



# NACIS News

July 2005

The Official Newsletter of the National Adult Compact Information System



## NACIS Update

Joe Kuebler, Chair  
Information Technology Committee

The ICAOS National Office and Information Technology Committee have been working diligently with Softscape to insure that the implementation of this national database is a smooth transition. Currently, the NACIS project training and implementation phases are delayed until after the beginning of the year due to issues with the Business Requirement Template document. This technical document must encompass all of the elements of the Compact system that the NACIS Joint Application Development (JAD) group required. Continued negotiations with Softscape will ensure the system has all of the necessary functionality. We have many challenges ahead of us for this project to be a success, and with your help, it will be.

### Implementation Date

The implementation date of NACIS is dependent upon:

1. Delivery of NACIS to the Commission.
2. User Acceptance Testing by JAD members and Information Technology Committee.
3. Softscape adjustments to NACIS based on testing feedback.
4. NACIS Model available to states and delivery of the Integration Specification document.
5. NACIS Train-the-trainer sessions at the National Office in Lexington, Kentucky.
6. Implementation of NACIS approved by the Commission.
7. Input of active legacy files in timeframe approved by the Commission.

### Rules Passage

The Rules Committee has been very busy modifying the rules that will allow us to use the new system. Your support of these rules changes is instrumental in the success of the implementation of the system. All but one of the rules change recommendations are minor in nature. Rule 3.107 identifies the information that is required to be submitted during the transfer process. Several changes have been

made to better streamline the ability to send a transfer packet electronically. The Information Technology Committee and the Rules Committee feel that public safety will not be compromised by any of these changes and in fact, with the implementation of NACIS, public safety will be enhanced!

## Responsibilities

Each state will have responsibilities over the next few months prior to implementation. They are as follows:

### System Requirements

NACIS is a web-based application and will require all users to have the following:

- Minimum Pentium 450 MHz processor, 128 MB Ram
- Email
- Internet Explorer 5.5 SP2+ or Netscape 7.0
- Internet access as either a T1 line or broadband connection such as a cable modem or DSL. A 56k dial up modem will work but may not deliver satisfactory performance.
- Printer
- Scanner—A great sheet-fed, duplex scanner can be purchased that will accommodate your needs for approximately \$400. For further details contact the National Office.

### Orientation by all States

Each state will have an opportunity to use a model NACIS system to send and receive mock cases. This model environment will last for approximately 30 days.

### User Administration

Each state will be responsible for choosing how to set up their own compact office with regard to operation. NACIS will be a whole new way of doing business and will dramatically change the workload in each state. No longer will you have paper files, unless you choose to do so. The workflow process has in no way been changed by this system. Based on infrastructure and whether or not your state interfaces, each state will have to identify the level of user and how the work will flow.

### Choosing Users

Member states will need to make decisions about exactly who will use NACIS in their state. The system is designed to begin with the probation/parole officer and will move to the supervisor and the state compact office sequentially. Therefore, at least in theory, every parole and probation officer and their supervisor will be a user along with the state compact office. In some offices it may be more feasible to have only one officer, a Compact specialist, responsible for compact transfers.

States will also be responsible for entering and maintaining the user data that allows users to operate within the system. This will be very similar to all systems that you already have in place in your states. NACIS obviously will require this information prior to implementation. The national office will contact you for instructions on how to do this when it is appropriate.

### Integration

Agencies planning to interface/integrate with NACIS should be receiving the technical specifications needed to develop an interface application after the User Acceptance Training phase is complete.

### Training

NACIS train-the-trainer sessions for one trainer from each non-split state and two trainers from each split state will be held in Lexington, Kentucky. This training will be a one day session conducted by Softscape and the National Office and will be paid for by the Commission. In addition to the Commission sponsored training, the states will have the opportunity to send up to 82 total additional individuals to be trained at each state's expense. The sessions will operate on a first-come-first-serve basis with a maximum of two per state. An electronic learning module will also be available on our web site at [www.interstatecompact.org](http://www.interstatecompact.org) or by ordering a CD from the National Office.

A NACIS Train-the-trainer candidate should have the following:

- A very good working knowledge of the Compact process and adequate computer skills. In most cases this will likely be the Deputy Compact Administrator.
- Time and ability to train NACIS users in his/her state.
- Ability to administer the user profiles for his/her state. User Administration will be included as a component of the training sessions.

The Commission will also have eight Master Trainers that will be available to travel and provide NACIS training.

### Legacy Files

On the date of NACIS implementation, all active Compact cases will be considered legacy files. States will need to enter into NACIS a minimum of approximately ten data fields for such files. Softscape will provide an electronic process for importing legacy data. The deadline for when all legacy files must have been entered into the system will be determined by the Commission.

Please take advantage of the next few months to prepare for the implementation of NACIS. The National Office has IT staff to assist you with any question you might have regarding the system.

### Contact

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Estimated Time	Description
4 weeks	<ul style="list-style-type: none"><li>• NACIS User Acceptance Testing by JAD members and Technology Committee.</li><li>• Softscape adjustments to NACIS.</li></ul>
1 day	<ul style="list-style-type: none"><li>• NACIS demo presentation.</li><li>• Vote on proposed rules affecting NACIS at ICAOS Annual Business Meeting.</li><li>• NACIS Implementation Motion.</li></ul>
4 weeks	<ul style="list-style-type: none"><li>• NACIS Model to all States.</li><li>• NACIS User Information Identified by States.</li><li>• NACIS Integration Specification Requirements to States.</li></ul>
3 weeks	<ul style="list-style-type: none"><li>• NACIS Train-the-trainers/State System Administrators</li></ul>
3 months	<ul style="list-style-type: none"><li>• Begin Entering User Profiles and Active Legacy Data.</li><li>• NACIS Trainers/State System Administrators setup compact offices, organize training sessions, and start processing transfers electronically with participating states.</li></ul>
1 day	<ul style="list-style-type: none"><li>• Nationwide Implementation at the Compact office level.</li></ul>