

# MEETING AGENDA

## Technical Panel of the Nebraska Information Technology Commission

Tuesday, February 12, 2013  
9:00 a.m.  
Varner Hall - Board Room  
3835 Holdrege St., Lincoln, Nebraska

### AGENDA

[Meeting Documents](#) (35 pages)

1. Roll Call, Meeting Notice & Open Meetings Act Information
2. Public Comment
3. Approval of Minutes\* - [December 11, 2012](#)
4. Enterprise Projects
  - Project Update
    - NDE - [Nebraska State Accountability \(NeSA\)](#) - John Moon, Valorie Foy and Brent Gaswick
  - Project Status [Dashboard](#) - Andy Weekly
    - Follow-up discussion from last meeting on Nebraska Regional Interoperability Network (NRIN) project
5. Standards and Guidelines
  - Recommendations to the NITC\*
    - [NITC 7-104](#): Web Domain Name Standard (New)
      - [Comments Received](#)
      - State Government Council Recommendation: Action item for meeting on 2/14
    - NITC 8-101: Information Security Policy ([Amendment](#))
      - No Comments
      - State Government Council Recommendation: Approve
  - Request for Waiver
    - DHHS - [Request for Waiver](#) from the requirements of NITC 7-104: Web Domain Name Standard (Proposed)
  - Affirm Posting for 30-Day Comment Period\*
    - [NITC 5-202](#): Blocking Email Attachments (Repeal)
    - [NITC 5-203](#): Blocking Unsolicited Bulk Email / "Spam" (Repeal)
6. Regular Informational Items and Work Group Updates (as needed)
  - Security Architecture Work Group - Chris Hobbs
    - Repeal [Charter](#)\* (Work group to be rechartered by the State Government Council)
  - Intergovernmental Data Communications Work Group - Tim Cao
7. Other Business
8. Adjourn (Next Meeting - March 12, 2013)

\* 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.)

Meeting notice was posted to the [NITC website](#) and [Nebraska Public Meeting Calendar](#) on December 17, 2012. The agenda was posted to the NITC website on February 8, 2013. [Nebraska Open Meetings Act](#).

**TECHNICAL PANEL  
of the  
Nebraska Information Technology Commission**  
Tuesday, December 11, 2012, 9:00 a.m.  
Varner Hall - Board Room  
3835 Holdrege St., Lincoln, Nebraska  
**MINUTES**

**MEMBERS PRESENT:**

Walter Weir, CIO, University of Nebraska, Chair  
Christy Horn, University of Nebraska  
Brenda Decker, CIO, State of Nebraska  
Kirk Langer, Lincoln Public Schools  
Michael Winkle, NET

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

Mr. Weir called the meeting to order at 9:06 a.m. There were four 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 November 20, 2012. The agenda was posted to the NITC website on December 7, 2012.

**PUBLIC COMMENT**

There was no public comment.

**APPROVAL OF OCTOBER 9, 2012 MEETING MINUTES**

**Ms. Decker moved to approve the [October 9, 2012](#) minutes as presented. Mr. Langer seconded. Roll call vote: Decker-Yes, Langer-Yes, Weir-Yes and Winkle-Yes. Results: Yes-4, No-0, Abstained-0. Motion carried.**

**ENTERPRISE PROJECTS**

**Project Closure - Administrative Services - LINK-Human Capital Management\***

Dovi Mueller and Andy Russell, Acting Director, Personnel

Mr. Russell was introduced as the Acting Director of State Personnel. Although the Human Capital Management module is completed for Open Enrollment, the project is still working on the Performance Management module. Open enrollment went well with positive feedback. One of the project's goals was to make the system easy for the user. There are three components to LINK which are NeoGov, Workday, and Cornerstone. Each of these components requires a different log-in and password. This has been the biggest complaint from users. The project is working on a single sign-on and is working the OCIO to get this accomplished. So far, the project has gone through one upgrade since implementation. Another upgrade is scheduled for next weekend. Ms. Mueller entertained questions from the panel members.

Ms. Horn arrived to the meeting.

ADA compliance was a concern of the panel. Ms. Mueller indicated that the Workday and Cornerstone vendor were to report back to the project regarding compliance issues. Mr. Weir requested that the Technical Panel be informed when compliance has been met. Members asked what the project's plans were for change management as well as communication plans for system downtimes. Information is posted daily on the Workday website. Also, AS-Human Resources has the AS Learning Help Desk that works closely with the OCIO Help Desk. Mr. Weir asked the project to provide a report of best practices, recommendations and lessons learned.

**Mr. Winkle moved to recommend to the NITC that the LINK-Human Capital Management project be designated as a closed and completed project. Ms. Horn seconded. Roll call vote: Winkle-Yes, Weir-Yes, Langer-Yes, Decker-Yes, and Horn-Yes. Results: Yes-5, No-0, Abstained-0. Motion carried.**

### **Project Status [Dashboard](#)**

Andy Weekly, OCIO Project Manager

Mr. Weekly reported that seven updates were received this reporting period. The NRIN project is showing at risk due to the local issues. The timeline target dates are fluid and could be missed. It was recommended to have the project report at the February meeting.

Members discussed the Message Switch Replacement project and the NeSA project. Mr. Weekly will ask the NeSA project to report in February. The Technical Panel requested that the decision-making administrator also attend to be part of the discussion.

### **PROJECT REVIEWS**

#### **Technical Review: ESUCC - Nebraska's BlendEd eLearning System\* ([Summary](#) | [Full Text](#))**

Matt Blomstedt, ESUCC Executive Director

Mr. Blomstedt provided an update on the project proposal. Mr. Blomstedt has met with Mr. Langer to discuss the project issues from a technical perspective. Members indicated that conceptually the project is good but that a lot of things have to be done behind the scenes to make it work for all entities. Staffing and support will be important considerations (will there be an implementation manager, who will be responsible for maintain applications, troubleshooting, database management, patches, report writing, etc.). There also needs to be a discussion about governance.

Mr. Blomstedt was commended for his willingness to communicate and share information with the Technical Panel.

**Mr. Decker moved to provide the following review comment for the ESUCC-01 project: Q1: Is the project technically feasible? Yes; Q2: Is the proposed technology appropriate for the project? Yes; Q3: Can the technical elements be accomplished within the proposed timeframe and budget? Unknown. Mr. Winkle seconded. Roll call vote: Decker-Yes, Langer-Yes, Horn-Yes, Weir-Yes and Winkle-Yes. Results: Yes-5, No-0, Abstained-0. Motion carried.**

#### **Informational: Department of Education - State Wide Longitudinal Data System**

Brent Gaswick, Nebraska Department of Education

A year ago, the Nebraska Department of Education received a federal grant for data analysis and research. The grant has other goals. Mr. Gaswick is responsible for Goal 1 Data Dashboards:

- Compile key metrics in a simple and easy to interpret interface
- Present data so one can quickly and visually see status or progress, etc.
- Combine data from various streams, including state and local, to present a clear and comprehensive picture

In addition, Goal 1 entails a reporting system:

- NDE's Data Reporting System is a dashboard.
- Multiple programs: Student/staff data and program information
- State data: Aggregated (privacy protected) and Only data NDE collects
- Allows analysis and comparison at the state and district levels

The grant has other goals but with a different focus. NDE can build the program themselves or go out with an RFP. The project is looking at Blackboard as an analytic tool but not certain it will be sufficient.

