IQCS Change Management Board

<div align="right">October 27, 2020</div>

Attending: Mike Ellsworth (FWS/chair), Jim Shutlz (NPS), Marlene Eno-Hendren (BLM), Roger Kennedy (USAF/DOD), Garth Fisher (BIA), Mike Mattfeldt (USFS), Jason Steinmetz (DOI AH), Marley Marshall (IQCS), Shannon Tippett (IQCS), Wendy Christopher (IQCS), Guy Colwell (IQCS), Neil Clineman (Army)

IQCS Operational Update (Tippett)
- New contractor on board to begin upgrading current software for security controls.
- Next IT service-wide contract will include next generation IQCS 2.0.
    - Contract will be awarded around the end of April.
    - We need to validate all our IQCS business requirements to prepare for IQCS 2.0.
    - **ACTION**: Tippett will establish calendar invites to validate business requirements (December 2020).

IRWIN Integration (Marshall)
- Experience records imported from IRWIN
    - March 2020 - IQCS became a read/write system to IRWIN v6.
    - IQCS pulls data from IRWIN for experience every 60 minutes.
    - What is going well
        - Automatic Process once completed.
        - We are just the consumer of the data.
        - 55,432 experience records in IRWIN - 35,730 complete for 18,911 IQCS responders.
        - Verification process in place with to date 10% has been validated in IQCS by users. User can edit or delete imported experience.
    - Need Improved
        - Unknow number of records we started with pulling all experience records and then filtered for IQCS SOR.
        - IQCS missing completed records.
            - System can only can pull 1000 records at the time from IRWIN. If there were more than 1000 records at time of pull then any over 1000 were not being included.
            - Issue is has been fixed to only pull IQCS SOR experience records.
            - IQCS is currently working on bringing in the missing experience records.
        - Consumer of the data
            - If there is bad data in IRWIN then we receive bad data.
            - Issue with receiving bad data, specifically experience records are not being closed out (end dates) until later assignment which causes duplicate experience records and/or long assignment periods.
            - Experience records not receiving end dates, although the responder has been released or reassigned, thus the record remains open in IRWIN and IQCS does not pull in.
        - 3-digis Operational Periods
            - There are 136 records with operational periods >= 100 days.

- Business decision that operational periods would not be over 2 digits - IQCS only allows for user entry or imported record display of 2-digit operational periods.
- **DECISION**: Allow IQCS to have a 3-digit Operational Periods for Experience records.
  - IROC and IRWIN are meeting weekly to solve some of these issues.
    - If fixes occur in IROC then likely see improvement over the fall/winter.
    - If fixes occur in IRWIN then will be Spring 2021 with v7.
  - Based on issues with pulling experience data from IRWIN, CMB has the following options moving forward:
    - Continue to pull in experience data.
    - Stop pulling in data and keep all data that is place.
    - Stop pulling in data and remove the unverified data.
    - **DECISION:** Continue to pull data from IRWIN. Account users still need to validate all responder experience.

System Enhancements
- Self-Login Feature Update (Ellsworth)
  - IQCS will be working on this project as the next priority.
  - Have started to do some of the program already.
  - Getting end-users a login
    - Most likely have a responder go through a self-certify process to be able to get a login.
  - Hope to have completed by Spring 2021.
  - Could be an increased impact of help desk .
  - Current account user will be have same access as a responder account.
- Requests for changes (Marshall)
  - **Decision:** Approve ticket #119070 to remove Account Manager information when transfer to NWCG0 (INAC).
  - **Decision:** Approved ticket #119234 to Add Qual Card Last Print date to C026 and C003 reports. (Completed: 10/29/2020).

Open Actions Items:
- Review IFPM control Tables (Mattfeldt)
  - Conflict between trainee vs IFPM report show obtained.
  - Should show only attained if they have actually been qualified.
  - Mainly with FFT1 position.
  - Programing has fixed most of the problems.
  - Will show only the attained Competencies within a responders records.
  - **ACTION**: Colwell will reprogram the IFPM to reflect the correct proficiency of Attained for position competencies (Due: November 13).
    - Completed: 10/27/2020
  - **ACTION**: Agency Lead will look at the need to keep currency data on the IFPM report on master record (Spring 2021).

