


IQCS Change Management Board Spring 2017 Meeting Agenda		Date: May 1, 2017 Time: 0830 – 1600 Location: Old Admin Conference Rm Call in: 877-928-8424 Passcode: 25416181 Duration: 8 Hours total	
Agency Leads		IQCS Staff	Guests
BIA Garth Fisher NPS Jim Shultz USFS Jill McCurdy Hope Spriggs FWS Russ Babiak BLM Mike Ellsworth DOI Jason Steinmetz (call-in) USAF Roger Kennedy (call-in)		Marley Marshall Guy Colwell Wendy Christopher Shannon Tippett	
Item #	Topic	Lead	
1	IQCS Operations Update <i>Information / Discussion</i>	Marshall/Tippett	
2	DOI All Hazard update <i>Information / Discussion</i>	Steinmetz	
3	Forest Service congressional report <i>Discussion/Decision</i>	McCurdy	
4	Document Upload to IQCS <i>Discussion</i>	Babiak	
5	Positions without competencies <i>Discussion / Decision</i>	Marshall	
6	Incorrectly awarded training competencies - cleanup <i>Discussion</i>	Marshall	
7	Required fields in IQCS <i>Discussion</i>	Christopher	
8	Web page update, user survey, medical history <i>Discussion / Decision</i>	Christopher	
9	Synchronize training, license/certification, PTB pages with competency page <i>Discussion / Decision</i>	Marshall	
10	IRWIN data share of IQCS data <i>Discussion</i>	Marshall	
11	Options for reducing duplicate records - Middle name / DOB	Marshall/Babiak	
12	IQCS CMB chair change	Babiak	
13	Bin Items	Reps	
14	Agency updates	Babiak	

1. IQCS Operations Update

- a. Air Force was brought on board in January.
- b. Army has expressed interest in IQCS but specifics are still lacking.
- c. Connection with IRWIN goes live the week of May 8, 2017.
- d. Requirements Analysis to continue (occurs approx.. every 3 yrs)
 - i. May 22, 2017 at NIFC, RAWs conference room
- e. Roger Dean is putting together a statement of work for a People Soft update.

2. DOI Update

- a. Current intent is for all DOI to be in IQCS and ROSS
 - i. Non-fire bureaus have indicated they would prefer not to use ROSS for mobilization.
 - ii. A forthcoming departmental manual will direct bureaus to use IQCS/ROSS.
 - iii. Will be issued as DOI level policy (DM 900).
- b. Offsite DOI Emergency Management meeting in Boise was successful.
- c. Re-writing position guide (expected by October 2017).
- d. NPS no longer recognizes all hazard aviation positions.
 - i. Positions were not meeting COI/IAT standards and there were no accompanying position task books (PTBs).
- e. Creating PTBs and removing requirement for PTB when it does not exist in the upcoming version of qualifications guide.
- f. DOI is currently considering options for how to approach fitness standard for all hazard positions.
- g. Looking at the possibility of standing up agreements to allow non-fire bureaus to share resources for non-fire incidents.
 - i. Intent is to establish agreements that allow financial compensation similar to wildfire incidents.

3. Forest Service Congressional Report (see handouts)

- a. FS has been addressing a congressional request for data related to safety training in wildland fire bureaus.
- b. Looking for assistance from other bureaus to increase overall accuracy and potentially share workload.

DECISION: Jill/Mike/LeighAnn will get together separately to discuss path forward and consolidate feedback on course hours. Marley to kick out a list of course hours for CMB members to review and provide feedback. Group to meet in June (possibly June 8).

4. Document Upload to IQCS

- a. It was noted that IQCS is the system of record for qualifications but technically not the system of record for wildland fire training.
- b. Group discussed the pros/cons of potentially using the document upload feature in IQCS to eliminate the requirement for maintenance of paper records as the primary source of documentation to support wildland fire qualifications.

- i. Group agreed there would be a significant up-front workload associated with converting current paper files to electronic.
- ii. Group also agreed there would be significant back end time savings and efficiencies gained once document upload was established as an interagency business practice.

DECISION: All agencies voted and agreed there is a strong enough business need for document upload that the concept should be formalized and further explored.

Shannon will assist by drafting a project plan to guide the process moving forward.

