


IQCS Change Management Board Fall 2015 Meeting Agenda		Date: November 23, 2015 Time: 0830 – 1630 Location: NIFC North Conference Room Call in: 888-324-3915 / Passcode: 13970 Duration: 8 Hours total	
Agency Leads		IQCS Staff	Guests
BIA NPS Jim Shultz USFS Jill McCurdy FWS Russ Babiak BLM Mike Ellsworth DOI Jason Steinmetz		Marley Marshall Cindy Schafer Guy Colwell Rhonda Toronto	
Item #	Topic	Lead	
	Introductions		
1	IQCS Operations Update <ul style="list-style-type: none"> - Upgrade feedback - Survey Results - Application Availability Statistics - US Army use of IQCS - Alternatives Analysis <i>Information / Discussion</i>	Toronto	
2	DOI All Hazard update <i>Information</i>	Steinmetz	
3	IRWIN Update – IQCS impacts <i>Discussion</i>	Marshall	
4	Responder access to Master Record and ability to update Personal Information <i>Discussion / Decision</i>	Shultz	
5	Agency Reps and ticket requests to remove/delete PTBs <i>Discussion / Decision</i>	Marshall	
6	Responder competency page – lockdown to manage competency removal <i>Discussion / Decision</i>	Marshall	
7	Responder qualifications on the Incident Qual Card pages without expiration dates * <i>Discussion / Decision</i>	Marshall	
8	Adding the ability to hide inactive positions/quals on a responders incident Qual Card page * <i>Discussion / Decision</i>	Marshall	
9	Enforcing EMT licenses – license certification discussion <i>Discussion / Decision</i>	Marshall/Babiak	
10	Lost currency dates in ROSS <i>Update</i>	Babiak	
11	User built, ad-hoc reports	Colwell	
12	Bin Items		

13	Agency updates	
14	Action log update	Babiak

* Additional background information below.

6) Responder competency page – lockdown to manage competency removal

- Discuss locking down this page and only allow competencies to be removed that were manually awarded.
 - Add an additional tab that collects the information (what, when, and who) about the competency that was deleted/removed.
- Require users to remove/delete records the source page.
 - Add an additional tab to source page that collects the information (what, when, and who) about the record that was deleted/removed.

7) Responder qualifications on the Incident Qual Card pages without expiration dates

- How should we address this?
 - Nearly 13,000 quals (224 unique codes) on responder Incident Qual Card pages that do not have expiration dates. This is the result of the corresponding position/taskbook competencies being removed from the responder's Competencies page but not the code from the Qual card page.
 - Can be certified, printed to a card and sent to ROSS.
- How should we prevent the above problem in the future?
 - Should users be able to delete responder positions using the Delete Qual Function (that requires authorization and justification) in IQCS? If removed with this function, it would remove all corresponding records, there is history and deletion can be reverses if incorrectly removed.
 - They are basically doing this already but without the justification and historic record.

1) IQCS Operations Update

- Survey results were shared.
- 231 responses with good data regarding recent changes and current issues.
- Overall the responses will help to improve the application.
- Discussed changing the survey frequency from every 2 yrs to 1, but decided to stick with every 2 yrs unless new information suggest a change is needed.
- A metrics summary report is available monthly to CMB if needed.
 - Metrics summary includes elements such as number of help tickets/day, downtime (planned/unplanned), ROSS success rate, etc.
- Received some feedback on the upgrade.
 - Color scheme issues, colors too light

ACTION: IQCS staff will look into and address color issues with the upgrade.

- US Army interest in IQCS
 - High level and specific interest in the use of IQCS
 - Looking for demonstration (Bradley Nicholson)
 - Rhonda has done a preliminary Q&A session with them
 - Army plans to use the 310-1
 - Regional/Zone chiefs approached IQCS and several more expected to.
 - Also interest in adopting the DOI AH policy.
 - So far no interest in affecting/changing either document (IPQG, 310-1)
 - Not sure on need for CMB representation.

ACTION: Rhonda will remain the POC for DOD interest and report back as this develops.

- Alternatives Analysis
 - No update yet from the WFIT/Program Board (pushed back to May)
 - Considering IQS in this analysis not easy since it is not easily “federalized”
 - Will need to discuss what IQCS needs to do for agencies in the future and how it will relate/connect to IRWIN.
- Business Owner

DECISION: The CMB Chair will be listed as the formal Business Owner for the application.

- Charter for CMB
 - The new NWCG charter does not explicitly include IQCS CMB since it does not fully represent NWCG members (no state rep).
 - Have discussed the need for a guiding document for the CMB with executive buy-in.

DECISION: Mike and Russ will draft a group charter (use subcommittee charter as template) and share with the group before next meeting. Will engage leadership to seek appropriate signatory level (Hubbard/OWF possibly or FMB).

