

# MEETING AGENDA

## Technical Panel of the Nebraska Information Technology Commission

Tuesday, June 12, 2012  
9:00 a.m.  
Varner Hall - Board Room  
3835 Holdrege St., Lincoln, Nebraska

### AGENDA

[Meeting Documents](#) (11 pages)

1. Roll Call, Meeting Notice & Open Meetings Act Information
2. Public Comment
3. Approval of Minutes\* - [May 8, 2012](#)
4. Enterprise Projects
  - Project Updates
    - Department of Education - Nebraska State Accountability (NeSA- Reading, Math, and Science) - John Moon
  - Project Status [Dashboard](#) - Skip Philson
5. Standards and Guidelines
  - Requests for Waiver
    - Department of Labor - Review and extend waiver granted on [December 14, 2010](#)\*
6. Regular Informational Items and Work Group Updates (as needed)
  - Accessibility of Information Technology Work Group - Christy Horn
  - Learning Management System Standards Work Group - Kirk Langer
  - Security Architecture Work Group - Brad Weakly
  - Intergovernmental Data Communications Work Group - Tim Cao
7. Other Business
8. Adjourn

\* Denotes Action Item

(The Technical Panel will attempt to adhere to the sequence of the published agenda, but reserves the right to adjust the order of items if necessary and may elect to take action on any of the items listed.)

NITC and Technical Panel websites: <http://nitc.ne.gov/>

Meeting notice was posted to the NITC website and [Nebraska Public Meeting Calendar](#) on June 6, 2012. The agenda was posted to the NITC website on June 6, 2012.

**TECHNICAL PANEL  
of the  
Nebraska Information Technology Commission**  
Tuesday, May 8, 2012, 9:00 a.m.  
Varner Hall - Board Room  
3835 Holdrege St., Lincoln, Nebraska  
**MINUTES**

**MEMBERS PRESENT:**

Walter Weir, CIO, University of Nebraska, Chair  
Jayne Scofield, Alt. for Brenda Decker, CIO, State of Nebraska  
Kirk Langer, Lincoln Public Schools  
Michael Winkle, NET

**MEMBERS ABSENT:** Christy Horn, University of Nebraska

**ROLL CALL, MEETING NOTICE & OPEN MEETINGS ACT INFORMATION**

Mr. Weir called the meeting to order at 9:07 a.m. There were four voting members present at the time of roll call. A quorum existed to conduct official business. The meeting notice was posted to the NITC website and [Nebraska Public Meeting Calendar](#) on April 5, 2012. The agenda was posted to the NITC website on May 4, 2012. A copy of the Open Meetings Act was posted on the South wall of the meeting room.

**PUBLIC COMMENT**

There was no public comment.

**APPROVAL OF FEBRUARY MINUTES\***

**Mr. Langer moved approval of the [March 13, 2012](#) minutes as presented. Mr. Winkle seconded. Roll call vote: Scofield-Yes, Langer-Yes, Weir-Yes, and Winkle-Yes. Results: Yes-4, No-0, Abstained-0. Motion carried.**

**ENTERPRISE PROJECTS**

**Project Status [Dashboard](#) - Skip Philson**

Access Nebraska and the Adjudication Re-engineering Project will provide a report in June. The LINK Procurement project is on hold. The LINK Capital Management project will be implemented before the financial modules.

Mr. Langer requested that the NDE Online Assessment project provide an update to the Technical Panel, including an update on the use of mobile devices to do online assessment testing.

**STANDARDS AND GUIDELINES - REQUESTS FOR WAIVER**

**Department of Roads - [Request for Waiver](#) from requirements of [NITC 8-302](#)\***

Mr. Weakly recommended granting a temporary waiver for 18 months until issues regarding the public forest, active directory and the cloud are addressed. The Security Architecture Work Group will be developing a long term vision for identity management which would be accomplished in phases and endorse it by the NITC.