CMB will reconvene in July/August to review Shannon's draft project plan.

5. Positions without competencies

- a. Currently there are many responders in the application who have qualifications without competencies to support them.
- b. In these cases, an expiration date is not being calculated because of the missing competency.
- c. Instituting a programming change to ensure this issue won't occur again in the future.
- d. Forest Service and NPS are correcting their own data.
- e. The rest are being batch corrected based on the following logic:
 - i. If the qualification in question has been inactivated = competency will be awarded.
 - ii. Any qualification that was awarded via Admin Action = competency awarded.
 - iii. Qualification with documented experience = competency awarded.
 - iv. Qualifications not covered by i-iii = qualification removed.

6. Incorrectly awarded training competency

- a. An issue has been identified where the system incorrectly awards a training competency when an individual is managed as part of a training session.
 - i. If someone is marked as "Incomplete" from a roster of participants who otherwise complete the training, the "incomplete" is still awarded the competency.

DECISION: Marley will correct the issue to ensure the correct competencies are awarded for completed training.

7. Required fields in IQCS

- a. Some of the required fields in IQCS are redundant or self-evident and unnecessary.
 - i. Country
 - ii. Language
 - iii. OPM Job Code

DECISION: CMB voted and agreed to eliminate OPM job code and hide country/language fields.

8. Web page update, user survey, medical history

- a. New website is coming

- i. Expect new website to be similar to previous
 - ii. Expect by June 10
- b. User Survey is done every 2 years
 - i. Expect to see user survey coming in May-June, 2017.
- c. Medical history information was discussed at the last meeting based on a user request to add features.

DECISION: All CMB members support hiding the medical history page, archiving existing data, removing medical history from master record and removing medical related reports.

- 9. Synchronize training, license/certification, PTB pages with competency page
 - a. Functionality to delete a PTB that was accidentally assigned to a responder is being tested.
 - b. Expect rollout of this functionality in the next 30-60 days.

- 10. IRWIN data share of IQCS data
 - a. Connection to IRWIN for header data expected to occur on May 3, 2017.
 - b. Connection and data share with IRWIN will eventually include all of the following:
 - i. Incident header information
 - ii. Responder data share
 - iii. Experience data
 - c. ROSS will be going away and replaced by IROCC.
 - i. Development starts this summer and is expected to take 2 years.

- 11. Options for reducing duplicate records
 - a. When ROSS goes away the clearinghouse ID will also go away.
 - i. This will drive a need for additional data to avoid duplicate responder records.
 - ii. Options considered: middle name, DOB, full legal name.

DECISION: The CMB agreed to get ahead of this data need by requiring Full Legal name (first, middle, last). This will be required for new records or changes to existing (a popup will provide reminder). The Date of Birth field will be removed and data will be scrubbed. Implementation date TBD.

- 12. IQCS CMB chair change

DECISION: Babiak (FWS) will step down as chair of CMB and transition with Ellsworth (BLM) as of the end of this CMB meeting.

- 13. BIN
 - a. BIA requested a more informative subject line for help ticket issues.

DECISION: Wendy has drafted a potential solution to the issue and will share with Guy for testing and report back at or before the next meeting.

- b. A FS user requested the ability to add more qualifications to a single qualifications card than is currently allowed.

DECISION: The CMB denied the request and believes that having more than 15 qualifications listed on a single qualifications card is best addressed locally.

- c. Tip of Spear training from MCS has been determined by the Operations and Training Committee to be the same as L-380.

DECISION: Responders who attend Tip of the Spear training should receive credit for L-380 in their training records.

- d. The Position Naming Board (PNB) is looking at job codes/positions that are in the system but were not previously approved by the PNB. Suspect job codes were likely added through ROSS.

14. Agency Updates

DOI – NA

FS

- a. The Forest Service is considering mimicking the NPS system for EMS credentialing. Jill will report back on the status of this decision and impacts to IQCS at the next meeting.

BIA – NA

NPS – NA

FWS – NA

USAF

- a. 91 additional USAF responders have been added to IQCS
- b. Rick Squires getting UnitIDs for 50+ USAF installations currently.

IQCS Staff – NA

NEXT MEETING – NOVEMBER 13, 2017.