MEETING AGENDA

NEBRASKA INFORMATION TECHNOLOGY COMMISSION

Wednesday, April 11, 2012 , 1:30 p.m.
Varner Hall - Board Room
3835 Holdrege St., Lincoln, Nebraska

AGENDA

Meeting Documents (91 pages)

1:30 p.m.	Roll Call, Notice of Meeting & Open Meetings Act Information **Approval of Minutes* - November 15, 2011** Public Comment
1:40 p.m.	Reports from the Councils and Technical Panel A. Community Council Report • Broadband Regional Planning Update • **Membership*** B. eHealth Council Report • eHealth Updates • Privacy and Security Framework Document • Updating Nebraska's Strategic and Operational eHealth Plans • **Membership*** C. State Government Council Report • Agency Information Technology Plan Form • Project Proposal Form D. Education Council Report • Network Nebraska – Education Update • Procurement Update • Digital Education Update E. GIS Council Report • GIS / Geospatial Strategic Planning • GIS Council Working Groups • NebraskaMAP • **Revised GIS Council Charter*** • **Membership*** F. Technical Panel Report • Standards and Guidelines ◦ **NITC 5-101: Enterprise Content Management System for State Agencies (New)*** - Technical Panel Recommendation: Approve - State Government Council Recommendation: Approve ◦ **NITC 7-301: Wireless Local Area Network Standard (Revised)*** - Technical Panel Recommendation: Approve - State Government Council Recommendation: Approve

	• Enterprise Projects
	  ○ **Enterprise Project Designation***
	  ■ Workers Compensation Court - Adjudication Re-engineering Project
	  ○ **Project Closures***
	  ■ OCIO - Enterprise Content Management System Project
	  ■ University of Nebraska and State College System - Student Information System and SAP Project
	  ○ Status Report

2:40 p.m.	Informational Updates • Microsoft Cloud • State Accounting RFI related to future technology options for the State's Enterprise Resource Planning system • Public Safety Communications (NCOR and NWIN Annual Reports)
3:00 p.m.	Other Business • Presentation to Outgoing Commissioners
3:15 p.m.	Adjournment

*** Indicates action items.**

(The Nebraska Information Technology Commission will attempt to adhere to the sequence of the published agenda, but reserves the right to adjust the order of items if necessary and may elect to take action on any of the items listed.)

Meeting notice was posted to the NITC website and the Nebraska Public Meeting Calendar on January 13, 2012 and rescheduled on February 10, 2012 . The agenda was posted on the NITC website on April 4, 2012.

NEBRASKA INFORMATION TECHNOLOGY COMMISSION
Tuesday, November 15, 2011, 1:30 p.m.
Governor's Residence - Lower Level Meeting Room
1425 H Street, Lincoln, Nebraska
MINUTES

MEMBERS PRESENT:
Lieutenant Governor Rick Sheehy, Chair
Senator Galen Hadley (non-voting)
Pat Flanagan, Information Services Manager
Lance Hedquist, City Administrator, South Sioux City
Dr. Dan Hoesing, Superintendent, Alliance Public Schools
Mike Huggenberger, Director-Netlink, Great Plains Communications
Dr. Janie Park, President, Chadron State College
Trev Peterson, Attorney, Knudsen, Berkheimer, Richardson, and Endacott, LLP

MEMBERS ABSENT: Doug Kristensen, JD, Chancellor, University of Nebraska-Kearney and Dan Shundoff, Intellicom

ROLL CALL, NOTICE OF MEETING & OPEN MEETINGS ACT INFORMATION

Lt. Governor Sheehy called the meeting to order at 1:30 p.m. At the time of roll call, there were seven voting members present to conduct official business. The meeting notice was posted to the NITC and Public Meeting Calendar websites on October 14, 2011. The agenda was posted on the NITC website on November 9, 2011.

APPROVAL OF JUNE 30, 2011 MINUTES

Dr. Hoesing moved to approve the June 30, 2011 minutes as presented. Dr. Park seconded. Roll call vote: Flanagan-Yes, Hedquist-Yes, Hoesing-Yes, Huggenberger-Yes, Park-Yes, Peterson-Yes, and Sheehy-Yes. Results: Yes-7, No-0, Abstained-0. Motion carried.

PUBLIC COMMENT

There was no public comment.

REPORT - COMMUNITY COUNCIL
Tom Rolfes reported on behalf of Anne Byers

Broadband Conference. On November 1, over 100 individuals attended a broadband conference at the Cornhusker Marriott in Lincoln. The conference was organized as part of the Broadband Planning project funded through the Nebraska Public Service Commission's Broadband Mapping Grant from the National Telecommunications and Information Administration. The NITC Community Council is a partner in the Broadband Planning project along with the University of Nebraska-Lincoln Extension, the UNL Center for Applied Rural Innovation, Nebraska Department of Economic Development, Nebraska Public Service Commission, and AIM Institute. Highlights of the conference included a panel highlighting innovative broadband projects and businesses and a panel of broadband providers. Senator Hadley commended the organizers of the Broadband Conference and commented that the agricultural presentation was helpful and informative. Commissioners asked about the results of the conference evaluations. Mr. Rolfes reported that these should be posted to the website soon.

Broadband Webinars. The Broadband Planning project has started holding monthly webinars on broadband-related issues. Ron Roeber from Dell will give a presentation on Clouds on the Horizon – How Developments in IT As-a-service Technologies Might Impact Rural America on Nov. 16 at 10 a.m. Central Time/9 a.m. Mountain Time. The webinar can be accessed at **https://connect.unl.edu/broadband**. Mr. Rolfes has been asked to be the featured presenter for December 21. He will be discussing Network Nebraska and opportunities for community anchor institutions to participate.

Regional Planning Efforts. Regional coaches have begun forming regional technology planning teams to assess current e-readiness levels, set target e-readiness levels, and to develop plans to reach the target. Mr. Rolfes informed the Commissioners that if they were interested in attending these sessions, the locations and times will be posted to the website as well.

REPORTS - EDUCATION COUNCIL
Tom Rolfes, Education I.T. Manager

Network Nebraska Update. Commissioners were provided three documents for the Network Nebraska Update. The first document was a map showing the approximate geographic location of all 246 entities currently participating in the project. There are still 40 schools that are currently not participating but they will be invited to participate in 2012. The second document was titled "Membership Distribution of Network Nebraska-Education 2011-12" which provided information on participation and interregional transport fees. Approximately $191,318.27 is being projected for the 2011-12 E-rate reimbursement. The third document was titled "State Purchasing RFP 3827Z1 Overview." Below is the timeline for the RFP:

- October 25: Release of RFP and Posting of federal E-rate Forms 470
- November 7: Last day to submit bidder questions
- November 14: State will post answers to questions
- December 9: Bid opening
- December 28: State posts multiple "Letters of Intent to Contract"
- January 9: Performance Bond Submissions
- January 30: Contracts are finalized
- February: Up to 234 local boards must approve purchases off of the state contracts
- Early March: E-rate filing deadline for all E-rate eligible entities

Most of the Network Nebraska participants' service provider contracts were due to expire on June 30, 2012. The RFP was constructed so that providers could bid on one, some, or all sections and bid on one, some or all circuits:

1) WAN transport circuits for K-12 (Appendix A)
2) Backbone transport circuits (Appendix B)
3) Internet Access (Appendix C)
4) WAN transport circuits for higher education (Appendix D)

The question was raised whether proposed federal budget cuts will affect E-rate funding. Mr. Rolfes replied that there is no indication that E-rate funding will be impacted.

Revised Education Council Charter

Revisions include updating dates and legislative references. All NITC councils are subject to the Nebraska Accountability and Disclosure Act. It was recommended that all NITC councils include a section in their charters regarding potential conflict of interest. Section 6.6 (below) is a new section that has been added to the charter:

> ***6.6 Conflict of Interest***
> *A Member with a potential conflict of interest in a matter before the Council or a potential interest in a contract with the Council is subject to the provisions of the Nebraska Political Accountability and Disclosure Act including sections 49-1499.02 and 49-14,102. A Member with a potential conflict of interest or a potential interest in a contract shall contact the Nebraska Accountability and Disclosure Commission and take such action as required by law.*

Commissioner Peterson moved to approve the revised Education Council Charter. Commissioner Hedquist seconded. Roll call vote: Sheehy-Yes, Peterson-Yes, Park-Yes, Huggenberger-Yes, Hoesing-Yes, Hedquist-Yes, and Flanagan-Yes. Results: Yes-7, No-0, Abstained-0. Motion carried.

Membership. Dr. Michael Chipps, representing Community College system, resigned from the Education Council. Dr. Arnold Bateman, representing the University of Nebraska, retired from his position and

subsequently resigned from the Education Council. At the November 7th meeting the Education Council approved the following membership recommendations to the NITC.

Lyle Neal, Community College System, Higher Education, 2011-13 term
Mary P. Niemiec, UN System Pro Tempore Members, 2010-12 term

Commissioner Hoesing moved to approve the Education Council membership recommendations. Commissioner Park seconded. Roll call vote: Huggenberger-Yes, Park-Yes, Peterson-Yes, Sheehy-Yes, Flanagan-Yes, Hedquist-Yes, and Hoesing-Yes. Results: Yes-7, No-0, Abstained-0. Motion carried.

REPORTS - GIS COUNCIL
Larry Zink, GIS I.T. Manager

NebraskaMAP Update. GIS efforts are currently quite decentralized in Nebraska. The NebraskaMAP pilot project is seeking to make Nebraska-related GIS data and services available through one central portal. The pilot portal was originally developed and hosted at UNL. NebraskaMAP is currently hosted on the servers based in the Office of the CIO. The original two-year pilot project has been completed and a working portal with limited data and services is now available through NebraskaMAP.gov. The state budget crunch over the last couple years has made it quite difficult to make arrangements for sustainable technical support for this shared service. The NebraskaMAP Partners Committee recommended a minimum of one FTE with some high end GIS technical skills and this recommendation was supported by the Nebraska GIS Council. Discussions are occurring as to how the current NebraskaMAP shared services can be sustained and enhance. In the interim, limited technical assistance is being provided by staff from other agencies (NGPC and NDNR). The Office of the CIO submitted a grant request to the State Records Board and was awarded $25,000 for NebraskaMAP. Part of the monies will be used for annual software licensing fees.

GIS Strategic Planning, Applied Geographics, Inc. The GIS Council has previously been awarded funding from the Federal Geographic Data Committee to support a statewide strategic planning effort. An RFP has been released and contract has been signed with Applied Geographics, Inc. to help facilitate this statewide planning effort. An initial meeting has been held with the GIS Council and Applied Geographics. An online survey is being developed which will be sent out to a broad array of state and federal agencies, county officials, municipal officials, NRDs, utilities, tribes, and GIS professionals and related private sector firms. Regional planning meetings will also be held to get input from users and stakeholders regarding GIS needs, concerns and issues. The project will be utilizing the NACO regions as locations for the meetings.

On a related topic, the first meeting to organize and launch a new intergovernmental collaborative effort to jointly acquire a new round of aerial high-resolution imagery will be held tomorrow, with imagery acquisition planned for the spring of 2013. Previous efforts have involved 20-30 local, state and federal agencies and have collected imagery for tens of thousands of square miles.

Revised GIS Council Charter*. The proposed revisions to GIS Council charter have been approved by the GIS Council and they included changing some of the wording to reflect relatively minor statutory changes. The impetus for this charter revision was the suggestion that we revise the language related to potential conflicts of interest. This issue was raised because there was a council member whose employer was interested in competing for the strategic planning RFP. The Council and the Council member were very careful about due process in this regard and it was determined that all parties were sufficiently careful to avoid any problems. However, as a result of increased awareness of the issue, it was recommended that both the GIS Council and the other NITC Council revise this section of their charters to provide more clear guidance on how to handle future potential conflicts of interest situations. The proposed revision of the conflict of interest section of the charter refers to the relevant state statute.

> *6.6.2. A Member with a potential conflict of interest in a matter before the Council or a potential interest in a contract with the Council is subject to the provisions of the Nebraska Political Accountability and Disclosure Act including sections 49-1499.02 and 49-14,102. A Member with a potential conflict of interest or a potential interest in a*

contract shall contact the Nebraska Accountability and Disclosure Commission and take such action as required by law.

Commissioner Flanagan moved to approve the revised GIS Council Charter. Commissioner Peterson seconded. Roll call vote: Hoesing-Yes, Hedquist-Yes, and Flanagan-Yes, Sheehy-Yes, Peterson-Yes, Park-Yes, and Huggenberger-Yes. Results: Yes-7, No-0, Abstained-0. Motion carried.

Staff Replacement Update. A replacement has been hired to replace Larry Zink as the NITC GIS Administrative Manager and he will begin employment on Monday, November 28th. Mr. Zink had announced his intention to resign his position back in April 2011 and will remain onboard to facilitate a smooth transition for the next 1-2 months. Lt. Governor Sheehy thanked Mr. Zink for his work with the state's GIS efforts.

REPORT - EHEALTH COUNCIL
Rick Becker reported for Anne Byers, Community & eHealth I.T. Manager

The most recent State HIE Progress Report and Metrics are included in the meeting materials. The State Auditor's Office will begin an audit of the State HIE Cooperative Agreement on November 14. The State Auditor's Office is required to audit recipients of federal grants meeting a certain threshold of expenditures.

Nebraska Health Information Initiative (NeHII). NeHII has continued to expand. Currently over 30 hospitals are either actively exchanging data through NeHII or have signed participation agreements to join NeHII. When all of these hospital connections are implemented, nearly two-thirds of the state's hospital beds will be covered by NeHII.

Immunization Registry. NeHII has been working with the Division of Public Health to exchange data with the State's immunization registry. The project has three phases. Phase I, in which data from a physician using NeHII's electronic health record is uploaded to the immunization registry, is in the final stages of testing.

Electronic Behavioral Health Information Network (eBHIN). eBHIN has gone live in Southeast Nebraska with its electronic health record system and data upload to Magellan, the Administrative Services Organization that manages behavioral health services for the State of Nebraska. The health information exchange application will go live in early 2012. Region I in the Panhandle is implementing an electronic health record system with funding from the Health Resources and Service Administration (HRSA) and will go live with the HIE shortly after Region V. eBHIN is working with other regions on plans to expand participation statewide. eBHIN and NeHII have developed an innovative approach to managing consent for the release of behavioral health information to allow for the exchange of information between the two entities.

Evaluation. The eHealth Council, with assistance from a small work group, has developed a framework for evaluating the State HIE Cooperative Agreement. The Office of the CIO is beginning the process of contracting with an evaluator.

Direct. The Office of the National Coordinator for Health IT has developed protocols for secure messaging for health information. These protocols are called the Direct Project. NeHII is planning a pilot project to use Direct to deliver laboratory results to physicians. NeHII is exploring other uses for Direct. For example, physicians could use Direct to send lab results or care summary information to patients who could then upload this information to a personal health record.

REPORTS - STATE GOVERNMENT COUNCIL
Rick Becker, Government I.T. Manager

Revised State Government Council Charter. Revisions included changing some of the wording to reflect statutory changes, as well as the new section regarding conflict of interest.

Commissioner Hedquist moved to approve the revised State Government Council Charter. Commissioner Huggenberger seconded. Roll call vote: Park-Yes, Peterson-Yes, Sheehy-Yes, Flanagan-Yes, Hedquist-Yes, Hoesing-Yes, and Huggenberger-Yes. Results: Yes-7, No-0, Abstained-0. Motion carried.

Project Proposals - FY2012 Deficit Budget Requests - NITC Recommendations* - Public Employees Retirement System - (Full Text |Summary Sheet)

During deficit budgets years, the Lt. Governor, as Chair of the Commission, provides a letter to the Legislative Fiscal Office and Governor's Budget Office with the NITC's budget recommendations. This year only one I.T. budget request was submitted. The Retirement Systems office will be moving from their current location into the Assurity Building. The Office of the CIO and State Building Division made the decision that the building infrastructure would not be adequate for any server rooms. Currently, they have their own server room in their current facility. The request is for one-time budget report to move their servers to the Office of the CIO. The Nebraska Public Employees Retirement System submitted a request for funding to relocate their servers and related infrastructure to the OCIO. The agency is relocating and the new building will not have server rooms. It was noted that the OCIO rates have been updated and that new, lower rates were not reflected in the request.

The State Government Council recommended the project be classified as a Tier 2 project ("Recommended. High strategic importance to the agency and/or state.").

Commissioner Flanagan moved that Project #85-01 from the Public Employees Retirement System be designated as a Tier 2 Priority [defined as: "Recommended. High strategic importance to the agency and/or the state."]. Commissioner Park seconded. Roll call vote: Hedquist-Yes, Flanagan-Yes, Sheehy-Yes, Peterson-Yes, Park-Yes, Huggenberger-Yes, Hoesing-Yes. Results: Yes-7, No-0, Abstained-0. Motion carried.

REPORTS - TECHNICAL PANEL
Rick Becker reported for Walter Weir, Chair, Technical Panel

Standards and Guidelines - NITC 5-102: Microsoft Enterprise Agreement – Home Use Program Policy*
Purpose: The purpose of the Home Use Program is to encourage consistency in the office productivity software that employees use at home and at work. Skills learned at home will translate better to the workplace, which leads to higher productivity at work. The Home Use Program is not intended to require or encourage telework or taking work home.

Policy: State agencies may offer the Microsoft Home Use Program to their employees subject to the following restrictions:

- State agencies must have committed to participating in the Statewide Microsoft Enterprise Agreement by purchasing Office Professional licenses through the OCIO.
- State employees must have a state email address (Nebraska.gov) and must use Office Professional at work.
- State agencies must determine which employees are eligible and whether any agency specific statutes or other restrictions apply.

The Technical Panel and the State Government Council recommend approval of the policy.

Commissioner Flanagan moved to approve the NITC 5-102: Microsoft Enterprise Agreement – Home Use Program Policy. Commissioner Park seconded. Roll call vote: Peterson-Yes, Park-Yes, Huggenberger-Yes, Hoesing-Yes, Hedquist-Yes, Flanagan-Yes, and Sheehy-Yes. Results: Yes-7, No-0, Abstained-0. Motion carried.

