

MFP/PS Committee #1
February 22, 2010

MEMORANDUM

February 18, 2010

TO: Management and Fiscal Policy Committee
FROM: Dr. Costis Toregas, Council IT Adviser 
SUBJECT: CIP Integrated Justice Information System (IJIS)

Expected to attend:

Steven Emanuel, Chief Information Officer, Department of Technology Services (DTS)
Art Wallenstein, Director, Department of Correction and Rehabilitation
Chief Tom Manger or Assistant Chief Drew Tracy, Police Department
John McCarthy, State's Attorney
John Cuff, OMB Analyst
Lisa Henderson, (DTS)

Summary of staff recommendations to the Committees:

- 1. The Integrated Justice Information System (IJIS) project is increasing the cost estimate for completion by \$2.3 million. Council staff supports this increase and recommends that the Committees accept the Executive appropriation request at the full level.*
- 2. The Police, the State's Attorney's Office (SAO), and Correction and Rehabilitation are now connected to the IJIS effort in various stages of completion. The Circuit Court is scheduled for a Planning Phase effort to scope an effort for a Case Management System. The Committee should ensure that this new organization requirement is reflected in the Current Scope cost estimate of \$15.667 million and completion date of FY12.*
- 3. Automating business processes can bring not only service improvements but also cost savings. The IJIS project has the potential to produce such savings. The Executive branch has not provided information regarding cost and service levels, so a transition to a lower cost level may be difficult to manage. The Committee should explore the potential for cost reductions, given the investment in this integrated technology, and request that a management framework be established that can pursue this separately from the current management framework for the technology implementation effort.*
- 4. The IJIS focus is still on improving the way internal agencies interact and use information. The technology chosen permits a web-based approach to information sharing. Those with interest in establishing citizen access to information about family members within the criminal justice system may want to explore ways in which IJIS could support such access.*

Introduction

In 2002, the County began a process to facilitate the exchange of data about criminals and criminal activity between Montgomery County agencies, the State of Maryland, and the Federal government. Called IJIS (Integrated Justice Information System), this project is now entering its final stages and is reflected in the FY11-16 budget as MCG No. 340200. Its current description and funding authorization is shown in ©1. User departments and DTS representatives will describe the progress of the project and its impact on departmental operations as presented on ©2-8.

Council Staff Comments

1. Business Process Re-engineering, or BPR, is a process that permits the use of new technology to impact the business processes of a user agency in order to provide more streamlined, and possibly less expensive, services. It is Council staff's understanding that no BPR analysis was done prior to the development effort for new computer systems in any of the implementing departments (Police, SAO, Corrections). It is not clear whether there is a BPR effort planned after the completion of the computer system implementation. The benefits (and costs) of such an approach should be discussed with the departmental representatives and OMB during the worksession, especially under the climate of expenditure reduction.
2. The new technology being deployed makes information web-accessible. This not only permits the user departments to easily access data from a variety of locations and with a variety of devices, but also gives rise to the potential for citizen access as well. Such access would have two benefits: direct impact on citizens seeking information, and possibly reducing the load of

calls constantly coming into the criminal justice system inquiring about a variety of issues regarding inmates, arrests, and much more. Are there plans for doing so with IJIS? And if not, what are the barriers?

3. There are two issues pending with the State of Maryland: the ability to transfer data in an automated fashion (now being done manually in the SAO system), and the certification for fingerprint and electronic signature technologies under deployment. Is the State collaborating well, and are there roles that the Council could play to assist in ensuring this collaboration happens in a timely fashion?
4. Once IJIS development is complete, what will the impact be on the Operating Budget? There is a \$300,000 annual figure shown as part of the Operating Budget Impact (OBI), but it is not clear what is included in this number - certainly not the total operating cost within user departments or in DTS. On ©4, there is a statement that “No maintenance costs exist due to age of system”, but there are surely costs in each of the Case Data, Jail Data and Arrest and Warrant Data systems that are currently absorbed in different parts of the Operating Budget. It will be important for the Committees to understand the transition strategy and the long range cost of operating IJIS, as well as any opportunities for cost savings as old systems are shut down.
5. In addition to costs for the transition strategy, it is important to discuss the human resource requirements necessary for a successful transition. Council staff understands that Subject Matter Experts (SMEs) and Technology Experts will be embedded within the user agencies to provide this support. A plan detailing such human resource strategies, needed skill sets, and where the County currently is would be helpful to the Committees as decisions are made on the Executive’s resource request.
6. With the shift to electronic records from what has historically been a paper system, IJIS will be breaking new ground in policy areas such as data retention, data accessibility, and privacy. Is there an effort under way to review current policies and ensure they are still adequate for the County’s needs? How will the Council review or approve any policies?

