



Children and Youth Cabinet – Data Sharing Project (Phase I)

Project Management Plan

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| Date: | <i>February 23, 2009</i> |
| Version: | <i>FINAL Version 1.0</i> |



Revision and Signoff Sheet

Change Record

| Date | Author | Version | Change reference |
|------------|-------------------|---------|--|
| 02/9/2009 | Alicia Chevtaikin | 1.0 | Initial draft for review/discussion |
| 02/12/2009 | Alicia Chevtaikin | 2.0 | Reviewed with Jennifer Diaz and Chris Blakeslee and made further edits |
| 02/16/2009 | Alicia Chevtaikin | 3.0 | Final review with Jennifer Diaz and Chris Blakeslee |

Reviewers

| Name | Version approved | Position | Date |
|---------------|-------------------|----------|---------|
| John Douglas | Final Version 1.0 | | 2/20/09 |
| Jim Kallinger | Final Version 1.0 | | 2/20/09 |

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I. Background

On July 11, 2007, Governor Crist signed House Bill 509 into law to create the Children and Youth Cabinet. Chaired by Lt. Governor Jeff Kottkamp, the Cabinet consists of 20 members, including the secretaries and directors of:

1. Department of Children and Families
2. Department of Education
3. Department of Health
4. Department of Juvenile Justice
5. Agency for Health Care Administration
6. Agency for Persons with Disabilities
7. Agency for Workforce Innovation
8. Guardian Ad Litem Program

The Cabinet works to coordinate state agencies and programs that deliver children's services and break-down the silos of the state agencies to reach a holistic approach to services and programs for the children and youth of Florida. Cabinet members are charged with promoting and implementing collaboration, creativity, increased efficiency, information sharing, and improved service delivery between and within state agencies and organizations. The Governor and the Florida Legislature receive annual reports detailing the Cabinet's progress.

The mission of the Children and Youth Cabinet is "to ensure that the public policy of Florida relating to children and youth promotes interdepartmental collaboration and program implementation in order for services designed for children and youth to be planned, managed and delivered in a holistic and integrated manner to improve the self-sufficiency, safety, economic stability, health and quality of life of all children and youth in Florida."

One of the main charges of the Cabinet (as outlined in FS 402.56) is to; "Design and implement actions that will promote collaboration, creativity, increased efficiency, information sharing, and improved service delivery between and within state governmental organizations that provide services for children and youth and their families."

By sharing information within and between the agencies that touch the lives of Florida's children and youth, our state will be able to provide more effective, efficient and timely services as well as identify and correct gaps and overlaps in resources and save our state agencies time and money.

As a way to achieve this charge, Cabinet member and then-Chief Justice Fred Lewis suggested that the Cabinet look at the Judicial Inquiry System (JIS), a data and information sharing system, which has been adopted and is successfully working in the Office of State Courts Administration (OSCA). Details and demonstrations of the system were presented to the Cabinet and the directive was given to investigate implementation options.

After exploring all possible options with the Purchasing Office of the Department of Management Services, the quickest vehicle for implementation would be to extend the existing OSCA JIS solution. The OSCA solution already provides access to critical information that is needed by the service providers from the Cabinet agencies. Justice Lewis and the OSCA staff have generously offered to setup the Court as the hosting entity for the solution. This would allow the Cabinet agencies to leverage the existing OSCA connections, the contract and the \$3 million system already in place, thus saving the state valuable time and money.

II. Vision, Goals, Objectives

A. Vision

Children and Youth Cabinet Vision - *“All children in Florida grow up safe, healthy, educated and prepared to meet their full potential.”*

Project Vision – *“To create a Children and Youth Inquiry System by which the Health and Human Services State agencies can exchange pertinent information about children with real time data allowing us to better serve the children and families of Florida.”*

B. Project Goals

- Goal 1 - Equip State agencies that serve children, youth and families of Florida with a tool that allows them the ability to provide a higher quality of services and programs in a timelier manner
- Goal 2 – Enable the eight agencies that are represented on the Cabinet to exchange and share data quickly
- Goal 3 – Identify and eliminate service overlaps between agencies
- Goal 4 – Empower Agency leadership with the tools for effective decision making
- Goal 5 – Enable agency staff to realize time and cost savings by gathering information more quickly

C. Phase I Project Goals

- Goal 1 – Share existing Judicial Inquiry System data with the eight participating state agencies
- Goal 2 – Share eight new data sources between agencies that provides real time access
- Goal 3 – Develop inter-agency policy that allows for data sharing
- Goal 4 – Develop ten data exchanges between the eight participating agencies
- Goal 5 – Sign up 1,000 users
- Goal 6 – Teach Train the Trainer sessions

D. Phase I Project Benefits

- Give agencies access to better, more relevant information when it is needed the most to provide the right services to the children and families in the state of Florida
- Allow users to share and access real-time information from multiple branches of government, multiple agencies, and multiple data sources through a single log-in, using a single query and a single data set.

