AGENDA
TECHNICAL PANEL
Varner Hall - Board Room
3835 Holdrege Street
Lincoln, Nebraska
Tuesday, October 10, 2017
9:00 a.m.

9:00 a.m.	1.	Roll call; meeting notice; Open Meetings Act.
	2.	Public comment.
	3.	**Approval of minutes for August 8, 2017.*** *(Attachment 3)*
	4.	Projects. a. Enterprise project status dashboard. *(Attachment 4-a)* b. CIO's annual report.
	5.	Technical standards and guidelines. a. **Recommend approval of Proposal 17-03, relating to state government web pages.*** *(Attachment 5-a)* b. **Request for waiver from the Dept. of Correctional Services.*** *(Attachment 5-b)* c. **Request for waiver from the Dept. of Revenue.*** *(Attachment 5-c)*
	6.	Work group updates; other business.
10:00 a.m.	7.	Adjourn.

*** Indicates an action item.**

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

Meeting notice was posted to the NITC website and the Nebraska Public Meeting Calendar on August 16, 2017. The agenda was posted to the NITC website on October 6, 2017.

Nebraska Open Meetings Act | Technical Panel Meeting Documents

Attachment 3

TECHNICAL PANEL
Tuesday, August 8, 2017, 9:00 a.m.
Varner Hall - Board Room
3835 Holdrege Street
Lincoln, Nebraska
MINUTES

MEMBERS PRESENT:
Ed Toner, CIO, State of Nebraska
Walter Weir, CIO, University of Nebraska, Chair
Christy Horn, University of Nebraska
Kirk Langer, Lincoln Public Schools
Michael Winkle, Nebraska Educational Telecommunications

ROLL CALL; MEETING NOTICE; AND OPEN MEETINGS ACT INFORMATION

Mr. Weir called the meeting to order at 9:032 a.m. A quorum was present to conduct official business. Meeting notice was posted to the NITC website and the Nebraska Public Meeting Calendar on June 14, 2017. The agenda was posted to the NITC website on August 4, 2017. A copy of the Nebraska Open Meetings Act was posted on the wall of the meeting room.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF JUNE 13, 2017 MINUTES

Mr. Langer moved to approve the June 13, 2017 minutes as presented. Roll call vote: Horn-Yes, Langer-Yes, Weir-Yes, and Winkle-Yes. Results: Yes-4, No-0, Abstained-0. Motion carried.

Mr. Toner arrived to the meeting.

PROJECTS

Project update; NeSA project, Dept. of Education

This item was passed over until representatives for the project arrived.

Project Status Dashboard Update.
Andy Weekly, OCIO Project Manager

Medicaid Management Information System (MMIS) Replacement
Chris Hill and Ruth Vineyard, Department of Health and Human Services

Mr. Hill and Ms. Vineyard provided an update on the project and took questions from the members. Items discussed included: a new go-live date; devices nearing end-of-life shortly after planned go-live; documentation of risks; and CMS reviews.

Mr. Winkle complemented the project team on their transparency.

Medicaid Eligibility and Enrollment System
Chris Hill and Ruth Vineyard, Department of Health and Human Services

Mr. Hill and Ms. Vineyard provided an update on the project and took questions from the members.

Enterprise Resource Consolidation. At the July NITC meeting, Mr. Weir provided a report on the project.

The CIO provides a report to the Governor and Legislature on status of all enterprise projects. A draft of that report will be shared with the members.

The panel requested that the next dashboard report include the percentage of project completion and the percentage of budget spent.

TECHNICAL STANDARDS AND GUIDELINES.

Post for 30-day comment period; Proposal 17-03, relating to state government web pages.

"A proposal relating to state government web pages; to amend section 4-201; to remove the requirement relating to the a header brand graphic; to review the footer requirements and adopt as guidelines; and to repeal the original section."

Mr. Langer moved to post Proposal 17-03 for the 30-day comment period. Roll call vote: Toner-Yes, Horn-Yes, Langer-Yes, Weir-Yes, and Winkle-Yes. Results: Yes-5, No-5, Abstained-0. Motion carried.

The Department of Education representative arrived. The meeting proceeded with their project report.

Project update; NeSA project, Dept. of Education

Jeremy Heneger, Director of Statewide Assessment, was present to report. A new contract was signed July 1st with NWEA (Northwest Evaluation Association). It is a 5 year contract. Members discussed issues, including: accessibility of the new system; location of servers on Network Nebraska; and improved communication with the agency.

Mr. Winkle moved to recommend to the NITC that the Department of Education's NeSA project be continued as an enterprise project. Roll call vote: Langer-Yes, Horn-Yes, Toner-Yes, Winkle-Yes, and Weir-Yes. Results: Yes-5, No-0, Abstained-0. Motion carried.

Request for waiver; Dept. of Economic Development.

After receiving the request, Mr. Toner spoke to the director to get clarification. Private businesses may be involved with this website which would potentially violate the restrictions on advertising on the.gov domain.