Standards and Guidelines - NITC 7-201: Network Edge Device Standard for Entities Choosing to Connect to Network Nebraska (Revised)
Purpose and Objectives: The purpose of this standard is to set minimum standards and specifications for network edge devices that would perform the routing and switching functions of voice, video, and data

across the network and assure that packets would get to their correct destination while maintaining the appropriate quality of service (QoS).

The Technical Panel recommends approval.

Commissioner Flanagan moved to approve the revised NITC 7-201: Network Edge Device Standard for Entities Choosing to Connect to Network Nebraska. Commissioner Park seconded. Roll call vote: Flanagan-Yes, Hedquist-Yes, Hoesing-Yes, Huggenberger-Yes, Park-Yes, Peterson-Yes, and Sheehy-Yes. Results: Yes-7, No-0, Abstained-0. Motion carried.

Revised Technical Panel Charter

The Technical Panel Charter has been revised to update statutory references and also to include a statement regarding conflict of interest:

> **6.4 Member Responsibilities; Conflicts of Interest**
> *A Member with a potential conflict of interest in a matter before the Technical Panel or a potential interest in a contract with the Technical Panel is subject to the provisions of the Nebraska Political Accountability and Disclosure Act including sections 49-1499.02 and 49-14,102. A Member with a potential conflict of interest or a potential interest in a contract shall contact the Nebraska Accountability and Disclosure Commission and take such action as required by law.*

Commissioner Hedquist moved to approve the revised Technical Panel Charter. Commissioner Huggenberger seconded. Roll call vote: Sheehy-Yes, Flanagan-Yes, Hedquist-Yes, Peterson-Yes, Hoesing-Yes, Park-Yes, and Huggenberger-Yes. Results: Yes-7, No-0, Abstained-0. Motion carried.

Enterprise Projects - Status Report
Skip Philson, Office of the CIO, Project Manager

Three projects will be reporting quarterly due to low amount of activity. Those projects are Access Nebraska, University of Nebraska Student Information System, and Public Safety Wireless. The Talent Management System project has changed its name to Link. The project has two major elements: human capital management and procurement. The Enterprise Content Management (ECM) project is essentially completed. The project will be providing a final report which will include lessons learned. The MMIS project is still on hold.

Lt. Governor Sheehy provided an update on the Public Safety Wireless and the Interoperability Projects. There were initially two organizations, NWIN (Nebraska Wireless Interoperable Network) and NRIN (Nebraska Regional Interoperable Network), which worked independently. It was decided that the project was at the point where the two groups needed to come together to carry out the final phases. Additional members will be added from the Nebraska Public Power District, Nebraska Association of County Official and League of Municipalities.

The Office of the CIO has submitted to the Legislature the annual enterprise project status report.

REVIEW AND APPROVAL OF THE STATEWIDE TECHNOLOGY PLAN ACTION ITEMS*
Rick Becker, Government I.T. Manager

By statute, the NITC must annually update the Statewide Technology Plan. At the last meeting, the NITC approved the plan's strategic initiatives. The Councils have reviewed and made recommended changes to the action items which support each of the initiatives. New, continuation, discontinued, and completed action items were noted in the meeting document. Mr. Becker reviewed the following new action items:

NETWORK NEBRASKA Strategic Initiative:

Under Item 1. Identify Tier II communities that offer opportunities for aggregation for services onto the network.

- New Action: Education entities will act as primary tenants to encourage the aggregation of data transport by community anchor institutions.

Under Item 4. Prepare for the future of Network Nebraska as a statewide, multipurpose, high capacity, scalable telecommunications network that shall meet the demand of state agencies, local governments, and educational entities as defined in section 79-1201.01.

- New Action: Develop and deploy an enterprise MCU bridging service for Network Nebraska participants.
- New Action: Facilitate the implementation and training of IPv6 routing on a timely basis across all Network Nebraska entities.

DIGITAL EDUCATION Strategic Initiative:

Under "Promote the availability, distribution, and use of digital media throughout the Nebraska educational community.

- New Action: Develop and deploy a statewide directory services structure that will enable students and teachers a single sign-on to associated learning management services and content management resources.

STATE GOVERNMENT EFFICIENCY Strategic Initiative:

Under Item 2. Implement Geographic Information System (GIS) as a shared service.

- New Action: Statewide Land Record Information System. Work with local governments, state agencies, and the private sector to develop a collaborative plan, standards/guidelines, and the infrastructure necessary to encourage and facilitate the ongoing integration of separately-maintained state, city, and county land records into an integrated statewide land records system capable of providing reliable online access to this critical data, maintaining restricted privacy access as necessary, and supporting a variety of applications by multiple agencies.

New additional items added:

3. Explore opportunities and options relating to desktop and server virtualization in state government.

7. Moving State email to the cloud.

SECURITY AND BUSINESS RESUMPTION Strategic Initiative:

New additional item added:

2. Develop policies and standards relating to the hosting of State data by vendors.

Commissioner Flanagan moved to approve the action items for the Statewide Technology Plan. Commissioner Park seconded. Roll call vote: Hoesing-Yes, Park-Yes, Hedquist-Yes, Peterson-Yes, Flanagan-Yes, Sheehy-Yes and Huggenberger-Yes. Results: Yes-7, No-0, Abstained-0. Motion carried.

INFORMATIONAL UPDATES

Brenda Decker, Chief Information Officer

Enterprise Content Management (ECM) Project. The infrastructure has been completed for agencies to utilize ECM. There are nine agencies utilizing ECM through the Office of the CIO. The licensing structure was extremely favorable for statewide use. The license allows us to post documents for use by the general public without the private citizen having to have a license. The Department of Environmental Quality provided a demonstration of the system at the last State Government Council meeting.

Microsoft Cloud. The Office of the CIO is moving deliberately and cautiously to the cloud. Nebraska will be the first state to move to the Microsoft public cloud. As the state moves to the cloud, it will be a two-phase project. First, the State must bring up an on premise Exchange 2010 environment. Second, the email accounts will be moved to the cloud. The Security Architecture Work Group is developing standards for third party hosting data. On a related note, the Legislature recently moved to Google Apps for their email.

Digital Summit, October 27, 2011. Governing magazine sponsors this annual event. The largest group of attendees prior to this year was 160 people. This year's conference had over 230 participants and the conference was well received. National and local speakers were presenters.

Cyber Security Conference, July 26, 2011. Usually, there are approximately 60-80 attendees but this year over 100 participants attended.

2011 OCIO Annual Report Completed. The Office of the CIO's Information Technology Services report has been completed. This year's theme was "Measures of Success". All Commissioners received a copy in the mail.

NWIN/NRIN Update (Nebraska Wireless Interoperable Network/Nebraska Regional Interoperable Network). Lt. Governor Sheehy provided a report earlier in the meeting.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

The Office of the CIO will contact Commissioners regarding their availability in February or March for the next NITC meeting.

Commissioner Park moved to adjourn. Commission Hedquist seconded. All were in favor. Motion carried by unanimous voice vote.

The meeting was adjourned at 2:35 p.m.

Meeting minutes were taken by Lori Lopez Urdiales and reviewed by staff of the Office of the CIO/NITC.

April 4, 2012

To: NITC Commissioners

From: Anne Byers

Subject: Community Council report

Broadband Map Update. The Public Service Commission received a grant from the National Telecommunications and Information Administration to develop and maintain a broadband map. The Public Service Commission has contracted with a new vendor, Broadmap, to update the state's broadband map. So far, the Public Service Commission is pleased with the services being provided by Broadmap. The broadband map is available at http://broadbandmap.nebraska.gov.

Broadband Planning Update. The Public Service Commission's broadband mapping grant also included funding for broadband planning updates. Partners in the planning project include the University of Nebraska, Nebraska Department of Economic Development, Nebraska Information Technology Commission, Nebraska Public Service Commission, and the AIM Institute. Here is a listing of some of the grant activities:

- A new website is being planned (http://broadband.nebraska.gov.
- A survey of local governments and economic development agencies is being planned.
- A broadband conference featuring Internet pioneer, Vint Cert, is being planned for Oct. 2, 2012 in Lincoln.
- A series of best practice videos are being produced.
- Monthly webinars on topics related to broadband have been held.
- Grant funding is supporting the Department of Economic Development's Entrepreneur Acceleration Systesm (EAS) designed by Gallup to strengthen small businesses through mentoring.
- Grant funding is also supporting surveys of businesses through the Department of Economic Development's Business Retention and Expansion program.

New Members. Two new members have been nominated. Phil Green is the assistant city administrator for the City of Blair. Brett Baker is the city administrator for the City of Seward.

April 4, 2012

To: NITC Commissioners

From: Anne Byers

Subject: eHealth Council report

State HIE Cooperative Agreement Progress Report. On March 15, 2010, the Nebraska Information Technology Commission received $6.8 million in funding from the U.S. Department of Health and Human Services, Office of the National Coordinator for Health IT through the HITECH ACT enacted as part of the American Recovery and Reinvestment Act of 2009. The Nebraska Information Technology Commission is partnering with NeHII (Nebraska Health Information Initiative), eBHIN (Electronic Behavioral Health Information Network, the Nebraska Department of Health and Human Services Division of Public Health, and the Nebraska Statewide Telehealth Network to implement the cooperative agreement.

NeHII is completing implementation activities with 1 new hospital—Regional West Medical Center in Scottsbluff—and has recruited 20 hospitals, including 16 Critical Access Hospitals, Boys Town National Research Hospital, Columbus Community Hospital, BryanLGH West and BryanLGH East. When these hospital implementations are completed in 2012, approximately two-thirds of the state's hospital beds will be covered by NeHII. NeHII now has over 2,000 users up from 1,288 on Dec. 31, 2010.

NeHII and the Nebraska Department of Health and Services Division of Public Health have been working with NeHII's vendor, Axolotl, to exchange information between the State of Nebraska's immunization registry, NESIIS, and NeHII. Phase I of the exchange is operational, allowing the exchange of data from NeHII's electronic health record (EHR) users to the immunization registry. Work continues on the other two phases of the project. NeHII, Axolotl, and the NDHSS Division of Public Health are also working on the exchange of information between NeHII and the State's disease reporting system (NEDSS) and the State's syndromic surveillance system.

NeHII began a pilot of the Direct project in late 2011 for results delivery via secure messaging with Pathology Services in North Platte.

Nebraska is also developing one of the country's first behavioral health information exchanges. eBHIN went live with its electronic health record and electronic practice management (EHR/EPM) system and data upload to Magellan, the State's administrative services organization, in the summer of 2011 in southeast Nebraska. In December 2011, behavioral health providers in Region I in the Panhandle went live with the EHR/EPM system. The HIE will go live in both regions early in 2012.

A progress report showing metrics is included in the meeting materials.

Evaluation. In December 2011, the NITC/Office of the CIO contracted with UNMC to serve as an external evaluator for the State HIE Cooperative Agreement. The scope of work focuses on seven areas:

- Required and ad hoc monitoring and tracking
- Provider satisfaction with health information exchange
- Consumer satisfaction
- E-prescribing evaluation
- Radiology and laboratory data
- Utilization of medication histories
- Value of HIE in the emergency department

UNMC has already completed a lab census and a survey of Nebraska pharmacies not accepting e-prescriptions. The evaluation team is currently analyzing the results and preparing reports.

Plan Updates. The Office of the National Coordinator for Health IT released guidance for updating state eHealth plans on Feb. 8, 2012, giving Nebraska and other states with plans originally approved in 2010 a deadline of May 8, 2012. Revised plans must include an evaluation plan, sustainability plan, privacy and security framework, and implementation timelines. The eHealth Council met on Feb. 29 to discuss plan revisions. The eHealth Council agreed that a small group of individuals involved in implementing the State HIE Cooperative Agreement would work on plan revisions.

Besides the new sections, most of the changes to the plan will be simply updates reflecting the current health information exchange environment. The only other significant change will likely be greater incorporation of Direct into our strategies. Direct is a protocol for the secure messaging of health information. The Office of the National Coordinator is currently working diligently to identify use cases for Direct.

Privacy and Security Framework. The Office of the National Coordinator released a program information notice on a privacy and security framework on March 22, 2012. A revised document was sent on March 23, 2012. No extension for the privacy and security section required in state plan updates was given. The privacy and security framework includes the domains of individual access; correction; openness and transparency; individual choice; collection, use and disclosure limitation; data quality and integrity; safeguards; and accountability.

Some of the policies are likely not achievable today. For example, the individual choice domain includes the following statement:

> "Individuals should have choice about which providers can access their information. In addition, recipients are encouraged to develop policies and technical approaches that offer individuals more granular choice than having all or none of their information exchanged."

To my knowledge, technical solutions to segregate data are currently not available. Implementing this policy could add additional costs to health information exchange initiatives. A copy of the Privacy and Security Program Information Notice is included in the meeting materials.

Membership Renewals. The terms of six eHealth Council members are up for renewal:

- Dr. Delane Wycoff
- John Roberts
- Harold Krueger
- Joel Dougherty
- Nancy Shank
- Donna Hammack

I will be asking you to approve renewing their memberships.

Nebraska eHealth

Stakeholder Update

January 2012

Progress of eHealth in 2011

On March 15, 2010, the Nebraska Information Technology Commission received $6.8 million in funding from the U.S. Department of Health and Human Services, Office of the National Coordinator for Health IT through the HITECH ACT enacted as part of the American Recovery and Reinvestment Act of 2009. The Nebraska Information Technology Commission is partnering with NeHII (Nebraska Health Information Initiative), eBHIN (Electronic Behavioral Health Information Network, the Nebraska Department of Health and Human Services Division of Public Health, and the Nebraska Statewide Telehealth Network to implement the cooperative agreement.

Over the past seven months, NeHII has begun implementation activities with 1 new hospital—Regional West Medical Center in Scottsbluff—and recruited 19 hospitals, including 15 Critical Access Hospitals, Boys Town National Research Hospital, Columbus Community Hospital, BryanLGH West and BryanLGH East. When these hospital implementations are completed in 2012, approximately two-thirds of the state's hospital beds will be covered by NeHII. NeHII now has over 2,000 users up from 1,288 on Dec. 31, 2010.

NeHII and the Nebraska Department of Health and Services Division of Public Health have been working with NeHII's vendor, Axolotl, to exchange information between the State of Nebraska's immunization registry, NESIIS, and NeHII. Phase I of the exchange is operational, allowing the exchange of data from NeHII's EHR users to the immunization registry. Work continues on the other two phases of the project. NeHII, Axolotl, and the NDHSS Division of Public Health are also working on the exchange of information between NeHII and the State's disease reporting system (NEDSS) and the State's syndromic surveillance system.

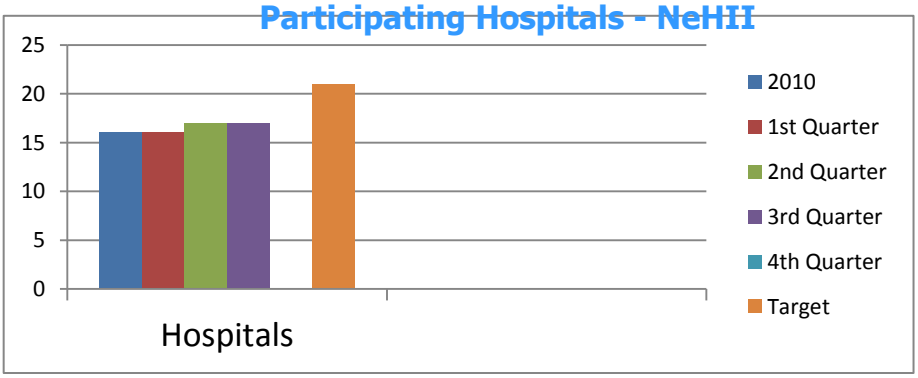
NeHII began a pilot of the Direct project in late 2011 for results delivery with Pathology Services in North Platte.

Nebraska is also developing one of the country's first behavioral health information exchanges. eBHIN went live with its EHR/EPM system and data upload to Magellan, the State's administrative services organization, in the summer of 2011 in southeast Nebraska. In December 2011, behavioral health providers in Region I in the Panhandle went live with the EHR/EPM system. The HIE will go live in both regions early in 2012.