Security at the school level will need to be addressed. Mr. Gaswick entertained questions from the panel members.

**Mr. Winkle moved to recommend that the Department of Education - State Wide Longitudinal Data System project be designated as an Enterprise Project. Mr. Langer seconded. Roll call vote: Winkle-Yes, Weir-Yes, Langer-Yes, Decker-Yes, and Horn-Yes. Results: Yes-5, No-0, Abstained-0. Motion carried.**

Ms. Horn left the meeting.

## **STANDARDS AND GUIDELINES**

### **Resource Document - [NITC 7-RD-01](#): Telecommunications Facilities and Services (Revised)\***

Purpose: This resource document is intended to provide guidance to agencies on telecommunications facilities and services needed in an ordinary office setting and to provide a suggested allocation of responsibilities between a Lessor, Lessee, and Tenant Agency. Any such work in a state owned building should meet these minimum requirements.

Since the last Technical Panel meeting, the State Government Council has reviewed the document and made a few modifications. There was some discussion regarding listing of specific categories of cables. It was suggested to insert the wording "at a minimum" in those sections.

**Mr. Winkle moved to approve the resource document with the recommended changes. Ms. Decker seconded. Roll call vote: Decker-Yes, Langer-Yes, Weir-Yes and Winkle-Yes. Results: Yes-4, No-0, Abstained-0. Motion carried.**

### **Set for 30-Day Comment Period - [NITC 7-104](#): Web Domain Name Standard (New)**

Purpose: The purpose of this standard is to provide for consistent domain names for state government websites.

**Mr. Langer moved to post NITC 7-104: Web Domain Name Standard for the 30-day comment period. Mr. Winkle seconded. Roll call vote: Decker-Abstain, Langer-Yes, Weir-Yes and Winkle-Yes. Results: Yes-3, No-0, Abstained-1. Motion carried.**

### **NITC 8-101: Information Security Policy ([Amendment](#))**

Purpose: The purpose of this Information Security Policy is to provide a uniform set of reasonable and appropriate security safeguards for protection of the confidentiality, integrity, availability and privacy of State of Nebraska information collected, stored, and used to serve the citizens of the State of Nebraska. This Information Security Policy contains the minimum safeguards, responsibilities and acceptable behaviors required to establish and maintain a secure environment.

Previously, the standard did not require screen locking for state issued mobile devices. This amendment specifies, "All mobile devices must utilize the screen locking feature on their device when not in use and after a period of inactivity."

**Mr. Winkle moved to post NITC 8-101: Information Security Policy ([Amendment](#)) for the 30-day comment period. Mr. Langer seconded. Roll call vote: Decker-Yes, Langer-Yes, Weir-Yes and Winkle-Yes. Results: Yes-4, No-0, Abstained-0. Motion carried.**

## **ELECTION - TECHNICAL PANEL CHAIR FOR 2013**

**Ms. Decker nominated Walter Weir to serve as the Chair of the Technical Panel for 2013. Mr. Langer seconded. There were no more nominations. Roll call vote: Decker-Yes, Langer-Yes, Weir-Abstain, and Winkle-Yes. Results: Yes-3, No-0, Abstained-1. Motion carried.**

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

**Accessibility of Information Technology Work Group**, Christy Horn. No report.

**Learning Management System Standards Work Group**, Kirk Langer. No report.

**Security Architecture Work Group**, Chris Hobbs. Mr. Hobbs will be organizing his first Work Group meeting. Items for discussion will include their goals for their agencies security and how the OCIO can help, security awareness, collaboration, 2013 direction, centralized or consolidated system for information of highly sensitive data such IRS and HIPAA. Mr. Weir invited Mr. Hobbs to attend the University of Nebraska Security Information Group meetings.

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

**OTHER BUSINESS**

There was no other business.

**ADJOURN**

The next meeting of the NITC Technical Panel will be held at 9:00 a.m. on February 12, 2013.

**Mr. Langer moved to adjourn. Ms. Decker seconded. All were in favor. Motion carried.**

The meeting was adjourned at 10:30 a.m.

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

## Project Status Form

General Information					
Project Name				Date	
Nebraska State Accountability (NeSA- Reading, Math, Science and Writing) – Year (2012-2013)				February 1, 2013	
Sponsoring Agency					
Nebraska Department of Education (NDE)					
Contact		Phone	Email	Employer	
Dr. Valorie Foy		402-471-2495	<a href="mailto:valorie.foy@nebraska.gov">valorie.foy@nebraska.gov</a>	NDE - State of Nebr.	
Project Manager		Phone	Email	Employer	
John Moon		402-471-2495	<a href="mailto:john.moon@nebraska.gov">john.moon@nebraska.gov</a>	NDE - State of Nebr.	
Project Start Date	07/01/2012	Project End Date	06/30/2013	Revised End Date	02/01/2013
Key Questions				Explanation (if Yes)	
1. Has the project scope of work changed?				<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
2. Will upcoming target dates be missed?				<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
3. Does the project team have resource constraints?				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
				Budget cannot be exceeded.	
4. Are there problems or concerns that require stakeholder or top management attention?				<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Summary Project Status						
Any item classified as red or yellow requires an explanation in the Status box that follows this section. Additional priority items can be added to the list for status reporting.						
Select one color in each of the Reporting Period columns to indicate your best assessment of:	Last Reporting Period [10/04/2012]			This Reporting Period [02/01/2013]		
1. Overall Project Status	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input checked="" type="checkbox"/> Green	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input checked="" type="checkbox"/> Green
2. Schedule	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input checked="" type="checkbox"/> Green	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input checked="" type="checkbox"/> Green
3. Budget (capital, overall project hours)	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input checked="" type="checkbox"/> Green	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input checked="" type="checkbox"/> Green
4. Scope	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input checked="" type="checkbox"/> Green	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input checked="" type="checkbox"/> Green
5. Quality	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input checked="" type="checkbox"/> Green	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input checked="" type="checkbox"/> Green

### Color Legend

	<i>Project has significant risk to baseline cost, schedule, or deliverables. Requires immediate escalation and management involvement.</i>
	<i>Project has a current or potential risk to baseline cost, schedule, or deliverables. PM will manage based on risk mitigation planning.</i>
	<i>Project has no significant risk to baseline cost, schedule, or project deliverables.</i>

### Monthly Status Summary

Provide a summary of the project status since the last reporting period. (This summary will become part of the monthly NITC Dashboard.)

February 1, 2013

The State of the Schools Report (SOSR) with assessment results from NeSA tests was released on November 20, 2013. State and Federal accountability information based on the NeSA results were provided in the SOSR.

In December 2012, NDE received three proposals for the RFP released in October 24, 2013. A committee is reviewing the submissions and will recommend a vendor for the next contract beginning in July 1, 2013. The recommendation will be made to the board in March 2013.

In January 2013, the NeSA-Writing window opened. There have been several software issues during the writing assessment. NDE has addressed the issues with our vendor and received daily reports on problems experienced by the districts in assessing their students. No resolution has addressed all the software issues.