Mr. Langer moved to approve the waiver based on the potential violation of .gov polices. Roll call vote: Winkle-Yes, Weir-Yes, Langer-Yes, Horn-Yes, and Toner-Yes. Results: Yes-5, No-0, Abstained-0. Motion carried.

Request for waiver; Dept. of Correctional Services.

After a review of the initial request from the department, it was determined that a waiver is not required under the current standards. The department may request a waiver after the newly adopted security policy takes effect in December.

Consider options for waivers expiring in August.

The following agency's waivers will expire in August:
Coordinating Commission for Postsecondary Education
    8-302 Identity and Access Management Standard for State Government Agencies
Nebraska Judicial Branch

8-303 Remote Access Standard

Nebraska Accountability and Disclosure Commission

8-103 Minimum Server Configuration Standard AND 8-302 Identity and Access Management Standard for State Government Agencies

Mr. Hobbs will speak to the agencies; those needing to extend their waivers will submit a request.

Mr. Winkle moved to extend the existing waivers until October 10. Roll call vote: Toner-Yes, Horn-Yes, Langer-Yes, Weir-Yes and Winkle-Yes. Results: Yes-5, No-0, Abstained-0. Motion carried.

WORK GROUP UPDATES; OTHER BUSINESS

There were no updates.

ADJOURNMENT

Ms. Horn moved to adjourned. All were in favor. Motion carried.

The meeting was adjourned at 11:08 a.m.

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

Nebraska State Accountability (NeSA- Reading, Math, Science and Writing)

PROJECT DESCRIPTION

Legislative Bill 1157 passed by the 2008 Nebraska Legislature required a single statewide assessment of the Nebraska academic content standards for reading, mathematics, science, and writing in Nebraska's K-12 public schools. The new assessment system was named Nebraska State Accountability (NeSA), with NeSA-R for reading assessments, NeSA-M for mathematics, NeSA-S for science, and NeSA-W for writing. The assessments in reading and mathematics were administered in grades 3-8 and 11; science was administered in grades 5, 8, and 11; and writing was administered in grades 4, 8, and 11.

PROJECT DETAILS

Project Manager: John Moon

Start Date: 07/01/2017
Finish Date: 06/30/2018

Total Estimated Costs:	Actual Costs to Date:	Estimate to Complete:
$9,881,194.00	$0.00	$9,881,194.00
		0%

PROJECT STATUS - October 2017

Overall	Schedule	Scope	Budget

The NDE has negotiated three contracts for the 2017-2018 state testing.

1. ACT will be administered at the high school tests for ELA, math, and science on April 3, 2018 for paper/pencil and April 3 through April 12 (Tuesday, Wednesday, and Thursday only) for the online testing.

2. The ELA /Math general testing for grades 3 through 8 along with science testing for grades 5 and 8 will be administered by Northwest Education Association (NWEA) during the test window March 10 – April 27. 2018. In addition a balanced assessment system will be provided for all districts where each student may complete the Map Growth as an interim assessment three times per year and unique classroom assessments can be developed by teachers using TestWiz throughout the school year.

3. The alternate testing for grades 3 through 8 and 11 will be given during the same window as the general assessments and will be administered by Data Recognition Corporation (DRC).

At this time each vendor is meeting with NDE to determine the fundamentals/requirements for each assessment. Trainings for ACT and NWEA are being offered throughout the state in October and November. Training will be offered via WebEx closer to the assessment window for all three assessments.

Summary for 2016-2017
Preliminary reports/data files were delivered to districts and the state on July 17. NDE and the districts have reviewed the data for correction. Districts submitted corrections to the NDE and NDE contacted districts about zero scores. All corrections were sent to DRC on August 4th. Final reports along with Individual Student Reports were shared on September 18. The data will be shared in state reporting as well as DRC reports. The last task to accomplish will be the delivery of NeSA and NeSA-AA Technical Reports on September 29.

KEY ACCOMPLISHMENTS (since last report)

Almost 340,000 student/subject records were processed for 2017 NeSA testing. A little over 95% of the students completed the assessments online. The 2017 testing for the most part was uneventful.

UPCOMING ACTIVITIES (in next reporting period)

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PROJECT STATUS - August 2017

Overall	Schedule	Scope	Budget

Preliminary reports/data files were delivered to districts and the state on July 17. NDE and the districts have reviewed the data for any correction. Districts have submitted corrections to the NDE and NDE has contacted districts about zero scores. These will be sent to DRC on August 4th. Final reports along with Individual Student Reports will sent pm September 18. The last task to accomplish will delivery of the NeSA and NeSA-AA Technical Reports on September 29.

Nebraska State Accountability (NeSA- Reading, Math, Science and Writing)

Almost 340,000 student/subject records were processed for 2017 NeSA testing. This data will be presented in state reporting as well as DRC reports. The 2017 testing for the most part was uneventful.

