meetings will be scheduled once a week. If more sessions are needed as the work progresses, those can be arranged. Sharon Chen, Applications Manager, ACS will be available for these meetings. Morning time in Alaska is probably best for the East coast team members.

Angie will work on scheduling a standing meeting for work sessions.

# December 9, 2021

|  |  |  |  |
| --- | --- | --- | --- |
|  | Helen Sharratt | Integrated Justice Coordinator | 1. Alaska Court System |
|  | Shannon Tetlow | Case Mgt. & Legislation | 1. Alaska Dept. of Admin, Public Defender |
|  | Dr. Troy Payne | Associate Director, AJIC | 1. UAA AK Justice Information Center |
|  | Angie Rosales | Victim Witness Coordinator | 1. Anchorage Municipal Prosecutor’s Office |
|  | Josiah Jones | APD IT Manager | 1. Anchorage Police Department |
|  | Brian Brossmer | Research Analyst | 1. Alaska Judicial Council |
|  | Michal Bowers | PBK Coordinator, Criminal Div. | 1. Alaska Dept. of Law |
|  | VACANT |  | 1. Alaska DOT, Program Development |
|  | Chief Peter Mlynarik | Chief, Soldotna PD | 1. Alaska Association of Chiefs of Police (AACOP) |
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|  | Lauren Whiteside  Mina Peters | Driver’s Services  IT | 1. Alaska DOA/Division of Motor Vehicles |
|  | Tony Piper | ASAP Program Manager | 1. AK DHSS/Alcohol Safety Action Program (ASAP) |
|  | Jesse Sloan | Info System Coordinator | 1. Alaska DHSS/Division of Juvenile Justice |
|  | Craig Baxter |  | 1. AK DHSS, Division of Health Care Services, Background Check Unit |
|  | Scott Stair | Investigator | 1. Alaska Dept., of Revenue, CIU |
|  | Desiree Downey | Traffic Records Research Analyst/FARS Analyst | 1. Alaska DOT, AK Highway Safety |
|  | Rick Roberts | Captain, AST | 1. Alaska Dept. of Public Safety, AST |
|  | Jeremy Johnson | Region III Elections Supervisor | 1. Alaska Division of Elections |
|  | Andee Nester | Homeless & Housing Manager | 1. Municipality of Anchorage (DHHS) |
|  | Allison Weeks | Policy and Planning | 1. DHSS, Division of Behavioral Health |
|  | Karolina Bednarska | Development Manager | 21. Alaska Native Justice Center |
|  | Glen Klinkhart | Director | 22. Alcohol Beverage Control Board |
|  | Deb Senn | Office Manager, CBJ Law Dept | 23. City & Borough of Juneau – Dept. of Law |
|  | Dee Enoch | Database Specialist | 24. Juneau Police Department |
|  | Demara Crim  Miriam Freas | Business Analysts ORCA | 25. Alaska DHSS/Office of Children’s Services |
|  | Beth Goldstein/Elizabeth Russo | Deputy Directors | 26. Alaska DOA/Office of Public Advocacy |
|  | **OTHER ATTENDEES** |  |  |
|  | Ina Mano ACS | Angie Roote ISI | Sherry Trigg, ACS |
|  | Kyle Kranda ISI | Anne Fajardo ACS | Sharon Chen ACS |
|  | Brenda Axtell ACS | Jordan Demientieff ACS | Gina Turnbull ACS |
|  | Tracey Buie ACS | Bonnie Hough ACS | Andrew Dougherty ACS |
|  | Carlos Lopez ISI | Ryan Foley ISI | Carol Scoles ACS |
|  | Sonja Ahern ACS |  |  |
|  | **LOCATION** | **Teleconference** |  |

**11 a.m. to noon**

**Electronic Charging Document Project (eCDP).**

The Alaska Court System and the Department of Law project teams discussed:

* Status on Phase 1 tasks
* Work accomplished by technical group.
* Next steps

The ACS vendor ImageSoft (ISI) summarized the development work that has been accomplished since the last MAJIC meeting on system to system case initiation.  This project will make system to system case initiation possible for volume filers rather than having to upload one case at a time via TrueFiling.

E filing case submissions to the development end point have succeeded.  Some updates are still needed and those are in progress.  There is case type and document type code mapping that still needs to be done. There will not be new codes.  The mapping will come from the DOL vendor, Prosecutor by Karpel (PBK) and they will be the same codes the ACS is already receiving in the new DMS, OnBase (OB).

Refinement of the business details for this project are also in process at this time.  Business details include case and document type coding. This system to system process for case submission instead of uploading cases via TrueFiling has the ability to embed a document.  All documents coming in with the case initiation data will be converted to PDF format.  Document types also still need to be mapped appropriately.

ISI has a working sample from DOL’s vendor and is working on the build to OB. The OB output is needed before the response process can be worked on. That will be the next phase. The response will go back from the CMS (CourtView) regarding the status of the case initiation. After the filing review has occurred in OB and CourtView has accepted the filing, then the message will go back. Stamping the version of what the court accepted will be included. ISI IT confirmed that file messages and responses back will be worked on after the initial submission has been refined and the updates needed are done and tested.

Criminal filings through this interface will result in the case as well associated documents being available in TrueFiling. ISI confirmed that documents accepted via this interface will still be accessible through the Register of Actions in TrueFiling. This is an alternative interface to submission through TrueFiling. Cases and associated documents can be accepted using either process. These are parallel alternative processes for the case and associated documents to end up in the same place – just from two different areas of input. If a document coming in from the ecf interface is rejected, it will not be available in TrueFiling.

The ACS will need to prepare an Agreement for this data exchange, which will need to be in place before this process goes into production.   The ACS will meet on this.

Timeline/Schedule:

* The message submission is about 80% done.  Completion is pushed to 13th December.
* OB development should occur over next 2-3 weeks, and that could be completed by the end of December.  At the same time work will proceed on a plan for testing
* Testing will begin.
* Testing could be completed by mid-January 2022.  Case initiation may be ready to test for case submission and responses by mid-January.
* ACS, Equivant, and PBK will then need to review and test.
* Go Live might be possible with this timeline at the end of January 2022.

DOL will check with PBK on their schedule in the next few weeks because of the holidays.