On February 4, 2013, NDE sent student information to our vendor. Later in February, DRC/CAL will provide online and paper/pencil test administrative training on procedures/guidance. The training will address many issues associated with statewide testing, such as alternate tests, accommodations, student management, test management, etc.

In March 2013, the testing window for NeSA – Reading, Math, and Science will begin March 25 and end on May 3. The management tools for online testing will open on March 4 with test session tickets being available at that time.

October 4, 2012

The State of the Schools Report (SOSR) with results from NeSA assessments will be released in November 2012.

The NeSA enrollment window for reading, math, science, and writing will be open October 8<sup>th</sup> through 19<sup>th</sup>. Districts will order paper/pencil copies of the assessments using the enrollment system.

The Check 4 Learning system update will be released on October 30 -31. The updates have addressed issues reported from districts in 2011-12.

A preliminary PreID file will be sent to our vendor DRC on November 1, 2012. Training for updates to the NeSA online system will be made on November 6-8, 2012. After the updated system opens on November 12, NDE has encouraged districts to have students complete the practice tests online to ascertain the local tech system will work with the updated NeSA online system.

<b>Significant Milestones (Met, Not Met, Scheduled)</b> Insert additional lines as necessary.						
Milestone	Met	Not Met	Scheduled	Original Date	Actual Date	Impact (if late)
Item Bank / Test Construction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Oct 2012		
Check 4 Learning System	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sept 2012		
Student Data Transfer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Feb 2013		
Test Administration – CBT & PBT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mar 2013		
Scoring and Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	May 2013		
Report of Assessment Results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jun 2013		

<b>Project Issues</b> Insert additional lines as necessary.				
Description	Impact on Project - (H,M,L)	Date Resolution is Needed	Issue Resolution Assigned to	Date Resolved
Writing Software issues	L	Jan. 21, 2013	DRC/CAL	

Impact: **H=High** - major impact on time, scope, cost. Issue must be resolved. **M= Medium**- moderate impact to time, scope, cost. **L=Low**- Issue will not impact project delivery

<b>Project Risks</b> Insert additional lines as necessary.			
Major Risk Events	High Medium Low	Risk Mitigation	Mitigation Responsible Party
Writing Software Issues	L	Suggested solutions from DRC/CAL, NDE advised Districts	NDE/DRC /CAL

<b>Decision Points</b> Insert additional lines as necessary. Use this section to document any major decisions that impact target dates, scope, cost, or budget.			
Decision Point	Decision Due Date	Decision made by (name or names)	Decision's Impact on Project

**Comparison of Budgeted to Actual Expenditures**

Use a chart like the following to show actual expenditures compared to planned levels. Break the costs into other categories as appropriate.

Fiscal Year [2013]

Budget Item	Actual Costs to Date	Estimate to Complete	Total Estimated Costs	Total Planned Budget
Salaries				
Contract Services	\$3,149,062	\$1,894,759	\$5,043,821	\$5,043,821
Hardware				
Software				
Training				
Other Expenditures*				
Total Costs	\$3,149,062	\$1,894,759	\$5,043,821	\$5,043,821

Other Expenditures include supplies, materials, etc.

**Additional Comments / Concerns** Use this section to insert comments / concerns not included in any other section.

Nebraska State Accountability (NeSA) is a statewide assessment system mandated by Nebraska Statute. Nebraska Department of Education has contracted with Data Recognition Corporation (DRC) to continue the development of the assessment system including management, development, delivery, administration, scanning/imaging, scoring, analysis, reporting, and standard setting for the online and pencil/paper reading, science, and mathematics tests for July 1, 2012 through June 30, 2013. DRC will facilitate the delivery, administration, scanning/imaging, scoring, analysis, and reporting for the alternate pencil/paper reading, science, and mathematics tests during the same assessment window. Online writing assessment will be added to the NeSA system in 2012 for grades 8 and 11.

Student data will be transferred from the Nebraska Student Staff Record System (NSSRS) to DRC's student data assessment system. The online subcontractor Computerized Assessments & Learning (CAL) for the online components of the assessment system will upload the student data from DRC. Schools will install CAL's software on local computers and software updates will be automatically uploaded when students log onto the assessment system. The student responses are cached on the local computer and sent to CAL. Each district has used CAL's school capacity process to evaluate online requirements for NeSA testing. The student responses for secure online assessments will be collected by CAL and transferred to DRC for analysis and reporting. During spring 2013, NDE is estimating that over 125,000 students will participate online in the Reading, Science, and Mathematics testing while about 40,000 students will complete the writing assessment online. Whereas the NeSA reading/science/math test window is from March 25 through May 3, 2013, the NeSA writing test window is January 21 through February 8, 2013. Test administrators will be able to monitor testing during the test window and review test results immediately after test administration (raw scores only). DRC's comprehensive corrections system will permit NDE to correct student records for duplicates, incorrect school assignment, etc during the month of May for writing and June for the reading, math, and science. Complete reporting of student results to districts, schools, and parents from DRC will be completed in August 2013 and reported in the State of the Schools Report in October 2013.

**Nebraska Information Technology Commission**  
**Enterprise Project Status Dashboard – As of February, 2013**

Project: <b>LINK – Procurement</b>		Contact: <b>Bo Botelho</b>				
Start Date	1/14/2013	Orig. Completion Date	10/31/2013	Revised Completion Date		
	February	December	October	August	June	May
Overall Status						
Schedule						
Budget						
Scope						
Comments						
<p><b>February update:</b>            Bo Botelho will replace Steve Sulek as the project manager on the Procurement portion of LINK. Initial kickoff was held 1/14/2013. Currently working on developing the project plan and business processes.</p> <p><b>December update:</b>            No report for December.</p> <p>The focus has been on the Employee Work Center up to this point. The expectation is that for the November reporting period the Procurement implementation will have started again.</p>						

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		7/01/2013
	February	December	October	August	June	May
Overall Status						
Schedule						
Budget						
Scope						
Comments						
<p><b>February update:</b>            RFP4180Z1 was released on November 15 and bid opening was delayed until December 26 due to weather. This procurement affects approximately 50 WAN circuits, most of which are in south central Nebraska. A Best and Final Offer bid round was initiated to secure the best prices possible. At least one private college and one private school are considering Network Nebraska for summer 2013. Initial commodity Internet projections for 2013-14 show a 75% increase in Internet demand. Backbone bandwidth may be maxed out due to the limitations on the current contract with NebraskaLink. E-rate funding for the 2011-12 backbone was approved for ~\$183,000.</p> <p><b>December update:</b>            Five remaining circuits in northeast Nebraska left over from the Summer 2012 network upgrade have been updated to 100Mbps. RFP4180Z1 was released on November 15 and bids will be opened on December 21. This procurement affects approximately 50 WAN circuits, most of which are in south central Nebraska. At least one private college and one private school may join Network Nebraska in summer 2013 if the bid prices are cost effective.</p> <p><b>Additional Comments/Concerns:</b>            The Network Nebraska-Education Participation Fee fund account has received UNCSN's 2<sup>nd</sup> quarter project invoice. Software Maintenance of the iSupport Helpdesk system and UNCSN Travel has exceeded the Participation Fee budget for those line items. UNCSN's 3<sup>rd</sup> quarter project invoice should arrive in early May.</p>						