KEY ACCOMPLISHMENTS (since last report)

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UPCOMING ACTIVITIES (in next reporting period)

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Nebraska Regional Interoperability Network (NRIN)

PROJECT DESCRIPTION

The Nebraska Regional Interoperability Network (NRIN) is a project that will connect a majority of the Public Safety Access Points (PSAP) across the State by means of a point to point microwave system. The network will be a true, secure means of transferring data, video and voice. Speed and stability are major expectations; therefore there is a required redundant technology base of no less than 100 mbps with 99.999% availability for each site. It is hoped that the network will be used as the main transfer mechanism for currently in-place items, thus imposing a cost-saving to local government. All equipment purchased for this project is compatible with the networking equipment of the OCIO.

PROJECT DETAILS

Project Manager: Sue Krogman

Start Date: 10/01/2010
Finish Date: 08/31/2018

Total Estimated Costs:	Actual Costs to Date:	Estimate to Complete:
$12,500,000.00	$10,405,204.00	$2,094,796.00
		83%

PROJECT STATUS - October 2017

Overall	Schedule	Scope	Budget

Cass County is almost complete – waiting on MOU from locals for the Union Water Tower. – Connection to the Lexington Dispatch is underway. – Burchard WT equipment being removed for painting of the WT. KUTT is almost complete. A lot of work has been completed since the last update. A new grant cycle will begin shortly which will allow more work to be completed.

KEY ACCOMPLISHMENTS (since last report)
Finished tower installation at Cass EOC and in Tecumseh

UPCOMING ACTIVITIES (in next reporting period)
Finish Cass County

PROJECT STATUS - August 2017

Overall	Schedule	Scope	Budget

Work continues on all of Cass County with an estimated completion date of September 2017. Tower installation is being done at both the Cass EOC as well as in Tecumseh. KUSO has been given the approval to build, rocker arm was installed and the 8 foot dish is on order. FCC licensing for the Humphrey WT to Platte Center has been changed to a different frequency (per the FCC) – waiting on approvals and OCB.

KEY ACCOMPLISHMENTS (since last report)
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UPCOMING ACTIVITIES (in next reporting period)
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Medicaid Management Information System Replacement Project (MMIS)

PROJECT DESCRIPTION

Nebraska's current Medicaid Management Information System (MMIS) has supported DHHS Medicaid operations since 1977. Medicaid is an ever-changing environment where program updates occur quickly. The need for access to data is increasing and technological enhancements are necessary to keep pace with program changes. Recognizing the need to implement new technology, and with the support of the Legislature, DHHS embarked on the planning phase for replacement of MMIS functionality.

PROJECT DETAILS

Project Manager: Don Spaulding

Start Date: 07/01/2014
Finish Date: 06/30/2020

Total Estimated Costs:	Actual Costs to Date:	Estimate to Complete:
$113,600,000.00	$8,189,191.00	$105,410,809.00
		7%

PROJECT STATUS - October 2017

Overall	Schedule	Scope	Budget

DMA RFP posted an Intent to Award to Optum Government Solutions, Inc. on December 30, 2016. Due to an upheld protest, a revised intent to Award contract to Deloitte Consulting LLP was posted on February 1, 2017. All protests have been closed.

Schedule is red due to procurement delays and contract negotiation duration. The original DMA 9/30/2018 go-live date is unattainable and a revised contract start date of 2/1/2018 has been proposed. The existing Truven contract is being extended to mitigate the risk and OAPD being drafted.

The IAPD-U and contract were formally approved by CMS on 9/21/17.

The Project Coordination Committee (PCC) and the MLTC Integration Team meet regularly formally addressing system integration across all MMIS Replacement Projects and related systems such as Eligibility and Enrollment.

Independent Verification and Validation (IV&V) activities with First Data Government Solutions, LP are active and publishing monthly DMA status reports to CMS.

KEY ACCOMPLISHMENTS (since last report)

- The IAPD-U and contract were formally approved by CMS on 9/21/17.
- CMS Medicaid Enterprise Certification Lifecycle (MECL) required documents including Goals & Objectives, System Security Plan, Privacy Impact Analysis, Project Mgmt Plan, Con Ops, Risk Mgmt Plan and Project Schedule are being finalized.
- DMA Proof of Need initial draft is complete.
- CMS certification checklists were completed under MECL 2.1.1 and checklist transition to MECL 2.2 is complete.
- MECL Project Initiation Milestone Review 1 (R1) work plan and schedule is complete. CMS R1 targeted for mid Jan 2018.
- Population of checklist requirements evidence for R1 has commenced.
- Q4 SFY2017 Legislative Report posted to legislative website on 8/30/17.
- DMA Newsletter, Issue 2 published on 9/18/17.
- Data & Analytics and Program Integrity current state business discovery continues.
- Readiness activities include facilities preparation and resource planning are ongoing.