**Mr. Winkle moved to grant the waiver for a period of 18 months. The State Information Security Officer is requested to provide an update to the Panel prior to expiration of this waiver. Mr. Langer**

**Seconded. Roll call vote: Scofield-Yes, Langer-Yes, Weir-Yes, and Winkle-Yes. Results: Yes-4, No-0, Abstained-0. Motion carried.**

**Nebraska.gov - [Request for Waiver](#) from requirements of [NITC 4-201](#)\***

The new Nebraska.gov website will be using a “responsive design” which allows a single web page to scale across multiple devices and screen sizes. The current fixed pixel standard for the State of Nebraska branding works for personal computers but does not work for all laptops and mobile devices. The Webmasters Work Group will be recommending an update to the standard to address this issue.

**Ms. Scofield moved to grant the Nebraska.gov request for waiver. Mr. Langer seconded. Roll call vote: Winkle-Yes, Weir-Yes, Langer-Yes, and Scofield-Yes. Results: Yes-4, No-0, Abstained-0. Motion carried.**

## **STANDARDS AND GUIDELINES - RECOMMENDATIONS TO THE NITC**

**NITC 1-201: Agency Information Technology Plan - [Attachment A \(IT Plan Form\)](#)\***

**NITC 1-202: Project Review Process - [Attachment B \(Project Proposal Form\)](#)\***

There were no recommended additional changes to the documents.

**Mr. Winkle moved to recommend approval of the revised attachments. Ms. Scofield seconded. Roll call vote: Langer-Yes, Weir-Yes, and Winkle-Yes, and Scofield-Yes. Results: Yes-4, No-0, Abstained-0. Motion carried.**

## **REGULAR INFORMATIONAL ITEMS AND WORK GROUP UPDATES (as needed)**

*Accessibility of Information Technology Work Group, Christy Horn.* Mr. Weir provided an update.

*Learning Management System Standards Work Group, Kirk Langer.* The Work Group continues to work with Distance Education Council regarding this standard.

*Security Architecture Work Group - Brad Weakly.* The 12<sup>th</sup> Annual Cyber Security Conference is scheduled for June 7 at the SECC Continuing Education Campus, 68<sup>th</sup> & O Streets in Lincoln. Registration opened a month earlier than last year and will be open for another two weeks. The annual PCI/IDS Assessment will be due on June 7 which will include 20 different organizations. Quarterly scans are due as well. The Work Group has been researching different options and aspects for certificate services to identify mobile devices.

*Intergovernmental Data Communications Work Group - Tim Cao.* No report

## **OTHER BUSINESS**

There was no other business.

## **ADJOURN**

Ms. Scofield moved to adjourn. Mr. Winkle seconded. All were in favor. Motion carried.

The meeting was adjourned at 10:05 a.m.

Meeting minutes were taken by Lori Lopez Urdiales and reviewed by Rick Becker of the Office of the CIO.

Technical Panel  
of the  
Nebraska Information Technology Commission

**Excerpt from Technical Panel Minutes for December 14, 2010**

**STANDARDS AND GUIDELINES REQUEST FOR WAIVER**

Department of Labor request for waiver from requirements contained in [NITC 8-301](#).

Mr. Weakly provided background information to the panel. The Department is requesting a waiver to the password requirements for access to an online service. The requirement that passwords change every 90 days is considered too restrictive for occasional public or business users and the Department is requesting these passwords expire annually. This is a potentially recurring issue. The password requirements for state employees may not be appropriate for other users. After discussion it was determined that the Security Architecture Work Group should review the password standard and provide recommendation for a revised standard to address this issue.

**Mr. Weir moved to grant the waiver to the Department of Labor for 18 months. Ms. Decker seconded. Roll call vote: Horn-Yes, Langer-Yes, Weir-Yes, and Decker-Yes,. Results: Yes-4, No-0, Abstained-0. Motion carried.**

