

IQCS Change Management Board (IQSCMB)

March 29,2022

Attended: Mike Ellsworth (FWS, CMB Chair), Garth Fisher (BIA), Joe Sean Kennedy (USFS), Mark Skudlarek (BLM), Brent Ruggles (DOI EM), Jim Shultz (NPS), Percy Metivier (US Air Force), Michael Pena (IQCS), Wendy Christopher (IQCS), Guy Colwell (IQCS), Marley Marshall (IQCS)

IQCS Operational Update (Pena)

- New NAMS contract updated.
- Plan is to start IQCS 2.0 once NAMS refresh completed.
- Will present IQCS 2.0 to the WFIT data committee.

IQCS Training Transition to the Wildland Fire Learning Portal (Christopher)

From Fall 2021: Evaluate how to make it easier to find the IQCS training in the WFLP. Lead: Wendy Christopher. Target Completion Date: Spring 2022.

- Completed. On a side banner on the WFLP home page

Application Improvements and RFCs

- **Responder Self-Login Project Update (#117576) (Christopher)**
From Fall 2021: Action: Go-live with responder user login feature after the first of the year.
Leads: Wendy Christopher and Guy Colwell. Target Completion Date: February 1, 2022
 - Early adopter testing (12 responders) - great feedback.
 - Go-live March 30.
 - Will implement it slowing by agency, BLM/BIA will go first.
 - Information will be located on the website.
 - Help desk will do group tickets.
- **Responder Summary Add Document Attachment Indicator (#119395) (Christopher)**
 - Work in progress. Allow a grouping to email based on file size.
- **In Conflict Send Quals to IRWIN Disabled (#122870) (Christopher)**
 - Looking at looking at conflict rules. On qual card page the send to IRWIN if there is a conflict with Irwin. Conflict will need to fix first.
- **Duplicate Experience Records (#124150) (Christopher)**
 - IRWIN and User Imputed with same experience. If record is verified it is top, then user imputed, then IRWIN. We will not import an IRWIN if the user input on already exists.
 - Sometimes duplicated records mainly because PTB or other reasons.
- **IQCS Help Desk Support (Christopher)**
 - Taking new user tickets and making documentation package. Took a big workload off Wendy. Looking at the help desk doing more with user account administration.
 - Approximately 950 tickets since 01/01/2022: 300 user accounts, 246 password issues.
- **IQCS Annual Audit Review (Christopher)**
 - Total of 56 region/states, 26 returned, 76 changes made.
 - An application security requirement but need to consider alternative process.
 - **Action:** Wendy Christopher will look to simplify the process for IQCS 2.0. Due Date: IQCS 2.0
- **Automatic Training Certificate Upload and NWCG Signature Requirement (#121487) (Kennedy)**
From Fall 2021: Work on a request to NWCG for clarification on lead instructor signature requirement and report back to CMB. Lead: Joe Sean Kennedy. Target Completion Date: Spring 2022
 - NWCG Training Delivery Committee (TDC) owns certificate. The Wildland Fire Learning Portal (WFLP) does provide a good electronic certificate.
 - Nothing says we can't do electronic but need to define a digital signature.
 - **Decision:** CMB approved looking at moving into electronic certification process for IQCS 2.0 that identifies system generated certificates.
 - **Action:** Mike Ellsworth to get language into the 310-1 or FMCG to identify the acceptance of system generated certificates.
- **RFC: Indicate Document Upload Status in Responder to Position Match (#124154) (Kennedy)**

- **Decision:** CMB approved the functionality to be considered for 2.0.
- **Tracking Audits for USFS** (Kennedy)
 - Request to be able to track when an audit has been completed.
 - Can we have it created in the document upload function
 - Transparent to the responder?
 - **Decision:** CMB approved an additional Document Summary. More detailed functionality will be considered for 2.0
 - **Action:** Guy Colwell will create an audit category in the historical document category upload specifically for audits. Due Date: By Fall CMB meeting.
 - **Completed:** 04/13/2022
- **IQCS Agency Lead Access Removal** (Ellsworth)

From Fall 2021: Develop a formal process on changing access for incoming and outgoing agency leads in the official IQCS CMB charter. Lead: Mike Ellsworth. Target Completion Date: Spring 2022.