**Nebraska Information Technology Commission**  
**Enterprise Project Status Dashboard – As of February, 2013**

Project: <b>Nebraska Statewide Radio System</b> (formerly Public Safety Wireless)		Contact: <b>Mike Jeffres</b>				
	February	December	October	August	June	May
Overall Status						
Schedule						
Budget						
Scope						
Comments						
<p><b>February update:</b> No report for February.</p> <p><b>December update:</b> System life cycle planning in process.</p> <p><b>Additional Comments/Concerns:</b> Discussions with Motorola on system acceptance, life cycle planning, and project closeout.</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	
	February	December	October	August	June	May
Overall Status						
Schedule						
Budget						
Scope						
Comments						
<p><b>February update:</b> The dual layer authentication is fixed and in final testing before we deploy our training.</p> <p>We are still moving forward on this project. We continue to provide training and are in the process of full deployment. The vendor and all stakeholders have been working towards a solution to the NCJIS user authentication. No changes to report for this reporting period.</p>						

**Nebraska Information Technology Commission**  
**Enterprise Project Status Dashboard – As of February, 2013**

**Project: Nebraska State Accountability (NeSA) – Year 2012-13**      **Contact: John Moon**  
**(formerly Statewide Online Assessment)**

Start Date	07/01/2010	Orig. Completion Date	06/30/2011	Revised Completion Date	<del>06/30/2013</del> 12/06/2013
	February	December	October	August	June May
Overall Status					
Schedule					
Budget					
Scope					

**Comments**

**February update:**  
The State of the Schools Report (SOSR) with assessment results from NeSA tests was released on November 20, 2013. State and Federal accountability information based on the NeSA results were provided in the SOSR.

In December 2012, NDE received three proposals for the RFP released in October 24, 2013. A committee is reviewing the submissions and will recommend a vendor for the next contract beginning in July 1, 2013. The recommendation will be made to the board in March 2013.

In January 2013, the NeSA-Writing window opened. There have been several software issues during the writing assessment. NDE has addressed the issues with our vendor and received daily reports on problems experienced by the districts in assessing their students. No resolution has addressed all the software issues.

On February 4, 2013, NDE sent student information to our vendor. Later in February, DRC/CAL will provide online and paper/pencil test administrative training on procedures/guidance. The training will address many issues associated with statewide testing, such as alternate tests, accommodations, student management, test management, etc.

In March 2013, the testing window for NeSA – Reading, Math, and Science will begin March 25 and end on May 3. The management tools for online testing will open on March 4 with test session tickets being available at that time.

**December update:**  
The completion date was changed from June 30, 2013 to December 6, 2013.

NDE reviewed the NeSA online and paper/pencil test administration manuals and materials for reading, math, science, and writing for the 2013 assessments. NDE provided student information file for NeSA writing to DRC on December 6<sup>th</sup>. Nebraska students have practiced the online assessment systems for NeSA assessments. Some issues were identified and resolved by DRC/CAL. Millard Public Schools will be testing the LCS on January 4<sup>th</sup>.

During December NDE will review and approve WebEx presentations for NeSA-Writing for training sessions to be delivered on January 8-9, 2013. The online management tools for NeSA writing will be available on January 9<sup>th</sup>. The window for the writing assessment begins on January 21 and closes on February 8, 2013. Handscoring of online test responses will begin on February 13<sup>th</sup>. Scoring of paper/pencil responses will begin on February 19<sup>th</sup>.

**Additional Comments/Concerns:**  
Nebraska State Accountability (NeSA) is a statewide assessment system mandated by Nebraska Statute. Nebraska Department of Education has contracted with Data Recognition Corporation (DRC) to continue the development of the assessment system including management, development, delivery, administration, scanning/imaging, scoring, analysis, reporting, and standard setting for the online and pencil/paper reading, science, and mathematics tests for July 1, 2012 through June 30, 2013. DRC will facilitate the delivery, administration, scanning/imaging, scoring, analysis, and reporting for the alternate pencil/paper reading, science, and mathematics tests during the same assessment window. Online writing assessment will be added to the NeSA system in 2012 for grades 8 and 11.

## **Nebraska Information Technology Commission Enterprise Project Status Dashboard – As of February, 2013**

Student data will be transferred from the Nebraska Student Staff Record System (NSSRS) to DRC's student data assessment system. The online subcontractor Computerized Assessments & Learning (CAL) for the online components of the assessment system will upload the student data from DRC. Schools will install CAL's software on local computers and software updates will be automatically uploaded when students log onto the assessment system. The student responses are cached on the local computer and sent to CAL. Each district has used CAL's school capacity process to evaluate online requirements for NeSA testing. The student responses for secure online assessments will be collected by CAL and transferred to DRC for analysis and reporting. During spring 2012, NDE is estimating that over 150,000 students will participate in the Reading, Science, and Mathematics operational testing while about 40,000 students will complete the writing assessment online. Whereas the NeSA reading/science/math test window is from March 25 through May 3, 2013, the NeSA writing test window is January 21 through February 8, 2013. Test administrators will be able to monitor testing during the test window and review test results immediately after test administration (raw scores only). DRC's comprehensive corrections system will permit NDE to correct student records for duplicates, incorrect school assignment, etc during the month of May for writing and June for the reading, math, and science. Complete reporting of student results to districts, schools, and parents from DRC will be completed in August 2013 and reported in the State of the Schools Report in October 2013.

<b>Project: Nebraska Regional Interoperability Network (NRIN)</b>		<b>Contact: Bob Wilhelm</b>				
Start Date	10/01/2010	Orig. Completion Date	06/01/2013	Revised Completion Date	09/30/2013	
	February	December	October	August	June	May
Overall Status						
Schedule						
Budget						
Scope						
<b>Comments</b>						
<p>NEMA is struggling with issues of governance and maintenance of the network. Governance would be needed at the local jurisdiction and not at the state agency (there is no state agency is heading the project, it's all run at the local jurisdiction). There is no formal governance heading the project.</p> <p><b>February update:</b> UPDATE FOR FEBRUARY 2013 – Contractor is in the process of ordering equipment for the E/C, S/W (although much of the S/W regional equipment has been installed), and S/E regional sites where EHP's have been received. Additional structural analysis and surveys of potential sites in the N/E, E/C and S/E areas will be completed in the search for acceptable infrastructure.</p> <p><b>December update:</b> The contractor is moving forward with installations and the ordering of equipment. Information for EHP submissions has slowed but this has been discussed with the contractor and they state they will provide more information soon. Contractor has met with the N/E, E/C and S/E regions to discuss the process and information that CSI needs to move forward and with identifying usable tower sites, etc. Has begun to install equipment in the S/W region. Governor signed new Executive Order creating the Nebraska Public Safety Communications Council (NPSCC) and eliminated the previous Executive Orders that established NCOR and NWIN.</p> <p><b>Additional Comments/Concerns:</b> It's possible that upcoming target dates might be missed. Based on the uncertainty of the infrastructure needed for the project and the time involved in obtaining the environmental approvals to proceed with the project, any target dates are fluid. In addition there has been a delay in completing, testing and accepting the Pilot Ring primarily due to the difficulty in locating adequate tower sites and negotiating leasing agreements and/or MOU's.</p>						