2) DOI Emergency Management Update

- IPQG
 - Updated version now posted on web.
 - Changes to IPQG are primarily intended mirror 310-1.
- Endorsements
 - No movement currently.
 - Still awaiting the National Qualification System (NQS) document from FEMA before moving forward.
 - Expect an update to NIMS to come out in Feb/March of 2016.
 - Will include more language relative to Emergency Operations Center (EOC)
 - Possibly eliminate some components
 - Movement on endorsements not likely for up to 2 yrs
- All Hazard Incident Management Association
 - They have begun creating PTBs and qualifications
 - The effort is beginning to gain momentum
 - Jason is working with them towards some kind of an agreement for this effort to ensure consistency
 - Posed question to the group – do we need to start working with them on endorsements?

3) IRWIN Update – IQCS Impacts

- Discussed the merits on importing incident header data into IQCS.
- 11 potential/likely header elements we could incorporate.
- Importing this data would save users time when building experience entries

DECISION: Agreed on draft elements that should be used. Marley will update the CMB at next meeting.

4) Responder access to master record and ability to update personal information.

- Training Centers are using header information from personnel data for course mailing lists.
- Master record requests are frequent.
- Discussion on the merits of creating what amounts to a new role for user access to personal information (address, email, etc.) and access to print individual's master record.
 - Making this change would likely increase help desk workload since many new users would be in the system.
 - Could tie up processing resources as well.

- Could consider having the ability to email employees their master records directly from application and/or ability for users to get printout/email of their own personal information to verify accuracy.

DECISION: Jim will build survey to check if this is a large enough problem that it requires a solution and share with the rest of CMB. Agency reps will check internally to determine if this is an issue for all.

Training Rosters in IQCS:

- The count of users under the STATE SetID who have likely been added as a result of training is relatively low (50 +/-).
- IQCS was not designed specifically to just handle training.
- Could add names to training rosters manually.
 - This would keep names on final rosters in IQCS
 - No additional needed for non-fed participants
 - No additional hit to license count.

ACTION: Mike will visit wGATRs to determine if manual entry of individuals, rather than entry as a non-employee/state, is a viable solution before next CMB meeting.

5) Agency Reps and ticket requests to remove/delete PTBs

- Currently help tickets for PTB deletion are supposed to go to CMB agency leads for approval.
- Guy first verifies that PTB entry was a mistake.
- Most requests from FS
- Guy would like to add "Auto-Delete" feature for mistakenly added PTBs.
- Current PTB deletion process:
 - Competency and PTB must be removed.

ACTION: Guy will send out instructions on how to delete PTBs as a reminder.

- Could establish criteria for when a user could delete PTB for assigned responders.
- This kind of action should still require a justification to support.
- Goal of this type of change would be to allow users to have enough local control to allow them to manage data locally without getting stuck.
- Proposed criteria for Delete PTB action:
 - Must be within 2 years of activating PTB
 - Cannot have any experience or evaluations recorded for trainee position in question
 - Account manager will have to provide a justification for the action.

DECISION: Marley will forward an official change request to CMB to approve this change based on the above criteria.

6) Responder competency page – lockdown to manage competency removal

- Users currently have a high level of access on the competency page.

- Users can add/remove competencies freely at this page and there is only an audit trail for the actions.
- Could add functionality to track add/remove activities with competencies

DECISION: Marley will forward an official change request to CMB for Competency that will allow the removal of manually awarded competencies. Change would include a new tab/table that will produce “shadow records” for tracking purposes.

- 7) Responder qualifications on the Incident Qual Card pages without expiration dates
- There are job codes that are missing expiration dates.
 - When a competency is deleted (directly from competency page) the job code remains and will lack an expiration date.
 - Inconsistent to allow relic job codes with no expiration date to persist on records.

DECISION: Marley/Heidi will look for active responders who have job codes without expiration dates to gauge the severity of this issue. Job codes will be deleted from off qual card unless experience exists, the Guy will reach out to agency lead to determine how to move forward.

- 8) Adding the ability to hide inactive position/quals on a responders Qual Card page
- Group approved the concept of removing inactive qualifications from the Qual Card page and placing these under a separate tab that can be viewed by account managers.

DECISION: Marley will forward a change request to CMB to approve moving inactive qualifications from the Qual Card page to a separate tab.

- 9) Enforcing EMT licenses – license certification discussion
- Account managers would have to build the license for each individual
 - System would then track currency of license and tie to qualification
 - Change will require a communication plan and transition plan coordinated through/with EMS group.

DECISION: BLM will check internally for concurrence on implementation. Babiak will check with RMC/IEMS for concurrence on implementation for 2016 fire season.

- 10) Lost currency date in ROSS
- ROSS indicated correcting the lost currency date in ROSS a possibility.

DECISION: Babiak will follow up with ROSS.

- 11) User built, ad-hoc reports

- The pattern of requests for custom built queries suggests there may be value in having canned versions
- Field users have expressed interest in having this ability
- Guy indicated it would be possible to design pre-built reports that would essentially provide dumps of certain tables.
 - Could then pull tables over into Excel to perform more powerful analyses.

DECISION: Guy will come up with a prototype of this functionality and share at the next CMB meeting.

BIA

- NA

NPS

- NA

DOI

- NA

FWS

- Short Haul positions approved at the Position Naming Board (PNB).
 - SHLR and SHLS.

BLM

- Federal Wildland Fire Qualifications Supplement to be released in January.