III. Project Scope for Phase I

The scope of Phase I includes working with the eight health and human services state agencies of Florida to share data access across existing state systems in order to enhance the services for the people of Florida.

Currently, the Judicial Inquiry System (JIS) is housed and maintained at the Office of State Court Administrators (OSCA) which already contains connections to multiple systems. This project includes setting up eight data sources (connections) and adding access for up to 1,000 people in all eight state agencies. Phase I also consists of connecting the participating Cabinet agencies' data sources with the existing sources provided by OSCA. This phase will also include 10 data exchanges to allow the cabinet agencies to effectively exchange data between all agencies.

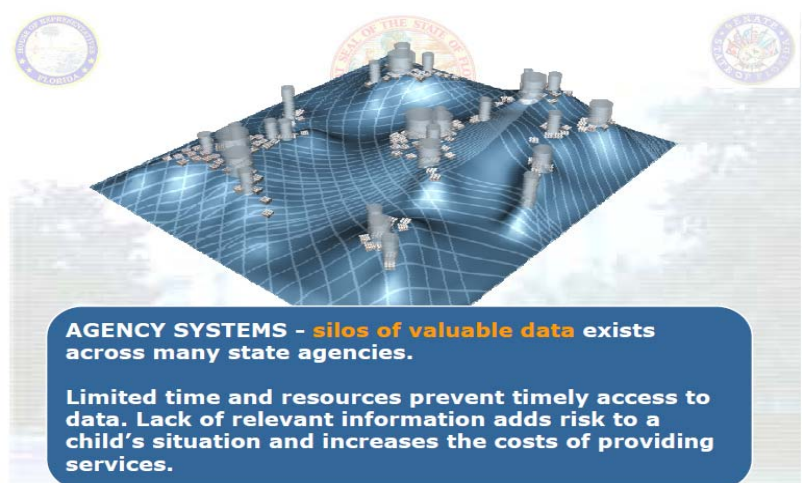
Users will have seamless access between the new agency data sources and the existing sources at OSCA. This instance will also fulfill the capacity requirements of additional agency service providers using the system. In addition to the software required for this solution, technical resources will be required to support the users, which will be housed at OSCA. The recommended approach to accomplishing this scope is to divide and conquer in staged activities.

The first activity is the project planning, requirements gathering, and cost analysis. The objectives of this activity are to develop the requirements and technical specifications for this project and the associated costs. In addition, a realistic work plan for the project will be developed in conjunction with all state agencies involved.

The second activity of Phase I will involve all the technical work and system testing necessary to set up the data connections and exchanges between all the agencies involved with this project. The third activity of Phase I includes full customer acceptance testing of the products and implementation of all changes.

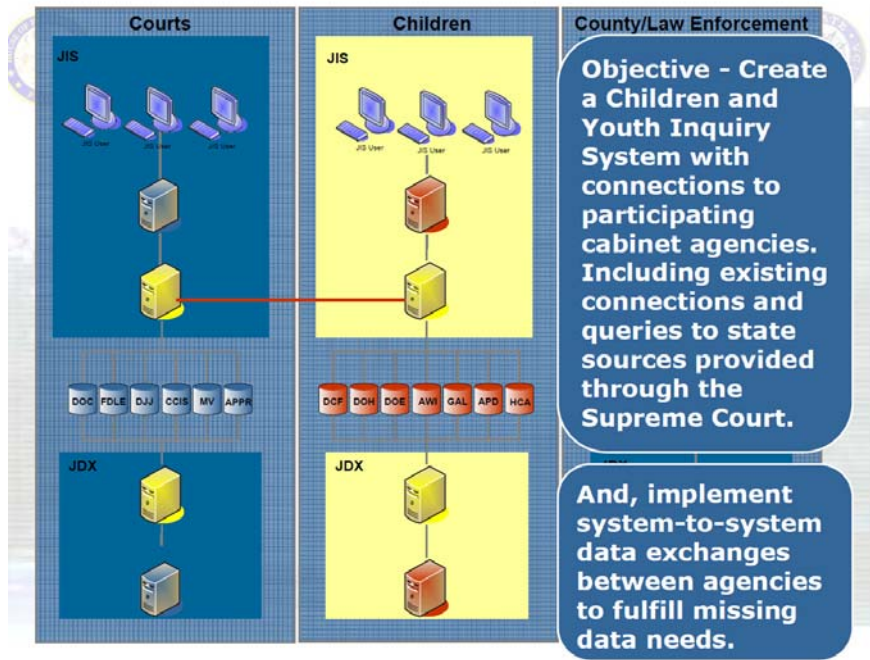
The last activity of Phase I includes all train the trainer sessions, communication, documentation, and project initiative marketing. We will also conduct lessons learned sessions with all stakeholders to ensure future roll-outs and enhancements to the JIS system are implemented smoothly.