**Nebraska Information Technology Commission**  
**Enterprise Project Status Dashboard – As of February, 2013**

Project: <b>MMIS</b>		Contact:				
Start Date	N/A	Orig. Completion Date	N/A	Revised Completion Date	N/A	
	February	December	October	August	June	May
Overall Status						
Schedule						
Budget						
Scope						
Comments						
Project On Hold until renewed						

Project: <b>Adjudication Re-engineering (Phase 1A)</b>		Contact:			<b>Randy Ceclre</b>	
Start Date	09/01/2011	Orig. Completion Date	06/30/2012	Revised Completion Date	<del>03/31/2013</del>	09/30/2013
	February	December	October	August	June	May
Overall Status						
Schedule						
Budget						
Scope						
Comments						
<p><b>February update:</b>            The completion date was changed from March 31, 2013 to September 30, 2013. Adjudication testing has been temporarily delayed because of Adjudication staff turnover and retraining of new staff affecting time resources of Adjudication management team. WCC management was involved in the revising of the project end date.</p> <p>-----<b>Project Description</b></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> <p>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.</p> <p>Future projects will focus on adding the remainder of the pleading types to e-filing.</p>						

## Nebraska Information Technology Commission Enterprise Project Status Dashboard – As of February, 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.

**December update:**

Development has reached the point where internal Adjudication testing has begun.

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	05/15/2012	Project Completion Date	01/23/2013	
	February	December	October	August	June	May
Overall Status						
Schedule						
Budget						
Scope						
<b>Comments</b>						
<p><b>February update:</b> Cutover to the new switch occurred on January 23, 2013.</p> <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. User Testing – Complete</li> <li>8. Training – Complete</li> <li>9. Documentation – Complete</li> <li>10. Production Cut Over – Complete</li> </ol> <p><b>December update:</b> Production Cut Over – Testing metro hosts. Datamaxx will be onsite the week of December 10. Go live will be scheduled at that time. If all tests go well, cutover will be 12/13/2012. If issues arise, go live will be postponed until January 7 due to the holidays.</p> <p><b>Additional Comments/Concerns:</b> Cutover to the new switch occurred on January 23, 2013. Vendor was onsite to address issues as they were identified. The Nebraska State Patrol continues to have daily conference calls with the vendor to review reported issues and discuss troubleshooting initiatives. Reported issues are being tracked in a spreadsheet. The daily priorities are identified and assignments made. NSP receives a list of items for testing to verify resolution of issues.</p>						

**Nebraska Information Technology Commission**  
**Enterprise Project Status Dashboard – As of February, 2013**

<b>On-Going Issues:</b>			
Application	Issue	Report Date	Comment
Student Information System	ADA Compliance	June, 2012	None.

<b>Color Legend</b>	
	<p>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.</p>
	<p>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.</p>
	<p>Green     <b>Project has no significant risk to baseline cost, schedule, or project deliverables.</b>            Strong probability project will meet dates and acceptable quality.</p>
	<p>Gray     <b>No report for the reporting period or the project has not yet been activated.</b></p>

# NITC 7-104

## State of Nebraska Nebraska Information Technology Commission Standards and Guidelines

### NITC 7-104 (Draft)

Title	Web Domain Name Standard
Category	Network Architecture
Applicability	Applies to all state agencies, boards, and commissions, excluding higher education

#### 1. Standard

1.1. The official Nebraska government domain is nebraska.gov.

1.2. All public facing domains shall be registered as at least a third-level domain within the nebraska.gov domain. The third level domain name shall uniquely identify the state agency or service. In addition to nebraska.gov, the domain ne.gov may be registered as an alternate domain resolving to the corresponding nebraska.gov domain name.

1.3. All registered nebraska.gov and ne.gov domains shall adhere to all federal .gov domain registration requirements and guidelines.

1.4. Domains other than nebraska.gov and ne.gov may be purchased but cannot serve content or be publicly promoted.

1.5. Nonconforming domains in existence when this standard is adopted will be exempt from the requirements in Section 1.4 until December 31, 2014.

#### 2. Purpose

The purpose of this standard is to provide for consistent domain names for state government websites.

#### 3. References

3.1. Federal .GOV Domain Name Requirements and Guidelines: <https://www.dotgov.gov/>

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VERSION DATE: DRAFT - December 13, 2012

HISTORY:

PDF FORMAT: (to be added)

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Technical Panel  
of the  
Nebraska Information Technology Commission

**Standards and Guidelines**  
**NITC 7-104: Web Domain Name Standard (New)**  
**Comments Received**  
[Staff Comments in Red]

Comment #1

**Webmaster Minutes from Wednesday 12/19/12 1:30 – 2pm, Lower Level of NLC in the Atrium**

A new Standards and Guidelines Policy came up for a 30-day comment period and the webmasters met to review the new policy. We went through the document step by step and came up with some suggestions (comments) for the Technical Panel of the Nebraska Information Technology Commission (NITC). Meeting attendee's comments appear below in blue.

[NITC 7-104: Web Domain Name Standard \(New\)](http://nitc.nebraska.gov/standards/comment/20121214/7-104_DRAFT_comment.html)  
[http://nitc.nebraska.gov/standards/comment/20121214/7-104\\_DRAFT\\_comment.html](http://nitc.nebraska.gov/standards/comment/20121214/7-104_DRAFT_comment.html)

**State of Nebraska**  
**Nebraska Information Technology Commission**  
**Standards and Guidelines**

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Please remove the word "resolving".

[Staff Comment: Recommend the following change: In Section 1.2, strike the word "resolving".]

We talked about the legacy domain of state.ne.us and would like to request that these domain names be supported in perpetuity.

[Staff Comment: Recommend the following change: In Section 1.4 below, insert the following new sentence at the end of the section, “The domain *state.ne.us* is a supported legacy domain which can serve content but which should not be publicly promoted.”]

1.3. All registered nebraska.gov and ne.gov domains shall adhere to all federal .gov domain registration requirements and guidelines.

1.4. Domains other than nebraska.gov and ne.gov may be purchased but cannot serve content or be publicly promoted.

This is more of a FYI to webmasters. Rick Becker informed us that any websites not conforming to the new standard may submit a waiver request in defense of their need to keep their non-standard URL: <http://nitc.nebraska.gov/standards/1-103.html>. The waiver can be submitted after the NITC 7-104 guideline has been adopted. Agencies can forward the waiver request to the [ocio.nitc@nebraska.gov](mailto:ocio.nitc@nebraska.gov) and they will make sure it gets to the appropriate work group.

1.5. Nonconforming domains in existence when this standard is adopted will be exempt from the requirements in Section 1.4 until December 31, 2014.

## 2. Purpose

The purpose of this standard is to provide for consistent domain names for state government websites.

## 3. References

3.1. Federal .GOV Domain Name Requirements and Guidelines: <https://www.dotgov.gov/>

Rick, I hope this is suitable as “comment” from the webmasters group.

....

Janet Greser  
State of Nebraska Webmasters Chair  
Nebraska Library Commission

Comment #2

Rick,

I’ve contacted our administration and our website service provider, Firespring, and we don’t have any issue with the proposed policy NITC 7-104 as it relates to changing our website domain name.

