


IQCS Change Management Board Fall 2016 Meeting Agenda		Date: December 6, 2016 Time: 0800 – 1200 Location: Sho-Pai Call in: Passcode: Duration:	
Agency Leads		IQCS Staff	Guests
BIA NPS USFS Jill McCurdy, Hope Spriggs FWS Russ Babiak BLM Marlene Eno-Hendren DOI		Marley Marshall Guy Colwell Rhonda Toronto Heidi Noack Wendy Christopher	Roger Kennedy (USAF)
Item #	Topic	Lead	
1	Introductions		
2	IQCS Operations Update <i>Information / Discussion</i>	Tippett / Marshall	
3	DOI Update <i>Information / Discussion</i>	Steinmetz	
4	Update on EMT license enforcement beginning Jan. 2017 <i>Information / Discussion</i>	Marshall	
5	Unused qualifications list; what to do with 90+/- quals not appearing in guides <i>Information / Discussion</i>	Marshall / Babiak	
6	Job codes on Incident Qual Card page without corresponding competencies (position job code, task book competency). <i>Discussion / Decision</i>	Marshall	
7	Access requests for data from other NWCG personnel/groups <i>Discussion / Decision</i>	Marshall / Babiak	
8	Delete PTB Fix; update <i>Information / Discussion</i>	Marshall	
9	Bad date issue with ROSS <i>Information / Discussion</i>	Marshall / Babiak	
10	Documentation Upload into IQCS <i>Discussion / Decision</i>	Babiak/Marshall	
11	Medical information on the responder Master Record report. <i>Discussion / Decision</i>	Marshall	
12	IQCS Test – IRWIN OAT send date <i>Information / Discussion</i>	Marshall	
13	Fire Training Expenditures report <i>Information / Discussion</i>	McCurdy	
14	Bin Items		
15	Agency updates		
16	Action log update	Babiak	

1. Introductions

- a. Roger Kennedy, Training Manager for the US Air Force Wildland (USAF) Fire Program, joined the CMB meeting.
- b. USAF will begin using IQCS for responder qualification/training/experience starting in calendar year 2017
- c. IQCS staff will work with USAF staff to begin training Account Managers in January/February.

2. IQCS Operations Update

- a. Staffing updates
 - Wendy Christopher is the new IQCS Application Steward (vice Cindy)
 - Application Support Manager interviews occurring
 - Hired a web developer (Joseph Bolis)
- b. Working to fix website issues, application is still up and running. Don't expect complete fix on website for 1-2 months.
- c. Requirements analysis begins on December 7. Required every 3 years to ensure IQCS still meets the business needs of the user community.
- d. Auto population of experience data is still being pursued but will require a unique responder ID (beyond just EmplID) that can be used in all applications.
 - Data management community discussing this issue and representatives to that group are best way to impact the discussion.
- e. Air Force joining IQCS as another federal user
 - The USAF will be joining the list of federal users of IQCS. Currently finalizing contract with BLM for license purchase, support, costs etc. IQCS staff will conduct training with USAF in Jan. and expect to have them up and running by approximately February 2017.

3. DOI All Hazard Update

- a. No update available.

4. Update on EMT license enforcement beginning Jan. 2017

- a. Field notification regarding implementation of the enforcement of EMS credentials for agency EMS positions has been delayed.
- b. The implementation date will be pushed back from Jan. 1, 2017 to Jan. 31, 2017 to allow field users more time to manually implement.

5. Unused qualifications list; what to do with 90+/- quals not appearing in guides

- a. There are approximately 90 active IQCS positions that do not have published requirements in agency or interagency guides.
- b. Some, possibly many, of the qualifications could be future candidates for the FWFQS.
- c. Question posed to the CMB if they would like to take action on any of the positions to either clarify requirements or retire the qualifications.

DECISION: Marley will add the # of qualified to the list of positions to give CMB a better understanding of qualification use. Decision about what to do with qualifications should be discussed as part of FWFQS discussions/decisions.

6. Job codes on Incident Qual Card page without corresponding competencies (position job code, task book competency).
 - a. Orphaned qualifications are occurring on the Red Card page for responders (approximately 20,000 responders with this issue).
 - b. A manually removed qualification competency currently will leave the qualification showing on the Red Card page.
 - c. See Marley's handout for additional background.
DECISION: Use option #3 listed on Marley's handout to cleanup the issue (Blended option to remove quals that are not Admin Actioned to a qualified status). Business Steward to implement once all agency leads have concurred with approach.