Problem Statement:

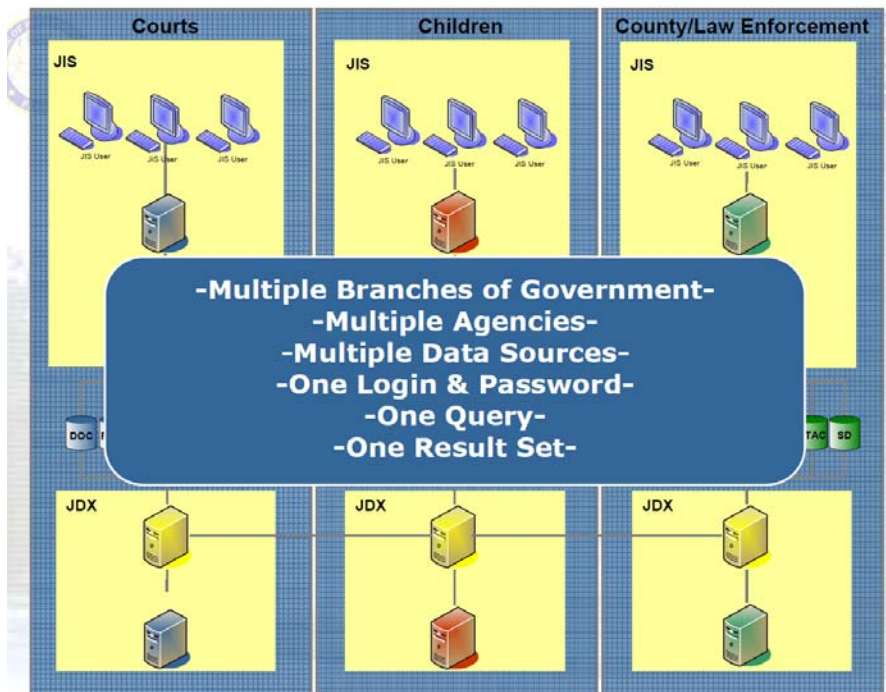


¹ Retrieved from document at <http://www.flgov.com/pdfs/ChildAdvocacy/cycdatasharingcomposite.pdf>

Solution:



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² Retrieved from document at <http://www.flgov.com/pdfs/ChildAdvocacy/cycdatasharingcomposite.pdf>

³ Retrieved from document at <http://www.flgov.com/pdfs/ChildAdvocacy/cycdatasharingcomposite.pdf>

IV. Technical Requirements Gathering Considerations

In order to reach the goal of eight live data sources and 10 data exchanges available for all the agencies, there will need to be a planned approach to gather requirements and a communications plan followed.

**This schedule is very aggressive and if the requirements are not gathered in these scheduled JAD sessions, then the teams will need to continue to meet until all information is gathered.

CYC Project - Suggested Meeting Agendas and Invitees

1. Kickoff Meeting

- a. **Preparation:** Each Cabinet Agency needs to identify a lead policy coordinator who will attend all JAD sessions and is empowered to represent their agency on data sharing issues; Each agency needs to identify 'SME's'- subject matter experts for their own agency JAD sessions. Each invitee is asked to read CYC data catalog and have a data connection suggestion for their agency to supply and top eight data connection wish list.
- b. **Invitees:** Project Director, Children and Youth Cabinet Inter-agency members, Project Manager, Project Lead, Consensus Building Leader, Agency Lead Policy Coordinators
- c. **Agenda:**
 - i. Discuss Project Background and Project Launch Tasks
 - ii. Consensus building exercise to reach eight data sources
 - iii. Discuss communication plan, all mailing lists and purpose, plus web site
 - iv. Briefly mention the Project Management Plan, Communication Plan, and project schedule that is posted on the web site
 - v. Discussion - number of users per agency
- d. **Assignments:** Ensure that the proper agency subject matter experts for the data systems will be present at the JAD sessions.
- e. **Takeaways:** Consensus on eight data sources and any action items