I am curious if there would be any impact on two online services we use in relation to our constituent programming. We use these third party services for grants and program application processing. Constituents sign onto these services to upload program and grant application materials, which we administer. We can brand the

portals for our use to our identity, but the site domains remain in the third party service provider names. Is there any issue with this type of arrangement?

Thanks,

**JD Hutton**  
**Artist Services and Communications Manager**  
**Nebraska Arts Council**

[Staff Comment: As drafted, off-domain services would be exempt until December 31, 2014. After that date, a waiver would be required.]

## AMENDMENT TO NITC 8-101 (Information Security Policy)

<http://nitc.nebraska.gov/standards/security/8-101.pdf>

1. Section 8, Portable Devices, is amended to read:

### **Portable Devices**

All portable computing devices (e.g. notebooks, USB flash drives, PDA's, laptops and mobile phones) and information must be secured to prevent compromise of confidentiality or integrity. No device may store or transmit sensitive information without suitable protective measures that are approved by the agency data owner(s).

Special care must be taken to ensure that information stored on the device is not compromised. Appropriate safeguards must be in place for the physical protection, access control, cryptographic technique, back up, virus protection, and properly connected to the State network. All mobile devices must utilize the screen locking feature on their device when not in use and after a period of inactivity.

Devices storing sensitive and/or critical information must not be left unattended and, where possible, must be physically locked away, or utilize special locks to secure the equipment.

Employees in the possession of portable devices must not check these devices in airline luggage systems. These devices must remain in the possession of the traveler as hand luggage unless restricted by Federal or State authorities.

**Nebraska Department of Health & Human Services (DHHS)  
Division of Public Health  
Tobacco Free Nebraska (TFN) Program**

**Nebraska Information Technology Commission (NITC)  
Request for Waiver – February 2013  
NITC 7-104: Web Domain Name Standard (Proposed)**

**Contact Information:**

Greg Votava DHHS Webmaster (402) 471-4612 <a href="mailto:Greg.Votava@nebraska.gov">Greg.Votava@nebraska.gov</a>	Jeff Soukup TFN Program Manager (402) 471-1807 <a href="mailto:Jeff.Soukup@nebraska.gov">Jeff.Soukup@nebraska.gov</a>	Monica Pribil TFN Program Coordinator (402) 471-0777 <a href="mailto:Monica.Pribil@nebraska.gov">Monica.Pribil@nebraska.gov</a>
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**Description of the Issue:**

In March 2012, the U.S. Surgeon General released a report: “Preventing Tobacco Use Among Youth and Young Adults.” Among other things, the report stated that “Almost no one starts smoking after age 25. Nearly 9 out of 10 smokers started by age 18 and 99% started by age 26.” The report recommends that “Prevention efforts must focus on young adults, ages 18 through 25, too.”

The DHHS Tobacco Free Nebraska (TFN) program knows from past focus groups and surveys that the Internet and social media are excellent ways to reach the 18 to 25 year-old population. Attached is information that was prepared by Mike Losee, Director of Healthcare Marketing, Snitily Carr. (Snitily Carr is the media contractor for the TFN program.) In the document, Mr. Losee notes that “the most successful youth engagement groups across the country have applied CDC (U.S. Centers for Disease Control and Prevention) best practices without showing overt ties to governmental agencies.”

In an August 2012 Web-based survey of young Nebraskans, aged 18 to 25, TFN asked for feedback regarding creative concepts to reach the population as well as information about the population’s media consumption and preferences. The creative concept features the tagline “What’s Tobacco Costing You?”

The majority of participants reported using a laptop computer, smartphone and desktop computer to access the Internet. Over a third on the participants spent more than four hours a day online. On a daily basis, nearly 80% of respondents visit a Website, 74% do an Internet search and 70% read or post to Facebook.

Based on these and other results, we know that this age group is best reached by providing information, data and resources online. The overall goal of this effort is to prevent young adults from using tobacco products.

**Description of the Agency's Preferred Solution, Including a Listing of the Specific Requirement(s) for Which a Waiver is Requested**

The DHHS Tobacco Free Nebraska program would like to build a micro Website targeting 18 to 25 year-old young adults and secure a non-governmental domain name to more effectively promote the Website and campaign to the population.

The domain name we would like to secure is: TobaccoCostsYou.org, in addition to .net and .com extensions for the domain name.

The TobaccoCostsYou.org address would redirect to a ne.gov site that would be housed on the DHHS servers. It's anticipated that the microsite will be in existence for a span of two to five years.

**Any Additional Information and Justification Showing Good Cause for the Requested Waiver**

- Information & Recommendations from Mike Losee, Snitily Carr.
- Rationale for Not Using the DHHS or TFN Logo(s) on Materials.
- What's Tobacco Costing You? Creative Concept.

**Requests should be submitted via email to: [ocio.nitc@nebraska.gov](mailto:ocio.nitc@nebraska.gov)**

**From Mike Losee, Snitily Carr**  
**9/27/12**

- While online is the key way to connect with and engage the 18-25 demographic, we have to be cautious how we deliver the message. One of the main challenges of delivery is the perception 18-25 year olds have of institutions of authority and government.
- This age demographic is the most communication savvy in history, and they are prone to tune-out messaging from groups they believe are trying to control, sell or sway them. In addition, they have constantly been exposed to the “don’t do this” or “this is bad for you” type of messaging traditionally associated with institutions of authority. In their mind, they have heard it all before. As such this audience has been conditioned to ignore or suspect government-sponsored messaging. (At best they ignore it, and at worse, they may rebel against it.)
- The tobacco industry has capitalized on the rebellious nature of this age demographic, successfully positioning its products as cool, empowering and individualistic, leaving the governmental messages seeming preachy and controlling.
- Prevention success has been made, however, by turning the tables on the tobacco industry and prompting rebellion against big tobacco. Part of this success, is attributed to peer-to-peer type of communication verses coming from authority. The most successful youth engagement groups across the country have applied CDC best practices without showing overt ties to governmental agencies.
- Overall, successful marketers of products, services and organizations targeting this demographic have had to adjust their strategy to adapt to this savvy group so they don’t come across as “salesy”, “preachy”, etc.
- The “cool factor” is still valid with this group...which is why many College and Universities have moved from institutional websites, URL’s and outreach, to more peer-to-peer type outreach via student blogs, social media, vanity URL’s, and websites unique from the institutional site.
- Having a major component of our 18-25 outreach (web component) tightly associated with an institution of authority (via DHHS wrapper or within DHHS website) may limit our ability to connect with this group. While our messaging will not be preachy or overtly health-conscious like traditional public health messages, the fact that it’s tied to government could have an effect on response.

## Rationale for Not Using the DHHS or TFN Logo(s) on Materials

The national Tobacco Control Network (TCN) is comprised of tobacco control program staff from each state, territory, and D.C. Among other things, TCN fosters collaboration and communication among state programs. One of the ways that's accomplished is through a "Help Your Peers" function where questions can be asked and feedback is provided from similar programs across the country.