Inside this issue:

Participating Hospitals	2
Users and Plan Participation	3
NeHII Participating Labs	4
Providers Submitting to Immunization Registry	6
Public Health Reporting	7
E-Prescribing Adoption	9
Contacts	10

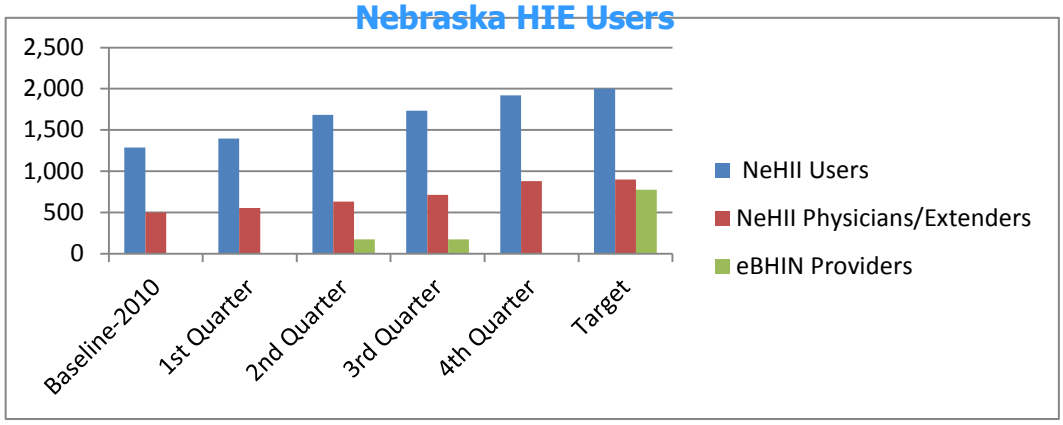
Participating Hospitals - NeHII



Baseline—2010	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target-2011
NeHII 16 hospitals* 13% of Nebraska hospitals 39% of hospital beds	16 hospitals (13 Nebraska & 3 Iowa)	17 hospitals (14 Nebraska & 3 Iowa)	17 hospitals (14 Nebraska & 3 Iowa) *14 Critical Access Hospitals, 2 regional hospitals and 1 research hospital have signed participation agreements in Q3	17 hospitals (14 Nebraska & 3 Iowa) with Regional West Medical Center in implementation phase. 19 hospitals, including 15 Critical Access Hospitals, Boys Town National Research Hospital, Columbus Community Hospital, BryanLGH West and BryanLGH East have signed participation agreements.	NeHII 21 hospitals 22% of Nebraska hospitals 45% of hospital beds eBHIN 1 hospital

1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
• Bellevue Medical Center - Bellevue, NE • Bergan Mercy Hospital - Omaha, NE • Children's Hospital and Medical Center - Omaha, NE • Great Plains Regional Medical Center – North Platte, NE • Lakeside Hospital - Omaha, NE • Immanuel Hospital - Omaha, NE • Mary Lanning Memorial Hospital - Hastings, NE • Memorial Hospital -Schuyler, NE • Methodist Hospital - Omaha, NE • Methodist Women's Hospital – Omaha, NE • Midlands Hospital -Papillion, NE • Nebraska Spine Hospital - Omaha, NE • The Nebraska Medical Center - Omaha, NE • Community Memorial Hospital - Missouri Valley, IA • Mercy Hospital - Corning, IA • Mercy Hospital - Council Bluffs, IA	• Bellevue Medical Center - Bellevue, NE • Bergan Mercy Hospital - Omaha, NE • Children's Hospital and Medical Center - Omaha, NE • Creighton University and Medical Center, North Platte, NE • Great Plains Regional Medical Center - Omaha, NE • Lakeside Hospital - Omaha, NE • Immanuel Hospital - Omaha, NE • Mary Lanning Memorial Hospital - Hastings, NE • Memorial Hospital -Schuyler, NE • Methodist Hospital - Omaha, NE • Methodist Women's Hospital – Omaha, NE • Midlands Hospital -Papillion, NE • Nebraska Spine Hospital - Omaha, NE • The Nebraska Medical Center - Omaha, NE • Community Memorial Hospital - Missouri Valley, IA • Mercy Hospital - Corning, IA • Mercy Hospital - Council Bluffs, IA	• Bellevue Medical Center - Bellevue, NE • Bergan Mercy Hospital - Omaha, NE • Children's Hospital and Medical Center - Omaha, NE • Creighton University and Medical Center, Omaha, NE • Great Plains Regional Medical Center – North Platte, NE • Lakeside Hospital - Omaha, NE • Immanuel Hospital - Omaha, NE • Mary Lanning Memorial Hospital - Hastings, NE • Memorial Hospital -Schuyler, NE • Methodist Hospital - Omaha, NE • Methodist Women's Hospital – Omaha, NE • Midlands Hospital -Papillion, NE • Nebraska Spine Hospital - Omaha, NE • The Nebraska Medical Center - Omaha, NE • Community Memorial Hospital - Missouri Valley, IA • Mercy Hospital - Corning, IA • Mercy Hospital - Council Bluffs, IA • 14 Critical Access Hospitals, 2 regional hospitals and 1 research hospital have signed participation agreements in Q3	• Bellevue Medical Center - Bellevue, NE • Bergan Mercy Hospital - Omaha, NE • Children's Hospital and Medical Center - Omaha, NE • Creighton University and Medical Center, Omaha, NE • Great Plains Regional Medical Center – North Platte, NE • Lakeside Hospital - Omaha, NE • Immanuel Hospital - Omaha, NE • Mary Lanning Memorial Hospital - Hastings, NE • Memorial Hospital -Schuyler, NE • Methodist Hospital - Omaha, NE • Methodist Women's Hospital – Omaha, NE • Midlands Hospital -Papillion, NE • Nebraska Spine Hospital - Omaha, NE • The Nebraska Medical Center - Omaha, NE • Community Memorial Hospital - Missouri Valley, IA • Mercy Hospital - Corning, IA • Mercy Hospital - Council Bluffs, IA • 19 hospitals, including 15 Critical Access Hospitals, Boys Town National Research Hospital, Columbus Community Hospital, BryanLGH West and BryanLGH East have signed participation agreements.

Nebraska HIE Users

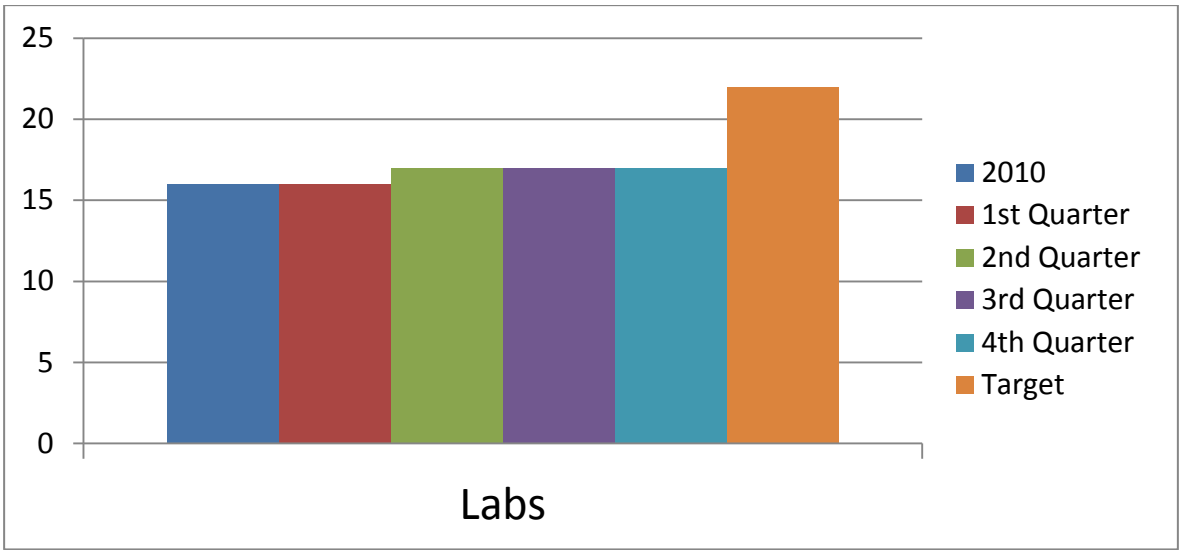


Baseline-2010	1st Quarter 2011	2nd Quarter 2011	3rd Quarter 2011	4th Quarter 2011	Target 2011
NeHII 1,288 total users, including physicians, mid-levels, nurses, pharmacists, and staff 500 Physician and Physician Extenders out of 4,266 in state 12% of physicians and physician extenders	1,396 total users, including physicians, mid-levels, nurses, pharmacists, and staff 554 physician and physician extenders	1,683 total users including physicians, mid-levels, nurses, pharmacists and staff 633 physician and physician extenders eBHIN – 175 providers 4% of behavioral health providers	1,773 total users including physicians, mid-levels, nurses, pharmacists and staff 714 physician and physician extenders eBHIN – 175 providers 4% of behavioral health providers	1,922 total users including physicians, mid-levels, nurses, long-term care providers, and home health) 880 physicians and physician extenders eBHIN – 259 providers	2,000 total users, including physicians, mid-levels, nurses, pharmacists, and staff 900 physicians and physician extenders out of 4,266 in state 21% of physicians and physician extenders eBHIN 776 providers out of 3,929 behavioral health providers 20% of behavioral health providers

Health Plan Participation - NeHII

Baseline-2010	1st Quarter 2011	2nd Quarter 2011	3rd Quarter 2011	4th Quarter 2011	Target 2011
1 health plan (BlueCross BlueShield of Nebraska) currently participates	1 health plan	1	1	1	1

Quantity of Participating Laboratories—NeHII

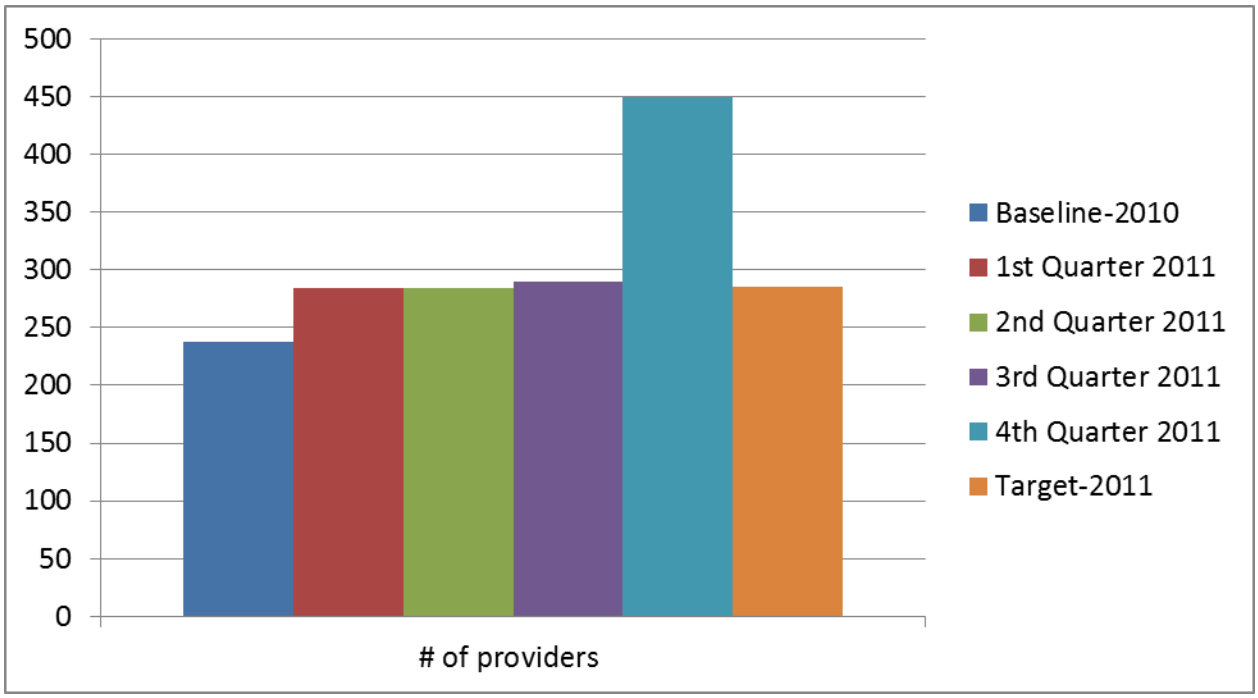


Baseline-2010	1st Quarter 2011	2nd Quarter 2011	3rd Quarter 2011	4th Quarter 2011	Target 2011
NeHII 0 out of six independent reference labs 10 hospital labs out of 90 hospital labs 10% of 96 hospital and major independent reference labs	16 hospitals (13 Nebraska & 3 Iowa)	17 hospitals (14 Nebraska & 3 Iowa)	17 hospitals (14 Nebraska & 3 Iowa) *14 Critical Access Hospitals, 2 regional hospitals and 1 research hospital have signed participation agreements in Q3	17 hospitals (14 Nebraska & 3 Iowa) *14 Critical Access Hospitals, 2 regional hospitals and 1 research hospital have signed participation agreements in Q3	NeHII 1 out of six independent reference labs 21 hospital labs out of 90 hospital labs 21% of hospital and independent reference labs eBHIN N/A. eBHIN will most likely go through NeHII for laboratory information.

Specific Laboratory Participation—NeHII

1st Quarter 2011	2nd Quarter 2011	3rd Quarter 2011	4th Quarter 2011
• Bellevue Medical Center - Bellevue, NE • Bergan Mercy Hospital - Omaha, NE • Children's Hospital and Medical Center - Omaha, NE • Great Plains Regional Medical Center - Omaha, NE • Lakeside Hospital - Omaha, NE • Immanuel Hospital - Omaha, NE • Mary Lanning Memorial Hospital - Hastings, NE • Memorial Hospital - Schuyler, NE • Methodist Hospital - Omaha, NE • Methodist Women's Hospital – Omaha, NE • Midlands Hospital - Papillion, NE • Nebraska Spine Hospital - Omaha, NE • The Nebraska Medical Center - Omaha, NE • Community Memorial Hospital - Missouri Valley, IA • Mercy Hospital, Corning, IA • Mercy Hospital – Council Bluffs, IA	• Bellevue Medical Center - Bellevue, NE • Bergan Mercy Hospital - Omaha, NE • Children's Hospital and Medical Center - Omaha, NE • Creighton University and Medical Center, Omaha, NE • Great Plains Regional Medical Center - Omaha, NE • Lakeside Hospital - Omaha, NE • Immanuel Hospital - Omaha, NE • Mary Lanning Memorial Hospital - Hastings, NE • Memorial Hospital - Schuyler, NE • Methodist Hospital - Omaha, NE • Methodist Women's Hospital – Omaha, NE • Midlands Hospital - Papillion, NE • Nebraska Spine Hospital - Omaha, NE • The Nebraska Medical Center - Omaha, NE • Community Memorial Hospital - Missouri Valley, IA • Mercy Hospital - Corning, IA • Mercy Hospital - Council Bluffs, IA	• Bellevue Medical Center - Bellevue, NE • Bergan Mercy Hospital - Omaha, NE • Children's Hospital and Medical Center - Omaha, NE • Creighton University and Medical Center, Omaha, NE • Great Plains Regional Medical Center - Omaha, NE • Lakeside Hospital - Omaha, NE • Immanuel Hospital - Omaha, NE • Mary Lanning Memorial Hospital - Hastings, NE • Memorial Hospital - Schuyler, NE • Methodist Hospital - Omaha, NE • Methodist Women's Hospital – Omaha, NE • Midlands Hospital - Papillion, NE • Nebraska Spine Hospital - Omaha, NE • The Nebraska Medical Center - Omaha, NE • Community Memorial Hospital - Missouri Valley, IA • Mercy Hospital - Corning, IA • Mercy Hospital - Council Bluffs, IA *14 Critical Access Hospitals, 2 regional hospitals and 1 research hospital have signed participation agreements in Q3	• Bellevue Medical Center - Bellevue NE • Bergan Mercy Hospital - Omaha, NE • Children's Hospital and Medical Center - Omaha, NE • Creighton University and Medical Center, Omaha, NE • Great Plains Regional Medical Center - Omaha, NE • Lakeside Hospital - Omaha, NE • Immanuel Hospital - Omaha, NE • Mary Lanning Memorial Hospital - Hastings, NE • Memorial Hospital - Schuyler, NE • Methodist Hospital - Omaha, NE • Methodist Women's Hospital – Omaha, NE • Midlands Hospital -Papillion, NE • Nebraska Spine Hospital - Omaha, NE • The Nebraska Medical Center - Omaha, NE • Community Memorial Hospital - Missouri Valley, IA • Mercy Hospital - Corning, IA • Mercy Hospital - Council Bluffs, IA *14 Critical Access Hospitals, 2 regional hospitals and 1 research hospital have signed participation agreements in Q3

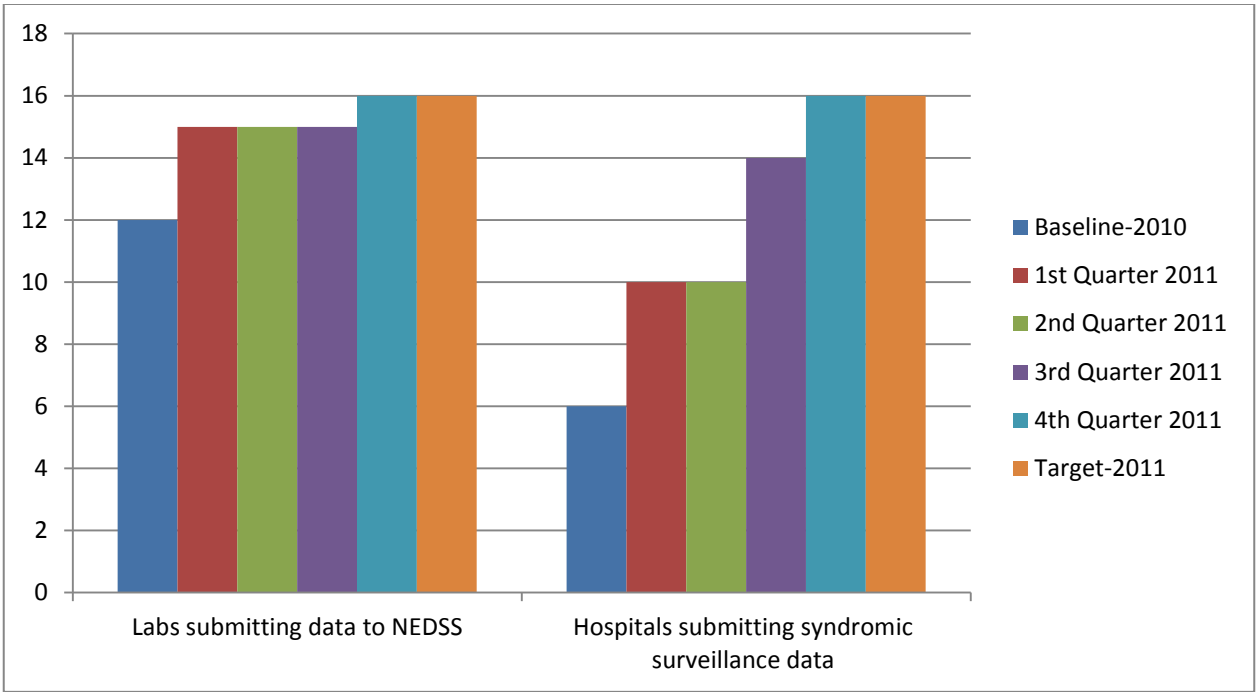
Providers Submitting to Immunization Registry



Baseline—2010	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target—End of 2011
238	284	284	290*	450**	An increase of 20% to 286

*Note: 31 providers were sending immunization data electronically at the end of the third quarter.
**Note: 450 providers were sending immunization data electronically at the end of the fourth quarter.

