



Report on the Status of the
Criminal Justice Information System (CJIS)
to the
Connecticut Legislature

Submitted by
The CJIS Governing Board

July 1, 2016

Table of Contents

CJIS Background	5
Executive Summary.....	6
Bond Fund Overview (as of 05/31/2016).....	10
Connecticut Information Sharing System (CISS) Status Report.....	11
CISS — Conclusions	15
Qualis Project Health Check Services.....	16
Appendix A – CJIS Open Positions.....	18
Appendix B - Acronyms	19

Agencies and Members

Office of Policy and Management

Mike Lawlor, Under Secretary

Governor's Appointee and Co-Chair
Benjamin Barnes, Secretary

Department of Administrative Services

Melody Currey, Commissioner

Mark Raymond, CIO, DAS-BEST (Designee)

Office of the Chief State's Attorney

Kevin Kane, Esq., Chief State's Attorney

John Russotto, Esq., Deputy Chief State's Attorney (Designee)

Department of Correction

Scott Semple, Commissioner

Cheryl Cepelak, Deputy Commissioner,
(Designee)

Department of Emergency Services and Public Protection

Dora Schriro, Commissioner

Antoinette M. Webster, Esq., Senior Administrator
and Special Counsel (Designee)

Court Administration and Operations

Judge Patrick L. Carroll, III

Chief Court Administrator, Co-Chair

Judge Elliot Solomon, *Designee*

Department of Motor Vehicles

Michael Bzdyra, Commissioner

George White, Division Chief (Designee)

Board of Pardons and Paroles

Carleton Giles, Chairperson

Richard Sparaco, Executive Director (Designee)

Connecticut Police Chiefs Association

James Cetran, Chief (Designee)

Marc Montminy, Chief (Designee)

Division of Public Defender Services

Susan O. Storey, Esq., Chief Public Defender

Brian Carlow, Esq., Deputy Chief Public Defender
(Designee)

Office of Victim Advocate

Natasha M. Pierre, Esq., State Victim Advocate

Hakima Bey-Coon, Esq., Staff Attorney
(Designee)

Chairpersons and Ranking Members of the Joint Standing Committee of the General Assembly on Judiciary

Eric D. Coleman, *Senator, Co-Chair*
(Designee TBD)

William Tong, *Representative, Co-Chair*
Joe Verrengia, *Representative (Designee)*

John A. Kissel, *Senator, Ranking Member*

Rosa C. Rebimbas
Representative, Ranking Member

CJIS Committee Chairs

Administrative Committee

Larry D'Orsi

Deputy Director, Criminal Matters

Court Operations Division

Implementation Committee

Chief James Cetran

Connecticut Police Chiefs Association

Technology Committee

Evelyn Godbout

Information Technology Manager

Division of Criminal Justice

CJIS Background

The Connecticut Criminal Justice Information System (CJIS) is an information technology system to be used by Connecticut criminal justice and law enforcement agencies (LEAs) to share criminal justice information in a secure environment, thereby enhancing informed decision-making.

In 2007, influenced by the Cheshire home invasion, the State of Connecticut undertook a review of its criminal justice process. As a result of that review, State of Connecticut Public Act 08-01(P.A. 08-01) was passed. P.A.18-01 not only provided for change to the penal code, it also provided for change to the current criminal justice information sharing process in an effort to provide for a safer community for the citizens of the state.

As part of the changes put forth by P.A. 08-01 (later codified as CGS 54-142s), the CJIS Governing Board was charged with designing and implementing a comprehensive, state-wide system to facilitate the sharing of information between all criminal justice agencies. A plan for a new information sharing system, the Connecticut Information Sharing System (CISS), was established.

The CJIS Governing Board is statutorily authorized to develop plans, maintain policies and provide direction for the efficient operation and integration of criminal justice information systems, whether such systems service a single agency or multiple agencies (according to Connecticut General Statutes§ 54-142q(f)).

Information that is shared will be accessed only by authorized personnel in criminal justice agencies, according to the laws of the State of Connecticut and federal laws. CISS users accessing FBI data will be authorized by the CJIS Systems Officer (CSO) in accordance with a Management Control Agreement. Each user will sign an agreement pledging to honor the current security policy, and acknowledging the penalties that may be imposed for improper access, use or dissemination of FBI data. Users are required to complete a training program that includes instruction on the confidentiality of all shared information, the acceptable use of the information, and the penalties associated with misuse of the information as imposed by the CSO or his/her designee.