UPCOMING ACTIVITIES (in next reporting period)

- Confirm revised 2/1/2018 contract start date.
- Finalize and submit all MECL required deliverables and formal R1 request letter to CMS.
- Complete population of checklist requirements evidence for R1.
- Finalize and submit DMA Proof of Need.
- Draft and publish DMA Newsletter, Issue 3.
- Complete Data & Analytics, Program Integrity and MLTC SME Peer Review current state business discovery exercises.
- Commence IS&T MMIS Reporting inventory discovery.
- Commence readiness planning and project preparation activities with Deloitte Consulting LLP.

PROJECT STATUS - August 2017

Overall	Schedule	Scope	Budget

Medicaid Management Information System Replacement Project (MMIS)

DMA RFP posted an Intent to Award to Optum Government Solutions, Inc. on December 30, 2016. Due to an upheld protest, a revised intent to Award contract to Deloitte Consulting LLP was posted on February 1, 2017. All protests have been closed.

Schedule is red due to procurement delays and contract negotiation duration. The original DMA 9/30/2018 go-live date is unattainable and will be revised. The existing Truven contract is being extended to mitigate the risk.

The Project Coordination Committee (PCC) and the MLTC Integration Team meet regularly formally addressing system integration across all MMIS Replacement Projects and related systems such as Eligibility and Enrollment.

Independent Verification and Validation (IV&V) activities with First Data Government Solutions, LP has been engaged.

KEY ACCOMPLISHMENTS (since last report)

- Agreement has been reached with Deloitte Consulting, LLP on contract terms and conditions.
- The IAPD-U, contract and certification checklists were submitted on 7/21 to CMS for approval.
- Peer review of current state business discovery artifacts is ongoing by MLTC Business SMEs.
- CMS Medicaid Enterprise Certification Lifecycle (MECL) required documents including Goals & Objectives, Privacy & Security Plan, PM Plan and ConOps and are being finalized.
- CMS Certification Checklists have been completed and executive approvals attained.
- Fourth quarter legislative report draft is in progress.
- Ongoing readiness activities include facilities preparation and resource planning.
- First Data Government Solutions, LP, the IV&V contractor is formally engaged and publishing monthly DMA status reports to CMS.

UPCOMING ACTIVITIES (in next reporting period)

- Complete DMA Proof of Need and resource planning.
- Finalize, review and submit fourth quarter legislative report.
- Draft second DMA newsletter for publication.
- Schedule and prepare for MECL Project Initiation Milestone Review 1 with CMS.
- Complete current state business discovery SME peer review exercises – Care Mgmt, E&E, Encounters /FFS, Finance, Pharmacy/MDR, Prior Auth, Provider and TPL.
- Conduct current state business discovery - Data & Analytics and Program Integrity.
- Continue readiness planning and preparation activities.

Medicaid Eligibility & Enrollment System

PROJECT DESCRIPTION

The Affordable Care Act (ACA) included numerous provisions with significant information systems impacts. One of the requirements was to change how Medicaid Eligibility was determined and implement the changes effective 10/1/2014. As a result of the lack of time available to implement a long-term solution, the Department of Health and Human Services implemented a short-term solution in the current environment to meet initial due dates and requirements. This solution did not meet all Federal technical requirements for enhanced Federal funding but was approved on the assumption that a long-term solution would be procured. An RFP was developed and procurement has been completed with Wipro selected as the Systems Integrator for the IBM/Curam software.

PROJECT DETAILS

Project Manager: Don Spaulding

Start Date: 10/28/2014
Finish Date: 02/02/2019

Total Estimated Costs:	Actual Costs to Date:	Estimate to Complete:
$57,741,564.00	$21,301,064.00	$36,440,500.00
		37%

PROJECT STATUS - October 2017

Overall	Schedule	Scope	Budget

A new collaborative development approach using end-to-end scenarios to build out working Curam functionality has launched. The first round of scenario based development is complete. Collaborative testing, triage and defect management for scenario one has finished. A scenario development product demo of Non IV-E Special Needs Adoption in Curam for project stakeholders was given.

The ACCESSNebraska portal and Curam Citizen portal design will be presented to the Project Board on 10/3/17. The portal design provides a single point of entry and seamless access multiple functions. Medicaid, EA and DD client information is available and shared as part of the integrated solution.

The NTRAC project leadership team is evaluating the new CMS E&E system implementation process. The new CMS process includes a methodology that is called Medicaid Eligibility & Enrollment Toolkit (MEET).