**Nebraska Information Technology Commission**  
**Enterprise Project Status Dashboard – As of June, 2012**

Project: <b>Access Nebraska (Q)</b>		Contact: <b>Karen Heng</b>				
Start Date	09/16/2008	Orig. Completion Date	06/30/2012	Revised Completion Date	3/31/2012	
	June	May	April	March	February	January
Overall Status						
Schedule						
Budget						
Scope						
Comments:						
<p>June update:            ACCESSNebraska caseload transition was <u>completed</u> in March 2012.</p> <p>There are no major technology pieces still in development. Enhancements are being planned for the system. One enhancement is an electronic display board for the Customer Service Centers. The next tool for web services will be a Partner Inquiry feature where agencies working on the same customer as DHHS can look up the DHHS case status and information around case status. An updated Online Application that will provide the customer with data previously submitted to the Department will be available for customer use starting in August 2012.</p> <p>ACCESSNebraska development is complete. The entire system (web services, document imaging, customer service centers, and universal case management) is operating as planned. The technology has operated very smoothly with very few outages or downtime. System evaluation, user input, and customer service surveys are being utilized to determine future enhancements and direction. ACCESSNebraska has met the goal of utilizing technology and program policy efficiencies to improve client services and modernize the economic assistance service delivery system.</p> <p>This project should require no further reporting. Karen Heng will attend the July 10 Tech Panel meeting.</p>						

Project: <b>LINK – Human Capital Management</b> (formerly Talent Management System)		Contact: <b>Dovi Mueller</b>				
Start Date	6/1/2009	Orig. Completion Date	7/1/2012	Revised Completion Date	n/a	
	June	May	April	March	February	January
Overall Status						
Schedule						
Budget						
Scope						
Comments:						
<p><b>LINK Website</b></p> <ul style="list-style-type: none"> <li>The LINK website has been successfully rolled out to all state employees and includes a central location for all LINK applications; a Wellness and Benefits Resource page; and a current Benefits page. Additional information such as user guides, online training and technical requirements are posted on LINK as well.</li> </ul> <p><b>Career Center and Recruitment / Selection</b></p> <ul style="list-style-type: none"> <li>Final integration testing is in progress with a completion date of June 15, 2012. Finalizing this integration will allow applicant data to be auto-populated to the Employee Work Center saving HR Partners time in the hire/rehire process.</li> </ul> <p><b>Employee Development Center (Learning / Performance / Succession )</b></p> <ul style="list-style-type: none"> <li>First round of testing for the EDC – Performance system has been completed with approximately 65% of the 200</li> </ul>						

## Nebraska Information Technology Commission Enterprise Project Status Dashboard – As of June, 2012

users contacted participating in the testing across the state.

### Employee Work Center (Benefits / Human Resources)

- The Employee Work Center was rolled out to HR Partners statewide on May 9, 2012. Biweekly payrolls have been processed twice and one monthly payroll has been processed. There were no major problems reported.
- The Benefits Open Enrollment event was successfully rolled out to all State employees on May 25, 2012. There have been over 2,000 entries today (5/25/12). The initial feedback from employees is the process is user friendly. The only issue that was expected was resetting passwords, and even though employees have the ability to reset their own password in the Employee Work Center, this request is the main request received by the Link Help Desk.

Project: <b>LINK - Procurement</b>		Contact: <b>Dovi Mueller</b>				
Start Date	6/1/2009	Orig. Completion Date	7/1/2012	Revised Completion Date	tbd	
	June	May	April	March	February	January
Overall Status						
Schedule						
Budget						
Scope						
Comments						
The focus has been on the Employee Work Center up to this point. The expectation is that next reporting period the Procurement implementation will have started again.						

Project: <b>Network Nebraska Education</b>		Contact: <b>Tom Rolfes</b>				
Start Date	05/01/2006	Orig. Completion Date	06/30/2012	Revised Completion Date	n/a	
	June	May	April	March	February	January
Overall Status						
Schedule						
Budget						
Scope						
Comments						
Two tribal colleges, one nonpublic school, and two public school districts will be new Network Nebraska members by 7/1/2012, and one public school district will be deleted due to a school district merger. UNCSN staff are working with the telecommunications providers and ESU staff to help manage and coordinate the circuit upgrades and backbone replacement.						
Budget numbers are UNCHANGED since the 5/01/2012 report and are inclusive of the UNCSN 3rd Qtr Revised invoice report, presented for payment on 4/24/2012.						
Actual Costs	Estimate to Complete		Total Planned Budget			
\$292,096	\$269,395		\$561,491			