Public Health Reporting



Public Health Reporting	Baseline—2010	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target—End of 2011
# of labs submitting data to NEDSS	12	15	15	15	16	An increase of 30% to 16
# of hospitals submitting data to the syndromic surveillance system	6	10	10	14	16	16

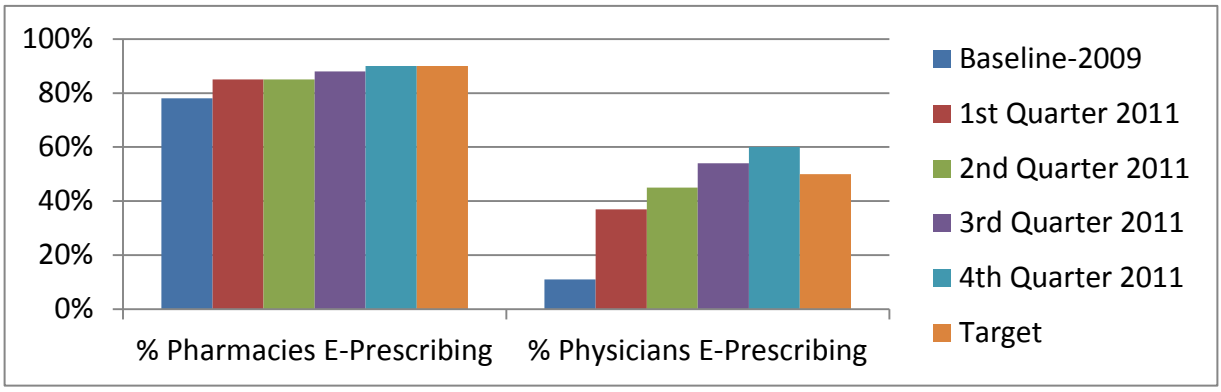
Labs and Hospitals Participating in Public Health Reporting

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Labs submitting to NEDSS	UNMC - Omaha Bryan LGH - Lincoln Columbus Community Hospital Faith Regional Medical Center - Norfolk Great Plains Regional-North Platte Regional West-Scottsbluff Children's Hospital-Omaha ARUP-serves multiple cities in NE Cerner-serves multiple cities in NE Kearney Good Samaritan-Kearney Creighton Medical-Omaha PLab-Lincoln Quest-serves multiple cities in NE Catholic Health-Grand Island Alegent-Lincoln	UNMC - Omaha Bryan LGH - Lincoln Columbus Community Hospital Faith Regional Medical Center - Norfolk Great Plains Regional-North Platte Regional West-Scottsbluff Children's Hospital-Omaha ARUP-serves multiple cities in NE Cerner-serves multiple cities in NE Kearney Good Samaritan-Kearney Creighton Medical-Omaha PLab-Lincoln Quest-serves multiple cities in NE Catholic Health-Grand Island Alegent-Lincoln	UNMC - Omaha Bryan LGH - Lincoln Columbus Community Hospital Faith Regional Medical Center - Norfolk Great Plains Regional-North Platte Regional West-Scottsbluff Children's Hospital-Omaha ARUP-serves multiple cities in NE Cerner-serves multiple cities in NE Kearney Good Samaritan-Kearney Creighton Medical-Omaha PLab-Lincoln Quest-serves multiple cities in NE Catholic Health-Grand Island Alegent-Lincoln	UNMC - Omaha Bryan LGH - Lincoln Columbus Community Hospital Faith Regional Medical Center - Norfolk Great Plains Regional-North Platte Regional West-Scottsbluff Children's Hospital-Omaha ARUP-serves multiple cities in NE Cerner-serves multiple cities in NE Kearney Good Samaritan-Kearney Creighton Medical-Omaha PLab-Lincoln Quest-serves multiple cities in NE Catholic Health-Grand Island Alegent-Lincoln Fremont Area Medical Center
Hospitals submitting syndromic surveillance data	York General Hospital Children's Hospital-Omaha Great Plains Reg Med Center-North Platte Fremont Area Medical Center Beatrice Comm. Hospital The NE Medical Center-Omaha Nebraska Methodist Hosp – Omaha Mary Lanning Hospital-Hastings Falls City Comm. Medical Center Box Butte General Hospital	York General Hospital Children's Hospital-Omaha Great Plains Reg Med Center-North Platte Fremont Area Medical Center Beatrice Comm. Hospital The NE Medical Center-Omaha Nebraska Methodist Hosp – Omaha Mary Lanning Hospital-Hastings Falls City Comm. Medical Center Box Butte General Hospital	Children's Hospital-Omaha Great Plains Reg Med Center-North Platte Fremont Area Medical Center Beatrice Comm. Hospital The NE Medical Center-Omaha Nebraska Methodist Hosp – Omaha Mary Lanning Hospital-Hastings Falls City Comm. Medical Center Box Butte General Hospital McCook Community Hospital Providence Medical Center (Wayne)	Children's Hospital-Omaha Great Plains Reg Med Center-North Platte Fremont Area Medical Center Beatrice Comm. Hospital The NE Medical Center-Omaha Nebraska Methodist Hosp – Omaha Mary Lanning Hospital-Hastings Falls City Comm. Medical Center Box Butte General Hospital McCook Community Hospital Providence Medical Center (Wayne) Crete Area Medical Center Box Butte Primary Care

Public Health Reporting—Transactions

Transaction Type	July –Dec 2011
Immunizations into NESIIS	232,458
Lab Results into NEDSS	65,501
Cardiovascular Disease Syndromic Syndromic Surveillance transactions	14,007
ED Syndromic Surveillance transactions	164,827
Total	476,793

E-Prescribing Adoption



Baseline--End of 2009	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target—End of 2011
78% of community pharmacies activated for e-prescribing	85% of pharmacies are activated for e-prescribing (March 2011) **Note:** Two pharmacies joined NeHII	85% of pharmacies are activated for e-prescribing (May 2011) **Note:** Four more pharmacies joined NeHII, bring the total to six	88% of pharmacies are activated for e-prescribing (August 2011)	90% of community pharmacies are activated for e-prescribing (November 2011)	90% of community pharmacies activated for e-prescribing
11% of physicians in Nebraska routed prescriptions electronically	37% (1197 out of 3202) of physicians in Nebraska are routing prescriptions electronically (March 2011)	45% (1436 out of 3202) of physicians in Nebraska are routing prescriptions electronically (May 2011)	54% (2342 out of 3202) of physicians in Nebraska are routing prescriptions electronically (August 2011)	60% of physicians in Nebraska are routing prescriptions electronically (November 2011)	50% of physicians in Nebraska routing prescriptions electronically

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Program Information Notice

Document Number: ONC-HIE-PIN-003

Date: March 22, 2012

Document Title: Privacy and Security Framework Requirements and Guidance for the State Health Information Exchange Cooperative Agreement Program

To: State Health Information Exchange Cooperative Agreement Program Award Recipients

As stated in the State Health Information Exchange Cooperative Agreement Program Funding Opportunity Announcement (FOA), the Office of the National Coordinator for Health Information Technology (ONC) may offer program guidance to provide assistance and direction to states and State Designated Entities (SDEs) that receive awards under the program. This Program Information Notice (PIN) provides additional direction to states and SDEs receiving funding under the State Health Information Exchange Cooperative Agreement Program on privacy and security frameworks required as part of grantee strategic and operational plan (SOP) updates.

The National Quality Strategy sets three aims for improving health care in our country: better care, affordable care, and healthy people and communities. Information that is accurate, up to date, and available when and where a patient seeks care is the lifeblood of health care improvement and crucial to reaching these goals. The stage is set for the nation to make rapid progress on health information exchange (HIE) this year supporting achievement of the three-part aim.

This PIN guidance provides a common set of privacy and security rules of the road to assure provider and public trust and enable rapid progress in health information exchange to support patient care. It addresses concerns from State leaders and other stakeholders that health information exchange efforts have been hampered and slowed by the lack of consistent approaches to core privacy and security issues and responds to requests for clear national guidance.

The guidance in this PIN builds from the privacy and security and governance recommendations of the Health IT Policy Committee as well as the *Nationwide Privacy and Security Framework for Electronic Exchange of Individually Identifiable Health Information*[1].

[1] http://healthit.hhs.gov/portal/server.pt/community/healthit_hhs_gov__privacy___security_framework/1173

This PIN guidance will be used by State Health Information Exchange Cooperative Agreement recipients to establish robust privacy and security policies and practices for health information exchange services as outlined in the Funding Opportunity Announcement (FOA) and in the first PIN issued by the State HIE Program.

But the guidance will also be of great utility to state policy leaders and other stakeholders working diligently to establish common privacy and security policies and practices for communities, regions and states to enable provider and public trust and support rapid progress in health information exchange. This PIN can serve as a framework and offer specific direction and guidance to these efforts.

If you have any questions or require further assistance, please contact your Project Officer.

Sincerely,

Farzad Mostashari

National Coordinator for Health Information Technology

PURPOSE

This PIN provides direction to states and SDEs receiving funding under the State Health Information Exchange Cooperative Agreement Program on approaches to ensuring private and secure health information exchange of individually identifiable health information (IIHI) and on requirements for privacy and security frameworks submitted as part of 2012 annual updates to grantee SOPs.

APPLICABILITY

This guidance is applicable to all ONC State Health Information Exchange Cooperative Agreement Program recipients (hereafter referred to as "recipients"), whether the recipient is a state government or a state designated entity (SDE).

Please note that the terms "shall" and "should" are used in very specific ways in this document. "Shall" represents a mandatory action while "should" reflects a recommended course of action within the State HIE Program.

The requirements and guidance discussed in this PIN are not intended to and do not supercede any applicable provisions of Federal or State law, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and its implementing regulations.

REQUIREMENTS FOR SUBMISSION

As part of their 2012 annual SOP updates, recipients shall submit their privacy and security frameworks consisting of all relevant statewide policies and practices adopted by recipients, and any operational policies and practices for health information exchange services being implemented by the recipient or funded in whole or in part with federal cooperative agreement funds. Please refer to Appendix A to determine which domains and specific guidance are applicable to the specific HIE architectural approach the recipient is taking and must be addressed. Recipients may use the template in Appendix A as a guide and tool for completing the privacy and security framework for 2012 SOP updates.

DISCUSSION

Recipients shall use this PIN guidance to do the following:

- Determine which domains and relevant guidance need to be addressed based on the architectural approach the recipient is taking (see Appendix A).
- Review existing privacy and security policies and practices to identify where the recipient's approach aligns with the specific guidance provided for each domain (see "State Health Information Exchange Cooperative Agreement Program Guidance on Privacy and Security Frameworks"), and where gaps exist.
- Where privacy and security policies and practices align with the specific guidance provided for each domain, include these policies and practices as part of the 2012 annual SOP update.
- Where there are gaps in recipient privacy and security policies and practices, i.e., a domain is not addressed or policies are not in alignment with the specific guidance

provided for each domain, include a strategy, timeline and action plan for addressing these gaps in the 2012 SOP update.

Policies and practices may apply to HIE operations or to organizations and providers participating in exchange. Where recipients are funding multiple local health information organizations (HIOs) or other exchange efforts, Project Officers will provide guidance to cooperative agreement recipients on details to include in 2012 SOP updates.

State Health Information Exchange Cooperative Agreement Program Guidance on Privacy and Security Frameworks

This guidance addresses the core domains of the *Nationwide Privacy and Security Framework for Electronic Exchange of Individually Identifiable Health Information*[2], built from the fair information practice principles (FIPPs) that have guided privacy and security efforts worldwide for decades:

1. Individual access
2. Correction
3. Openness and transparency
4. Individual choice
5. Collection, use and disclosure limitation
6. Data quality and integrity
7. Safeguards
8. Accountability

State HIE Cooperative Agreement Program recipients should use the following guidance to evaluate their current privacy and security policies and practices and determine if alignment gaps exist. State policy makers and other stakeholders can use the guidance to determine, assess and fill gaps in current policies and practices to assure trusted health information exchange. The guidance outlines a core set of privacy and security expectations that should be consistently applied, but it is not exhaustive. Recipients will have additional policies and requirements that are critical to their efforts.

Please refer to Appendix A to determine which domains should apply, depending on the services provided and the architecture being used.

Domains: Individual Access and Correction

***Individual Access*.** Individuals should be provided with a simple and timely means to access and obtain their individually identifiable health information (IIHI) in a readable form and format.

***Correction*.** Individuals should be provided with a timely means to dispute the accuracy or integrity of their IIHI, and to have erroneous information corrected or to have a dispute documented if their requests are denied.

Specific Guidance

Where HIE entities store, assemble or aggregate IIHI, such as longitudinal patient records with data from multiple providers, HIE entities should make concrete plans to give patients electronic access to their compiled IIHI and develop clearly defined processes (1) for individuals to request

[2] http://healthit.hhs.gov/portal/server.pt/community/healthit_hhs_gov__privacy___security_framework/1173

corrections to their IIHI and (2) to resolve disputes about information accuracy and document when requests are denied.

Domain: Openness and Transparency

***Openness and transparency*.** There should be openness and transparency about policies, procedures, and technologies that directly affect individuals and/or their individually identifiable health information.

Specific Guidance

Individuals should be able to determine what information exists about them, how it is collected, used or disclosed and whether they can exercise choice over any of these elements. Where HIE entities store, assemble or aggregate IIHI, individuals should have the ability to request and review documentation to determine who has accessed their information or to whom it has been disclosed. All policies and procedures consistent with the recipient's Privacy and Security Framework should be communicated to individuals in a manner that is appropriate and understandable.

HIE policies should make publicly available a notice of data practices describing why IIHI is collected, how it is used, and to whom and for what reason(s) it is disclosed. This notice should be:

1. Simple, understandable, and at an appropriate literacy level.

2. Highlight, through layering or other techniques the disclosures and uses that are most relevant (for example, the notice of privacy practice could have a summary sheet followed by a description of actual use and disclosure practices).

3. Adhere to obligations for use of appropriate language(s) and accessibility to people with disabilities.

HIE policies should also encourage health care providers to be open and transparent with patients about their privacy and security practices and to discuss HIE with their patients.

Domain: Individual Choice

Individual Choice. Individuals should be provided a reasonable opportunity and capability to make informed decisions about the collection, use and disclosure of their individually identifiable health information. Individuals should be able to designate someone (family member, caregiver, domestic partner or legal guardian) to make decisions on their behalf. This process should be fair and not burdensome.

Specific Guidance

Where HIE entities serve solely as information conduits for directed exchange of IIHI and do not access IIHI or use IIHI beyond what is required to encrypt and route it, patient choice is not

required beyond existing law. Such sharing of IIHI from one health care provider directly to another is currently within patient expectations.

Where HIE entities store, assemble or aggregate IIHI beyond what is required for an initial directed transaction, HIE entities should ensure individuals have meaningful choice regarding whether their IIHI may be exchanged through the HIE entity. This type of exchange will likely occur in a query/response model or where information is aggregated for analytics or reporting purposes.

A patient's *meaningful choice* means that choice is:

1. Made with advance knowledge/time;
2. Not used for discriminatory purposes or as condition for receiving medical treatment;
3. Made with full transparency and education;
4. Commensurate with circumstances for why IIHI is exchanged;
5. Consistent with patient expectations; and
6. Revocable at any time.

Both opt-in and opt-out models can be acceptable means of obtaining patient choice provided that choice is meaningful (i.e., use of either model must meet the requirements described above and not be limited to, for example, a provider's boilerplate form or reliance on the patient to read material posted on a provider's waiting room wall or website).

Where meaningful choice is required, HIE entities should either (1) directly ensure patients have the opportunity for meaningful choice; or (2) ensure that the health care providers for which it facilitates electronic health information exchange provide individuals with meaningful choice regarding the exchange of their IIHI. Choice should be offered to each patient on a prospective basis and periodically renewed.

Attention should be paid to minimizing provider burden.

Individuals should have choice about which providers can access their information. In addition, recipients are encouraged to develop policies and technical approaches that offer individuals more granular choice than having all or none of their information exchanged.

Domain: Collection, Use and Disclosure Limitation

C*ollection, Use and Disclosure Limitation.* Individually identifiable health information should be collected, used and/or disclosed only to the extent necessary to accomplish a specified purpose and never to discriminate inappropriately. This information should only be collected, used or disclosed to accomplish a specific purpose, and purposes of information exchange should be specified.

Specific Guidance

Providers requesting or accessing IIHI by electronic means for "treatment" should have or be in the process of establishing a treatment relationship with the patient who is the subject of the requested information. The means of verifying whether such a relationship exists could include attestation or artifacts such as patient registration, prescriptions, consults, and referrals.

In principle, a health care provider should only access the minimum amount of information needed for treatment of the patient.

This guidance does not apply to de-identified data and would not otherwise apply to public health authorities that are legally authorized to receive the requested information. Neither does the guidance apply to situations where the patient has clearly and specifically given permission to the provider to access his/her information for treatment of another patient. For example, a woman could give permission for her health information to be accessed by a health care provider for treatment of her sister.

Domain: Data Quality and Integrity

***Data Quality and Integrity*.** Persons and entities should take reasonable steps to ensure that individually identifiable health information is complete, accurate and up to date to the extent necessary for the person's or entity's intended purposes and has not been altered or destroyed in an unauthorized manner.

Specific Guidance

Where HIE entities store, assemble or aggregate IIHI, they should implement strategies and approaches to ensure the data exchanged are complete and accurate and that patients are correctly matched with their data. Processes should also be developed and documented to detect, prevent, and mitigate any unauthorized changes to, or deletions of, individually identifiable health information.

HIE entities that store, assemble or aggregate IIHI should also develop processes to communicate corrections in a timely manner to others with whom this information has been shared.

Recipients should describe their patient matching approach including the accuracy threshold achieved.

Domain: Safeguards

Safeguards. Individually identifiable health information should be protected with reasonable administrative, technical and physical safeguards to ensure its confidentiality, integrity and availability and to prevent unauthorized or inappropriate access, use or disclosure.