User Account Administration (Christopher)
- Annual Account Audits went out this week.

- IQCS Surveys - Next one due Spring 2021.
- Review all current Account User roles/responsibilities (Christopher).
    - **DECISION**: Wait to review and consolidate roles/responsibilities to IQCS 2.0.

IQCS Online Training (Christopher)
- Still in progress. Currently 89% done.
- WFLP as an option.
    - Issue is with importing files base on being an Articulate format.
- **DECISION:** Christopher will pursue how to move current IQCS User Training into the WFLP and identify any issues and report back to the CMB (Spring 2021).

Federal Wildland Qualification Supplement (Ellsworth)
- FLEA, FLEB, FLEC - Keep the qualification standard as is until next year
- HRAP - Accept proposed language
- MABM, MABS, MASO - Mattfeldt will research and update by November 3
- CAST – Accept proposed language
- EMT - Mattfeldt will research and update by November 3
- BUYL – Accept proposed language
- INTS – Add IROC Cognos Training

Charter and Chair Review (Ellsworth)
- No changes to Charter.
- Ellsworth will remain chair.

Continue Education Credits being tracked within IQCS (Shultz)
- If NWCG and agency specific training moves to a continuing education model, could IQCS track it as requirements to a qualification.
- Currently course tables do have Course Units that could potentially be used.
- All agreed that this will need to be included in the business requirements for IQCS 2.0.

Endorsements
- IQCS can deal with endorsement elements once clear busines requirements and data standards are identified.

Incident Qualification Card (Red Card) 2.0
- Need to discuss if we have a business need to have a printed IQC anymore.
- **DECISION**: Look at this for IQCS 2.0

Lost Currency
- If wanted, it would required a new qualification status within the system.
- Would need to identify how lost currency would communicating with other systems.
- This could be just for our IQCS system.
- What would be printed to Red Card?
- Workload – IQCS reports only would be easy. If needed to be on a Qualification Card then it would be a major workload.
- **ACTION –** Shultz, Mattfeldt, Ellsworth, Marshall, Colwell to evaluate the business need for a new qualification status to identify responses who have lost currency (Due: Spring 2021).

Round Robin
- BLM - FAL1 Evaluator will remain internal tracking.
- BIA - none
- FWS - Will be working on a FWS job aid to document upload business standard for FWS.
- NPS - none
- USFS - none
- DOI - Updated IPQG in the next couple of weeks. SOF3 going to go with FEMA NQS.
- AF – Roger will be retiring before nest CMB meeting.
- Army – Some new policy should be coming soon that will impact what we put into IQCS.
- Marley – Still working on the employee common identifier (ECI) for DOI.
- Guy - none
- Wendy - none
- Shannon - none

Decisions:
- Approved to change Experience Record to allow 3-digit Operational Periods.
- Approved to continue to pull experience data from IRWIN.
- Approved Ticket #119070 - Remove Account Manager from Job Data when transfer to INAC.
- Approved Ticket #119234 - Add Qual Card Last Print date to C026 Report and the C003 report. (Completed: 10/29/2020).
- Approved to postpone the review of all the IQCS roles/responsibilities to IQCS 2.0.
- Ellsworth will remain chair.

Action Items:
- Tippett will establish business rule meeting do discuss IQCS 2.0 (Due: December 2020).
- Colwell will reprogram the IFPM to correctly reflect the proficiency of Attained for position competencies (Due: November 13, 2020, Completed: 10/27/2020).
- Agency Leads will evaluate the need to keep currency data on the IFPM report on the Master Record (Due: Spring Meeting 2021).
- (Christopher) will pursue moving current IQCS User Training Modules to the Wildland Fire Learning Portal (Due: Spring 2021).
- Agency Leads will review business needs for paper Incident Qualification Cards prior to IQCS 2.0 (Due: Fall 2021).
- Shultz, Mattfeldt, Ellsworth, Marshall, Colwell to evaluate the business need for a new qualification status to identify responders who have lost currency (Due: Spring 2021).