IQCS Change Management Board (IQCSCMB)

Attended: Guy Colwell, Shannon Tippett, Michael Pena, Wendy Christopher, Joe Sean Kennedy, Garth Fisher, Mark Skudlarek, Marley Marshall, Brent Ruggles, Tim Bradley, Mike Housh Mike Ellsworth (chair)

IQCS Operational Update (Pena)
- Department of Energy (DOE), Nevada Security Site, will be joining IQCS soon
  - ~100 users
  - Will follow 310-1
- Availability issues:
  - Main issues are with IRWIN integration
  - Establish debugging and tracking in IQCS
- Availability to use PIV card access to IQCS
  - Close but still have some administration issues to work through
  - This will be same as IROC login (login.gov)
  - Every non-gov will have to get a login.gov sign up to utilize
- Wendy is retiring at the end of the year; Terri will be detailed.
  - Working with HR to fill behind

IQCS and WFLP (Tippett/Pena/Fisher)
- Have completed test with WFLP data
- We were able to incorporate WFLP data into IQCS
- Concerns on the integrity of the data
  - EmplID issues and matching issues with the correct responder
- We can do it by file, but not ideal
  - Good enough until API route
- **Action:** Ellsworth contact NWCG Data Standards to recommend creating a a course standard data naming board
- **Action**: WFLP connection discussion on integrity for data
  - Tippett, Pena, Fisher, Ellsworth, Colwell, Shadix

Annual Audit (Christopher)
- Results have been sent

Application
- Look into auto verifying experience (Christopher)
  - This is a future wish list from CMB
  - Do we still need to verify the experience from IRWIN
  - **Decision:** Keep the same functionality for now.
  - **Action:** Group to discuss how to handle the future of validate experience from IRWIN
    - Include how/why unvalidated experience on master record
    - Kennedy, Fisher, Marshall
    - Due Spring 2023
- Responders self-updating personal data, birth month/day (Christopher)
  - 1243 responders have registered for the self-login feature
  - Still a manual process to create these accounts
  - **Decision –** Wait until Irwin V8 to discuss self-updating personal data, month/day
- Better link between an external training that has been added to the training page and the as sociated file that is uploaded for it. (Christopher)
  - Document upload to external training and the naming convention applies.
  - Currently adding documents to document summary
  - **Decision:** CMB does not support spending programing time to provide naming convention for external training. External training will be evaluated in IQCS 2.0
  - **Action:** Guy will create a report for responder to document upload connection summary (Colwell/Kennedy). Due Spring 2023

- Allow Correct History on the Job information to update/add FS EmpowHR and DOI ECI (Christopher)
  - **Decision:** Push to IQCS 2.0
- Master Record, some clarification on experience showing up that has not be verified. Maybe a note as to why when those don't impact quals until verified. (Christopher)
  - **See above task group with Kennedy, Fisher, Marshall**
- IRWIN Experience Change: Preposition Experience Records (Marshall)
  - Business and technical issue with creating preposition experience not going through IRWIN
    - Technical issue is solved
    - IROC will be testing
    - Do we want to bring that data in. Allow it to be in or restrict that data
  - **Decision:** CMB approve to bring in preposition experience once available.