Initiation and Planning Phase – Complete
Requirements Phase – Complete
Architecture Phase – Complete
Design Phase – 98%
Data Conversion and Migration Design Phase 76%
MCI Development Phase – 30%
Development – 34%
Testing Phase – 13%
Training Phase – 19%
Implementation Phase – Not Started

KEY ACCOMPLISHMENTS (since last report)

-The integrated testing environment has been installed and configured
-Portal requirements, process flows and wireframes are complete
-Collaborative scenario based development and testing pilot is complete. The first end to end scenario was developed, tested and presented to project stakeholders
- Collaborative approach testing of scenario 2 will complete on 10/6
-Completed the relevant business rules development for Scenario -2 (MAGI_MAGI Medicaid-Medicaid Parent caretaker relative and family) and released for testing
-MCI search and add services were deployed and the team is working through identified issues
-Traceability mapping is now being done in the IBM Rational tool. Mapping requirements through design, development and testing

UPCOMING ACTIVITIES (in next reporting period)

-Collaborative development and testing for scenarios 3
-State disability rules design sessions
-Screen content review for the portal solution
-Federal Data Services Hub (FDSH) interfaces development & unit testing
-House hold evidence data conversion will be demonstrated to the State team
-Communication team created email communication related to MCI Early GO-LIVE & NTRAC GO-LIVE Dates
-Collaborative approach scenario 1 demo of training materials

PROJECT STATUS - August 2017

Overall	Schedule	Scope	Budget

The EES/ NTRAC Project Board and Steering Committee solidified a February 2019 go-live date. Careful consideration of all project phases, the master schedule, business impacts, training duration and staffing were considered.

The decision was made to implement the Master Client Index (MCI) early to get core functionality operational. Implementing the MCI early will operationalize a production environment and start support and maintenance processes. The project phases were evaluated and the schedule produced a mid-April 2018 MCI go live date.

Initiation and Planning Phase – Complete
Requirements Phase – Complete
Architecture Phase – Complete
Design Phase – 97%
Data Conversion and Migration Design Phase 75%
MCI Development Phase – 10%
Development – 21%
Testing Phase – 11%
Training Phase – 19%
Implementation Phase – Not Started

KEY ACCOMPLISHMENTS (since last report)
Display Rules were reviewed for the following areas:
- MAGI Medical
- TMA (Transitional Medicaid Assistance)
- Emergency Medicaid
- Presumptive Medicaid
- 599 CHIP

Curam software development is packaged into 38 modules called sprints. Sprints 14 & 15 have been developed and testing is complete. These 2 sprints included components of Presumptive Medicaid, MAGI IEG, MAGI Eligibility, and MAGI Case Management.

MMIS interface design work sessions are complete. A draft ICD document has been delivered to the state team for review.

Basic interface testing for File Director is complete. Server connection with search & upload function testing was successful.

UPCOMING ACTIVITIES (in next reporting period)
A work group is examining the Curam case note narrative documentation screens and transaction log records.

The NTRAC screen and help text workgroup is updating help text in Curam where applicable.

The project team is planning and preparing for the CMS Final Detailed Design Review (FDDR). The FDDR will be 4th quarter of 2017. 35 design documents will provided to CMS. A formal design review meeting will be held with CMS.

ACCESSNebraska and Curam Portal design work sessions will cover the client benefit inquiry and capture presumptive provider scenarios.

Enterprise Resource Management Consolidation

PROJECT DESCRIPTION

Migrate five current disparate IT systems individually supporting human resource and benefit management, employee recruiting and development, payroll and financial functions, and budget planning to a cloud-based single enterprise platform. The migration will include implementation of two new modules: E-Procurement and Budget Planning. The end state would be the realization of operational, process, and expense synergies by moving to a single enterprise platform at the end of this migration.

PROJECT DETAILS

Project Manager: Michael Rasmussen

Start Date: 07/13/2017
Finish Date: 01/15/2020

Total Estimated Costs:	Actual Costs to Date:	Estimate to Complete:
$17,758,000.00		

PROJECT STATUS - October 2017

Overall	Schedule	Scope	Budget

Project has been approved by NITC, Governor, and has been briefed to the Appropriations Committee. Migration funding and appropriations were approved for the project with both funds being transferred and appropriations made available starting on July 1, 2017.

DAS selected KPMG & Civic Initiatives as migration contractors for this program. A soft kick-off meeting was conducted on Tuesday, 5/23/17 and a three-day planning/workshop was conducted on 7/11/17 to 7/13/7. This workshop was to help establish the start date of this program and it's projects to plan for targeted implementation dates of the three projects/phases over the next 2.5 years.

KEY ACCOMPLISHMENTS (since last report)

Oracle Terms & Conditions Contract completed & signed.
KPMG Terms & Conditions Contract completed & signed.
fuzioN Program presentations made to the following groups:
- Cabinet, Code Agencies
- Non-code Director's Staff meeting
- DAS HR
- DAS State Personnel
- BUG group
- HHS Leadership
- State Auditors Staff

Program work area identified and office space build-out started.
Started initial Oracle Fusion R13 training via Oracle University

UPCOMING ACTIVITIES (in next reporting period)

Complete fuzioN Program office space build-out
Move Program resources into fuzioN Program work area
Complete contracts with the following:
- Civic Initiatives
- Denovo
- Contegix