Specific Guidance

HIE entities should conduct a thorough assessment of risks and vulnerabilities. Please refer to the State HIE Security Checklist at: http://hitrc-collaborative.org/confluence/display/hiecopprivacyandsecurity/Security. This checklist may serve as a resource to assist HIE entities in evaluating their compliance with the HIPAA Security Rule and the Breach Notification Rule. Use of this checklist does not guarantee compliance; however, because safeguards must be evaluated within the specific context in which information is assembled, held and transmitted. It may be useful to retain a completed version of the checklist for record keeping.

Encryption. HIE entities should provide for the exchange of already encrypted IIHI, encrypt IIHI before exchanging it, and/or establish and make available encrypted channels through which electronic health information exchange could take place.

Authentication and Authorization. An HIE entity should only facilitate electronic health information exchange for parties it has authenticated and authorized. Verification of identity, authentication of users, and authorization of individuals could be accomplished directly by the HIE or indirectly by providers or other entities.

HIE entities should establish strong identity proofing and authentication policies for user access to electronic health information systems. Recipients should indicate the assurance level they are using in their privacy and security frameworks, using NIST 800-63 version 1.0.2[3] as a guide and resource. The recommended assurance level is Level 3.

Domain: Accountability

***Accountability*.** These principles should be implemented, and adherence assured, through appropriate monitoring and other means and methods should be in place to report and mitigate non-adherence and breaches.

Specific Guidance

HIE entities should ensure appropriate monitoring mechanisms are in place to report and mitigate non-adherence to policies and breaches. Reasonable mitigation strategies should be established and implemented as appropriate, including notice to individuals of privacy violations and security breaches.

[3] csrc.**nist**.gov/publications/**nist**pubs/**800**-**63**/SP**800**-63V1_0_2.pdf

APPENDIX A. Templates for Guiding Statewide Privacy and Security Frameworks

Template 1

HIE Architectural Model: Point-to-Point Directed Exchange

Domain	**Description of approach and where domain is addressed in policies and practices**	**Description of how stakeholders and the public are made aware of the approach, policies, and practices**	**Description of gap area and process and timeline for addressing** *(if needed, use additional documents to describe and insert reference here)*
Required to address			
Openness and Transparency			
Collection, Use and Disclosure Limitation			
Safeguards			
Accountability			
Optional to address			
Individual Access			
Correction			
Individual Choice			
Data Quality and Integrity			

Template 2

HIE Architectural Model: Data Aggregation (HIE entities that store, assemble or aggregate individually identifiable health information, whether centrally or in a federated model)

Domain	**Description of approach and where domain is addressed in policies and practices**	**Description of how stakeholders and the public are made aware of the approach, policies, and practices**	**Description of gap area and process and timeline for addressing** *(if needed, use additional documents to describe and insert reference here)*
Required to address			
Individual Access			
Correction			
Openness and Transparency			
Individual Choice			
Collection, Use and Disclosure Limitation			
Data Quality and Integrity			
Safeguards			
Accountability			

Nebraska Information Technology Commission
and the
Office of the Chief Information Officer

Agency Information Technology Plan
~~2010~~ 2012 Form

Due: September 15, ~~2010~~2012

Notes about this form:

1. **STATUTORY REQUIREMENT**. "On or before September 15 of each even-numbered year, all state agencies, boards, and commissions shall report to the Chief Information Officer, in a format determined by the [Nebraska Information Technology Commission], an information technology plan that includes an accounting of all technology assets, including planned acquisitions and upgrades." (NEB. REV. STAT. § 86-524.01). This document -- prepared with input from state agencies and the Technical Panel -- is the approved format for agency information technology plans.
2. **GENERAL GUIDANCE ON COMPLETING THIS FORM**. This form provides a basic format for providing the information requested. Agencies can add clarifying comments or modify the tables provided as necessary to provide the information. The agency should assume the information provided is a public record. Do not include information which would compromise your information technology security. Please indicate in the document where information is not provided for security reasons.
3. **DEADLINE**. The Agency Information Technology Plan is due on September 15, ~~2010~~2012.
4. **SUBMITTING THE FORM**. The completed form should be submitted as an attachment to the agency budget submission in the Nebraska Budget Request and Reporting System. In the left-margin menu, under Information Technology, click "IT Agency Summary". Click the "Narrative" tab, and then attach the completed Agency IT Plan by clicking the "Browse…" button to locate the desired file and then clicking the "Attach" button. Finally, click the "Save" button.
5. **QUESTIONS**. Contact the Office of the CIO/NITC at (402) 471-7984 or ocio.nitc@nebraska.gov

Agency	

Agency IT Contact	
Email Address	
Phone	

1. Current Assets

1.1 Applications

1.1.1 Off-the-Shelf Applications

Provide an estimated number of licenses for each of the following applications:

	Estimated Number of Users/Licenses	Version(s) (Optional)
Productivity Suite		
Microsoft Office		
WordPerfect Office		
OpenOffice/StarOffice		
Other (Specify)		
Internet Browser		
Microsoft Internet Explorer		
Firefox/Mozilla		
Google Chrome		
Safari		
Other (Specify)		
Desktop Antivirus		
Microsoft Forefront		
Sophos		
Symantec/Norton		
McAfee		
Other (Specify)		
Instant Messaging		
Office Communicator		
Other (Specify)		
Database Management (DBMS)		
IBM		
Oracle		
Microsoft SQL		
AS/400		
Other (Specify)		
Applications Development Tools		
Microsoft Visual Studio		
IBM Rational Application Developer		
Micro Focus COBOL		
Other (Specify)		

1.1.2 Other Off-the-Shelf Applications

List other significant off-the-shelf applications utilized by the agency:

Application	Estimated Number of Users/Licenses	Version(s) (Optional)

1.1.3 Custom Applications

List custom applications used by the agency, including (a) the general purpose of the application; (b) the platform on which it is running; (c) application development tools used; and (d) how the application is supported.

Application:
Platform:
Development Tools:
How Supported:

Application:
Platform:
Development Tools:
How Supported:

1.2 Data

1.2.1 Databases

List the significant databases maintained by the agency and a brief description of each.

Database:
Brief Description:

Database:
Brief Description:

1.2.2 Data Exchange

List the significant electronic data exchanges your agency has with other entities.

Title/Description:
Other Entity:
Purpose:
Is this exchange encrypted?:

Title/Description:
Other Entity:
Purpose:
Is this exchange encrypted?:

1.3 Hardware

1.3.1 General Description of Computing Environment

Provide a general description of the elements of the computing environment in the agency (mainframe, midrange, desktop computers, thin clients, etc.).

Description:

1.3.2 Hardware Assets

Complete the following table. For "current" assets, enter the total number of each item currently owned/leased by the agency. For "planned" assets, enter an estimated number of each item at the end of the biennium on June 30, ~~2013~~2015.

	Current				Planned			
	Windows	~~Mac~~Apple	Linux	Other	Windows	~~Mac~~Apple	Linux	Other
Desktop Computers								
Laptop Computers								
Tablet Computers								
Servers								

Provide a brief narrative describing the reason/rationale for any significant change in the number of planned hardware assets as compared to the number of current hardware assets. Also, provide a description of the agency's hardware replacement cycle.

Narrative:

1.4 Network Environment

1.4.1 General Description

Provide a general description of the agency's network environment. You may optionally include any related diagrams, etc. Also, describe any desktop management and/or LAN monitoring tools used by the agency.

Description:

1.4.2 Network Devices

Complete the following table. For "current" devices, enter the total number of each item currently owned/leased by the agency. For "planned" devices, enter an estimated number of each item at the end of the biennium on June 30, ~~2013~~2015.

	Current	Planned
Firewalls (Hardware)		
Load Balancers (Hardware)		
Wireless Access Points		
Video Cameras (USB)		
IP Phones		
Web Servers		
IPS/IDS Appliances		
Non-OCIO provided Switches		
Application Delivery/Gateway (e.g. Citrix, Terminal Services ~~servers~~appliances) (Specify)		

Provide a brief narrative describing the reason/rationale for any significant change in the number of planned devices as compared to the number of current devices.

Narrative:

1.5 Server Rooms

1.5.1 Server Rooms

Many agencies have invested in dedicated space for housing servers and network equipment. This dedicated space provided close proximity of the equipment to an agency's offices and support staff. During the early years of client/server technology, close proximity offered many advantages and was even essential in some situations. Changes in technology and higher network speeds have eroded the advantages of close proximity to the extent that separate server rooms often represent a duplication of costs and an impediment to good security, reliability, disaster recovery, and efficient operations. The trend in all large organizations is consolidation of servers and data centers.

The purpose of this section is to document the number and size of server rooms and encourage planning for use of shared services that would eliminate the need for most server rooms.

Please complete the following information:

1. Does your agency have a server room (yes / no):
2. Where is the server room located (city, building, floor):
3. What is the size of the server room (square footage):
4. Does the room have special electrical power feeds (yes/no):
5. Does the room have special cooling capacity (yes/no):
6. Does the room have uninterruptible power supply (yes/no):
7. Does the room have a separate fire suppression system (yes/no):
8. What equipment is located in the server room (number of servers, racks, network devices, etc.)?
9. What security is available for the server room?

Provide a brief narrative describing your agency's plans to reduce or eliminate the server room or explain why it is still needed.

2. Staff and Training

2.1 Staff and Related Support Personnel

Identify staffing necessary to maintain your current IT environment, including contractor and OCIO staff supporting your agency specific environment.

	Approximate FTE
Agency IT Staff	
Contractors	
OCIO Staff	

2.2 IT Related Training

Summarize the agency's efforts to address training needs relating to information technology, including training for IT staff and users.

Description:

3. Survey

	Yes	No	In Progress	Not Applicable
3.1 Security - Please answer the following questions regarding your agency's efforts to maintain a secure information technology environment. [The questions refer to the Nebraska Information Technology Commission's Security Policies. These policies are available at http://nitc.ne.gov/standards/]				
Has your agency implemented the NITC's Security Policies?				
Has your agency implemented other security policies?				
If your answer to the previous question is YES, please list the other security policies. List:				
3.2 Disaster Recovery and Business Continuity - For purposes of this document, the term "Disaster Recovery Plan" refers to preparations for restoring information technology systems following a major disruption.				
Does your agency have a disaster recovery plan?				
If your answer to the previous question is YES, have you tested your disaster recovery plan?				
If your answer to the previous question is YES, have you revised your disaster recovery plan based on the results of your test?				
Does your agency perform regular back-ups of important agency data?				
If your answer to the previous questions is YES, does your agency maintain off-site storage of back-up data?				
3.3 Accessibility / Assistive Technology				
Does your agency include the Nebraska Technology Access Clause in contracts for information technology purchases? (See Neb. Rev. Stat. § 73-205. The Technology Access Clause is posted at http://nitc.ne.gov/standards/)				
Does your agency have procedures in place to identify the information technology related requirements of users with disabilities?				
Does your agency provide training opportunities for management, procurement, and technical personnel on how to meet the accessibility needs of users with disabilities?				
Has your agency evaluated its website(s) to ensure accessibility to all persons with disabilities? If yes, what tools were used to evaluate accessibility?				
3.4 Geographic Information System (GIS)				
Does your agency have plans, over the next biennium, for the development and/or acquisition of GIS/geospatial data (ie, imagery, LiDAR, GPS collected data, geodatabase development, metadata, demographic and address data, etc.) or geospatial data applications or web services that is estimated to cost more than $25,000?~~Does your agency have plans, over the next biennium, for the development and/or acquisition of GIS/geospatial data or geospatial data applications or services that is estimated to cost more than $25,000?~~				
If your answer to the previous question is YES, please provide a brief description and/or reference where that description is provided in Section 4 below:				

	Yes	No	In Progress	Not Applicable
3.5 Mobile Apps				
Does your agency use mobile apps to provide services through mobile devices?				
3.6 Social Media				
Does your agency use social media as a communications channel? If yes, which social media channels do you use (Facebook, Twitter, other)?				

4. Projects and Future Plans

4.1 Projects Currently Active

List current IT projects, including a description of the project, the current project status, projected completion date and costs.

Project Title:
Brief Description:
Current Status:
Projected Completion Date:
Total Project Cost:

Project Title:
Brief Description:
Current Status:
Projected Completion Date:
Total Project Cost:

4.2 Projects Planned to be Started in FY~~2010-2011~~2012-2013

List IT projects that are planned to start before the end of the current fiscal year which were not listed in the previous section.

Project Title:
Brief Description:
Projected Start Date:
Projected Completion Date:
Total Project Cost:

Project Title:
Brief Description:
Projected Start Date:
Projected Completion Date:
Total Project Cost:

4.3 Projects Planned for the FY~~2011-2013~~2013-2015 Biennium

List IT project planned for the next biennium. (Note: If funding for a project has been requested and an IT Project Proposal entered in the Nebraska Budget Request and Reporting System, you only need to list the project title and note that it is included in the agency budget request.)

Project Title:

Brief Description:
Projected Start Date:
Projected Completion Date:
Total Project Cost:

Project Title:
Brief Description:
Projected Start Date:
Projected Completion Date:
Total Project Cost:

4.4 Long-Term Plans (Beyond the FY~~2011-2013~~2013-2015 Biennium)

Describe any long-term plans for projects to be started after the FY~~2011-2013~~2013-2015 biennium.

Agency Narrative:

4.5 Other Issues

This is a general comment section where the agency can identify issues not captured in another section of the plan. This provides an opportunity to address issues which may, or may not, impact an agency IT budget; such things as known risks, trends, or issues for which there is not currently enough information to be included in the other sections. This section can also be used to summarize the agency's strategies and future direction for the use of information technology within the agency.

Agency Narrative:

Nebraska Information Technology Commission

Project Proposal Form

Funding Requests
for Information Technology Projects

FY~~2011-2013~~2013-2015 Biennial Budget

IMPORTANT NOTE: Project proposals should only be submitted by entering the information into the Nebraska Budget Request and Reporting System (NBRRS). The information requested in this Microsoft Word version of the form should be entered in the NBRRS in the "IT Project Proposal" section. The tabs in the "IT Project Proposal" section coincide with sections contained in this Microsoft Word version of the form. Information may be cut-and-pasted from this form or directly entered into the NBRRS. ALSO NOTE that for each IT Project Proposal created in the NBRRS, the submitting agency must prepare an "IT Issue" in the NBRRS to request funding for the project.

Project Title	
Agency/Entity	

Notes about this form:

1. **USE.** The Nebraska Information Technology Commission ("NITC") is required by statute to "make recommendations on technology investments to the Governor and the Legislature, including a prioritized list of projects, reviewed by the technical panel..." Neb. Rev. Stat. §86-516(8). "Governmental entities, state agencies, and noneducation political subdivisions shall submit all projects which use any combination of general funds, federal funds, or cash funds for information technology purposes to the process established by sections 86-512 to 86-524. The commission may adopt policies that establish the format and minimum requirements for project submissions." Neb. Rev. Stat. §86-516(5). In order to perform this review, the NITC and DAS Budget Division require agencies/entities to complete this form when requesting funding for technology projects.
2. **WHICH TECHNOLOGY BUDGET REQUESTS REQUIRE A PROJECT PROPOSAL FORM?** See the document entitled NITC 1-202 "Project Review Process" available at http://nitc.ne.gov/standards/. Attachment A to that document establishes the minimum requirements for project submission.
3. **COMPLETING THE FORM IN THE NEBRASKA BUDGET REQUEST AND REPORTING SYSTEM (NBRRS).** Project proposals should only be submitted by entering the information into the NBRRS. The information requested in this Microsoft Word version of the form should be entered in the NBRRS in the "IT Project Proposal" section. The tabs in the "IT Project Proposal" section coincide with sections contained in this Microsoft Word version of the form. Information may be cut-and-pasted from this form or directly entered into the NBRRS. ALSO NOTE that for each "IT Project Proposal" created in the NBRRS, the submitting agency must prepare an "IT Issue" in the NBRRS to request funding for the project.
4. **QUESTIONS.** Contact the Office of the CIO/NITC at (402) 471-7984 or ocio.nitc@nebraska.gov

Section 1: General Information

Project Title	
Agency (or entity)	

Contact Information for this Project:

Name	
Address	
City, State, Zip	
Telephone	
E-mail Address	

Section 2: Executive Summary

Provide a one or two paragraph summary of the proposed project. This summary will be used in other externally distributed documents and should therefore clearly and succinctly describe the project and the information technology required.

Section 3: Goals, Objectives, and Projected Outcomes (15 Points)

1. Describe the project, including:
   - Specific goals and objectives;
   - Expected beneficiaries of the project; and
   - Expected outcomes.

2. Describe the measurement and assessment methods that will verify that the project outcomes have been achieved.

3. Describe the project's relationship to your agency comprehensive information technology plan.

Section 4: Project Justification / Business Case (25 Points)

4. Provide the project justification in terms of tangible benefits (i.e. economic return on investment) and/or intangible benefits (e.g. additional services for customers).

5. Describe other solutions that were evaluated, including their strengths and weaknesses, and why they were rejected. Explain the implications of doing nothing and why this option is not acceptable.

6. If the project is the result of a state or federal mandate, please specify the mandate being addressed.

Section 5: Technical Impact (20 Points)

7. Describe how the project enhances, changes or replaces present technology systems, or implements a new technology system. Describe the technical elements of the project, including hardware, software, and communications requirements. Describe the strengths and weaknesses of the proposed solution.

8. Address the following issues with respect to the proposed technology:
   - Describe the reliability, security and scalability (future needs for growth or adaptation) of the technology.
   - Address conformity with applicable NITC technical standards and guidelines (available at http://nitc.ne.gov/standards/) and generally accepted industry standards.
   - Address the compatibility with existing institutional and/or statewide infrastructure.

Section 6: Preliminary Plan for Implementation (10 Points)

9. Describe the preliminary plans for implementing the project. Identify project sponsor(s) and examine stakeholder acceptance. Describe the project team, including their roles, responsibilities, and experience.