Integrated Justice Information System -- No. 340200

Category
Subcategory
Administering Agency
Planning Area

**General Government
Technology Services
Technology Services
Countywide**

Date Last Modified
Required Adequate Public Facility
Relocation Impact
Status

**January 08, 2010
No
None.
On-going**

EXPENDITURE SCHEDULE (\$000)

Cost Element	Total	Thru FY09	Est. FY10	Total 6 Years	FY11	FY12	FY13	FY14	FY15	FY16	Beyond 6 Years
Planning, Design, and Supervision	1,200	0	800	400	0	400	0	0	0	0	0
Land	0	0	0	0	0	0	0	0	0	0	0
Site Improvements and Utilities	0	0	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0	0	0	0
Other	14,467	7,814	4,253	2,400	500	1,900	0	0	0	0	0
Total	15,667	7,814	5,053	2,800	500	2,300	0	0	0	0	0

FUNDING SCHEDULE (\$000)

Current Revenue: General	10,287	2,434	5,053	2,800	500	2,300	0	0	0	0	0
Federal Aid	5,380	5,380	0	0	0	0	0	0	0	0	0
Total	15,667	7,814	5,053	2,800	500	2,300	0	0	0	0	0

OPERATING BUDGET IMPACT (\$000)

Program-Staff				1,200	0	0	300	300	300	300
Net Impact				1,200	0	0	300	300	300	300

DESCRIPTION

The Integrated Justice Information System (IJIS) will facilitate the exchange of data about criminals and criminal activity between Montgomery County agencies, the State of Maryland, and the Federal government. IJIS will simplify the steps for users to access data such as warrant and criminal background checks, while maintaining proper security and automatically exchanging data between appropriate agencies and systems. IJIS will be designed, implemented, and maintained to provide timely and appropriate data to field personnel in a clear and effective manner. Most field personnel will log on via a secure web site and view a simple menu of reports to access the data appropriate to their job function (e.g., a criminal background check on prisoners about to be released). IJIS will also be capable of routing data and/or warnings to the appropriate systems and personnel when certain events occur (e.g., if a person in the custody of the County is listed on a warrant from another jurisdiction). IJIS will link different data systems that are required to exchange data (e.g., arrest data between the Police department, the State of Maryland, the Courts, the Department of Correction and Rehabilitation, and the Federal Bureau of Investigation). The implementation of the Food Services and Time Scheduling modules of the Corrections and Rehabilitation Information Management System (CRIMS) will provide for an integrated Food Services solution allowing the easy identification of offenders requiring specialized diets based on, for example, medical needs. The Time Scheduling module will allow for the integration to MCTime, allowing for end-to-end scheduling and payroll activities.

ESTIMATED SCHEDULE

Estimated completion date for project is FY12.

COST CHANGE

Increase due to project work related to planning needs for Circuit Court, the delivery of the Juvenile module for the State's Attorney's Office, the delivery of the Food Services and Time Scheduling module for the Department of Correction and Rehabilitation and contractor staff to support the IJIS program.

JUSTIFICATION

IJIS will directly improve the delivery of public safety services to the estimated one million residents of Montgomery County and facilitate easier data transfers between Montgomery County and both the State and Federal public safety agencies. Criminal justice agencies in Montgomery County have embarked upon major business process changes by introducing the use of open and flexible information technology systems. Currently criminal justice agencies utilize a single system to hold criminal justice-related data known as the Criminal Justice Information System (CJIS). CJIS has reached the end of its useful life, especially with respect to changes to data structure and functionality. As new systems go on-line, data must still be exchanged between all the criminal justice agencies (e.g., outstanding arrest warrants, warnings about former prisoners if they are picked up in an arrest after their incarceration, domestic violence information, etc.). If this data is not exchanged properly, the lives of public safety personnel and the general public could be endangered. An interagency project team has developed a detailed design and business process analysis for an Integrated Justice Information System (IJIS) that will ensure that criminal justice agencies can accomplish their individual mission goals, while still exchanging data that is vital to the public's safety.