Establish fuzioN sharepoint site for reporting & document repository
Continue Oracle Fusion R13 training via Oracle University
Finalize list of Agency resources identified to engage with fuzioN Program
Schedule Kick-off with KPMG to initiate the KPE methodology

PROJECT STATUS - August 2017

Overall	Schedule	Scope	Budget

Project approved by NITC, Governor, and briefed o the Appropriations Committee. Migration funding and appropriations approved the project with both funds being transferred and appropriations made available starting on July 1, 2017.
DAS selected KPMG and Civic Initiatives as migration contractors for this project. An initial meeting was conducted on May

23, 2017. This meeting will formally establish the start date of this project and also established the targeted implementation dates of the three phases over the next 2.5 years A three-day workshop/project/campaign plan was conducted on July 11-13, 2017.

KEY ACCOMPLISHMENTS (since last report)

Three-day workshop/project/campaign plan was conducted on July 11-13, 2017, lead by KPMG. ~104 people from across DAS and several agencies participated in the workshop.

Work space for the Program was identified and Building Division is working to prepare it for resources to occupy.

UPCOMING ACTIVITIES (in next reporting period)

Finalize work space area and ready it for consultants and State resources to occupy.

Continue to identify key program/project resources needed to execute on the KPMG implementation methodology.

State of Nebraska
Nebraska Information Technology Commission
Technical Standards and Guidelines

Proposal 17-03

A PROPOSAL relating to state government web pages; to amend section 4-201; to remove the requirements relating to a header brand graphic; to revise the footer requirements and adopt as guidelines; and to repeal the original section.

Section 1. The following provisions constitute a revised section 4-201:

4-201.~~: Web Branding and Policy Consistency~~ State government web pages; footer guidelines.

The footer of each Nebraska state government web page should include the following:

(1) a link to the Nebraska state government home page, http://www.nebraska.gov; and

(2) a link to the Nebraska.gov website policies page, http://www.nebraska.gov/policies/; or a link to the agency's website policies page; or both.

~~**1. Standard**~~

~~**1.1 Header**~~

~~**1.1.1**~~

~~The Brand Graphic shall appear in the upper left of every web page.~~

~~**1.1.2**~~

~~Any method of skipping links will come after the Brand Graphic.~~

~~**1.1.3**~~

~~The Brand Graphic must be saved on the individual web site.~~

~~**1.1.4**~~

~~The Brand Graphic will have an alt tag stating "Official Nebraska Government Website" (see Section 4.3.2).~~

~~**1.1.5**~~

~~No changes may be made to the physical layout of the Brand Graphic without approval of the Nebraska Webmasters Working Group (see Section 4.3)~~

~~1.1.6~~

~~The Brand Graphic may be used as a link to the Nebraska home page, Nebraska.gov (see Section 4.3.2).~~

~~1.2 Footer~~

~~1.2.1~~

~~The bottom of each web page will contain a link to Nebraska.gov, the official State home page~~

~~1.2.2~~

~~The bottom of each web page will contain a link to the State privacy policy, or the agency's privacy policy.~~

~~1.2.3~~

~~The bottom of each web page will contain a link to the State security policy, or the agency's security policy.~~

~~2. Purpose~~

~~2.1 Header~~

~~The purpose of the Brand Graphic is to make it clear that the web page being viewed is an official State of Nebraska web page with an image that cannot legally be used on non-State of Nebraska web pages.~~

~~2.2 Footer~~

~~The purpose of the footer requirements is to ensure that the public can easily view the privacy and security policies and that every web page has them available.~~

~~3. Definitions~~

~~Brand Graphic:~~ ~~The Brand Graphic is an image consisting of a filled outline of Nebraska with a star in the lower right hand area, with the words Official Nebraska Government Website, all on a colored background. The Brand Graphic is a fifteen (15) pixel tall image. If the optional drop shadow is used, the Brand Graphic is a twenty (20) pixel tall image.~~

~~Footer:~~ ~~The footer is a space at the bottom of a web page, generally of a smaller font than the rest of the page, where legal information and links are usually placed.~~

~~Web Page:~~ ~~A document stored on a server, consisting of an HTML file and any related files for scripts and graphics, viewable through a web browser on the World Wide Web. Files linked from~~

~~a Web Page such as Word (.doc), Portable Document Format (.pdf), and Excel (.xls) files are not Web Pages, as they can be viewed without access to a web browser.~~

~~**Web Site:** A set of interconnected Web Pages, usually including a homepage, generally located on the same server, and prepared and maintained as a collection of information by a person, group, or organization.~~

~~4. Responsibility~~

~~4.1 Header Placement~~

~~Each agency is responsible for ensuring the Brand Graphic is placed upon their web site, in compliance with the Standard.~~

~~4.2 Header Availability~~

~~The Nebraska Webmasters Working Group shall maintain a portion of their web site to house a collection of Brand Graphics for use and add to it whenever a modified version is created.~~