Request for Changes (RFC)
- RFC 1: Uploaded documents for Experience Record #126258 (Kennedy)
  - Would like to be able to upload, need to have it per year
  - Add to the summary page Experience Category.
  - **Action:** Add the addition category for Experience Record Upload (Colwell).
- RFC 2: S130 automatic award S110 #127390 (Kennedy)
  - **Decision:** CMB supports automatically awarding S110 upon completing S130
- RFC 3: New Course: You Will Not Stand Alone, FS5xx or N9xxx #126765 (Kennedy)
  - **Decision:** CMB approves to be N course code (Marshall)
- RFC 4: New Report: Details Responders with IQCS Self-Login Accounts #127389 (Fisher)
  - **Action:** Create report for responders with a Self-Login account by Unit ID. (Colwell)
- RFC 5: Certificate: printing certificates before course completion #127391 (Skudlarek)
  - Issue is course coordinators cannot print completion certificates before completing course.
  - There is a need to have the courses completed to ensure they are finalizing from the data perspective. Historically, there are many courses that have remain active well past their completion dates in part because completion certificates could be printed for active sessions. If course sessions are not completed, the responder's training record will not have the correct data and their training record will continue to show "Enrolled" and not "Completed".
  - **Action:** Mark Skudlarek will do additional research on the issue and report back in the Spring. Due Date: Spring 2023
  - **Decision:** CMB does not approve based on the need to ensure course completion is finalized as the connection to responder competency to qualifications.
- RFC 6: Helicopter External Load Refresher #127187 (Fisher/Shultz)
  - Continued discussion on A-219 course issue. Is A-219 recurring or is there a Refresher?
  - RFC is from the NPS to request creating an RT.
  - A-219 triennial requirement needs to be turned on in the system
  - **Decision:** HELR qualification A-219 will be enforcement. Each agency approved to enforce the triennial requirement on the A-219 course. IQCS will implement the recurring requirement on the A-219. Agency leads need to provide transition plan to Marshall. Due January 2023
- RFC 7: Suggestion for Troubleshooting/Responder to Position #127245 (Marshall)
  - **Decision:** CMB does not support add document uploaded feature to the report. The new e-doc report will cover the need.
- RFC 9: Document Upload for Course Sessions #127388 (Marshall)
  - Associated RFC #121487 – in Fall 2021 & Spring 2022 IQCSCMB Notes
  - **Decision:** CMB has moved this to IQCS 2.0 based on programing workload
  - **Action:** What is the policy for signature on certificate based on NWCG (Kennedy). Due Spring 2023
- RFC 11: New Course: Tracked Equipment Inspection Training, N9xxx #127538 (Skudlarek)
  - **Decision:** CMB supports creating an N#
- RFC 12: New Course: FMCSA North American Standard - Part B, N9xxx #127539 (Skudlarek)
  - **Decision:** CMB supports creating an N#

IQCS Change Management Procedures Document Review/Update (Marshall)
- **Action:** Review the CMB Procedures Document (Kennedy, Skudlarek, Marshall). Update Spring 2023.

IQCS Delegation of Authority Document Review (Marshall)
- **Action:** Create a review team, (Kennedy, Skudlarek, Marshall, Ruggles). Due Spring 2023.

CIMT Connection to IQCS (Ellsworth/Fisher)
- **Action:** Build an information document to explain the CPX/TPX for account mangers as it relates to CIM (Marshall/Ellsworth). Due February 2023.

Endorsements (Ellsworth/Marshall)
- IQCS completed Phase 1 of transition.
- IQCS is going to show the endorsement on the qualification page (NWCG qualification = WF, AH000= AH, etc.).
- IROC is unable to move ahead to fully implement. Need to define standards and procedures for ordering.
- IRWIN is unable to take a position multiple ways until IROC can receive different endorsement codes.
- AH is looking at this as well (WF to AH)

CMB Approved Changes (via email)
- Agency Process for Removing PTB
    - Discussion on if this is required to be done at the Agency Lead level.
    - **Decision:** Allow local Account Manager to delete active and expired PTB at their level. Certified PTB deletion will go to Agency Leads (Colwell). Due Spring 2023
- Display Imported WFLP Training Completions as View Only

IQCS 2.0
- Project Status Update (Pena)
    - Created WBS and core business roles
    - Started contracted development with APEX
    - Loss of developer has impacted development timeframes
    - Still working through some contracting.
- **Action**: Set up January CMB meeting to discuss specifically IQCS 2.0 (Ellsworth)
- What is the future of the qualification card (Ellsworth)
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Agency Regional Representative Roles (Joe Sean)
- Would like to have the regional representative to be able to assign tickets.
- The ticketing process would need to be turned one to Regional Reps.
- **Decision:** If needed, agency will assign the Agency Lead role to regional representatives to facility help desk tickets.

IQCS Project Completions
- Remove Ability to Create Duplicate Experience Records #124150 – Completed 03/2022
- Converted Training Document Upload #123201 – Completed 04/2022
- Add a New Doc Category to Doc Summary #124405 – Completed 04/2022
- Data Request Standard Queries for CIM Tasking – Completed 04/2022
- In Conflict Send to IRWIN Disabled #122870 – Completed 04/2022
- Update Mass email to exclude going to responder accounts #124933 – Completed 05/2022
- Restore IRWIN Conflict Data #124797 – Completed 05/222
- Inactivating IFPM Specific Functionality #124425– Completed 06/2022
- PTB Competency Sync #125354 – Completed 06/2022
- Identify/load missing DOI ECI – Completed 09/2022
- Automate IRWIN-IQCS Message Monitoring #126757 – Completed 09/2022
- "Other Agency Employee" Check Box #126100 - Completed 10/2022
- Add BOR00 to Programming Behind DOI ECI Field Availability #126486 – Completed 10/2022