This report is prepared pursuant to Connecticut General Statutes (CGS), 54-142s. The CJIS Governing Board provides this report and directs the projects within this report in order to meet the CJIS goals.

Executive Summary

In February 2016, the benchmark, Search - Release 1, went into production and was rolled out to several police departments (PDs), the Office of Victim Advocate (OVA), Department of Correction (DOC), Board of Pardons and Parole (BOPP) and the Judicial Branch. The first release is a milestone since it provides the technological infrastructure for searching up to 14 criminal justice source systems, while enforcing data and access security controls based on the latest FBI Security policy. It also institutes audit logging/tracking capabilities, while establishing the look and feel of the user interface part of the search tool. The first search release results reflect information contained in the DOC's Offender Based Information System (*OBIS*) and the Judicial Branch's Paperless Re-Arrest Warrant Network (*PRAWN*). Logging into both OBIS and PRAWN applications separately is no longer necessary. CISS users realize the benefits associated with a data-driven business application by creating a single and complete view of an individual across previously siloed and disparate data sources in seconds. This type of complete data access has not been previously available. Since Release 1 lays the foundation upon which all future releases are being built, its data and access security is robust and complies with Federal and State criminal justice information system security policies and procedures.

Release 2, which is CISS' first workflow, includes Uniform Arrest Report (UAR) and Misdemeanor Summons with early arrest notifications. Release 3, which includes Protection Order Registry (POR) and Criminal Motor Vehicle System (CRMVS) as search sources, is in systems test and scheduled for completion in September, 2016. Release 4, which is the largest workflow release, completes the UAR and Misdemeanor Summons requirements. Release 4 is currently in development and scheduled for completion in July, 2017. Release 5 includes the search of Records Management Systems (RMS) from local law enforcement and state police, Electronic Content Management (ECM), and Event Based Notifications is in development and scheduled for completion in November, 2017. Release 6, which includes search of Centralized Infractions Bureau (CIB), DOC, Board of Pardons and Parole (BOPP) and DMV sources, is in development and scheduled for completion in April, 2017.

Release 7 includes workflows for Infractions and is currently going through draft requirements. Release 7 is scheduled for September, 2017. Release 8 includes workflows for Post Arrest, Arraignment, Disposition and Post Judgment, and is in design mode and scheduled for completion in August, 2017. Release 9 is the last release for this first phase of CISS. The search sources in scope from the Department of Emergency Services and Public Protection (DESPP) are Sex Offender Registry (SOR), Wanted file, Connecticut Weapons files, and Master Name Index and Computerized Criminal History (MNI/CCH). The search source from the Court Support Services Division (CSSD) is Case Management Information System (CMIS). This release is in requirements gathering and is scheduled for completion November, 2017.

CT: Chief, the RMS owned by Capitol Region Council of Governments (CRCOG), has been hosted in the CJIS environment as a centralized system. The strategic direction of this has been to have as much arrest information centralized for sharing among other law enforcement agencies within the State of CT. The system also introduces a significant cost savings for software and hardware to municipalities. Given the successful implementation and production of the CT: Chief Pilot within the Wethersfield Police Department (PD), discussions surrounding project expansion have begun between the CJIS Governing Board, the CT Police Chiefs Association (CPCA), CRCOG and the CJIS Project Management team. The expansion, when approved, will include the onboarding of nine additional PDs based on a two-year schedule. To date, no day-to-day production support time has been needed from CJIS, the Bureau of Enterprise Systems and Technology (BEST) or DESPP.

Summary of Critical Risks

The value of the CISS project lies in its full implementation of all pertinent criminal justice data sources for search and workflows. The following risks will need to be addressed to maximize the full value of the CISS project in moving forward effectively:

- The first risk involves using consultants for critical technical positions. As pointed out by Qualis, CISS' current Project Health Check vendor, not having experienced state employees working on the CISS project poses significant risk to the long term sustainability of the project. MTG Management Consultants, the original firm hired to advise management and perform health checks, indicated this same risk. Consultant turnover continues as expected on a project of this duration. With this turnover, some knowledge is lost and technical development continuity is negatively impacted. Additionally, Xerox, the vendor working on the CISS solution, will have to train CJIS Operations personnel to support and maintain CISS, but the Operations personnel are consultants, not permanent state employees. CISS needs state Operations personnel to be trained by Xerox to provide continuity of CISS system expertise and who will have the training to maintain CISS systems into the future.
- The second risk is the funding for the state staffing for the CISS project which may be in jeopardy. While the funding today comes from the inmate phone revenue, recent FCC rulings, currently under appeal, may impact the states' ability to access the same amount of revenue as prior to the rulings. If the FCC rulings are upheld, funding for current CJIS state employees will be impacted. Therefore, another source of funding should be considered for CISS' staffing needs.
- The third risk concerns the state budget cuts which threaten the availability of stakeholder resources to connect to the CISS application. Concern is being voiced from stakeholder agencies that personnel cuts have already taken place or are anticipated, making it difficult to complete their CISS tasks.
- While the first release of CISS has been delivered successfully, further releases are subject to anticipated delays beyond the projected schedule. Additional diligence is being placed on the project planning and estimating process to ensure future releases are delivered as expected.

The above significant risks are discussed more fully in the CISS Critical Risks with Mitigation Strategy section below.

CJIS Risks and Mitigation Strategy

There are new and pre-existing risks that will need to be addressed in order for the CISS project to move forward effectively and in a timely manner.

Risk 1
Filling critical CJIS positions with contractors instead of state positions presents a risk to the project plan and the long-term support and stability of CISS.
Impact
The primary element for success is to have a talented pool of dedicated and skilled CJIS Governing Board personnel. The CJIS team has hired consultants to do CISS work. If the 18 positions are not filled as permanent state employees, much of the domain knowledge during the build of CISS will be lost when consultants leave.
Mitigation
The submissions for these state positions have been swept; therefore, new submissions need to be filed with OPM to reopen at least four critical positions. The current Xerox warranty for Release 1 expires March 2017, which means that a support system needs to be in place before this date to ensure a smooth transition. Proposals from managed services through a Request for Proposals (RFP) have been initiated to allow all options to be considered for the best solution. The chosen solution can be a hybrid of state employees, managed services and consultants.
Recommendation
<p>The CJIS Governing Board is considering the following alternatives:</p> <ol style="list-style-type: none">1) Keeping current consultants until state employees can be hired,2) Outsourcing all of the application maintenance to a vendor; or3) Creating a hybrid environment in which state employees, managed services, and consultants fill the required positions. <p>Those who are hired need the appropriate skill set and experience for working on large, complex, multi-million dollar, multi-year projects. For this reason, competitive salaries need to be offered by the state or the quality of the product and service can be negatively impacted.</p>

Risk 2
A related risk involving staffing levels and the project plan as a whole is the likely reduction in funding from CJIS' current source for the state employee staff on the CISS project. While the funding today comes from the inmate phone revenue, this revenue source is under discussion for changes by the FCC. The ability for the state to pay for broader criminal justice programs from this source is also under discussion.
Impact
A reduction in the state inmate payphone revenue may have a significant impact to the funding of the CJIS program. If this funding source is reduced, it may have an impact on the current staffing levels and filling the needed 18 state positions for the CJIS project.
Mitigation
Alternate sources of funds are being explored.
Recommendation
Alternate sources of funds should be identified and provided in the event that this risk becomes an issue.

Risk 3
State budget cuts threaten stakeholder resources and the timeline of the full implementation of the CISS application.
Impact
Most stakeholders will not have the resources in place to successfully connect to the CISS application within the time frame expected.
Mitigation
The CJIS project management team needs to continue close communication with agencies as the state budget is executed and resources are lost or altered. The CJIS project management team must also work with each agency as a partner to help solve resource issues related to the CISS implementation.
Recommendation
Close communication with stakeholders will allow CJIS project management to support business process changes within agencies as changes occur. The opportunity for meeting individual stakeholder needs exists with the use of CISS tiger teams. These tiger teams are usually technical or business experts in their field that CJIS brings in at the request of CJIS agencies to help implement CISS within their organization.

Risk 4
Unforeseen issues and stakeholder dependencies for CISS deployment can lead to delays to the project schedule for the implementation of the remaining CISS releases.
Impact
The project may not meet the expected timeline or budget without successful mitigation of issues and stakeholder dependencies that can cause delays.
Mitigation
<p>The CJIS PMO will spend more time studying the unique needs and timelines for each stakeholder that shares data and must connect to the CISS. This will produce a greater understanding of the causes of delays and help create an adequate process plan to produce predictable results.</p> <p>Additionally, the CJIS PMO will analyze other areas that can cause delays on the project and improve those processes, and add capacity if needed in order to meet the schedule and budget goals of CISS.</p>
Recommendation
In addition to the mitigation strategy above, the CJIS PMO must work closely with the stakeholders and the CJIS Governance Committee to quickly identify and resolve any issues that arise that can cause project delays.