2. JAD Workgroup Session One (per agency):

- a. **Preparation:** All agency lead policy coordinators should have a good idea of how they want to use the data sources from other agencies and be ready to discuss any roadblocks to sharing their own agencies data
- b. **Invitees (8-12):** Project Manager, Project Lead, JAD Session Leader, Agency Lead Policy Coordinators, Agency subject matter experts, Implementation Manager
- c. **Invitees (1-5):** Project Manager, Project Lead, JAD Session Leader, Agency Lead Policy Coordinators, Agency Technical, Implementation Manager
- d. **Agenda (8-12):**
 - i. Main conversation is about the specified Agency data source- who can use the data, who wants to see the data, how can the usage best help the state of Florida?
 - ii. What policy, statutes, rules, roles, business re-engineering needs to be changed to accommodate data sharing?
- e. **Agenda (1-5):**
 - i. How is it technically possible to exchange this data? Detail data exchange definition.
- f. **Assignments:** Any action items from the day

3. JAD Workgroup Session Two (per agency):

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- a. **Preparation:** Action Items follow-up
 - b. **Invitees (8-12):** Project Manager, Project Lead, JAD Session Leader, Agency Lead Policy Coordinators, Agency subject matter experts, Implementation Manager, Agency Legal representative
 - c. **Invitees (1-5):** Project Manager, JAD Session Leader, Agency Lead Coordinators, Agency Technical, Implementation Manager
 - d. **Agenda (8-12):**
 - i. Follow-up on main conversation is about the specified Agency data source- who can use the data, who wants to see the data, how can the usage best help the state of Florida?
 - ii. Follow-up on what and how policy, statutes, rules, roles, business re-engineering needs to be changed to accommodate data sharing?
 - e. **Agenda (1-5):**
 - i. Follow-up on how is technically possible to exchange this data? What is required to complete?
 - f. **Assignments:**
 - i. Each agency lead policy coordinator to write a business requirements document and technical specifications document. **DUE: 4/15**
 - ii. Each agency to complete a 'business process re-engineering implementation plan' that describes in detail how their agency will benefit from the usage of other agency's data sources. **DUE: 5/13**
 - iii. Each agency will review and execute the MOU with OSCA to ensure the funding is made available to begin Phase 1 of the project. **Due 4/15**
 - iv. Each agency will produce a cost analysis after the business and technical requirements are produced. **Due 6/15**
 - g. **Takeaways:** Documented 'system name' for each agency terms of use, who can access, how, when, data sharing agreements, detailed data exchanges, and technical level of effort required for each agency to complete this project.

V. Benefits to Leveraging Existing JIS system to create a Children and Youth Inquiry System

- **Proven, successful** data sharing system, running for **seven years**
- **Multimillion dollar foundation** already in place
- **Minimal cost** is for the connection of new data sources, software and support
- No data warehouse
 - Data stays in place maintaining data integrity
 - **Agencies maintain control and security** over their data
- Real time access to data **with single sign on**
 - The most recently posted **data is always immediately available**
- **Leverage Already Connected Agency Data**
 - Florida Department of Law Enforcement
 - National Crime Information Center (FBI)
 - Department of Highway Safety
 - Department of Corrections
 - Appriss/JX Exchange System (Jail Booking 42 States)
 - Department of Juvenile Justice
 - Comprehensive Case Information System (CCIS 67 Counties)
- **Consistent User Interface** across all agency users
- Role based **security**
 - Users are limited to data sources and unique data elements based on **roles determined by the agencies**
- **Consolidated summary view** of correlated results
- Drill-down into each **agencies detailed results**
- Automate **data and document transfers between systems**
- **Eliminate re-keying** efforts
- Route data sets from 1 to many agencies simultaneously
- Apply rules to routing data and documents
- Comprehensive logging and **auditing of inquiries and transactions**
- **Extendable** by adding additional agency data sources and users/roles
- **DCF, DJJ, DOH already using system** on a pilot offered by the Courts
- **Improve service delivery, gain comprehensive views of cases/children** at a time when resources are limited