Positions Qualification Standards:
- NWCG PMS 310-1
  - Adding PIO3
  - Inactivating PIOF, CLMS and INJR
  - ICT3 adding position that maintains currency for ATGS
  - COML modifying required experience
  - CIM (FSCC, ICCI, LSCC, OSCC, PSCC, PIOC, SOFC) positions update
  - Type 2 (FSC2, ICT2, LSC2, OSC2, PSC2, PIO2, SOF2) pathway turned off

- FWQS
  - You Will Not Stand Alone, N9074 (Kennedy)
  - USFS Agency Administrator six positions (Kennedy)
  - EPQI (Skudlarek/Eno-Hendren)
  - ATIS and LEAD (Skudlarek)

Next Meeting: Ellsworth will send out Doddle Poll

Summary of Decision and Actions

Decisions

Decision: Keep the same functionality for validating IRWIN experience for now.

Decision – Wait until Irwin V8 to discuss responders to have the ability to self-updating personal data

Decision: CMB does not support spending programing time to provide naming convention for external training. External training will be evaluated in IQCS 2.0.

Decision: Push to IQCS 2.0 consideration to allow Correct History on the Job information to update/add FS EmpowHR and DOI ECI.

Decision: CMB approve to bring in preposition experience once available.

Decision: RFC #127390. CMB supports automatically awarding S110 upon completing S130.

Decision: RFC #126765. CMB approves to be N course code for You Will Not Stand Alone (N-9074) (Marshall)

Decision: RFC #127391. CMB does not approve allowing the system to print course certificates prior to course completion based on the need to ensure course completion is finalized as the connection to responder competency to qualifications.

Decision: RFC#127187. HELR qualification A-219 will be enforcement. Each agency approved to enforce the triennial requirement on the A-219 course. IQCS will implement the recurring requirement on the A-219. Agency leads need to provide transition plan to Marshall (Marshall). Due January 2023

Decision: RFC #12745. CMB does not support adding a document uploaded feature to the Trouble shooter/Responder to Position report. The new electronic document report will cover the need.

Decision: RFC #127388/121487. This request will be moved to IQCS 2.0 to connection of automatic system generated certificates.

Decision: RFC ##127538. CMB supports creating an N course code for Tracked Equipment Inspection Training, N9075 (Marshall)

Decision: RFC #127539. CMB supports creating an N course code FMCSA North American Standard - Part B, N9076 (Marshall)

Decision: Allow local Account Manager to delete active and expired PTB at their level. Certified PTB deletion will still go to Agency Leads (Colwell). Due Spring 2023.

Decision: If needed, agency will assign the Agency Lead role to regional representatives to facility help desk tickets. CMB did

Actions

Action: Ellsworth contact NWCG Data Standards to recommend creating a course standard data naming board (Ellsworth). Update due Spring 2023

Action: Continue discussion on WFLP connection to IQCS and integrity for data. (Tippett, Pena, Fisher, Ellsworth, Colwell, Shadix). Update due Spring 2023

Action: Group to discuss how to handle the future of validating experience from IRWIN, this will include looking at how/why unvalidated experience will be viewed on master record (Kennedy, Fisher, Marshall). Due Spring 2023.

Action: RFC #127389. Create a report for responder to document upload connection summary (Colwell/Kennedy). Due Spring 2023.

Action: RFC #126258. Add the additional category for Experience Record Upload (Colwell). Due Spring 2023.

Action: Create report for responders with a Self-Login account by Unit ID (Colwell). Due Spring 2023

Action: Mark Skudlarek will do additional research on the issue of printing certificates prior to completed the course session and report back. Due Date: Spring 2023

Action: What is the policy for signature on certificate based on NWCG (Kennedy). Due Spring 2023

Action: Change programing to allow local Account Manager to delete active and expired PTB at their level. Certified PTB deletion will still go to Agency Leads (Colwell). Due Spring 2023.

Action: Review the CMB Procedures Document (Kennedy, Skudlarek, Marshall). Update Spring 2023.

Action: Create a review team to look at the Delegation of Authority Document, (Kennedy, Skudlarek, Marshall, Ruggles). Due Spring 2023.

Action: Build an information document to explain the CPX/TPX for account mangers as it relates to CIM positions (Marshall/Ellsworth). Due February 2023.

Action: Set up an early spring meeting for the CMB to have a focused discussion on IQCS 2.0 (Ellsworth). Due January 2023.