Bond Fund Overview (as of 05/31/2016)

After the amendment to the original contract between the State of Connecticut and Xerox was signed on February 20, 2015, there were necessary changes to the CISS schedule, scope and budget. The current approved bond funds are \$50,920,000.

Additionally, the amendment to the contract between the State and Xerox has added the additional scope for requirements gathering by Xerox for CISS and compensation of \$4,033,553 for delays to Xerox. The Original Bond Fund budget does not include incremental costs incurred by using consultants paid from the bond fund instead of the planned 18 state employees that would have been paid from the inmate pay phone revenue or Operational Costs that would have come from the General Fund. Phase 1 of the CISS project is scheduled to be completed by December 2017.

CISS BOND FUND BUDGET SUMMARY		
FUNDING		CURRENT TOTALS
Bond Funds Provided in 2011	\$ 8,000,000	
Bond Funds Provided in 2012	\$ 7,700,000	
Bond Funds Provided in 2013	\$ 4,720,000	
Bond Funds Provided in 2014	\$ 7,900,000	
Bond Funds Provided in 2015	\$ 5,500,000	
Bond Funds Provided in 2016	\$ 17,100,000	
CISS Budget Commitment*		\$ 50,920,000
CISS EXPENDITURES TO DATE 05/31/16		
BUDGETED FISCAL YEAR	TOTAL EXPENSES	
2011 / 2012	\$ 3,909,325.78	
2012 / 2013	\$ 6,382,673.66	
2013 / 2014	\$ 5,519,499.18	
2014 / 2015	\$ 7,631,994.23	
2015 / 2016 (7/1/15 - 05/31/16 inclusive)	\$ 6,108,477.21	
Total CISS Expenses from Bond Fund		\$ 29,551,970.06
REMAINING BUDGET		
CISS Bond Fund Dollars Remaining to Complete Project as of 05/31/16		\$ 21,368,029.94
BUDGETED ONGOING OPERATIONAL COSTS		
Internal CISS Support Staff as of 05/31/16	\$ 9,952,801.76	
Hardware/Software/Licenses Maintenance and Support as of 05/31/16	\$ 12,921,354.08	
Total Operational Costs**		\$ 22,874,155.84

Note:

* Bond Funds received to date.

**FY 2012 \$2.150 million not received based on original budget

**FY 2013 \$3.150 million not received based on original budget

**FY 2014 \$3.750 million not received based on original budget

**FY 2015 \$3.850 million not received based on original budget

Connecticut Information Sharing System (CISS) Status Report

CISS — Background

The Connecticut Information Sharing System (CISS) provides an integrated solution for the sharing of criminal justice information (CJI) within the Connecticut criminal justice agencies, in full compliance with the current version of the FBI CJIS Security Policy¹. The State of Connecticut has commissioned the development of the CISS solution to enhance the information sharing capabilities of law enforcement and criminal justice agencies throughout the state.

The State of Connecticut's vision is to create a scalable, service oriented architecture for the exchange of criminal justice information between law enforcement and criminal justice agencies throughout Connecticut. This vision includes information searches across CJIS source systems from CISS and system-to-system information exchanges using standards-conformant message formats. This search will employ Global Federated Identity and Privilege Management (GFIPM) claims-based user authorization applied to control access to sensitive information as defined in federal and state statutes.

This consolidated environment will enable the State's criminal justice agency systems to interact seamlessly using a common framework to send and receive data and documents. The search solution will allow users to search for people, locations, events and property across all of the connected information sources from within a single common portal.