VI. Cost Benefit Analysis⁴

I. Highlights

- AHCA: Approximately 5,000 recipients have to be researched each month. Time to research is estimated at 5 minutes. Approximately 10% have to be mailed to county. Time to research and prepare correspondence is 15 minutes. Plus the cost of postage. Response back from county can take many weeks.
- DCF: Quicker access to consistent information--shared in timely fashion--may save children and vulnerable adults from injury, permanent disability, and even death. These benefits are intangible, and this initiative will help a reduced workforce spend less time hunting information and more time coordinating care.
- DJJ: Using the Children and Youth Cabinet Data System has the potential of increasing the effectiveness of the Department's operation. With ever increasing workload and the requirement to cut budgets, this system has the potential to allow staff to spend less time on administrative tasks and more time with direct contact with the youth.
- DOE: As with the proposed system envisaged by the Florida Children's Cabinet, consolidating related data functions greatly facilitates coordination on a variety of data collection and access issues including collection cycles and methods, data element definitions, security, exchange protocols, access, research, and reporting. It also facilitates higher levels of programmatic and service integration at the state and local level.
- GAL: With access to better information concerning our children, our case coordinators will be more efficient, consistent and able to get this information back to our volunteers and staff on a quicker basis. Although this efficiency does not lend itself to being captured in terms of dollars and cents, it does provide better advocacy for our children in need. Additionally, if we are able to utilize the background investigation component of the system, we will be able to more promptly turn around the backgrounds and have volunteers in place sooner.
- AWI: We believe that increased data sharing capabilities will provide a variety of benefits for our agency and local partners. These include reductions in payment errors, improved case management, and reduced time to process cases. Based on this analysis, we are pleased to support this project.

⁴ Extracted from CYC Summary date September 22, 2008.

II. **Funding Avoidance** (Please see each agency's analysis for detailed information)

- **AHCA** **\$40,427,807.59**

Assumptions:

~Research will take half the time.

~No mailing will be required.

Staff Cost \$30,864.29

Additional Collections

@ 90% Positive Return \$40,396,943.30

Potential Savings/Additional Revenue **\$40,427,807.59**

- **DOH** **\$1,246,301**

Estimated annual Cost Savings after complete integration of 16 systems selected by DOH

\$1,347,530

Phase I annual recurring cost after start-up (62,504)

Phase II annual cost the additional systems (38,725)

* Annual Total Cost Savings **\$1,246,301**

* *Due to unknown life term of this project, the total annual cost savings estimate of \$653,771 does not include FY08/09 (1st yr) Phase I & II start-up cost of \$185,810 and \$147,850.*

III. **Time Available for reallocation** (Please see each agency's analysis for detailed information)

- **AHCA** **6,000 hours per year**

- **DJJ** **12,500 hours per year**

IV. **Overall Benefits** (Please see each agency's analysis for detailed information)

- **APD**

- Identification of Fraud:

- APD may be able to determine if there is duplication of waiver services rendered to a child through viewing several agencies' data about that child.
- APD may be able to determine actual guardianship of a child (if the child is currently in the custody of DCF, and someone else brings the child in for services) and identify possible fraud.
- APD would have access to Vital Statistics information about a child (birth and death records).
- APD employee would only have to sign onto one computer system versus several systems to view information about a child.

- Forensic Services:

- APD could have direct access to County Clerk records to obtain a person's juvenile or criminal history for competency referrals and residential options.

- Provider Enrollment:

- Access to AHCA or DCF license revocations to ensure that our current licensees and those that apply for licenses haven't had their licenses revoked by those agencies. This is currently a manual process.
- Access to DOH environmental health survey information on our licensed residential facilities. We are currently accessing this information.
- Access to criminal violations for APD providers. We are currently accessing this information.

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- Supported Living and Employment Program:
 - Access to AWI data to allow verification of benefits, anticipate individuals graduating from schools and offering employment support if that individual is on our waitlist.

 - DCF
 - Efficiency (accessing a single site);
 - Consistency of practice and ease of training (getting information from the same place instead of many places);
 - Consistency of information and fewer opportunities for miscommunication if it comes from one place;
 - Timeliness (the information is readily available to authorized users);
 - Better decisions about care and service and clearer communications among all involved professionals;
 - Better ability to demonstrate due diligence for background searches for relative and non-relative placements for foster care; and
 - Better ability to document background searches for adoption (for good practice and federal compliance).

 - DOE
 - Access to data to assist in the location of students when they are absent from the classroom.
 - Background information for reasons for perpetual truancy.
 - Ability to associate external influences (health, legal, etc.) with classroom performance.
 - By integrating data systems on an ongoing basis, consistent business rules and processes will be developed that do not have to be replicated on an ad hoc basis.
 - At the local level, considerable efforts are expended among local agencies to assist children and families in need of services.
 - This is often done on an as needed basis and requires considerable effort to meet with, work through information sharing protocols, and follow-up with analyses and personal contact.
 - These efforts can be facilitated considerably by a continuously updated, current data system containing information about individual children and their families.
 - The benefits of this approach include the use of the state's repository of education data to define information that will alert local communities about issues which may have both local and systemic impact.
 - The specific value will depend on the actual data fields made available and the speed and accuracy of the data sharing process relative to the current process.
 - For example, students who are absent from the classroom for extended periods of time are often receiving services from other state and locally administered programs or have been relocated into a juvenile justice facility.
 - Teachers and school administrators are unable to locate these students in a timely fashion in order to make the appropriate accommodations.
 - By having timely access to extra-education data, accommodations and interventions can occur in a more appropriate manner.
 - This would give teachers and administrators access to valuable information on events which occur outside the classroom, yet have major impact on activities inside the classroom.