~~4.3 Header Changes~~

~~Should an entity wish a color scheme for the Brand Graphic different than is available, that entity will have two options. The first option is to contact the Chair of the Nebraska Webmasters Working Group. The Chair will put an authorized member in contact with the requester. The member will modify the Brand Graphic within certain parameters (see section 4.3.1). The Brand Graphic will then be placed on the Nebraska Webmasters Working Group web site for use. The second option is to obtain the original file from the Nebraska Webmasters Working Group website and make the allowable changes (see Section 4.3.1) using the appropriate software.~~

~~4.3.1 Allowable Changes to the Brand Graphic~~

~~Allowable changes for the Brand Graphic are:~~

- ~~The color of the text~~
- ~~The color of the state~~
- ~~The color of the background~~
- ~~The color of the star~~
- ~~The drop shadow is optional~~
- ~~The length of the graphic. CSS (Cascading Style Sheets), background filler images, or other similar methods may be used to allow the Branding Graphic to visually stretch across the width of the browser. Examples of this are available at Nebraska Webmasters Working Group.~~

- ~~The use of HTML attributes to dynamically decrease the size of the Brand Graphic in relation to the web page across varying resolutions and devices.~~

~~The following changes are not allowed for the Brand Graphic:~~

- ~~The size of the text~~
- ~~The font of the text~~
- ~~The size and position of the state~~
- ~~The size and position of the star~~
- ~~The size and position of the drop shadow (if used)~~

~~Additionally, the colors for the text and the background of the Brand Graphic must be clearly visible/high contrast with clearly legible text.~~

~~4.3.2 Brand Graphic Alt Tag and Link~~

~~The Brand Graphic has the option of being a link to the home page of Nebraska, Nebraska.gov. If this option is taken, the appropriate alt tag will be "Official Nebraska Government Website. Go to Nebraska.gov".~~

~~4.4 Footer Placement~~

~~Each agency is responsible for ensuring the footer elements are placed upon their web site, in compliance with the Standard.~~

~~5. Exemption~~

~~5.1 Standard Exemption~~

~~Any web page that cannot be accessed from outside of an agency web site is exempted. Example: A document specifically called up from a database, that cannot be found through a search engine.~~

~~6. Related Documents~~

- ~~Brand Graphic Options~~
- ~~State Privacy and Security Policies~~

Sec.2. Original section 4-201 is repealed.

Sec.3. This proposal takes effect when approved by the Commission.

REQUEST FOR WAIVER

1. Agency: Department of Correctional Services
2. Agency contact: Ron TeBrink
3. Title of the NITC Standards and Guidelines document at issue: § 8-504. Minimum workstation configuration. (Effective December 1, 2017)
4. Description of the problem or issue:

   As we migrate to STN, I am requesting and an exception approval from NITC to continue with the current exceptions. Below NDCS has the following generic logons that we would like to keep:

   CCC-L
   Account name Check In-Out: User name "cccldb" Inmate Check in/Out Database Access Account used in control center due to the number of users rotating in and out of the position all day. Some users may only be there 15 minutes while current users take a break. Limited network access.

   CCC-O
   Account name Check In-Out: User name "cccldb" Inmate Check in/Out Database Access Account used in control center due to the number of users rotating in and out of the position all day. Some users may only be there 15 minutes while current users take a break. Limited network access.

   STA
   Classroom1, Classroom2, Classroom3, These are the logons they use for guest instructor so that they don't have to log themselves in and out every time they switch instructors. They would also like to keep having the logons of Student1 through Student21 and Instructor1 for the Computer lab, so that new students and outside users that have not been setup with accounts, or will never be setup with accounts, because they aren't State employees will be able to work on them. This logon has no network access, just internet access, where the new students can take the Driver education test and any other internet access they might need.

5. Description of the agency's preferred solution, including a listing of the specific requirement(s) for which a waiver is requested: Waiver to allow the use of the generic logons described above.

8-504. Minimum workstation configuration.

Improperly configured workstations are at risk to be compromised. Without proper adherence to these workstation security standards, the state is at increased risk to have data lost, stolen, or destroyed. This standard is necessary to protect the state from unauthorized data or activity residing or occurring on state equipment. It is also necessary to reduce the likelihood of malicious activity propagating throughout the state networks or launching other attacks. All managed workstations that connect to the state's network are required to meet these standards. The Office of the CIO is responsible for maintaining these standards and for configuring and managing the hardware, software, and imaging processes for all managed workstations. Workstation standards should be securely maintained and stored in a centralized documentation library. The degree of protection of the workstation should be commensurate with the data classification of the resources stored, accessed, or processed from this computer. In addition to adherence to the required images, the following standards are defined for all workstations that connect to the state network:

(1) Endpoint security (anti-virus) software, approved by the Office of the CIO, must be installed and enabled;

(2) The host-based firewall must be enabled if the workstation is removed from the state network;

(3) The operating system must be configured to receive automated updates;