10. List the major milestones and/or deliverables and provide a timeline for completing each.

11. Describe the training and staff development requirements.

12. Describe the ongoing support requirements.

Section 7: Risk Assessment (10 Points)

13. Describe possible barriers and risks related to the project and the relative importance of each.

14. Identify strategies which have been developed to minimize risks.

Section 8: Financial Analysis and Budget (20 Points)

15. Financial Information

The "Financial" information tab in the Nebraska Budget Request and Reporting System (NBRRS) is used to enter the financial information for this project (NOTE: For each IT Project Proposal created in the NBRRS, the submitting agency must prepare an "IT Issue" in the NBRRS to request funding for the project.)

Worksheet in Project Proposal Form.xls

Nebraska Information Technology Commission
Project Proposal Form
Section 8: Financial Analysis and Budget

(Revise dates as necessary for your request.)

	Estimated Prior Expended	Request for FY2014 (Year 1)	Request for FY2015 (Year 2)	Request for FY2016 (Year 3)	Request for FY2017 (Year 4)	Future	Total
1. Personnel Costs							$ -
2. Contractual Services							
2.1 Design							$ -
2.2 Programming							$ -
2.3 Project Management							$ -
2.4 Other							$ -
3. Supplies and Materials							$ -
4. Telecommunications							$ -
5. Training							$ -
6. Travel							$ -
7. Other Operating Costs							$ -
8. Capital Expenditures							
8.1 Hardware							$ -
8.2 Software							$ -
8.3 Network							$ -
8.4 Other							$ -
TOTAL COSTS	$ -	$ -	$ -	$ -	$ -	$ -	$ -
General Funds							$ -
Cash Funds							$ -
Federal Funds							$ -
Revolving Funds							$ -
Other Funds							$ -
TOTAL FUNDS	$ -	$ -	$ -	$ -	$ -	$ -	$ -

NETWORK NEBRASKA PROJECT REPORT, April 11, 2012

Procurement Summary

295 WAN circuits were bid for K-12; 258 were awarded to 10 different vendors

8 backbone circuits were bid for Network Nebraska; 8 were awarded to 3 different vendors

5 Internet egress points were bid for Network Nebraska; 5 were awarded to 3 different vendors

14 WAN circuits were bid for higher education; 14 were awarded to 4 different vendors

In all, 285 of 322 services were awarded, involving 11 different telecommunications companies

Backbone bid results:

% Increase in Total Backbone Length = +255% (added G.I. to Scottsbluff to Omaha; 301 ► 1070 miles)
% Increase in Transport Bandwidth = +200% (average bandwidth increased from 567Mbps ► 1.7Gbps)
% Decrease in Total Backbone Cost = -39% (while increasing bandwidth by 2X and length by 2.5X)
% Decrease in Aggregation Cost = -80% (RFP required vendors to provide Gigabit handoffs)
% Increase in Aggregation Sites = +60% (increase from 3 to 5; adding Scottsbluff, Omaha Farnam)

Internet bid results:

Statewide unit cost of Internet decreased by 58% (From $6.00/Mbps/month down to $2.55/Mbps/month)
Statewide Internet purchases by K-12 and some higher ed entities increased by 118%
(From 2,242Mbps/month up to 4,900Mbps/month) beginning 7/1/2012.

WAN bid results:

The statewide average cost for 4 years of 40Mbps service decreased by about 40% from 2007-11 prices.
Where feasible, school districts and colleges either increased their bandwidth, lowered their costs, or both.

Membership Changes for 7/1/2012 (Net +4, 249 Total):

K-12 public schools: (+2) Freeman Public Schools, Sterling Public Schools; (-1) Dodge-Howells Merger
K-12 nonpublic schools: (+1) Holy Family School at Lindsay
Higher education: (+2) Little Priest Tribal College-Winnebago, Nebraska Indian Community College-Macy

Interregional Transport Fee Projections for 2012-13:

Higher Education: $62.28/month/entity (38% decrease from $101.09/month/entity from 2011-12)
K-12 Schools/ESUs: $17.75/month/entity (44% decrease from $ 31.69/month/entity from 2011-12)

Core Infrastructure Upgrade Projections for 2012-13:

3 core router replacements
2 core router additions at Scottsbluff-Panhandle Research Center, Omaha-1623 Farnam
1 packet shaper upgrade
1 set of Sienna router gear interconnecting Omaha aggregation sites

Participation Summary (as the 7/1/2012 Legislative benchmark of the CIO "providing access" approaches)

213 of 248 public school districts (86%)
15 of 17 Educational Service Units (88%)
8 of 8 community colleges (100%)
3 of 3 state colleges (100%)
1 of 1 University of Nebraska (100%)

Digital Education Action Items (2012-2014)

Promote the availability, distribution, and use of digital media throughout the Nebraska educational community.

D1 Action: Promote the usage of the National Repository for Online Courses (NROC) content by Nebraska educators.
Lead: ESU Coordinating Council
Participating Entities: NITC Education Council
Timeframe: 2012-2014
Funding: Some funding will be required to complete this action item.
Status: Continuation with minor revisions

D2 Action. Set a deadline, and establish standard(s) related to the deployment, administration and maintenance of content management systems by K-12 schools.
Lead: NITC Technical Panel
Participating Entities: ESU Coordinating Council, Distance Education Council, Nebraska Educational Telecommunications
Timeframe: 2012-2014
Funding: No funding is requested for this action item at this time.
Status: Continuation

D3 Action: Develop and deploy a statewide digital content repository that allows the assignment of digital property rights and the uploading, cataloguing, metatagging, searching, and downloading of digital learning objects by Nebraska educators.
Lead: Nebraska Educational Telecommunications (NET) & ESU Coordinating Council
Participating Entities: Nebraska Department of Education, Education Council Services Task Group, ESU Instructional Materials Committee, Distance Education Council
Timeframe: 2012-2014
Funding: Considerable funding will be required to complete this action item.
Status: Continuation

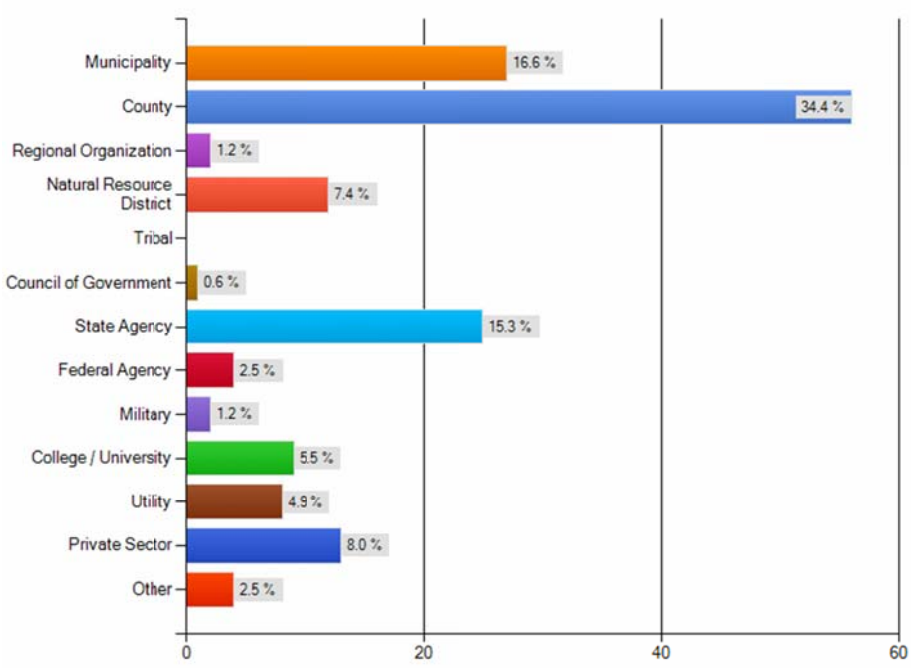
D4 Action: Develop and deploy a statewide learning management system for every K-12 teacher and learner, grades 6-12, and to also train teachers in effective instructional design to integrate synchronous and asynchronous technologies.
Lead: ESU Coordinating Council
Participating Entities: NITC Education Council, ESU Technology Affiliate Group
Timeframe: 2012-2014
Funding: Considerable funding will be required to complete this action item.
Status: Continuation with minor revisions

D5 Action: Develop and deploy a statewide directory services structure that will enable students and teachers a single sign-on to associated learning management services and content management resources.
Lead: Nebraska Department of Education (NDE) & ESU Coordinating Council
Participating Entities: ESU-NOC, ESU-iMAT
Timeframe: 2012-2014
Funding: Some funding will be required for this action item
Status: New

Nebraska GIS/Geospatial Strategic Planning Update
March 30, 2012

The GIS Council is half way through their comprehensive Strategic Planning process. A total of six workshops were completed across Nebraska with 149 interested participants.

Workshop Attendees by Organization



448
Total Survey Respondents To Date

Workshop Attendance

Omaha	29
Lincoln	58
Grand Island	17
Norfolk	18
Gering	14
North Platte	13
Total	= **149**

Additional workshop planned for Kearney late March or early April.

GIS Council and agency/association Director's Planning Retreat for mid-May.

2012 NE GIS/Geospatial Strategic Planning Effort

The ***goal*** of the Strategic Planning process is to better understand the GIS/Geospatial stakeholder community and to develop a Geospatial Strategic and Business Plan(s) for Nebraska that properly reflects stakeholder priorities. This strategic planning process is not like any other planning effort conducted to date. Resources to support the planning process was made possible through a cooperative grant effort called the Fifty States Initiative implemented between the Federal Geographic Data Committee (FGDC) and the National States Geographic Information Council (NSGIC).

Through this grant, Applied Geographics, Inc. has been awarded the contract to facilitate the strategic planning and reporting process. In order to help characterize the Nebraska geospatial landscape a survey was sent out to a full spectrum of stakeholders from decision makers with little to no GIS experience to technical GIS users. Information was gathered from over 448 respondents to the survey during January and February of 2012. This is the largest response any state has received involved in the Fifty State Initiative. A total of six stakeholder workshops were conducted in February to gather city, county, and regional input from the survey findings and other topics. The workshops involved 149 participants in Scottsbluff, North Platte, Grand Island, Norfolk, Lincoln, and Omaha. Attendees typically included assessors, natural resource district managers, city/county GIS coordinators, clerks, sheriffs, emergency management, industry representative, public health managers and surveyors.

The general findings showed that there is an interest and needs at various levels of city, county, and state government for enhancing our geospatial infrastructure. There was also an indication of the lack of awareness of the GIS Council and it's representatives, need for education for various geospatial technologies, and awareness of benefits of using geospatial technologies and data sharing in day-to-day business operations. A SWOT analysis has been recently completed and efforts are underway to complete a draft report.

This project is funded by a grant that is part of the Fifty States Initiative being implemented by the Federal Geographic Data Committee (FGDC) and the National States Geographic Information Council (NSGIC).

SWOT – Strengths, Weaknesses, Opportunities, and Threats

Strengths – *Play to them*	Weaknesses – *Deal with them*

• Existing State GIS Coordinator position
  - Proximity to CIO
• Existing governance structure
  - Current Council and GIS/LIS Association
• NE in good position to learn from other states
  - Many have grappled with similar issues
• Several strong state agency GIS programs
• Many strong local government GIS programs
  - Through direct county efforts
  - Through relationships with private sector
• Existing use cases demonstrate benefits of data sharing
	• Lack of a cohesive GIS community
	  - Lack of overall communication between/amongst stakeholders
	• History of poor communication between State and Locals
	• No "one-stop-shop" for GIS data
	  - Nebraska Map does not have relevant or complete holdings
	• Lack of awareness of GIS Council
	• No Legislative Champion
	• County GIS often remains within a single department
	• Lack of GIS Education at various levels
	• Locals need better GIS resources from state
	  - Training/education, contact info for "peers", tools, "best practices", data standards, grant/funding opportunities

Opportunities – *Seize them*	**Threats – *Avoid them***

• Lots of GIS activity in Nebraska!
• New face in the GIS Coordinator role
• To improve representation on GIS Council
• To engage Assessors as key leaders at local level
• To engage NRDs, Public Health, EMAs as a unique, GIS-savvy level of government
  - With a regional outlook
• For creative partnerships
  - Public Utilities, Environmental Trust, DOR
  - Sharing of data and resources
• Potential to increase private sector business activity
	• Suspicion of State persists
	  - Viewed as "Disconnected" & "Irrelevant"
	  - Perception that State will "pull plug" on support
	• Perception that revenue will be "lost" at local level with data sharing
	• The privacy issue
	• Local's view of GIS as overwhelming, costly
	• Failure to engage western 1/3 of state
	  - "Too many people think the state stops at Grand Island"
	• GIS Coordinator does not get organizational & funding support to make improvements
	• Failure to engage decision-makers

Next Steps

Strategic Planning Report – Applied Geographics, Inc. is currently working on developing the final report. The Strategic Planning committee has created draft vision and strategic goals. They will be providing this forward to the GIS Council meeting in April for review.

Additional Agency Meetings – Nathan Watermeier is meeting with various state agencies as a follow-up for additional information towards the strategic plan. Another informal workshop will be conducted in Kearney in April. A plan update will also be provided at the GIS/LIS Association Annual Meeting May 22 in Norfolk.

Strategic Planning Retreat – Plans are to provide a strategic planning retreat for the GIS Council members and designees, other key association directors and agency GIS staff. This will provide an opportunity for final input before the strategic planning report is completed. The retreat will consist of one-day agenda targeted Mid-May with lunch catered. State agency and association directors are invited for an informal presentation and discussion prior and during lunch.

This project is funded by a grant that is part of the Fifty States Initiative being implemented by the Federal Geographic Data Committee (FGDC) and the National States Geographic Information Council (NSGIC).

Nebraska Information Technology Commission

Geographic Information Systems Council Charter

1. Introduction

The Nebraska Geographic Information System Steering Committee (NGISSC) was established by the Nebraska Legislature in 1991 *(Reissued Revised Statutes of Nebraska, 1943, §86-569 through §86-573)*, in an effort to coordinate the implementation of GIS / geospatial technology by public entities in Nebraska. The NGISSC statutes were revised and renamed as the Geographic Information Systems Council (hereafter referred to as "GIS Council") of the Nebraska Information Technology Commission (hereafter referred to as "Commission") in March 2008. The Council is an advisory committee of the Commission composed of representatives from state, county, municipal and federal government agencies, and other public and private entities using GIS/geospatial technologies as they relate to the geographic area of the State of Nebraska.

2. Purpose

The purpose of this Charter is to clarify the role of the GIS Council and its relationship with the Commission.

3. Authority

The Nebraska Information Technology Commission shall: "Establish ad hoc technical advisory groups to study and make recommendations on specific topics, including work groups to establish, coordinate, and prioritize needs for education, local communities, intergovernmental data communications, and state agencies[.]" Neb. Rev. Stat. § 86-516(7). The GIS Council is further charged to: "(1) Make recommendations to the Legislature for program initiatives and funding; and (2) Establish guidelines and policies for statewide Geographic Information System operations and management…" Neb. Rev. Stat. § 86-572.

4. Commission Responsibilities and Mission

4.1. Commission Mission

The mission of the Nebraska Information Technology Commission is to make the State of Nebraska's information technology infrastructure more accessible and responsive to the needs of its citizens, regardless of location, while making investments in government, education, health care and other services more efficient and cost effective.4.2. Commission Responsibilities

The responsibilities and duties of the Commission are codified at Neb. Rev. Stat. § 86-516.

5. GIS Council Mission and Responsibilities

5.1. GIS Council Mission

The mission of the GIS Council is to encourage the appropriate utilization of GIS/geospatial technology and to assist organizations to make public investments in GIS/geospatial technology and spatial data in an effective, efficient, and coordinated manner

5.2. GIS Council Responsibilities

5.2.1. Make recommendations to the Legislature and the Commission for program initiatives and funding;

5.2.2. Make recommendations to the Commission for the establishment of guidelines and policies for statewide Geographic Information Systems operations and management to include:

a) The acquisition, development, maintenance, quality assurance such as standards, access, ownership, cost recovery, and priorities of data bases;

b) The compatibility, acquisition, and communications of hardware and software;

c) The assessment of needs, identification of scope, setting of standards, and determination of an appropriate enforcement mechanism;

d) The fostering of training programs and promoting education and information about Geographic Information Systems;

e) The promoting of the Geographic Information System development in the State of Nebraska and providing or coordinating additional support to address Geographic Information System issues as such issues arise;

5.2.3. Provide leadership to the GIS user community and assistance to the Commission to facilitate the coordinated development and maintenance of the spatial data infrastructure (data, policies, standards, data distribution, coordination mechanisms, training, etc.) to serve the geographic area of Nebraska;

5.2.4. Facilitate communication and coordination among users of geospatial technology, at all levels of government and the private sector, as it relates to the geographic area of Nebraska, to encourage and enable collaboration, data sharing, and the effective, efficient utilization of the technology;

5.2.5. Encourage and guide the development of collaborative, enterprise-level services to reduce the public costs and broaden the access of pubic agencies and the general public to these technology tools and related information, and enable their efficient implementation and utilization;

5.2.6. Facilitate the development and adoption of spatial data standards and data documentation to enable to greatest return on public investments in data development by enabling and encouraging data sharing;

5.2.7. Coordinate efforts within state, local and federal agencies to identify priority, Nebraska-related, geospatial data needs and facilitate efforts to pool resources to enable the development of those priority datasets and propose data stewardship responsibilities;

5.2.8. Establish ad hoc advisory groups or subcommittees to study and make recommendations on specific topics;

5.2.9. Report to, assist, and advise the Chief Information Officer in setting information technology policy; and

5.2.10. Provide assistance as requested by the Commission in developing, reviewing, and updating the statewide technology plan; supporting the technical panel created in Neb. Rev. Stat. § Sect. 86-521; and other responsibilities as directed by the Commission.

6. Membership

6.1. Selection of Members

The GIS Council membership will include representatives from a broad cross-section of the areas of interest in the GIS/geospatial technology user community. The GIS Council may solicit nominations from organizations or individuals with an active interest or involvement in GIS/geospatial technologies. The Commission may also seek out additional qualified candidates. Nominations shall describe the qualifications of the person relative to the goals of the GIS Council. In choosing members, the GIS Council and the NITC shall strive for a balance of perspectives on GIS/geospatial technology issues.