 - DJJ
 - Detention
 - Easy access to systems such as FCIC/NCIC and Department of Corrections (DOC) will tell our staff within minutes if the person picking up a youth has an arrest history, active warrants, whether or not they are a sexual predator, etc. This will make the Department more compliant with requirements to check adults picking up youth.
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- Probation
 - Youth presented to the Department for detention screening do not always meet criteria for secure detention and must be released. Staff wouldn't have to spend hours searching multiple databases from multiple agencies to complete a thorough background check on adults that youth are released to.
 - The ability to quickly access jail booking data keeps staff in the loop on those cases where they have a youth 18 years of age on juvenile probation that gets arrested and booked into a county jail, but bonds out before the JPO can get a hold in place. Public safety is jeopardized when youth bond out of jail without the JPO knowing about it.
 - Department of Highway Safety and Motor Vehicles data would tell the JPO whether or not a youth is permitted to drive an automobile. Youth sometimes have their driver's license suspended or revoked and the JPO is the last person to know about it.
 - Data from the various Clerks of Court systems is vital. This is where the JPO can go to access information on upcoming court dates, restitution payments, pending pick-up orders for failure to appear, address changes made without JPO knowledge, etc.
 - Many of our youth are required to participate in various programs that require as part of their admission a copy of the youth's immunization records, health records and school records. The Children and Youth Cabinet Data System would provide all of this required information with just one query of the system.
 - A large percentage of youth on Probation are also served by DCF. JPOs would greatly benefit from having direct access to DCF's data. Our staff needs to be able to stay informed on any dependency issues past or present to ensure that our agency does its part to protect victims of abuse and neglect. Also, our staff will be safer if they know who in the child's life is considered dangers.
 - Inspector General
 - The Inspector General is required to conduct many investigations that require checks into multiple agency system. The Children and Youth Cabinet Data System would greatly reduce the amount of time it would take to gather information from these multiple systems. Also Background Screenings could be done faster with the ability to use this system
 - **AWI**

 - Reduced payment errors. Improved documentation of income and other eligibility criteria would result in better determinations of client eligibility and co-payments. Local staff must review several different types of documentation to establish a client's income. Some of this documentation may be self-disclosed. Direct access to some of this information, such as court-ordered child support payments, would improve income documentation and reduce payment errors.
 - Improved Case Management. Case managers can be expected to have more information when supporting our clients. The ability to identify other programs serving a client or collect information regarding a client's needs will help improve the overall level of case management.
 - Reduced time spent collecting client documentation. Case managers will be able to reduce the amount of time spent collecting appropriate documentation for the client if that information is made available through the proposed system.
 - Reduced time for provider eligibility determination. Simplified and real-time access to licensing and other data on child care providers will simplify the process of determining whether a provider is eligible to participate in state funded programs.
 - Reduced time for establishing teacher credentials. Access to records maintained by DCF and DOE could reduce the amount of time it takes determine whether a teacher has the appropriate credentials to participate in state funded programs.

VII. Identified Initiative Risks

Risks will arise throughout the duration of the conversion exercise and are documented below:

| Risks | Mitigation Strategies |
|---|--|
| Agencies may lack participation and project will fall behind | <ul style="list-style-type: none">• Agency heads deem as top priority and guarantee participation• Assign each agency a 'Lead Coordinator' whose is empowered to make decisions on behalf of state agency |
| JAD sessions may lack the correct subject matter experts | <ul style="list-style-type: none">• Explain JAD agenda prior to meeting to inform attendees which subject matter will be discussed |
| General barriers to data sharing, policy, HIPAA, legal requirements | <ul style="list-style-type: none">• Bring agency legal counsel into the JAD sessions |
| Project requires significant culture change in state agencies to work | <ul style="list-style-type: none">• Each agency will be required to produce a detailed 'Business Process Re-engineering Implementation and Training Plan.' |
| Funding resources may not be available | <ul style="list-style-type: none">• Work closely with Legislature to ensure funding is available for project for additional phases. |