(4) The system must be configured to enforce password complexity standards on accounts;

(5) Application software should only be installed if there is an expectation that it will be used for state business purposes. Application software not in use should be uninstalled;

(6) All application software must have security updates applied as defined by patch management standards;

(7) Web browsers settings should be selected or disabled as appropriate to increase security and limit vulnerability to intrusion;

(8) Shared login accounts are prohibited unless approved in advance and configured by IT. Shared login accounts are only acceptable if approved through the policy exception process and alternate mechanisms or access layers exist to ensure the ability to individually identify personnel accessing non-public information;

(9) Shared login accounts are forbidden on multi-user systems where the manipulation and storage of CONFIDENTIAL or RESTRICTED information takes place;

(10) Users need to lock their desktops when not in use. The system must automatically lock a workstation after 5 minutes of inactivity;

(11) Users are required to store all CONFIDENTIAL or RESTRICTED information on IT managed servers, and not the local hard drive of the computer. Local storage may only be used for temporary purposes when the data stored is not sensitive, and where loss of the information will not have any detrimental impact on the state;

(12) All workstations shall be re-imaged with standard load images prior to re-assignment; and

(13) Equipment scheduled for disposal or recycling must be cleansed following agency media disposal guidelines.

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History: Adopted on July 12, 2017.
Operative Date: December 1, 2017.
URL: http://nitc.nebraska.gov/standards/8-504.pdf

Attachment 5-c

Request for Waiver of Enterprise Content Management System (ECM)

Agency Name:
Nebraska Department of Revenue

Contact:
Brian Catlin
IT Manager
brian.catlin@nebraska.gov
402-471-5785

Issue:
The Department of Revenue is working on a Request For Proposal (RFP) for an Integrated Tax System (ITS). This very large system will require about 4 years to implement from the time the contract is signed. The system will replace all of the tax transaction processing systems currently used by the Department. One of the main products in this space has a built in imaging system that allows for increased functionality within the ITS.

Agency Solution:
The Department of Revenue is requesting a waiver on the ECM requirement prior to the issuance of the RFP. Depending on the vendor who is selected through the RFP process the waiver may not be exercised.

5-101. Enterprise content management system for state agencies.

(1) Standard.

(a) State agencies managing content and creating workflow as described in subsection (2) shall use the Enterprise Content Management System (“ECM”) that is provided through the Office of Chief Information Officer (“OCIO”).

(b) Agencies must consider, through consultation with the OCIO, using the ECM's E-Forms software for any new electronic forms applications.

(2) Managing content and creating workflow includes the following:

- Capturing paper documents through the use of scanners and storing them in electronic form;
- Capturing all type of content (audio, video, e-faxes, emails, MS Office documents, etc.) and storing them in electronic form;
- Electronic searching and retrieval of captured content;
- Automating records retention and archiving;
- Automating business processes through workflow; and
- Reducing and/or eliminating paper document storage.

(3) Purpose.

The purpose of this standard is to provide, to the extent possible, a single technical solution for State agencies:

- Capturing all types of content and storing content electronically;
- Converting and minimizing the number of paper documents the State maintains;
- Facilitate searching and retrieval of electronic documents;
- Retain and dispose of electronic documents based on established document retention policies;
- Improve efficiency and accuracy of exchanging information; and
- Unify document management in a single system to take advantage of economies of scale.

(4) Exceptions.

This standard does not apply to systems already in use by an agency, unless:

- The agency intends to buy significant upgrades;
- The agency intends to buy a significant amount of new modules; or
- The agency intends to do a significant amount of custom development.

For guidance on these points, contact the OCIO.

(5) Definitions.

(a) Documents: The State currently utilizes a great deal of paper-based documents. These documents are generated internally from both manual and automated processes. Paper documents also come from external businesses and citizens. Additionally, each paper document is read by a person to determine its purpose, what information it contains, what it is associated with and what should be done with it.

Indexing is a process of extracting the key content of the document and storing that information with the electronic version of the document. The purpose of the index information is to facilitate searching and retrieval of the document and facilitate automating processes using workflow in an agency. The index information can also be used for securing the document as well as to associate multiple documents together.

The ECM will consume paper documents by either using scanners and/or electronic document uploads. The documents can be indexed by automated means using Optical Character Recognition ("OCR"), Intelligent Character Recognition ("ICR") and/or bar codes. The ECM facilitates both automated and manual indexing.

(b) Processes (Workflow): For those paper documents that are processed manually, (i.e. from one desk to another, one agency to another, and are dependent on individual organizational skill sets to insure documents are not lost, processed timely, processed accurately and filed correctly) can be greatly improved with automated workflow. Even automated processes that were previous built with little or no integration to other processes can be improved and enhanced as well.

The ECM supplies a framework to allow agencies to easily create flexible automated workflows that can utilize documents or work as independent processes. These automated workflows readily integrate with existing processes.

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History: Adopted on April 11, 2012.