6.2. Representation *(#) provided as a refer for number of members only*

6.2.1. The Chief Information Officer or his or her designee *(1)*;

6.2.2. The Director of the Department of Environmental Quality or his or her designee *(2)*;

6.2.3. The Director of the Department of Health and Human Services Regulation and Licensure or his or her designee *(3)*;

6.2.4. The Director of the Conservation and Survey Division of the University of Nebraska or his or her designee *(4)*;

6.2.5. The Director of the Department of Natural Resources or his or her designee *(5)*;

6.2.6. The Director of the Governor's Policy Research Office or his or her designee *(6)*;

6.2.7. The Director-State Engineer or designee *(7)*;

6.2.8. The State Surveyor or designee *(8)*;

6.2.9. The Clerk of the Legislature or designee *(9)*;

6.2.10. The secretary of the Game and Parks Commission or designee *(10)*;

6.2.11. The Property Tax Administrator or designee *(11)*;

6.2.12. One representative of federal agencies nominated by the Commission and appointed by the Governor *(12)*;

6.2.13. One representative of the natural resources districts nominated by the Nebraska Association of Resources Districts and appointed by the Governor *(13)*;

6.2.14. One representative of the public power districts nominated by the Commission and appointed by the Governor *(14)*;

6.2.15. Two representatives of the counties nominated by the Nebraska Association of County Officials and appointed by the Governor *(15) (16)*;

6.2.16. One representative of the municipalities nominated by the League of Nebraska Municipalities and appointed by the Governor *(17)*;

6.2.17. Two members at large nominated by the Commission and appointed by the Governor *(18) (19)*;

6.2.18. Such other members as nominated by the Commission and appointed by the Governor. These additional members shall include:

a) Director of the Nebraska Emergency Management Agency or Military Dept. or his or her designee *(20)*;

b) Director of the Nebraska Public Service Commission or his or her designee *(21)*;

c) One representative of Nebraska geospatial professional association nominated by the Commission and appointed by the Governor *(22)*;

d) One representative from the Omaha metro area nominated by the Commission and appointed by the Governor *(23)*;

e) One representative from the Lincoln metro area nominated by the Commission and appointed by the Governor *(24)*;

f) Up to two additional at-large representatives, as necessary to provide regional geographic and/or other key sectors of representation to be nominated by the Commission and appointed by the Governor *(25) (26)*;

~~f)~~g) The Nebraska State Patrol or designee (27).

6.3. Number of Members

The number of members shall be no more than 2~~7~~6.

6.4. Vacancies

The GIS Council may solicit nominations to fill vacant positions and may recommend new members to the Commission for nominations to the Governor for final appointment. The Commission may also seek out additional qualified candidates.

6.5. Length of Service

One-third of the members shall initially serve 3-year terms. One-third of members will initially serve two-year terms. One-third of members will initially serve one-year terms. Subsequent terms will be three-years.

6.6. Member Responsibilities

6.6.1 Each member is responsible for maintaining two-way communication with their sector constituents concerning issues brought before the Council.

6.6.2. A Member with a potential conflict of interest in a matter before the Council or a potential interest in a contract with the Council is subject to the provisions of the Nebraska Political Accountability and Disclosure Act including sections 49-1499.02 and 49-14,102. A Member with a potential conflict of interest or a potential interest in a contract shall contact the Nebraska Accountability and Disclosure Commission and take such action as required by law.

6.7. Designated Alternates and Non-voting Alternates

6.7.1. Each member of the GIS Council may designate one (1) official voting alternate. This official voting alternate shall be registered with the Office of the Chief Information Officer and Commission and, in the absence of the official member, have all the privileges as the official member on items of discussion and voting.

6.7.2. If the official member and his/her official alternate are unable to attend a GIS Council meeting either in person or electronically, then the sub-sector affected may send a non-voting alternate to gather or share information.

7. Meeting Procedures

7.1. Chair(s)

The elected Chair or Vice Chair will conduct the meetings of the GIS Council, oversee the establishment, operation and dissolution of committees, propose meeting agendas, and maintain the general operations of the Council. The Chair or Vice Chair of the GIS Council will serve one year terms, expiring on January 1. The Vice Chair will assume the Chair role after completing his or her term.

7.2. Quorum

An official quorum consists of 50% of the official members or their voting alternates. No official voting business may be conducted without an official quorum.

7.3. Voting

Issues shall be decided by a majority vote of the voting members present.

7.4. Meeting Frequency

The Council shall meet on an as needed basis. The GIS Council will meet no fewer than 4 times per year.

7.5. Notice of Meetings

Notice of the time and place of each meeting of the Council shall be made at least seven (7) calendar days prior to the meeting. Notice shall be published on the NITC and the GIS Council's Web sites.

7.6. Subcommittees or Advisory Committees

7.6.1. Subcommittees or Advisory Committees will be designated by vote of the Council to address specific topics.

7.6.2. Pursuant to provisions of Neb. Rev. Stat. § 84-1409(1), subcommittees and/or advisory committees of the Council shall not be required to provide notice of meetings.

7.7. Expense Reimbursement

Section 81-1182.01 states: "Any department, agency, commission, council, committee, or board of the state may pay for the reasonable and necessary expenses for the recruitment, training, utilization, and recognition of volunteers providing services to the state and certain providers of services as established by the Director of Administrative Services."

7.7.1. According to NAS Policy CONC-005, "Volunteers shall mean those persons providing services to the State who are not being compensated for their time."

7.7.2. Council members needing reimbursement must submit a signed request to the Office of the CIO-NITC using the official state accounting forms.

Nebraska GIS Council

Updated 4.04.2012

2012 Chair: Jim Ohmberger

2012 Vice-Chair: Mike Preston

Designee	Name	Statutorily Defined Representation**	Name Plate Organization	# Designees	Term	Term Start	Term End
James W. Ohmberger	Brenda Decker	Chief Information Office**	Office of the CIO	1	Non-expiring		
Paul Yamamoto/Tom Lamberson	Michael Linder	Director, Department of Environmental Quality**	Dept. of Environmental Qual	1	Non-expiring		
Karis Bowen/Ge Lin	Kerry Winterer	Director, Department of Health and Human Services Regulation and Licensure**	Dept. of Health and Human Services	1	Non-expiring		
The Following Members are Nominated by the NITC Commission and appointed by the Governor:							
Les Howard/Milda Vaitkus	Mark Kuzila	Director, Conservation and Survey Division, UNL**	Conservation and Survey Div	1	Non-expiring		
Josh Lear	Brian Dunnigan	Director, Department of Natural Resources**	Dept. of Natural Resources	1	Non-expiring		
Dick Clark	Lauren Kinter	Director, Governor's Policy Research Office**	Governor's Policy Research C	1	Non-expiring		
Mick Syslo/Rose Braun	Monty Fredrickson	Director, Department of Roads, State Engineer**	Department of Roads	1	Non-expiring		
John Beran	Steve Cobb	State Surveyor**	State Surveyor	1	Non-expiring		
Nancy Cyr	Patrick J. O'Donnell	Clerk of the Legislature**	Clerk of the Legislature	1	Non-expiring		
Sudhir Ponnappan	Rex Amack	Secretary, Game and Parks Commission**	Game and Parks Commissior	1	Non-expiring		
Ruth Sorenson	Doug Ewald	Property Tax Administrator**	Property Tax Administrator	1	Non-expiring		
Kyle Otte / Jon Kraai / Suzy Fredrickso	David Sankey	State Patrol**	Nebraska State Patrol	1	Non-expiring		
Jim Langtry	Jim Langtry	One Representative of Federal Agencies nominated by the Commission and Appointed by the Governor**	USGS Geospatial Liaison for Nebraska	1	3 Year Term	Oct-11	September 2014
John Miyoshi	John Miyoshi	One Representative of the natural resources districts nominated by the Nebraska Association of Resources Districts and appointed by the Governor**	Nebraska Association of Resource Districts	1	3 Year Term	Oct-12	September 2015
Timothy Cielocha	Timothy Cielocha	One Representative of the Public Power Districts nominated by the Commission and appointed by the Governor**	Nebraska Public Power Districts	1	3 Year Term	Oct-10	September 2013
Eric Herbert	Eric Herbert	Two Representatives of the counties nominated by the Nebraska Association of County Officials and appointed by the Governor**	Nebraska Association of County Officials	2	3 Year Term	Oct-12	September 2015
Kelly Mueller	Kelly Mueller				3 Year Term	Oct-12	September 2015
Lash Caffin	Lash Caffin	One Representative of the municipalities nominated by the League of Nebraska Municipalities and appointed by the Governor**	League of Nebraska Municipalities	1	3 Year Term	Oct-12	September 2015
Michael Schonlau	Michael Schonlau	Two members at large nominated by the Commission and appointed by the Governor**	Member-At-Large	2	3 Year Term	Oct-11	September 2014
Open	**Open**				3 Year Term	Oct-12	September 2015
The Following Members are Brought Forward by the GIS Council, Nominated by the NITC, and appointed by the Governor:							
Chad Boshart	Al Berndt	Director, Nebraska Emergency Management Agency or Military Department	Nebraska Emergency Management Agency	1	Non-expiring		
Mike Hybl/Sue Vanicek	Mike Hybl	Director, Nebraska Public Service Commission	Nebraska Public Service Commission	1	Non-expiring		
Mike Preston	Mike Preston	Nebraska geospatial professional association	Nebraska GIS/LIS Association	1	3 Year Term	Oct-10	September 2013
Paul Mullen	Paul Mullen	Omaha metro area	Metro Area Planning Agency	1	3 Year Term	Oct-11	September 2014
Jeff McReynolds	Jeff McReynolds	Lincoln metro area	City of Lincoln / Lancaster County	1	3 Year Term	Oct-10	September 2013
Open	**Open**	Two at-large representatives, as necessary to provide regional geographic and/or other key sectors of representation	Member-At-Large	2	3 Year Term	Oct-11	September 2014
Open	**Open**				3 Year Term	Oct-11	September 2014
Total				27			

* Statutory Defined

** Identify potential new county officials through strategic planning session.

Yellow filled cells indicate new members/designees as of December 2011

State of Nebraska
Nebraska Information Technology Commission
Standards and Guidelines

NITC 5-101 (DRAFT)

Title	Enterprise Content Management System for State Agencies
Category	Groupware Architecture
Applicability	Standard for all State government agencies, excluding higher education

1. Standard

1.1 State agencies managing content and creating workflow as described in Section 2 shall use the Enterprise Content Management System (ECM) that is provided through the Office of Chief Information Officer (OCIO).

1.2 Agencies must consider, through consultation with the OCIO, using the ECM's E-Forms software for any new electronic forms applications.

2. Managing content and creating workflow includes the following:

- Capturing paper documents through the use of scanners and storing them in electronic form;
- Capturing all type of content (audio, video, e-faxes, emails, MS Office documents, etc) and storing them in electronic form;
- Electronic searching and retrieval of captured content;
- Automating records retention and archiving;
- Automating business processes through workflow;
- Reducing and/or eliminating paper document storage.

3. Purpose

The purpose of this standard is to provide, to the extent possible, a single technical solution for State agencies:

- Capturing all types of content and storing content electronically;
- Converting and minimizing the number of paper documents the State maintains;
- Facilitate searching and retrieval of electronic documents;
- Retain and dispose of electronic documents based on established document retention policies;
- Improve efficiency and accuracy of exchanging information; and
- Unify document management in a single system to take advantage of economies of scale.

4. Exception

This standard does not apply to systems already in use by an agency, unless:

- The agency intends to buy significant upgrades;
- The agency intends to buy a significant amount of new modules; or
- The agency intends to do a significant amount of custom development

For guidance on these points, contact the OCIO.

5. Definitions

5.1 Documents – The State currently utilizes a great deal of paper-based documents. These documents are generated internally from both manual and automated processes. Paper documents also come from external businesses and citizens. Additionally, each paper document is read by a person to determine its purpose, what information it contains, what it is associated with and what should be done with it.

Indexing is a process of extracting the key content of the document and storing that information with the electronic version of the document. The purpose of the index information is to facilitate searching and retrieval of the document and facilitate automating processes using workflow in an agency. The index information can also be used for securing the document as well as to associate multiple documents together.

The ECM will consume paper documents by either using scanners and/or electronic document uploads. The documents can be indexed by automated means using Optical Character Recognition (OCR), Intelligent Character Recognition (ICR) and/or bar codes. The ECM facilitates both automated and manual indexing.

5.2 Processes (Workflow) –For those paper documents that are processed manually, (i.e. from one desk to another, one agency to another, and are dependent on individual organizational skill sets to insure documents are not lost, processed timely, processed accurately and filed correctly) can be greatly improved with automated workflow. Even automated processes that were previous built with little or no integration to other processes can be improved and enhanced as well.

The ECM supplies a framework to allow agencies to easily create flexible automated workflows that can utilize documents or work as independent processes. These automated workflows readily integrate with existing processes.

VERSION DATE: Draft - December 1, 2011
HISTORY:
PDF FORMAT: (to be added)

State of Nebraska
Nebraska Information Technology Commission
Standards and Guidelines

NITC 7-301 (DRAFT REVISED)

Title	Wireless Local Area Network Standard
Category	Network Architecture
Applicability	Applies to all state agencies, boards, and commissions, excluding higher education

1. Standard

This standard applies to state agencies which deploy a Wireless Local Area Network (WLAN). This standard is in replacement of previous requirements and is retroactive in perpetuity in the pursuit of remaining current with the constantly changing security needs of wireless connectivity.

1.1. Registration of Wireless Devices

State agencies must register WLANs, including each Access Point (AP) that connects to the State of Nebraska's private network, with the Office of the CIO (OCIO).

1.1.1. Registration

The registration process will identify: contact information; WLAN device information, including the manufacturer, model, and physical location; the security/firewall technologies being deployed; and, where logging information is to be stored. Registration information should be submitted to the CIO Help Desk at [URL to be added]. **Registration must occur prior to deployment** to prevent the access point from being declared as rogue.

1.1.2. Review and Approval

The OCIO will contact the registering agency after reviewing the registration information.

1.1.3. Naming Convention

Final device names are assigned by the OCIO during the registration process to avoid conflicts and confusion, and to aid in incident response and in identifying and locating wireless devices. If technology allows for the broadcast of a device name, standardized names should appear in the broadcast description, along with any unique identifiers assigned to the unit.

1.1.4. Unregistered (Rogue) and Unsecured Devices

Only approved WLANs and access points will be deployed within state agencies. **Unregistered (rogue) devices will be removed from service.** Network managers for the OCIO will incorporate procedures for scanning for unregistered (rogue) wireless devices and access points. This requires a full understanding of

the topology of the network. It also requires performing periodic security testing and assessment, including randomly timed security audits to monitor and track wireless and handheld devices. **OCIO reserves the right to disable network access for a device, server or LAN if inadequate security is found or improper procedures are discovered.**

1.1.5. Internet Only Wireless

If the use of the wireless access is only for internet, then the requesting agency must provide a written method showing how they plan on keeping traffic separate.

1.2. Management and Security of the access point

1.2.1. Physical Security

Access points must be properly secured within a safe, adequately monitored area to prevent unauthorized access and physical tampering. Devices will not be placed in easily accessible public locations.

1.2.2. Configuration Management

All wireless access points must be secured using a strong password. Passwords will be changed at least every six months. Administrators must ensure all vendor default user names and passwords are removed from the device.

1.3. Security of the wireless network

1.3.1. Logging

All access to the wireless network must be logged with records kept for a minimum of one (1) year. Records must include the time of access, the IP and MAC addresses of the device, and the username.

1.3.2. Access to State Network

If access is to the states network:

1.3.2.1. Access to the wireless network requires a username and password combination that is unique to each user; and

1.3.2.2. The SSID must use a minimum of WPA2 with the use of a FIPS 140-2 validated AES encryption module

1.3.3. Wireless Intrusion Detection Systems

All wireless networks require the use of wireless intrusion detection systems (WIDS), capable of location detection of both authorized and unauthorized wireless devices. All systems will provide 24/7 continuous scanning and monitoring. WIDS logs and documented actions will be maintained for a minimum of (1) year.

1.4. Management of Airspace

All conflicts regarding wireless connectivity are resolved by the OCIO. Review of airspace requirements and changes will be addressed with notification of compliance.

2. Purpose

Wireless communications offer organizations and users many benefits such as portability, flexibility, increased productivity, and lower installation costs. Wireless technologies cover a broad range of differing capabilities oriented toward different uses and needs. Wireless local area network (WLAN) devices, for instance, allow users to move their laptops from place to place within their offices without the need for wires and without losing network connectivity. Less wiring means greater flexibility, increased efficiency, and reduced wiring costs.

In additional to the inherent risks associated with any wired network, wireless technology introduces several unique vulnerabilities. Since wireless signals are radio transmissions, they can be intercepted by suitable radio receiving devices, sometimes even devices operating outside the intended service area. If data transmissions are not encrypted or are inadequately encrypted, the intercepted data can be read and understood in a matter of seconds. Any data transmission sent through the wireless network is at risk. These include correspondence, usernames and passwords, financial data, and other sensitive information. Because wireless transmissions circumvent traditional perimeter firewalls, those existing protections established to prevent unauthorized access are ineffective. Advances in wireless signaling technology may increase transmission distances, further exacerbating the problem of unauthorized reception. Unauthorized users may gain access to agency systems and information, corrupt the agency's data, consume network bandwidth, degrade network performance, and launch attacks that prevent authorized users from accessing the network, or use agency resources to launch attacks on other networks. Also, since wireless network devices operate using radio signals, their proliferation within an area can lead to Radio Frequency Interference (RFI) among these devices and other radio devices using the same frequency bands.

The purpose of this standard is to ensure that only properly secured and managed WLANs are deployed by agencies.