**Nebraska Information Technology Commission  
Enterprise Project Status Dashboard – As of June, 2012**

Project: <b>Public Safety Wireless (Q)</b>		Contact: <b>Mike Jeffres</b>				
	June	May	April	March	February	January
Overall Status						
Schedule						
Budget						
Scope						
Comments						
<p><b>Now reporting quarterly.</b> No update for June. <b>March update:</b> System acceptance is pending coverage testing, which is on temporary hold.</p> <p>Issue: Coverage testing on hold – pending ongoing investigation of noise issue related to antenna used at towers, system remains in operation. Resolution is needed by Summer, 2012.</p> <p><b>Next report due in July.</b></p>						

Project: <b>Fusion Center</b>		Contact: <b>Kevin Knorr</b>				
Start Date	04/13/2010	Orig. Completion Date	06/11/2011	Revised Completion Date	06/22/2012	
	June	May	April	March	February	January
Overall Status						
Schedule						
Budget						
Scope						
Comments						
<p>The dual layer authentication is fixed and in final testing before we deploy our training.</p> <p>Since we are unable to begin vetting users into the system until a tested solution to the user authentication has been reached, the user training has now been postponed until the bugs are fixed and the testing is complete. The user authentication issue was resolved and tested on April 21, 2012. Based on a planning meeting we will have on April 30, 2012 we anticipate training to begin on May14 and run for 5-6 weeks. Complete go live will occur @ June 22, 2012.</p>						

**Nebraska Information Technology Commission  
Enterprise Project Status Dashboard – As of June, 2012**

<b>Project: Online Assessment</b>		<b>Contact: John Moon</b>				
Start Date	07/01/2010	Orig. Completion Date	06/30/2011	Revised Completion Date	06/30/2012	
	June	May	April	March	February	January
Overall Status						
Schedule						
Budget						
Scope						
<b>Comments</b>						
<p>John Moon will provide an in-person update at the June Tech panel meeting.</p> <p>May Update Nebraska teachers in reading, math, and science wrote new items in March, April, and May respectively for the C4L system. After review the new items will be uploaded into the C4L system, additional items will be written in all three curriculum areas during the summer and submitted by August 1, 2012.</p> <p>Some problems were encountered during testing, but the online system address all problems with minimum interference with testing. Corrections to unique testing situations will be addressed during the corrections process in June.</p> <p>Student results data file will be shared with districts in August.</p>						

<b>Project: Interoperability Project</b>		<b>Contact: Bob Wilhelm</b>				
Start Date	10/01/2010	Orig. Completion Date	06/01/2013	Revised Completion Date	09/30/2013	
	June	May	April	March	February	January
Overall Status						
Schedule						
Budget						
Scope						
<b>Comments</b>						
<p>June Update: Test of the Pilot Ring did not occur until yesterday (June 5) and it did not pass. We are planning to test again next week.</p> <p>No other changes other than a few more dollars have been expended.</p> <p>Completing the Pilot Ring acquisition leases and permissions and tower remediation are critical to moving forward.</p>						



**Nebraska Information Technology Commission  
Enterprise Project Status Dashboard – As of June, 2012**

Project: <b>MMIS</b>		Contact:				
Start Date	n/a	Orig. Completion Date	n/a	Revised Completion Date	n/a	
	June	May	April	March	February	January
Overall Status						
Schedule						
Budget						
Scope						
Comments						
Project On Hold until renewed						

Project: <b>Adjudication Re-engineering (V) (Q)</b>		Contact: <b>Randy Ceclre</b>				
Start Date	09/01/2011	Orig. Completion Date	06/30/2012	Revised Completion Date	12/31/2012	
	June	May	April	March	February	January
Overall Status						
Schedule						
Budget						
Scope						
Comments						
<p>The next report will be due in October.</p> <p>-----Reporting Period Status Information</p> <p>The schedule is dependent upon the completion of the e-filing rules. The draft e-filing rules should be completed in June, 2012. Internal review meetings with the Judges have been scheduled for June 27<sup>th</sup> and 28<sup>th</sup>, 2012. A Rule Hearing has been scheduled for August of 2012.</p> <p>Issue:</p> <p>Waiting on the judges to make decisions on standardization of language on the Release of Liability pleading. Due June, 2012.</p> <p>Change Control:</p> <p>Change requests from attorney offices during testing. Due August, 2012. Could delay the rollout of the system into production.</p> <p>-----Project Description</p> <p>Adjudication Re-engineering is a multi-phase project that will span a number of years to incorporate e-filing, electronic docket files, public web access to docket status, e-documents creation and judges e-signing of decisions and orders, and other performance improvement changes.</p> <p>Project 1a - Release of Liability E-Filing is focusing on the development of one pleading type to complete the full end-to-end set of e-filing functions and limited changes to Clerks Review to process the submitted e-documents in the same manner as performed today with paper.</p> <p>Project 1b - Semi-automated Docket / RFJA Setup, Electronic Docket File, and possibly Centralized Scanning will follow up immediately after 1a is completed. A rough time frame for completion is first half of calendar year 2013.</p> <p>Because of the tight integration of judicial data and functions with non-judicial data and functions, (such as Vocational Rehabilitation), WCC systems, including e-filing, are separate from the rest of the courts in the state.</p>						