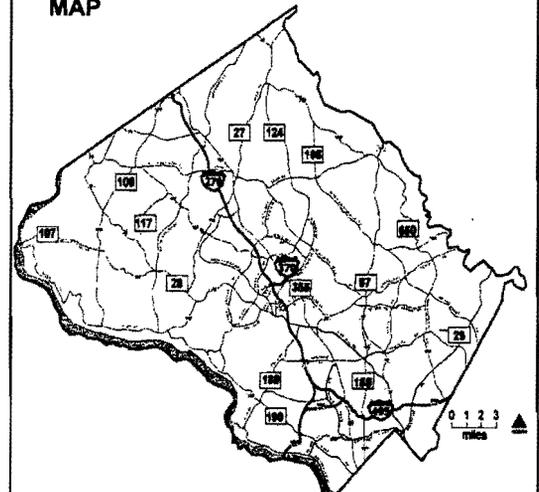
APPROPRIATION AND EXPENDITURE DATA

Date First Appropriation	FY02	(\$000)
First Cost Estimate	FY11	15,667
Current Scope		
Last FY's Cost Estimate		13,367
Appropriation Request	FY11	0
Appropriation Request Est.	FY12	2,300
Supplemental Appropriation Request		0
Transfer		0
Cumulative Appropriation		13,367
Expenditures / Encumbrances		10,974
Unencumbered Balance		2,393
Partial Closeout Thru	FY08	0
New Partial Closeout	FY09	0
Total Partial Closeout		0

COORDINATION

Department of Technology Services
Criminal Justice Coordinating Commission
and member agencies
Office of Management and Budget
Office of Intergovernmental Relations
State of Maryland
United States Department of Justice
Public Safety Communications Systems
project team

MAP





IJIS Program Overview

February 22, 2010

IJIS WorkGroup



Agenda

- Program Overview
- Accomplishments
- System Implementation Strategy
- Future Plans
- Risks



Integrated Justice Information Systems (IJIS) Accomplishments

(Since April 2009)

- **CRIMS** Pre-Implementation Analysis (PRIM) of Phase I and II requirements completed (May 2009)
- Vendor held accountable for product functionality prior to additional commitments -
- **JJIS** Recidivism reports for Screening and Assessment Services for Children and Adolescents (SASCA) completed (June 2009)
- Ability to track the repeat offenders and program effectiveness -
- **E*Justice and Arrest History Database** transitioned to production (September 2009)
- Complete Law Enforcement Records Management System -
- **IJIS Inquiry** transitioned to full production (September 2009)
- Query-based solution of arrest, warrant, case and jail data from various systems -
- **JJIS** Conversion to Statewide Maryland Automated Record Tracking (SMART) (October 2009)
- Elimination of substance abuse data entry – automatic feed to JJIS -
- **JJIS** Runaway Database Configured for Data Conversion (December 2009)
- Database configured to allow for migration of runaway records to Access database -
- **SAO CMS** transitioned to production (January 2010)
- Comprehensive Case, Document and Report Management solution -
- **DOCR** Biometrics Upgrade for Receiving and Discharge (February 2010)
- Replacement of obsolete IRIS technology with state-of-the-art fingerprinting solution -



System Implementation Strategy

STAGE	TASK	RESULT	PARTICIPANTS
Stage One	Business Process Review	Configuration vs. COTS	<ul style="list-style-type: none"> • Vendor • DTS (Lead) • Using Agency
Stage Two	Requirements Gathering and Validation	Blueprint for vendor configuration	<ul style="list-style-type: none"> • Vendor (Lead) • DTS • Using Agency
Stage Three	System Configuration	System constructed to meet requirements	<ul style="list-style-type: none"> • Vendor (Lead) • DTS • Using Agency
Stage Four	System Testing	System resolved of any non-compliance against technical requirements (i.e., security)	<ul style="list-style-type: none"> • Vendor • DTS (Lead) • Using Agency
Stage Five	User Acceptance Testing	System resolved of any non-compliance against functional requirements (i.e., ease of navigation)	<ul style="list-style-type: none"> • Vendor • DTS (Lead) • Using Agency
Stage Six	Go-Live	Transition System from Implementation Phase to Production, including day-to-day end user support	<ul style="list-style-type: none"> • Vendor • DTS (Lead) • Using Agency
Stage Seven	Ongoing Support and Maintenance	Day-to-Day support of application	<ul style="list-style-type: none"> • Vendor • DTS • Using Agency (Lead)

Using Agencies Participate from Onset to Develop In-House SMEs and Ensure Sustainability Post-GoLive



Future Plans (next 3 months)

- **CRIMS Deliverables**
 - Continue to push State certification of MorphoTrak fingerprint machine (**TBD**)
 - Begin configuration of Phase 1 (**March 2010**)
- **SAO CMS Deliverables**
 - Implementation of automatic feed of data from State Judicial Information System (JIS) to eliminate manual data entry of cases (**April 2010**)
- **Circuit Court**
 - Begin scoping of interfaces in preparation for State Case Management system (**May 2010**)



Risks

- Continuing negative financial climate – continue budget limitations
- Ability to staff sufficient resources in the timeframe required
- New State CIO – building working relationship
- IJIS Staff work multiple projects under “one-deep” scenarios – no backups for leave/illness coverage