In October 2010, Tobacco Free Nebraska (TFN) asked the Network through "Help Your Peers" to provide rationale regarding not including governmental logos on tobacco counter-marketing campaigns that are designed to achieve behavior change rather than name recognition. Below are the responses received, including feedback that was provided at a TFN sponsored focus group.

- The use of the TFN logo and information (which included the DHHS name and reference) was not popular on any of the creative treatments. Some didn't like what it stood for; while others didn't think it fit or thought it was a lot of information all together in the corner. (Nebraska Tobacco Quitline Creative Testing – April 2009)
- From Alabama ... We do not print the official Alabama Department of Public Health seal on our materials. We have heard (informally) that some groups lose interest if they know it's a government program -- especially youth. So, for the most part, we use the words "Alabama Department of Public Health" and/or "ADPH" in a special font and in a smaller point size on most of our materials.
- From Utah ... In a March 2010 focus group, the Utah Department of Health tested some taglines with smokers interested in quitting. Participants were shown the following taglines and asked to select the one they most prefer:
  1. "For free and confidential help quitting, call 1-888-567-TRUTH. (Brought to you by the Utah Department of Health.)"
  2. "For free and confidential help quitting, call 1-888-567-TRUTH. (Brought to you by the Utah Tobacco Quit Line.)"
  3. "For free and confidential help quitting, call 1-888-567-TRUTH. (Brought to you by The Truth.)"

In response to this question, none of the participants selected option #1. Approximately three-fifths of participants said they preferred #2 and two-fifths of participants preferred #3.

Verbal comments from the focus group participants said they didn't want government intrusion into their lives.

- From Virginia Foundation for Healthy Youth ... I would strongly recommend against including any logos (governmental or otherwise) on campaigns that are not directly aligned with the messages supporting the campaign, or with the audience the campaign is directed toward. This becomes even more critical if the focus audience of the campaign is youth. Misaligned logos simply weaken the authority of the campaign's brand, and thus weaken the messages associated with it.



Cigarettes and chew aren't cheap.  
Kick tobacco out and spend your hard-  
earned cash on something better.

**QuitNow.ne.gov**

Tobacco Free Nebraska - Nebraska Department of Health and Human Services - Division of Public Health

The QuitNow.ne.gov address is provided as a placeholder. It will be replaced with TobaccoCostsYou.org if the waiver is granted.

## NITC 5-202

### State of Nebraska Nebraska Information Technology Commission Standards and Guidelines

#### NITC 5-202

Title	Blocking Email Attachments
Category	Groupware Architecture
Applicability	Applies to all state government agencies, excluding higher education

#### 1. Purpose

It is important to take steps to protect the state's computing environment against the threat of viruses. Email attachments with certain extensions are often used in virus attacks because of their execution access and the amount of damage they can cause. Therefore, the State of Nebraska prohibits certain attachments from being transmitted through email.

#### 2. Standard

##### 2.1 Removing Prohibited Attachments Before Delivery

The SMTP gateway will remove any prohibited attachments before allowing the email to be delivered. If any of the blocked extensions are detected, the attachment will be deleted and a message stating that the attachment was blocked will be included in the email message.

##### 2.2 List of Extensions - Attachments which will be blocked

Attachment A, entitled "List of Extensions - Attachments which will be blocked," contains the current listing of attachments which will be blocked by the State of Nebraska.

##### 2.3 Alternative Methods for Sending or Receiving Files

If an individual needs to send or receive a file with one of the blocked extensions, other alternatives for transmitting files should be considered, such as: Secure file transfers (sFTP / FTPS) or Web-based document retrieval.

#### [Attachment A](#): List of Extensions - Attachments which will be blocked

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HISTORY: Adopted on November 13, 2003. Amended on November 12, 2008.

PDF FORMAT: <http://nitc.ne.gov/standards/5-202.pdf>  
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### List of Extensions - Attachments which will be blocked

Extension - Description	Internal <sup>1</sup>	Inbound
ade – Access Project extension (Microsoft)	X	
adp – Access Project (Microsoft)	X	
app – Executable Application	X	
asp – Active Server Page	X	
bas – Basic	X	X
bat – Batch	X	X
cer – Internet Security Certificate File	X	
chm – Compiled HTML Help	X	
cmd – Command	X	X
com – Command, executable	X	X
cpl – Control panel applet	X	X
crt – Certificate File	X	
csh – C Shell Script	X	
exe – Executable program	X	X
fxp – FoxPro Compiled Source (Microsoft)	X	
gadget – Windows Vista gadget	X	
hlp – Windows Help File	X	
hta – HTML application	X	X
inf – set up	X	X
ins – Internet communications settings	X	X
isp – Internet communications settings	X	X
its – Internet Document Set, Internet Translation	X	
js – JScript	X	X
jse – JScript encoded file	X	X
ksh – UNIX Korn Shell Script	X	
Ink – Shortcut	X	X
mad – Access Module Shortcut (Microsoft)	X	
maf – Access (Microsoft)	X	
mag – Access Diagram Shortcut (Microsoft)	X	
mam – Access Macro Shortcut (Microsoft)	X	
maq – Access Query Shortcut (Microsoft)	X	
mar – Access Report Shortcut (Microsoft)	X	
mas – Access Stored Procedure (Microsoft)	X	
mat – Access Table Shortcut (Microsoft)	X	
mau – Executable Media file	X	
mav – Access View Shortcut (Microsoft)	X	
maw – Access Data Access Page (Microsoft)	X	
mda – Access Add-in, MDA Access 2 Workgroup (Microsoft)	X	
mdb – Access Application, MBD Access Database (Microsoft)	X	
mde – Access MDE Database File (Microsoft)	X	
mdt – Access Add-in Data (Microsoft)	X	
mdw – Access Workgroup Information (Microsoft)	X	
mdz – Access Wizard Template (Microsoft)	X	
msc – Microsoft common console document	X	X
msi – Install Control file	X	X
msp – Windows installer patch	X	X

mst – Windows installer transform	X	X
ops – Office Profile Settings File	X	
pcd – Visual test (Microsoft)	X	
pif – Windows program information file	X	X
prf – Windows System File	X	
prg – Program file	X	
pst – MS Exchange Access Book File (Microsoft)	X	
reg – Microsoft registry	X	X
scf – Windows Explorer Command	X	
scr – Screensaver	X	X
sct – Windows script component	X	X
sh – Bash Shell Script	X	
shb – Document short cut	X	X
shs – Shell Script object	X	X
test – Test files		X
tmp – Temporary File / Folder	X	
url – Internet shortcut	X	X
vb – VBScript	X	X
vbe – VBScript encoded file	X	X
vbs – Visual Basic	X	X
vsmacros – Visual Studio .NET Binary-based Macro Project	X	
vss – Visio Stencil (Microsoft)	X	
vst – Visio Template (Microsoft)	X	
vsw – Visio Workspace File (Microsoft)	X	
ws – Windows Script File (Microsoft)	X	
wsc – Windows Script component	X	X
Wsf – Windows Script File	X	
wsh – Windows Scripting host settings	X	X
wma – Windows Media Audio		X
wmf – Windows Media File		X

Note:

1 – Microsoft Outlook strips these attachments when sending to another Exchange user within the State of Nebraska.



