

Minutes¹
Texas Integrated Justice Information Systems (TIJIS)
Steering Committee Meeting
Location: TCJIUG Annual Conference
Omni Bayfront Hotel, Corpus Christi, Texas
May 1, 2007
10:00 a.m. – 11:30 a.m.

The TIJIS Steering Committee met on May 1, 2007 in conjunction with the TCJIUG Annual Conference at the Omni Bayfront, Corpus Christi, Texas. The meeting was called to order at 10:15 a.m. and a quorum was established. Member agencies represented were: Tarrant County, Galveston County, Texas Association of Counties, County Information Resources Agency, Texas Department of Public Safety, Conference of Urban Counties, Texas Department of Criminal Justice, Texas Department of Information Resources, Harris County, and Houston Police Department. Conference call capability was provided by the Conference of Urban Counties.

Les Smith explained the purpose of TIJIS and the need for participation from members of TCJIUG.

The minutes of the November 17, 2006 TIJIS meeting in Waco, Texas were approved. Les Smith provided a brief overview of the November meeting.

David Gavin of the Department of Public Safety, provided an update on the Texas Path to NIEM project and introduced Don Farris, Project Manager. David's presentation is included as part of these minutes. TIJIS participation, as the incubator and guiding force of the project, will be very important to the success of the project. David explained the RFP process, deliverables, and timeline for the project. A kick-off conference call will be held with the TIJIS Steering Committee , tentatively set for May 11, 2007.

There being no other business, the meeting was adjourned at 11:30 a.m.

¹ The minutes were recorded by Gayle Latham, County Information Resources Agency (CIRA).

THE TEXAS PATH TO NIEM

TCJIUG UPDATE

Corpus Christi
May 1, 2007

The Procurement

- Original RFP Closing Date: 03/27/2007
- Extended deadline for submission of proposals to: 04/03/2007
- Evaluation During April
- Selected vendor demonstrations (Invitation Only) 04/16/2007
- Contract Negotiations Ended April 30
- Contract Signature is anticipated within days

The Procurement

Evaluation Team

1. Mike Shannon, Harris County
2. Kirk Green, Galveston County
3. Tammy Cannon, TDCJ
4. Bruce Hermes, OCA
5. Al Garcia, Houston PD
6. Mike Lesko, DPS
7. Don Farris, DPS

The Procurement

Funding:

- DPS
- OCA
- TDCJ

Project Manager:

- Don Farris, DPS
- Donald.Farris@txdps.state.tx.us
- 512 424-7130

The Deliverables

DELIVERABLE 1: UPDATE THE TJI3 PLAN

- The vendor must review the TJI3 Plan for relevance in the current environment, determine which recommended actions have been accomplished, review, revise, add to or delete the other recommended actions, and re-write the document with an emphasis on developing it into the blueprint for Texas state and local agencies to cooperatively reach NIEM compliance by creating a statewide NIEM infrastructure.
- The vendor must use the NIEM reference documents in its review of the TJI3 Plan, and the resulting document must reflect a course of action that is consistent with the NIEM reference document recommendations.

Deliverable 1: Steps

Step # 1: Review/Validation of Background Material

- The review is to ensure that the vendor understands the environmental influences (in Texas) on information sharing, especially changes that have occurred since the *TJI3 Plan* was developed by the State of Texas in 2002.
- The review and the Focus Group meeting will ensure that the re-write is based on the original plan and reflects the changes desired by the stakeholders.

Deliverable 1: Steps

The documents for review include:

- The *TJI3 Plan* (Appendix I)
- The more recent Texas Justice Information Exchange Model (TJIEM) planning document (Appendix K)
- Conference of Urban Counties Integrated Justice Use Cases
- Texas Justice Data Dictionary (Appendix L)
- Statutes that might impact the ability to share justice information (Appendix M)
- Artifacts and deliverables from the JIEM modeling efforts in Galveston and Tarrant Counties
- The NIEM documents (Appendices E, F, G and H).
- The JIEM documents (appendix J)

Deliverable 1: Steps

Step #2: Focus Group Meeting

- The purpose of the Focus Group meeting is to understand and document the high level needs, concerns, obstacles and issues of the key stakeholders related to the previous plan and how those have changed in the current environment.
- Step 1 and Step 2 will result in a written *Report of Findings from Document Review* that will form the foundation for the re-write of the *TJI3 Plan*.