VIII. Project Success Criteria

The following criteria have been identified to measure the success for Phase I:

| Critical Success Factor | Measurable Criteria |
|--|----------------------------|
| Defining of data and the selection of eight data sources | List of data |
| Eight data sources are available for 1,000 users and eight state agencies | Confirm Connection |
| User capacity | All 1,000 people are using |
| User satisfaction surveys indicate efficiencies gained on the job | Surveys |
| Children/cases handled more efficiently, less time on a case searching for more info, more time to look at other cases | Survey Agencies |
| Better decision-making by program staffers on cases due to holistic view of cases | Survey Agencies |
| Less time spent on re-keying data and faxing/ mailing hard copies of data, less money on postage | Survey Agencies |

Appendix A – Judicial Inquiry System (JIS) Additional Background and Information

The JIS is a web-based system that enables judges, judicial staff, and other governmental entities to access multiple data sources through one point of entry. The system is a secure, anywhere access system where a single query can gather information from many different data sources and display the information in a user friendly format. Through the JIS, information is streamlined from a variety of local, state, and federal agencies as listed below.

- APPRISS: This data source compiles information entered into the jail booking applications throughout Florida as well as 42 additional states providing up-to-date arrest information as well as current booking images.
- CCIS - Comprehensive Case Information System: This data source from the FACC provides current information on court cases for all 67 counties in Florida. In most cases a local clerk detail link is available on an individual case enabling the user to go directly to the Clerk's website to view the progress docket; otherwise the docket is available directly through the CCIS.
- DHSMV – DAVID Driver and Vehicle Information Database: This data source provides driver history, vehicle, and vessel information as well as images from the Department of Highway Safety and Motor Vehicles. (Image access is dependent upon user profile.)
- DJJ - Department of Juvenile Justice: This data source provides information on juvenile arrest, probation, incarceration and dispositions. OSCA is currently working with DJJ on a pilot to receive photos from four circuits.
- DOC - Department of Corrections: This data source provides information regarding the status of individuals who have been placed under the supervision of the DOC. For example, in addition to providing detailed information regarding arrest date, underlying offense and dates of supervision, the file will also indicate if the individual is currently: Supervised, Incarcerated, or No Longer under Department Custody.
- FCIC – Hotfiles: This data source provides information from the Florida Department of Law Enforcement regarding outstanding Warrants, Injunctions, Probationary Statuses, as well as risk identifications such Violent Felony Offender of Special Concern (VFOSC), High Risk Sexual Offender (HRSO), Sexual Offender or Sexual Predator, and Habitual or Career Offender.
- FCIC – Rap Sheet: This data source provides the information regarding arrest history and disposition from the Florida Department of Law Enforcement. This is the traditional rap sheet providing the oldest arrest first and most recent arrest last.
- FCIC – FL Summary: This data source provides information regarding arrest history and disposition from the Florida Department of Law Enforcement in a summarized format. The Florida Summary Rap Sheet summarizes the arrest history listing total number of felony arrest and convictions, total number of misdemeanor arrests and convictions, total number of incarcerations, etc. The most recent arrest appears first, with the oldest arrest appearing last.
- NCIC – National Crime Information Center: This data source provides information regarding all out of state arrest history. Any information that is provided when querying the NCIC will be provided in a tab format in the NCIC file either by identifying the state that provided the arrest history, or through the generic 'FBI' tab which captures immigration and federal law enforcement arrests.

By extracting and making readily accessible information from different databases, the system allows judges and other users to obtain comprehensive search results from a single query, saving both time and money. Users can also obtain necessary information rapidly, retrieving a complete criminal history background check more readily than ever before. The system saves users a tremendous amount of time and effort by allowing the users to log into one system and gather the information from multiple data sources, rather than having to log in and out of nine different data sources. Currently, there are approximately 4100 users and growing.

The system will also flag individuals that have warrants, injunctions, suspended/revoked drivers license, concealed weapon permit, sex offender/predator or a violent felony offender, etc. With the recent catastrophe at Virginia Tech, the OSCA was contacted by many users requesting that the OSCA add concealed weapon permit information. This status was added within a week and the users will now know immediately if an individual has a concealed weapon permit. Another enhancement recently added to ensure public safety is the immigration and federal arrest information. This will ensure that in addition to Florida and national information provided, the system now also includes any federal arrest information as well.

When a query is performed, the JIS system filters through the responses to find common identifiers that match from each data source. The identifiers used are FBI number, SSN, DOC number, SID number and DL number. If none of the above identifiers match, a combination of exact matches on first name, last name and DOB are used. For example, if the two responses have the same FBI number, it will match the records together. Also, if the responses have the same first name, last name and DOB it will match as well.

The strength of this matching process allows the JIS to limit the possibility of matching two people that may not be the same person. One of the concerns with going to multiple data sources was matching records together that may not be the same person. This is why the conservative approach is used.