 - Put in the charter with all agency access. And business rule on sharing data.
- **RFC: Document Upload for Converted Training** (#123201) (Skudlarek)
 - Request to allow document upload to converted training record. Currently users are duplicating records over to the IQCS Training section add attachments this is creating excess records on the Responder Master Record (C028) report in the Training section.
 - This would be a change to the original business rule to allow for upload to converted training.
 - Training currently exists in two different tables; we could combine the table and allow the functionality to apply.
 - **Decision:** CMB approved combining the converted training and IQCS training records to allow for editing records and adding attachments.
 - **Action:** Mark Skudlarek will work with Marley Marshall to define the business rules by May 1, 2022. Due Date: By Fall CMB meeting.
 - **Completed:** 04/13/2022
- **Certificates: printing certificates before course completion** (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 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 fall CMB. Due Date: Fall CMB meeting

Application Project Completions

- Bug on Instructor Page Course Setup when Vendor is used (#123842): completed 02/17/2022
- CMB 2021 Oct - C028, IFPM Section Modification (#122756): completed 02/02/2022
- Training Certificate (C232) Run Control-Code and Session (#120437): completed 02/02/2022
- NWCG Course Certificate (PMS 921-1) Changing (#119181): completed 02/02/2022
- Update value on quarantine (#122872): completed 02/01/2022
- CMB 2021 Oct - RFC Add Popup Notification at PTB Page (#121217) completed 01/26/2022
- Password Special Characters (#123449): completed 01/26/2022
- SetID with no criteria in Trouble Shooter (#122592): completed 01/05/2022
- Left Hand Grid Job Code Setup (#123046): completed 01/05/2022
- Responder to Position Licenses Expire Date Not Displaying (#122986): completed 11/30/2021
- New IFPM/FS-FPM WFM Positions (#122829): completed 11/03/2021

CIMT Data Pull Requests (Ellsworth)

- Data requests for Complex Incident Management (CIM) tasking. Standardized data pulls for all agencies.
- Possible parameters: all Status, Unqualified (missing RT, WCT), currency expired, Employee Kind (AD), number of assignments T1 or T2 (trainee or qualified).

- **Action:** Mike Ellsworth and Jim Shultz to determine need. Mike will work with Marley Marshall for queries.
 - **Completed:** 04/01/2022

Endorsements in IQCS (Ellsworth/Marshall)

Potential short-term solution for implementing endorsements for IQCS. Using the current 3 standard (WF, AH, and RX).

- Proposal to create additional field in the table to include endorsement code.
- Each position qualification will have an endorsement type identified based on standard source (NWCG 310-1: WF, FWQS: WF, FSFAQG: WF, DOI IPQG: AH).
- IQS has a hazard (endorsement) type on each of their position qualifications.
- IRWIN is looking at the ability to send multiple qualification (PIO3 WF, PIO3 AH).
- **Action:** Mike Ellsworth will create a briefing email to send to CMB for approval. Due Date: May 1, 2022.

Round Robin

- **USFS** – FSFAQ not been updated since 2019. About 100+ changes. Hope to be done by June 1. CIMT is big deal.
- **DOIAH** – Updated the IPQG. Approved the new qualification to be added - HQ coordination.
- **BLM** – State of Utah change all their Unit ID. ETC group is working on a training nomination process.
- **FWS** – WFLP gov board connections, CIMT efforts.
- **Wendy** – Unit ID notifications as it relates to impacting IQCS system.
- **Marley** – NWCG PMS 310-1: SITL change May 2 implementation (very min impact for IQCS), IPSC approved removal of the CLMS and INJR with the implementation date TBD. IPQG issues with some of the qualification matching in IQCS. Upcoming Data Summit.