Deliverable 1: Steps

Focus Group Meeting Topics include:

- Current status, progress made, open issues, and required changes, especially in the following areas:
 - Vision
 - Governance
 - Blueprint development
- Relevant changes since 2002 that will affect the plan, such as: Stakeholders, Environment, Legislation, national events (GJXDM, NIEM)
- Important information-sharing initiatives within Texas, i.e., what has changed and how?
- How national standards initiatives can be implemented in Texas
 - Texas extensions of national data standards
- The need for a standards repository for the state
 - Role and management options for an XML repository

Deliverable 1: Steps

Step #3: Re-Write the *TJ13 Plan* into *The Texas Path to NIEM*

- The vendor will update the plan based upon the document review and Focus Group discussion.
- The message of the document should be:
 - a. the importance of using the national standards, especially NIEM;
 - b. the current status of information sharing in Texas; and
 - c. how the state can reach NIEM compliance.

Deliverables

DELIVERABLE 2: GAP ANALYSIS AND DATA REFERENCE MODEL

- **Gap Analysis:** The vendor will perform a gap analysis regarding exchanges between local justice reporting agencies and state justice agencies. The report will identify data that is not being shared and the barriers to that sharing. This work will feed creation of the Texas Justice Information Exchange Reference Model (TJIEM).
- **Creation of TJIEM:** The vendor will create a comprehensive data reference model for the exchanges identified. The data reference model will include the elements required by the *JIEM Conceptual Framework* and the *NIEM Concept of Operations*. This data reference model will form the justice foundation of a fully NIEM compliant state reference model.

Deliverable 2: Steps

Step #1: Identify the Exchanges to be Included in TJIEM

- The project requires that the vendor leverage the artifacts and the experience gained through other projects for State agencies and local governments in Texas.
- Previous efforts have identified 28 local-to-state exchanges that will act as the foundation for inclusion in this project.
- Discussions with stakeholders will review that list of exchanges and identify any others that should be included.
- The effort will use the *JIEM Conceptual Framework* and NIEM methodologies for analyzing those exchanges and identifying others.
- TXDPS will host a minimum of two (2) workshops with TIJIS and other stakeholders to obtain consensus on the exchanges to be included in the Gap Analysis and Data Reference Model.

Deliverable 2: Steps

Step #2: Analyze the Processes and Exchanges with the JIEM Tool

- The vendor will use the JIEM Tool to analyze the processes associated with the identified exchanges and to recommend additions, modifications, and deletions to the list.
- The project will identify local jurisdictions where these analyses will be performed. Analyses will be performed in at least three local jurisdictions.
- The decision of which exchanges and locations to be used will be made by the TXDPS, OCA, and TDCJ in conjunction with the TIJIS Steering Committee.

Deliverable 2: Steps

Step#3: Perform a Gap Analysis

- It is expected that the Gap Analysis will be accomplished as a result of and in the context of performing Step #1 and Step #2.
 - Determine the extent to which the related exchanges are now occurring and their importance to the stakeholders
 - For those exchanges that are now occurring, whether there are problems or issues that might prevent future automation
 - For those exchanges that are problematic or are not occurring, identify the major obstacles to the occurring.

Deliverable 2: Steps

Step #4: Create the Texas Justice Information Exchange Reference Model (TJIEM)

- The vendor will create a detailed reference model including all exchanges identified and captured during this project, with all relevant JIEM and NIEM documentation of the eight exchanges for which IEPDs are required.
- The vendor will verify that each Information Exchange Package Document (IEPD) in the TJIEM is NIEM compliant.
- The vendor must propose the level of documentation that they will provide on the exchanges for which IEPDs are not created. This description will be included in the evaluation of the proposal's viability.
- The vendor must follow the processes and guidelines in the NIEM CONOPS and other NIEM reference materials identified within this document.

Project Start-up Approximate Dates

- Project Start: May 4
- Kick-off Conference Call: May 11
- First Focus Group Meeting: May 15

These dates are dependent upon contract signing and TIJIS input

Discussion Items

- TIJIS Review
 - Project is tightly bound to TIJIS review and input
 - We have to be available for critical input and decisions
- Critical Decision Making
 - DPS/OCA/DCJ are depending upon TIJIS review
 - Will make decisions with best information available at time decision is required
- Focus Group Composition
 - Who do we want represented
- JIEM Training to be held at DPS
 - June 5th and 6th
 - Sign up with Don Farris if interested

Conclusion

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