A weakness to this approach is that the system may miss someone that could have a misspelled name or incorrect ID entered. However, even though they may not merge, the names will still be displayed as probable matches to the user and they will have the discretion to view each possibility.

All users are set up based on profiles determined by the type of requestor (i.e. judge, case manager, state attorney, public defender, sheriff, etc). This allows the user to view only the data that they are authorized to access based on their role, Florida Statutes, rules or the policies of the data source provider. There is also an audit log in place where each user is tracked and any queries performed are tracked as well. In addition, some of the agencies have means to track users. For example, FDLE tracks users by their Social Security number. Therefore when a query is performed that number is passed to FDLE and they log it. DHSMV tracks the users by the digital certificate, which has the user's name.

Mandated Legislative Enhancements

The JIS was augmented to accommodate the demands of the Jessica Lunsford Act (JLA), signed into law in May 2005. As of April 17, 2006 the expanded JIS includes what is called a "JLA First Appearance Calendar"—a function that provides judges, state attorney, public defenders and other criminal justice officials automatic access to information essential for the appropriate treatment of the recently-arrested during their first appearance hearing. Among other things, it has a risk status alert section that immediately identifies high risk sexual offenders, sexual predators, outstanding warrant(s) and those who are on supervised release status. In the next month the JIS system will also identify those individuals that are Career/Habitual Offenders.

In March 2007, The "Anti-Murder Act" was signed by Governor Crist which creates s. 903.0351, F.S, which calls for special handling of offenders on probation who are designated as Violent Felony Offenders of Special Concern (VFOSC). The "Anti-Murder Act" provides the courts, state attorneys, public defenders, and the booking agency with a means of readily identifying when an arrested person meets certain criteria.

Except where an alleged violation of probation or community control is based solely on the failure to pay costs, fines, or restitution, this Act provides that the certain types of offenders shall not receive pretrial release prior to the violation hearing.

To implement this requirement, when a VFOSC is identified via fingerprints as part of an arrest, the JLA calendar will immediately flag the individual as a VFOSC.

The booking facility, in the county where the person is arrested, must insure that state and national criminal history information is provided to the court at the offender's first appearance. The booking facility must also provide notice that the arrested person meets the requirements for restrictions as provided in this Act.

First Appearance Calendar (JLA)

The JLA calendar allows the end users to customize their county's calendar to ensure that the view is somewhat similar to what they are accustomed to seeing. It also has additional functionality as described below:

- Capture real time booking information via Appriss/LiveScan systems
- Performs automated query of various systems to compile Computerized Criminal History (CCH) record
- Intelligence built into system to evaluate threat level of the offender based on statute and criminal history record (HRSO, VFOSC, sexual predator/offender, violation of parole, outstanding warrants, injunction)
- Ability to view today's and tomorrow's 1st appearance calendars
- Ability to add or delete individuals from each calendar
- Ability to provide e-mail notification of VFOSC and HRSO

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- Queried results stored for 24 hours, for easy re-creation and retrieval of data
 - Ability to refresh and revise 1st appearance cutoff times
 - Ability to do a batch print of FCIC, NCIC information from JLA
 - Ability to move subjects between today and tomorrow's calendar
 - Ability to manually merge subjects on the calendar based on alias

Volusia County has been the pilot for the JLA calendar and has been instrumental in making suggestions to improve the calendar. In July 2007, the first appearance courtroom went paperless and they use the JLA calendar as their tool to access the data on individuals appearing before the judge.

Benefits:

- Time savings. We have numerous “testimonials” documenting how this system has saved hours of work. It is a one-stop (consolidated) view of data that would otherwise require hours to navigate for the user and eliminates the need to obtain different user id's, passwords, digital certificates, etc.
- Users have indicated that there is improvement in the quality of the research therefore resulting in improvement in the decision making process for the investigator and judiciary.
- Most, if not all, of the current users only have JIS to access this information (they gave up their other access methods).
- Flexible. The major workload associated with obtaining the database connections is completed; therefore adding in new data such as the “Concealed Weapons” is accomplished within days.
- Knowledgeable staff supporting this very complex system. It takes months for staff to learn enough to be able to support users.
- On-call staffs are used to answer questions quickly and efficiently. The users of this system need the system to be available 24x7.
- Provide e-mail notifications of HRSO and VFSCO – this has been well received by the users since this e-mail goes directly to them if requested.
- ISS is working with OCI to implement a “data push” process to populate the dependency system. This data will be pulled from JIS and through a JDX exchange mechanism will populate the fields in the dependency system developed by OCI.