7. Access requests for data from other NWCG personnel/groups
 - a. There is an increasing interest in data from IQCS from the Training Development Unit and other NWCG entities associated with training system changes.
 - b. IQCS have requested clarification/verification from the agencies on how best to consolidate or route data requests.
DECISION: A meeting with the NWCG Program Management Unit Lead and the Training Unit will be occurring (Dec/Jan) to discuss these data needs. CMB Chair and the Business Steward will attend. An invite will be extended to CMB members to be part of the discussion. In general, group agreed that data requests for summary information (no agency or PII involved) only require CMB Chair approval. Any other data requests require the usual approval of CMB Agency leads. Help tickets will be generated for data requests to track.

8. Delete PTB Fix and competency management – Update:
 - a. An update from the spring 2016 meeting regarding PTBs and tightening controls over competencies.
 - b. Certified PTBs cannot be removed by the user. An initiated PTB can be removed if:
 - i. There is no experience against the trainee qualification
 - ii. There are no evaluations against the PTB
 - iii. Initiation occurred in the last 2 years
 - c. Additionally, only manually awarded competencies can be deleted at the competency page. Training and PTB related competencies must be managed from the respective pages.
 - d. A future discussion should examine whether we need the ability to manually award training competencies at all since the competencies for training should be coming from the Training Page.
DECISION: An FAQ will be posted on the website about deleting from the source versus the competency page.

9. Bad date issue with ROSS
 - a. The issue of ROSS not recognizing "lost currency trainees" appears to have been a misunderstanding. There is apparently a check-box in ROSS that allows dispatchers to see "lost-currency trainees". ROSS uses the incoming date to make this determination.

- b. Group questions the need for this check-box since this essentially allows dispatchers to select which trainees they would like to see rather than allow local units to make that determination.

DECISION: BLM rep will take this issue to the NICC Center Manager and discuss how this “check-box” is handled by dispatchers. BLM rep to report back to CMB before next meeting.

10. Documentation Upload into IQCS

- a. Ability to upload documents into IQCS exists and this could be a very useful option for responders and Account Managers.

DECISION: A separate group will be convened after the first of the year to discuss moving forward with the concept of uploading training and PTB documents into IQCS.

11. Medical information on the responder Master Record report.

- a. Master Record report currently shows the following:

The screenshot shows a web form titled "Medical Exam" for an employee named "Mason, Ted". The form includes the following fields and options:

- Employee: Mason, Ted; Empl ID: 00001032739; CH ID: 30127
- Exam Date: 12/19/2016
- Next Exam: (empty)
- Exam Type: A dropdown menu is open, showing options: "Agency Interim Standards", "Annual Baseline", "No Exam Necessary", and "Periodic".
- Medical Clearance: Radio button options for "Cleared", "Cleared with Restrictions", and "Not Cleared".
- Standards: "DOI Medical Standards" and "FS Medical Standards" are listed on the right side of the form.

- b. Group discussed the value of retaining this feature since IQCS is not the system of record for this and due to concerns with sharing data that has PII.
- c. Having this information on a Master Record may present issues of PII for employees (status of medical clearance considered private information).
- d. Group discussed the potential of adding just the date to the Master Record to satisfy the request.

DECISION: Babiak will check with DOI Medical Standards and Hope Spriggs will check with FS Medical Director to confirm that this information is available elsewhere, whether it is needed on a Master Record and if there is value in retaining this feature in IQCS.

Request to add this information to a master record is currently denied pending further evaluation.

12. IQCS Test – IRWIN OAT send date

- a. IQCS not hooked up to IRWIN yet.
- b. Key fields for data sharing have been identified.
- c. Sending responder information and receiving experience data is pretty far in future still.
- d. Process still needs Unique ID for systems to share.

13. Fire Training Expenditures Report

- a. Report was originally developed by NAFRI Director to fulfill a higher level request regarding wildland fire safety related training.

- b. Report data is potentially inaccurate and should be reviewed.
- c. Several courses in the report list incorrect or no hour requirement.

DECISION: Business Steward to pull list of courses without an hour requirement for CMB to review. Training Officers to discuss what to do with the report at separate meeting

14. Agency Updates

DOI – NA

FS – NA

BIA – NA

NPS – NA

FWS – NA

IQCS Staff

- a. Need to decide how the agency leads want to split up the use of SetIDs for positions.
- b. Currently, NWCG0 covers all 310-1 positions and various other positions not referenced in the 310-1. Has the potential to create confusion.

DECISION: Agency reps to discuss how to handle this when they meet to discuss document uploading.

- c. Discussed if IQCS is the system of record for experience and determined outside of actual paper documents, IQCS is in fact the system of record for experience. This will be important for IRWIN moving forward.
- d. Reaffirmed with agency leads the practice of not allowing ADs to be Account Managers in the application.

Check with other agency leads to confirm this practice.

15. BIN Items

- a. N/A

16. Action Log

- a. To be updated after CMB meeting.