CISS Key Accomplishments – Period Ending June 31, 2016

The CJIS project management team and Xerox worked diligently on the following CISS Releases:

- Search - Release 1, which consists of the Paperless Re-Arrest Warrant Network (PRAWN) and Offender Based Information System (OBIS), has been in production since February 26, 2016. CISS training was deployed at the same time with 81 law enforcement individuals currently trained across three roles: Users, Administrators, and Auditors. Trainees represented five police departments: Berlin, Enfield, Plainfield, Wethersfield, Windsor Locks, and also five Agencies: Judicial, Department of Correction (DOC), Office of Victim Advocate (OVA) and the Department of Emergency Services and Public Protection (DESPP). This benchmark release establishes the infrastructure upon which all upcoming releases will be built.
- Development for Workflow - Release 2, Uniform Arrest Report (UAR) and Misdemeanor Summons Notices, have been completed, along with Xerox systems testing for internal CISS processing. The CISS Application Interface (API) and Web UI development have also reached completion for Release 2. The release is now in systems testing.
- Development for Search - Release 3, Judicial's Protection Order Registry (POR) and Judicial's Criminal Motor Vehicle System (CRMVS) is complete, and is now in systems testing.
- The Design for Workflow - Release 4, UAR and Misdemeanor Summons Notices, has also been completed. Release 4 is in the development stage.
- Design for Search – Release 6, Centralized Infraction Bureau (CIB), DOC/Board of Pardons and Paroles (BOPP) and the Department of Motor Vehicles (DMV) is completed. Release 6 is

¹ As of this writing the current FBI CJIS Security Policy is numbered 5.4:

<http://www.fbi.gov/about-us/cjis/cjis-security-policy-resource-center/view>

currently in the development stage.

- Working sessions with Stakeholders to identify workflow gaps have been completed for Release 8, Post Arrest, Arraignment, Disposition and Post Judgement. Release 8 has reached the design stage.
- The Connecticut Distance Learning Consortium (CTDLC) currently hosts CBT (Computer Based Training) and Instructor Led Training (ILT) in its Learning Management System (LMS) to train and certify CISS users. An MOU was developed for review and approval to move this pilot hosting process for the training of CISS users to a permanent agreement between CTDLC and CJIS (the State).
- The CJIS LMS team, along with Xerox and NEOS LLC, has successfully completed content for the Release 1 version of three training modules, (User Search Training, Administrator Training and Audit Training). The online training system has been implemented and is in operational use.
- The CJIS Help Desk team, along with the CJIS Database team, has successfully developed several Business Intelligence Dashboards and Reports to help with CISS Incident Management. The dashboards provide near real-time updates on the status of predefined metrics and Key Performance Indicators (KPIs). Among some of the KPIs being reported are: Service Level Agreement (SLA) percentages, Incident Classification Category, Same Day Resolution Percentage, and Weekly Incidents Volume Trends.
- The CISS User Access Request form (CUAR), which allows the manual creation of a CISS account has been finalized and is in use. With proper approvals, the manual application enables users to seek approval for appropriate training and designation of Global Federated Identity and Privilege Management (GFIPM) search claims. Currently, requirements gathering are taking place with stakeholders to replace this manual user process with an automated process. The goal is to have this in place prior to the deployment of Release 6 when most of the search sources and value will be in the CISS Search and full deployment of users will begin.
- The SharePoint Community site and Agency CISS interface sites have been accessible to agencies for documents and diagrams which are uploaded as they are created for stakeholder access. Documents shared are specific to communities and vendors that are working together. CISS application related release, testing and technical documentation are being uploaded on an ongoing basis. Dashboards track router statistics, Helpdesk reports, technical team and project manager tasks. SharePoint also houses the LMS training manual, training videos and other training documentation.

CISS Anticipated Activities – Next 180 Days (July 1 – October 31, 2016)

- Release 2: Advanced UAR and Misdemeanor Notifications
 - Complete interface development with current RMS vendors (early July 2016)
 - Complete Systems Testing (late July 2016)
 - Enter User Acceptance Testing (UAT) (late July 2016)
 - Deploy to Production (mid-August 2016)
- Release 3: POR, CRMVS, Portal UI
 - Complete Xerox and CJIS Systems Testing (July 2016)
 - Enter/complete UAT (early August 2016)

-
- Deploy to Production (late August 2016)
 - Release 4: UAR and Misdemeanor Summons
 - Continue development (4/25/16 through 12/23/16)
 - Support Stakeholder business process changes
 - Release 5: RMS Search, Events and ECM Search and Retrieval
 - Continue design sessions
 - Release 6: CIB, DOC/BOPP CM, DMV
 - Start development
 - Continue replication activities with DMV and DOC
 - Implement MultiVue Solution from Release 3
 - Release 7: Infractions
 - Review business processes for workflow validation
 - Requirements gathering
 - Release 8: Post Arrest, Arraignment, Disposition and Post Judgment
 - Create a process that follows a “Day in Court” for agency data flow
 - Start and complete design
 - Start development
 - Release 9: SOR, MNI/CCH, Weapons, CMIS and COLLECT
 - Continue requirements for Wanted Persons files
 - Continue discussions of replicated/federated data access
 - Developed the LMS training for Release 3 which has the enhanced version of the LMS training content with video introductions, audios, and screencasts.