NEBRASKA INFORMATION  
TECHNOLOGY COMMISSION

STANDARDS AND GUIDELINES

**Blocking Unsolicited Bulk E-Mail / “Spam”**

Category	<b>Groupware</b>
Title	<b>Blocking Unsolicited Bulk E-Mail / “Spam”</b>
Number	

Applicability	<input checked="" type="checkbox"/> <b>State Government Agencies</b> <input type="checkbox"/> All ..... <b>Not Applicable</b> <input checked="" type="checkbox"/> <b>Excluding Higher Education</b> ..... <b>Guideline</b> <input type="checkbox"/> <b>State Funded Entities</b> - All entities receiving state funding for matters covered by this document..... <b>Not Applicable</b> <input type="checkbox"/> <b>Other:</b> _____ <b>Not Applicable</b>  <b>Definitions:</b> <b>Standard</b> - Adherence is required. Certain exceptions and conditions may appear in this document, all other deviations from the standard require prior approval of _____. <b>Guideline</b> - Adherence is voluntary.
---------------	--

Status	<input checked="" type="checkbox"/> Adopted <input type="checkbox"/> Draft <input type="checkbox"/> Other: _____
Dates	Date: November 13, 2003 Date Adopted by NITC: November 13, 2003 Other:

## 1.0 Guideline

Agencies shall be allowed to evaluate and implement methods for blocking Unsolicited Bulk Email (UBE) or spam in relation to their changing e-mail needs, even if some legitimate e-mail is blocked. State Agencies that choose to adopt UBE blocking methods should meet these minimum standards.

1. Agencies should periodically review blocked e-mail statistics to determine its effectiveness and to help reduce the non-delivery of legitimate e-mail.
2. UBE blocking methods should attempt to send notification to legitimate originators of blocked e-mail with the following information:
  - a. The e-mail was blocked.
  - b. Possible reasons for non-delivery and information on how to restore legitimate communications.
  - c. List of alternate methods of communication that maintains reasonable levels of convenience and places no undue hardship on the sending or receiving party.
  - d. Links to related state statutes, standards, or guidelines used.

**Cost sharing** - Where feasible, agencies should work to pool resources to reduce costs to Nebraska. Agencies seeking to purchase UBE-blocking tools should consult with IMServices.

## 2.0 Purpose and Objectives

This standard addresses the burden on state resources due to UBE and how state agencies may address the issue. Agencies cannot expect to "solve" all problems that arise from UBE, only mitigate them.

UBE creates a significant drain of technical and operational resources. In 2003, the state will receive an estimated 2 million UBE messages for approximately 12,000 employees using e-mail. These numbers will likely continue to rise. UBE needs to be reduced to the extent possible without adding excessive costs or exceptional risks to normal flow of legitimate e-mail.

### 2.1 Overview

The terms spam and Unsolicited Bulk E-mail (UBE) both refer to the mass receipt of e-mail messages that are usually inappropriate for state operations.

Any automated means of sorting out UBE from e-mail messages sent by the public, vendors, or other state agencies will typically result in the rejection of some valid e-mail. Agencies should take special effort to ensure that the public can conveniently contact state agencies for official business. Blocking legitimate e-mail communication with the state should be minimized.

### 2.2 Other Resources

The Internet Mail Consortium (IMC) has published several reports on the problem. "Unsolicited Bulk Email: Mechanisms for Control" (<http://www.imc.org/ube-sol.html>) lists the technical and legal solutions being discussed and how they affect Internet mail users. "Unsolicited Bulk Email: Definitions and Problems"

(<http://www.imc.org/ube-def.html>) provides precise definitions of UBE and spam issues.

The Coalition Against Unsolicited Commercial Email (<http://www.cauce.org/>).

The State of Nebraska UBE resource web site (<http://www.ims.state.ne.us/ube/>).

### **3.0 Definitions**

#### **3.1 Spam**

A common term for UBE is "spam", although that term encompasses a wider range of intrusive transmissions. For instance, the term "spam" originated in the realm of Usenet news, not email. There, individuals cannot request or refuse bulk email, although some newsgroups explicitly permit or encourage its inclusion as a part of the group charter. For further information, see [RFC2635](#) at the Internet Engineering Task Force, <http://www.ietf.org>.

#### **3.2 UBE**

Unsolicited Bulk Email, or UBE, is Internet mail ("email") that is sent to a group of recipients who have not requested it. A mail recipient may have at one time asked a sender for bulk email, but then later asked that sender not to send any more email or otherwise not have indicated a desire for such additional mail; hence any bulk email sent after that request was received is also UBE.

### **4.0 Applicability**

Agencies with their own mail servers can utilize the standard UBE filtering methods provided by the State Internet email gateway. To reduce duplication costs, agencies should consider utilizing the State Internet email gateway before implementing their own.

### **5.0 Responsibility**

Information Management Services Division may investigate and implement UBE filtering methods on the State Internet e-mail gateway, which IMServices supports. Other agencies may elect to share this service.

### **6.0 Related Documents**

Nebraska Information Technology Commission, Individual Use Policy:  
[http://www.nitc.state.ne.us/tp/workgroups/security/policies/individual\\_use\\_policy.pdf](http://www.nitc.state.ne.us/tp/workgroups/security/policies/individual_use_policy.pdf)

State of Nebraska Acceptable Use Policy of State Data Communications Network,  
<http://www.doc.state.ne.us/policies/datausage.html>

**Nebraska Information Technology Commission  
Technical Panel**

**Security Architecture Work Group  
Charter**

<b>Purpose</b>	Prepare policies and guidelines for the security architecture for state government agencies and educational institutions. Make recommendations to the Technical Panel on matters relating to security within state government.
<b>Lead Agency</b>	Office of the CIO
<b>Scope / Boundaries</b>	Security architecture includes protection of the physical, intellectual, and electronic assets of the state, including its security polices, network access controls, virus protection, network administration, transaction security, and workstation security. The security architecture must address issues relating to authentication, authorization, confidentiality, data integrity, non-repudiation, and isolation which includes all wired or wireless data communication inbound and outbound of the State's protected network environment.
<b>Desired Goals and Outcomes</b>	<p><b>Educate</b> – provide information to state agencies, educational institutions, policy makers, and citizens about security issues.</p> <p><b>Research</b> – document existing problems, potential points of vulnerability, and related risks.</p> <p><b>Requirements</b> – determine security requirements of state agencies and educational institutions stemming from state and federal laws or regulations.</p> <p><b>Recommendations</b> - prepare a report and make recommendations to the Technical Panel regarding problems, requirements, security policy, and guidelines.</p> <p><b>Policies and Guidelines</b> – prepare draft policies and guidelines, using the procedures outlined in Section 3 of the Statewide Technology Plan.</p>
<b>Membership</b>	<p>Facilitator – State Information Security Officer</p> <p>Any member of the NITC Councils or Technical Panel may participate on the work group, with permission of the lead agency. The sponsor of the workgroup may solicit membership from other entities to provide a cross section of perspectives and information.</p>
<b>Reporting</b>	The facilitator of the work group or representative of the sponsor will report to the Technical Panel every month.
<b>Timeframe</b>	This work group will continue in existence until this charter is repealed.

Approved by the Technical Panel on February 17, 2000. Amended on January 18, 2006.