IQCS 2.0 Development

Project Overview (Pena)

- **User Representatives:** Mike Ellsworth, Joe Sean Kennedy, Mark Skudlarek
- Working on the business core requirements.
- 3 FTE will be working on this project, one contracted developer.
- APEX is the development tool - has been used in other products. Advantage for APEX is removing PeopleSoft licenses and associated cost.
- Will need to replace Wendy's position.
- Timeframes: Will be using agile development for 2.0 starting this summer. Key will be the user representatives. Potentially finish product potential could be 18-24 months.
- Determining the possibility of IQS: Ask Keith to review the comparison document. IQCS Team identified some of the issue that would not have with APEX. Federal Security Requirements/Certification are a big concern.

Business Core Requirements (Marley/Ellsworth)

- Defining the core capabilities/requirements.
- How we focus on the qualification business and the system requirements needed.
- What you need to track, course sessions, position control tables, where to integrate, etc.
- Continue to review previous CMB notes, and brainstorming ideas.
- Future meeting will be diving into deeper details of the requirements.
- Shared the core capabilities paper and flowchart.

CMB Decisions Needed

- **Incident Qualification Card (Printed)** (Kennedy)
 - Do agencies need their responders to have a printed Incident Qualification Card?
 - Electronically signed card digitally. Certifying official validates.
 - Mobile friendly (could be an app), tied to responder resource order.
 - **Decision:** We do not need a printed qual card with a certifying official's wet signature. We will explore various other option as we move forward.
- **Qualification Status - Lost Currency Business Rules** (Ellsworth)
 - **Decision:** Support.
- **Continue Education Credits being tracked within IQCS** (Ellsworth)
 - Need to have it in the control table but definition on tie to qualification later.
 - **Decision:** Support.
- **User Roles - User Account Administration** (Ellsworth)
 - Simplifying and reducing roles down to Viewer, Account Manager and Certify Official
 - Security will continue to be enforced at organizational code levels.
 - Potential to crosswalk current.
 - **Decision:** Support.
- **User Roles - Group Leader Role** (Ellsworth)
 - **Decision:** Support to remove role.
- **Future of Reports** (Ellsworth)
 - APEX not going to have same report functionality. Expect reports that are more dynamic and see it more within the application.
 - Security to what can be acted upon is what report data.
 - **Decision:** Continue to utilize user security for accessible data.
- **PTB Evaluations - Removing Evaluations and Adding Final Evaluator** (Ellsworth)
 - Only have a final evaluator (name, date) and certifying official (name, date)
 - **Decision:** Support only to have final evaluator and certifying official and removing individual evaluations. May consider including more evaluation information as we work through the business rules.
- **Nomination Process** (Skudlarek)

- Some use it and some don't use it. The WFLP does has that functionality. The ETC is evaluating how to use.
- TDC is coordination with WFLP will need to create a standard.
- **Decision:** Support not bringing forward.
- **Instructor History** (Skudlarek)
 - This is not being used. Currently you can identify what course responders can teach. The instructor history is manually.
 - **Decision:** Support not bringing forward.
- **Training Attendance Types** (Skudlarek)
 - Recommend: Complete, Enrolled, Waitlist.
 - Important that we use the same data type with the WFLP.
 - **Decision:** Support the 3 attendance categories of complete, enrolled, waitlist.
- **Experience Records - Size Class & Fuel Model** (Skudlarek)
 - **Decision:** Support not bringing forward.

User Representative Decisions

- Qualifications printed to an Incident Qualification Card and integrated (sent to) IRWIN will match.
- Position Task Book records – will allow for increased user editability.
- Most IFPM/FS-FPM functionality will be removed.
 - IFPM/FS-FPM for Responder Master Record report will remain a business need.
 - Discussion regarding sunseting in current environment. Is there still a need or can it be shut down now?
 - **Decision:** CMB approved removal from current environment except for the IFPM section on the Responder Master Record (C028) report as that is still needed for condition of hire.
 - **Action:** Marley will work with Joe Sean to finalize sunseting. Due Date: By Fall CMB meeting.
- Responder address will be removed.
- Passport/Interagency Project Update - future development.
- IROC Requests Data (via IRWIN) of Home Unit - future development.