RMS Certification

RMS Certification — Background

Records Management System (RMS) Certification is a collection of guidelines, programming, and processes intended to ensure law enforcement Agencies (LEAs) can efficiently, securely, and effectively exchange criminal justice information between their RMS systems and other CT law enforcement and criminal justice agencies using CISS.

Key Accomplishments – Period Ending June 31, 2016

- The CT: CHIEF hosting pilot by CJIS was implemented with Wethersfield Police Department and went into full production in early May 2016. To date all officers are trained, the data has been uploaded, and the interface has been stable without any significant issues reported. The Groton and Springfield data centers are prepared with backup capabilities against data loss.

Anticipated Activities – Next 180 Days (July 1 – October 31, 2016)

- Continue to work with the RMS vendors to get their applications certified for CISS. Visits to each site are planned in the coming months.

-
- The CISS team and CRCOG - CT: CHIEF are working on UAT and release to production of early arrest notification for Release 2. It is anticipated that CT: CHIEF will achieve CISS RMS level 2 certification during the summer of 2016.
 - ACCUCOM Consulting Inc. (formerly Hunt Public Safety) and the CISS team are working in UAT and expect to release to Production the early arrest notification for Release 2. It is anticipated that Accucom will achieve CISS RMS level 2 certification during the summer of 2016.

RMS Network

RMS Network – Background

The CJIS team has been working with DAS/BEST towards the successful installation of a secure data communications network that would support the exchange of information between local LEAs.

Key Accomplishments – Period Ending June 31, 2016

- A total of 82 police departments have purchased routers for the CISS project. Of the 82 departments, 69 departments are connected to the state network with initial connectivity.

Anticipated Activities – Next 180 Days (July 1 – October 31, 2016)

- CJIS' Public Safety Liaison will continue to work with police departments that have not yet committed to purchasing routers.
- The automated version of the CUAR process is in design.
- CJIS project management will continue to conduct site visits and surveys at local police departments to address issues, concerns, and questions regarding CISS and CJIS initiatives.

CISS — Conclusions

The CISS project has established the benchmark of Phase 1 with the Production of Search-Release 1, which includes PRAWN, OBIS and the Portal/User Interface. This release, which went live in the first quarter of 2016, provides secure access to the search functionality through the CISS portal. It provides the foundational infrastructure for searching, while enforcing data and access security controls. The first release institutes audit logging/tracking capabilities, while also establishing the look and feel of the interface part of the search application. CISS training of selected law enforcement and criminal justice personnel is being held on an ongoing basis to pilot and provide feedback of each Search and workflow release for quality and usability. The emphasis is on deploying most users of CISS after Release 6 where most of the source systems will be in place and CISS Search becomes very valuable.

Project work on all other releases, 2 through 9, is underway. Workflow-Release 2, Early Arrest Notification, is expected to be in production in the third quarter of 2016. Although minor delays have pushed out the original production dates for Releases 1 through 3, the Stakeholders are closer now to the long-term gains offered by the multi-source CISS data sharing application.

In summary, phase 1 of CISS is scheduled to be completed in the fourth quarter of 2017 with the 9 releases which include 14 source systems for CISS search and workflows to enable electronic transactions instead of paper delivery.

Qualis Project Health Check Services

Project Health Check Services - Background

Project health checks are independent snapshots of the status of a project at a point in time and are typically performed at key milestones or when issues are noted. A project health check offers an objective assessment of how well the project is performing against stated objectives and in accordance with relevant processes and standards. The Qualis project health check is performed quarterly, and the findings are presented at the quarterly CJIS Governing Board meetings. Data compiled in health check reports is gathered from stakeholder agency surveys and interviews. This report, which contains the most recent data collected, reflects the current status of stakeholder input on the CISS project.