## **Nebraska Information Technology Commission Enterprise Project Status Dashboard – As of June, 2012**

Because of the court's limited jurisdiction, our e-filing system is being designed to provide web-based drafting of pleading documents by outside attorneys, which utilize internal WCC electronic docket information. PDFs are generated for printing and "wet signatures" and the submittal with the "/s/" signature format as is the current rule and practice by the other courts in the state.

Tentatively, Project 2 will focus on adding the remainder of the pleading types to e-filing with a rough target completion date end-of-calendar year 2013.

Other adjudication functions to be addressed following Project 2 include:

- Scheduling and Calendar management,
- Public access to case status and case documents,
- Judge's Decisions and Orders management,
- Automated notification to other sections of the court of court case changes,
- Electronic transmission of documents to the Court of Appeals,
- Electronic Exhibit management.

There has not been any identification of additional out-of-pocket costs following Project 2, other than the knowledge that electronic storage costs will grow as more e-documents are added to the Electronic Docket Files.





**Please note: The project listed below is reporting voluntarily and is not considered as an Enterprise Project by the NITC.**

Project: <b>Law Enforcement Message Switch Replacement (V)</b>	Contact: <b>Suzy Fredrickson</b>					
Start Date	08/01/2011	Orig. Completion Date	05/11/2012	Revised Completion Date	n/a	
	June	May	April	March	February	January
Overall Status						
Schedule						
Budget						
Scope						
Comments						
<p><u>Project milestones:</u></p> <ol style="list-style-type: none"> <li>1. Establishing a Project Schedule - Complete</li> <li>2. Development of Design Specifications - Complete</li> <li>3. Receipt of Software Licensing - Complete</li> <li>4. Server Installs - Complete</li> <li>5. Implementation of Interfaces – Datamaxx developing interfaces for DMV, VTR, PO - Complete</li> <li>6. Regression Testing - Complete</li> <li>7. <b>User Testing - User testing is complete. Issues were reported and are being addressed by the vendor. – In Progress</b></li> <li>8. Training - Complete</li> <li>9. Documentation - Complete</li> <li>10. Production Cut Over – Not Started</li> </ol> <p>Currently performing user testing. Issues are being reported and resolved as they arise.</p> <p>Go live originally scheduled for 5/11 will not begin until milestone 7 (testing) is complete.</p>						

**Nebraska Information Technology Commission**  
**Enterprise Project Status Dashboard – As of June, 2012**

**On-Going Issues:**

Application	Issue	Report Date	Comment
Student Information System	ADA Compliance	June, 2012	None.

Color Legend		
	Red	<b>Project has significant risk to baseline cost, schedule, or project deliverables. Current status requires immediate escalation and management involvement.</b> Probable that item will <b>NOT</b> meet dates with acceptable quality without changes to schedule, resources, and/or scope.
	Yellow	<b>Project has a current or potential risk to baseline cost, schedule, or project deliverables. Project Manager will manage risks based on risk mitigation planning.</b> Good probability item will meet dates and acceptable quality. Schedule, resource, or scope changes may be needed.
	Green	<b>Project has no significant risk to baseline cost, schedule, or project deliverables.</b> Strong probability project will meet dates and acceptable quality.
	Gray	<b>No report for the reporting period or the project has not yet been activated.</b>