Overall Project Health (+.06)

- | | |
|--------------------------------------|-------------|
| ○ <i>Last Year Score</i> | <i>2.69</i> |
| ○ <i>First Quarter Score, 2016</i> | <i>2.80</i> |
| ○ <i>Current Quarter Score, 2016</i> | <i>2.69</i> |

This score is calculated by averaging agency responses across all categories, which are: Scope, Development, User Involvement, Organization, Oversight, Project Management, Project Controls, Implementation, Contractor Performance, Technology, Alignment to Vision and Measurement.

Project Health Check Services – Report

Stakeholder concerns regarding state budget cuts have been reflected in the surveys and interviews used in Qualis' second quarter report. Agencies are concerned that there will be a loss of resources for their own departments as well as long-term funding for the CISS project. The long-term efficiency gains, however, keep stakeholders focused and engaged in the project.

Stakeholder Agencies - Risks, Issues and Mitigations

The following new and pre-existing perceived stakeholder concerns, which were collected by Qualis in survey format, are being addressed for the value of the CISS application to be fully realized.

- Risk #1 - Stakeholder agency (s) will not agree on an outstanding parking lot issues (like data sharing and security), stalling the project.

The Governance Committee will likely need to work with the CJIS PMO and DESPP to reach agreement on which source systems and which data will be available to the CISS Project and the timeline for that access.

- Risk #2 - The 18 unfilled State full-time employee positions for the project are not filled. The vacancies cause operational support issues, and require the project to hire consultants using resources meant to fund later phases of the project. This is on hold until the Executive Director position is filled.

If filling the eighteen State positions is not a viable option, the Governance Committee should identify and take action on an alternative. This risk grows greater with each quarter.

- Risk #3 - The cross-Agency support systems, policies, and procedures needed to be in place to support various release implementations.

Survey questions related to resources or project timeline dragged scores down. The overall project score decreased from 2.81 to 2.69. If Agencies' resources are impacted more than expected, the scores will likely decrease further in the coming quarter.

- Risk #4 - State budget cuts impact project resource availability, either directly or indirectly.

Until all decisions from the budget cuts are known, including court closures and State-wide "bumping", stakeholders will be unsure if they can meet project demands in the current timeline. It will be essential for the PMO to work closely with Agencies to plan resource needs as far ahead as possible to ensure the project schedule is not impacted.

Project Balance Tracking

Data gathered for the Qualis' health check reports that, although stakeholder agencies are concerned about the state budget and how it will affect their individual agency's resources and the CISS project implementation as a whole, the expectation of the effectiveness of the CISS application keeps stakeholder agencies committed and engaged. The PMO's continual communication with agencies is pivotal as the state budget may result in fluctuations in agency personnel and other resources.

Since operational support is vital to the CISS project's success, the Governance Committee's prioritization in finding a solution for CISS' long-term staffing needs is essential. Also, the Governance Committee's work with the CJIS PMO and DESPP can result in an agreement regarding which source systems and data will be available to the project along with the timeline for its access.

Appendix A – CJIS Open Positions

The CJIS Governing Board approved all ranked 19 positions as full-time state employees, one of which was filled. For the remaining 18 positions, DAS is working to align the CJIS job requirements with their job classification system and compensation package.

Additionally, FCC changes may impact the pay phone revenue funding for these positions. Alternate funding is being explored. These positions need to be filled as soon as possible given that the first Production Release of CISS is scheduled for the first quarter of CY 2016.

Hiring Needed	Position Name	Needed Start Date	Status
1	Help Desk Lead	1/12/14	Hired
2	Senior Microsoft Certified System Engineer (MCSE) Administrator	2/17/14	On Hold
3	Senior SQL Database Administrator (DBA) (1 of 2 positions)	2/17/14	On Hold
4	Lead Senior .NET Developer (1 of 2 positions)	2/17/14	On Hold
5	CISS Application Trainer / Help Desk Support	2/17/14	On Hold
6	Enterprise Architect	2/17/14	On Hold
7	Senior SharePoint Developer (1 of 2 positions)	2/17/14	On Hold
8	Senior Project Manager	2/17/14	On Hold
9	Senior Test Lead	2/17/14	On Hold
10	Help Desk Analyst (1 of 3 positions)	2/17/14	On Hold
11	Senior .NET Developer (2 of 2 positions)	2/17/14	On Hold
12	Technical Writer	2/17/14	On Hold
13	Senior SQL Database Administrator (DBA) (2 of 2 positions)	6/16/14	On Hold
14	Technical Business Analyst	6/16/14	On Hold
15	Help Desk Analyst (2 of 3 positions)	10/20/14	On Hold
16	Help Desk Analyst (3 of 3 positions)	10/20/14	On Hold
17	Senior SharePoint Developer (2 of 2 positions)	11/03/14	On Hold
18	Business Analyst (1 of 2 positions)	11/03/14	On Hold
19	Business Analyst (2 of 2 positions)	11/03/14	On Hold

Appendix B - Acronyms

AFIS = Automated Fingerprint Identification System
AST = Application Support System
BEST = Bureau of Enterprise Systems and Technology
BICE = Bureau of Immigration and Customs Enforcement
BOPP = Board of Pardons and Paroles
CAA = Community Agency Administrator
CAD = Computer Aided Dispatch
CBT = Computer Based Training
CCH = Computerized Criminal History (DESPP)
CIB = Centralized Infraction Bureau (Judicial)
CIDRIS = CT Impaired Driver Records Information System
C-ISO = CJIS Information Officer
CISS = CT Information Sharing System
CIVLS = CT Integrated Vehicle & Licensing System
CJIS = Criminal Justice Information System
CJPPD = Criminal Justice Policy Development and Planning Division
CMIS = Case Management Information System (Judicial - CSSD)
COLLECT = CT On-Line Law Enforcement Communications Teleprocessing Network (DESPP)
CPCA = CT Police Chiefs Association
CRCOG = Capital Region of Council of Governments
CRMVS = Criminal Motor Vehicle System (Judicial)
CSO = CT Information Security Officer
CSSD = Court Support Services Division (Judicial)
CUAR = CISS User Authorization Request
DCJ = Division of Criminal Justice
DAS = Dept. of Administrative Services
DESPP = Dept. of Emergency Services and Public Protection
DEMHS = Dept. of Emergency Management and Homeland Security
DMV = Dept. of Motor Vehicles
DMV LOBS = Dept. of Motor Vehicles / Line of Business
DOC = Department of Correction
DOIT = Dept. of Information Technology
DPDS = Div. of Public Defender Services
Enhanced CBT = Instructor Led CBT (POST)
FOIA = Freedom of Information Act
GFIPM = Global Federated Identity and Privilege Management (security standard used by FBI)
JMI = Jail Management System
JUD = Judicial Branch
LASO = Local Agency Security Officer
LEA = Law Enforcement Agency
LIMS = State Crime Laboratory Database
MNI = Master Name Index (DESPP)
OBIS = Offender Based Information System (DOC)
OBTS = Offender Based Tracking System
OCPD = Office of Chief Public Defender
OVA = Office of the Victim Advocate
OVS = Office of Victim Services
OSET = Office of Statewide Emergency Telecommunications
POR = Protection Order Registry (DESPP)

PRAWN = Paperless Re-Arrest Warrant Network (Judicial)
PSDN = Public Safety Data Network
RMS = Records Management System
SCO = Superior Court Operations Div. (Judicial)
SLEO = Sworn Law Enforcement Officer
SOR = Sex Offender Registry (DESPP)
SPBI = State Police Bureau of Identification (DESPP)
SLFU = Special Licensing of Firearms Unit (DESPP)
TAC = Terminal Access Coordinator
UAR = Uniform Arrest Report

Technology Related

ADFS = Active Directory Federated Services
API = Application Program Interface
COTS = Computer Off The Shelf (e.g., software)
DNS = Domain Name System
ECM = Electronic Content Management
ETL = Extraction, Transformation, and Load
FIM = Forefront Identity Manager (Microsoft)
GUI = Graphical User Interface
HAC = High Availability Clusters
IAFIS = Integrated Automated Identification System
IEPD = Information Exchange Package Document
IExUI = Information Exchange User Interface
IST = Infrastructure Support Team
I-SIM = IBM Secure Identity Manager
IST = Infrastructure Support Team
LAN = Local Area Network
LMS = Learning Management System
MFA = Multi-Factor Authentication
NAT = Network Address Translation
ORI = Originating Agency Identification
PCDN = Private Content Delivery Network
POC = Proof of Concept
RDB = Relational Database
SAN = Storage Area Network
SCOM = Systems Center Operations Manager
SDLC = Software Development Life Cycle
SDM = Software Development Model
SME = Subject Matter Expert
SOA = Service Oriented Architecture
SQL = Structured Query Language