VERSION DATE: DRAFT - February 9, 2012.
REPEALER: Original NITC 7-301 is repealed.
HISTORY: Adopted on September 30, 2003. Revised on August 4, 2006.
PDF FORMAT: (to be added)

Project Status Form

General Information			
Project Name			Date
Adjudication Re-engineering - Project 1a - Release of Liability E-Filing			2/3/2012
Sponsoring Agency			
Nebraska Workers' Compensation			
Contact	Phone	Email	Employer
Randy Cecrle	402-471-2976	Randy.cecrle@nebraska.gov	WCC
Project Manager	Phone	Email	Employer
Randy Cecrle	402-471-2976	Randy.cecrle@nebraska.gov	WCC

Project Start Date	09/01/2011	**Project End Date**	Open	Revised End Date	n/a

Key Questions	Explanation (if Yes)
1. Has the project scope of work changed? ☐ Yes ☐ No	
2. Will upcoming target dates be missed? ☐ Yes ☐ No	
3. Does the project team have resource constraints? ☐ Yes ☐ No	
4. Are there problems or concerns that require stakeholder or top management attention? ☐ Yes ☐ No	

Summary Project Status
Any item classified as red or yellow requires an explanation in the Status box that follows this section. Additional priority items can be added to the list for status reporting.

Select one color in each of the Reporting Period columns to indicate your best assessment of:	Last Reporting Period [MM/DD/YYYY]			This Reporting Period [02/03/2012]		
1. Overall Project Status	☐ Red	☐ Yellow	☐ Green	☐ Red	☐ Yellow	☒ Green
2. Schedule	☐ Red	☐ Yellow	☐ Green	☐ Red	☐ Yellow	☒ Green
3. Budget (capital, overall project hours)	☐ Red	☐ Yellow	☐ Green	☐ Red	☐ Yellow	☒ Green
4. Scope	☐ Red	☐ Yellow	☐ Green	☐ Red	☐ Yellow	☒ Green
5. Quality	☐ Red	☐ Yellow	☐ Green	☐ Red	☐ Yellow	☒ Green

Color Legend	
	Project has significant risk to baseline cost, schedule, or deliverables. Requires immediate escalation and management involvement.
	Project has a current or potential risk to baseline cost, schedule, or deliverables. PM will manage based on risk mitigation planning.
	Project has no significant risk to baseline cost, schedule, or project deliverables.

Monthly Status Summary
Provide a summary of the project status since the last reporting period. (This summary will become part of the monthly NITC Dashboard.)

This is the initial report of the project.

Adjudication Re-engineering is a multi-phase project that will span a number of years to incorporate e-filing, electronic docket files, public web access to docket status, e-documents creation and judges e-signing of decisions and orders, and other performance improvement changes.

Project 1a - Release of Liability E-Filing is focusing on the development of one pleading type to complete the full end-to-end set of e-filing functions and limited changes to Clerks Review to process the submitted e-documents in the same manner as performed today with paper.

Project 1b - Semi-automated Docket / RFJA Setup, Electronic Docket File, and possibly Centralized Scanning will follow up immediately after 1a is completed. A rough time frame for completion is first half of calendar year 2013.

Because of the tight integration of judicial data and functions with non-judicial data and functions, (such as Vocational Rehabilitation), WCC systems, including e-filing are separate from the rest of the courts in the state.

Because of the court's limited jurisdiction, our e-filing system is being designed to provide web-based drafting of pleading documents that utilizes internal WCC electronic docket information. PDFs are generated for printing and "wet signatures" and the submittal with the "/s/" signature format as is the current rule and practice by the other courts in the state.

Tentatively, Project 2 will focus adding the remainder of the pleading types to e-filing with a rough target completion date end-of-calendar year 2013.

Other adjudication functions to be addressed following Project 2 include:

- Scheduling and Calendar management,
- Public access to case status and case documents,
- Judge's Decisions and Orders management,
- Automated notification to other sections of the court of court case changes,
- Electronic transmission of documents to the Court of Appeals,
- Electronic Exhibit management.

There has not been any identification of additional out-of-pocket costs other than the knowledge that electronic storage costs will grow as more e-documents are added to the Electronic Docket Files.

Significant Milestones (Met, Not Met, Scheduled) Insert additional lines as necessary.

Milestone	Met	Not Met	Sche-duled	Original Date	Actual Date	Impact (if late)
Beta testing with limited external attorney offices	☐	☐	☐	May 2012		No Impact
Initial production roll-out	☐	☐	☐	May-June 2012		No Impact
	☐	☐	☐			

Project Issues Insert additional lines as necessary.				
Description	**Impact on Project - (H,M,L)**	**Date Resolution is Needed**	**Issue Resolution Assigned to**	**Date Resolved**
Waiting on the judges need to make decisions on standardization of language on the Release of Liability pleading.	H	February 28, 2012	Barb Frank, Clerk of the Court	
Implementation by OCIO of Analytics Reporting Service (Oracle BI Publisher) in a production environment for the generation of PDFs.	H	April 2012	Kevin Keller - OCIO	

Impact: **H=High -** major impact on time, scope, cost. Issue must be resolved. **M= Medium**- moderate impact to time, scope, cost. **L=Low**- Issue will not impact project delivery

Project Risks Insert additional lines as necessary.			
Major Risk Events	High Medium Low	Risk Mitigation	Mitigation Responsible Party
Adoption by attorney offices of the court e-filing drafting system instead of their systems to produce the formatted pleadings for e-filing in place of uploading e-documents prepared on their systems.	Low	This approach was communicated in previous discussions with attorney offices during the last couple of years while we were working on the Application for Lump Sum Settlement e-filing drafting system. Select attorney offices were involved in testing until that project was put on hold. Select attorney offices will be involved in beta testing. Additional information will be released to external stakeholders and other communications will occur over the next couple of months.	Presiding Judge and Clerk of the Court

Decision Points Insert additional lines as necessary. Use this section to document any major decisions that impact target dates, scope, cost, or budget.			
Decision Point	Decision Due Date	Decision made by (name or names)	Decision's Impact on Project
Change requests from attorney offices during testing.	May 2012	Presiding Judge and Clerk of the Court	Delay the rollout of the system into production.

Comparison of Budgeted to Actual Expenditures Use a chart like the following to show actual expenditures compared to planned levels. Break the costs into other categories as appropriate.				
Fiscal Year [2012] – This is an internal development project utilizing WCC information technology staff and any application services provided by the OCIO. Limited cash expenditures have been made for PDF stamping software.				
Budget Item	Actual Costs to Date	Estimate to Complete	Total Estimated Costs	Total Planned Budget
Salaries	Internal staff, not tracked			
Contract Services	$0	$0	$0	$0
Hardware	$0		$0	$0
Software	$6,759.14	$0	$6,759.14	$6,759.14
Training	$0	$0	$0	$0
Other Expenditures*	$0	$0	$0	$0
Total Costs	$6,759.14		$6,759.14	$6,759.14
Other Expenditures include supplies, materials, etc.				

Additional Comments / Concerns Use this section to insert comments / concerns not included in any other section.

Nebraska Information Technology Commission
Enterprise Project Status Dashboard – As of April, 2012

Project: **Access Nebraska (Q)**				Contact:	**Karen Heng**
Start Date	09/16/2008	Orig. Completion Date	06/30/2012	Revised Completion Date	n/a

	April	March	February	January	December	November
Overall Status						
Schedule						
Budget						
Scope						

Comments:

Now reporting Quarterly.

February update:
ACCESSNebraska transition is almost complete. On January 24, the Lexington Customer Service Center went on phones. We have less than 1000 cases to move to ACCESSNebraska Universal Case Management System. Initial hiring is complete, current hiring is to fill vacancies.

On the technology side, in December 2011 we added the ability to place email and other documents submitted to internal N-FOCUS users to be added to the Document Imaging System. An Automated Interview Scheduler was introduced on November 13. This schedules the customer interview and sends the customer a notice of interview date and time. In January an updated telephone dashboard was rolled out to staff on January 9, 2012. This new dashboard allows staff to see number of calls waiting for each queue, average wait time, number of calls answered today.

There are no major technology pieces still in development. We have a couple of enhancements. We are developing an electronic display board for the Customer Service Centers. We are also looking at adding an automated call back feature to the phone system. The next tool for web services will be a Partner Inquiry feature were agencies working on the same customer as DHHS can look up the DHHS case status and information around case status.

Next report due in June.

Project: **Student Information System (Q)**				Contact:	**Jim Zemke**

	April	March	February	January	December	November
Overall Status						
Schedule						
Budget						
Scope						

Comments

ADA Compliance updates are only outstanding items.

April, 2012 – Recommend closure of this project. The accessibility issue will be tracked in a new section titled “On-going Issues”. The new section can be found at the end of this report, just before the Legend.

Nebraska Information Technology Commission
Enterprise Project Status Dashboard – As of April, 2012

Project:	**Link – Human Capital Management (formerly Talent Management System)**	Contact:	**Dovi Mueller**
Start Date	6/1/2009	Orig. Completion Date	7/1/2012
Revised Completion Date	n/a		

	April	March	February	January	December	November
Overall Status						
Schedule						
Budget						
Scope						

Comments

Naming Conventions

- LINK (a.k.a. TMS or Talent Management Solution) has been called a number of different things over the past two years. With the changes that have occurred including the addition of Benefits Open Enrollment, and with the goal of not using vendor names, we have decided upon the following (see attached picture for additional details):
  - Payroll & Financial Center
  - Employee Work Center
  - Career Center
  - Employee Development Center
  - Recruitment & Selection Center

LINK Website

- With a great deal of help from the oCIO web development staff, the LINK website has been completed, is accessible via mobile devices and has been branded according to NITC standards. This website is one location where all LINK applications can be accessed.

Career Center and Recruitment / Selection

- Integration from NEOGOV to Workday is ready for full integration testing.

Employee Development Center (Learning / Performance / Succession)

- Work continues on the Workday to CSoD as additional fields were added to the integration. This remains at 95% complete with integration testing to be complete by 2nd week in April.
- Training courses for EDC- Learning continue with Retirement Systems employees scheduled for April 3 and April 5.
- The emphasis this past month has been on providing demonstrations of how integrated the Learning, Performance and Succession components and what can be expected when the entire solution is rolled out. Demonstrations have been conducted or are scheduled for the following:
  - Nebraska State Patrol Executives
  - Nebraska State Patrol – Grand Island Training Center Staff
  - Corrections Executive Committee
  - Department of Labor
  - AS Employee Relations
  - Supreme Court / Probation

Employee Work Center (Benefits / Human Resources)

- Phase I and II of payroll testing have been completed. DHHS, Roads, Corrections, Legislature and Administrative Services have entered transactions into Workday and files have been run to test the outcome once they are received by EnterpriseOne. Global issues have been identified and resolved. There remain a few outstanding issues surrounding the SLEBC benefit groups and we continue to work through those issues one by one to get to resolution. Payroll testing continues as we begin testing the integrations as well.
- We are gearing up to do one more conversion toward the end of April of data from E1 to Workday.
- Agencies continue to clean up data in E1.
- We have run a number of test files through the integration from Workday to E1 to test how deductions and effective dates will react on the E1 side. The next step is to conduct a full integration test through all systems utilizing the established sFTP site.
- System testing continues and is scheduled again for April 3, 4 and 5. This round will include making changes in Workday, running the integration and testing the outcome in E1.
- Held Payroll HR/User Group (PHRUG) meeting on March 20. Every agency had at least one person attend.

Another PHRUG meeting will be scheduled for mid-April. All agencies HR Partners are once again invited to attend.

- HR Advanced Training has officially been kicked off. This is required training through the Employee Development Center – Learning Center. The kick-off included a one day train-the-trainer course held on March 27. Two full classes for HR Partners took place Thursday, March 29 with 24 HR Partners attending. HR Advanced Training will continue over the next two weeks with a half day follow-up scheduled at the next PHRUG meeting in mid-April. We have reserved an additional couple of weeks as a contingency for those HR Partners that need additional training.
- With the help of the Blind and Visually Impaired Commission we were able to locate a person who can assist us with 508 compliance testing. Testing is scheduled to begin mid-April for Benefits Open Enrollment, the New Hire event, and any other ESS functionality.

Project: **Link - Procurement**				Contact: **Dovi Mueller**		
Start Date	6/1/2009	Orig. Completion Date	7/1/2012	Revised Completion Date		tbd
	April	March	February	January	December	November
Overall Status						
Schedule						
Budget						
Scope						
Comments						

No Update for April.
Project is on hold.

December update:
Procurement

- Work on the Procurement phase of the Link project has been reduced due to the implementation priorities of the HCM phase.
- The Procurement team is working on establishing revised project dates.

Project: **Network Nebraska Education**				Contact: **Tom Rolfes**		
Start Date	05/01/2006	Orig. Completion Date	06/30/2012	Revised Completion Date		n/a
	April	March	February	January	December	November
Overall Status						
Schedule						
Budget						
Scope						
Comments						

All RFP 3827 and RFP 3886 contracts and State contract extensions were signed and posted to the State Purchasing website and communicated to K-12 entities by by 3/16/2012, a full four days before the E-rate filing deadline. Two tribal colleges, one nonpublic school, and two public school districts will be new Network Nebraska members by 7/1/2012, and one public school district will be deleted due to a school district merger.

Budget numbers are inclusive of the UNCSN 2nd Qtr REVISED invoice report, presented for payment on 2/10/2012.

Actual Costs	Estimate to Complete	Total Planned Budget
$239,161	$322,330	$561,491

Project: **Public Safety Wireless (Q)**				Contact: **Mike Jeffres**		
	April	March	February	January	December	November
Overall Status						
Schedule						
Budget						
Scope						
Comments						

Now reporting quarterly.

March update:
System acceptance is pending coverage testing, which is on temporary hold.

We are currently in discussion with Motorola on developing the final check list any remaining open issues to complete the system acceptance plan.

Issue:
Coverage testing on hold – pending ongoing investigation of noise issue related to antenna used at towers, system remains in operation. Resolution is needed by Summer, 2012.

Next report due in June.

Project: **Fusion Center**				Contact: **Kevin Knorr**		
Start Date	04/13/2010	Orig. Completion Date	06/11/2011	Revised Completion Date		05/31/2012
	April	March	February	January	December	November
Overall Status						
Schedule						
Budget						
Scope						
Comments						

The basic user training did not begin on 2/15/2012 as expected due to the fact the NSP IT and Memex have not been able to complete the user authentication development. The team has developed a solution, but continue to implement and test solutions. The complexity of linking the multiple systems and integrating dual layer authentication has resulted in numerous bugs that require additional development on both sides.

Since we are unable to begin vetting users into the system until a tested solution to the user authentication has been reached, the user training has now been postponed until the bugs are fixed and the testing is complete. Should this be done by March 15, we will be able to deploy the training package beginning April 1, 2012.

Update for April: The dual layer authentication (mentioned above) is fixed and is in final testing before we deploy our training.

Since we are unable to begin vetting users into the system until a tested solution to the user authentication has been reached, the user training has now been postponed until the bugs are fixed and the testing is complete. Should this be done by March 15, we will be able to deploy the training package beginning April 1, 2012.

Project: **Online Assessment**				Contact:	**John Moon**	
Start Date	07/01/2010	Orig. Completion Date	06/30/2011	Revised Completion Date		06/30/2012
	April	March	February	January	December	November
Overall Status						
Schedule						
Budget						
Scope						
Comments						

No report for April.

March 1, 2012 Update
Nebraska teachers and administrators are using the Check 4 Learning system with their students. Reading, math, and science items are available for teachers to develop formative tests for classroom use. After testing, extensive reports are available for teachers and administrators to review and utilize to improve student learning.

No problems were encountered with the online assessment of writing in grades 8 and 11. Districts were able to print copies of the writing assessments. The writing assessments were collected and scored electronically by our vendors, DRC and Computerized Assessments and Learning (CAL). The results will be reviewed by NDE and shared with districts in May 2012.

The NSSRS student data file was successfully transferred to DRC on February 2, 2012. The online test administration training for the NeSA assessments was completed on Feb. 28 and 29 via a WebEx. The management tools for the NeSA online assessments will be opened on March 5, 2012. Districts will be able to edit student profiles, print student session tickets, monitor student test status, and download student test results by utilizing the tools. Students will begin the NeSA – Reading, NeSA-Math, and NeSA-Science on March 26 and complete the assessments by May 4, 2012.

Project: **Interoperability Project**				Contact: **Bob Wilhelm**		
Start Date	10/01/2010	Orig. Completion Date	06/01/2013	Revised Completion Date		09/30/2013
	April	March	February	January	December	November
Overall Status						
Schedule						
Budget						
Scope						
Comments						

Construction of the Pilot Ring (Panhandle Region) began in September 2011 with completion, system testing and signoff now planned to take place in April, 2012. In the Southwest region, all path studies, tower mapping, structural analyses and grounding tests have been completed and equipment will be ordered after the Pilot Region is tested and accepted (after April, 2012) and all the environmental studies are completed for the State Homeland Security Grant. Completion and signoff of the Pilot Region is a prerequisite for starting construction in the rest of the regions. In the South Central and Southeast regions, all path studies, tower mapping, structural analyses and grounding tests are ongoing. Equipment is anticipated to be ordered for South Central by June 2012. In the remaining regions (East Central, Northeast and Tri-County) pre-construction efforts have begun.

Although construction of the Pilot Region continues, the project has been impacted negatively by the inability to secure adequate tower sites. Alternate locations are being sought, reluctant tower hosts are being re-contacted and tower remediation options are being studied. The end result is that we do not anticipate testing or acceptance of the Pilot system prior to April, 2012. Lessons learned on the Pilot Ring will serve the project well as the project moves east.

Completing the Pilot Ring acquisition leases and permissions and tower remediation are critical to moving forward.

Project Risks Insert additional lines as necessary.

Major Risk Events	High Medium Low	Risk Mitigation	Mitigation Responsible Party
Finding adequate towers to locate the NRIN system on	H	Deal with facility owners to gain access to their towers, etc.	Sue Krogman & NCOR Representatives
MOUs and Lease Agreements	H	Deal with facility owners to gain access to their towers, etc.	Sue Krogman & NCOR Representatives

Project: **MMIS**				Contact:		
Start Date	n/a	Orig. Completion Date	n/a	Revised Completion Date		n/a
	April	March	February	January	December	November
Overall Status						
Schedule						
Budget						
Scope						
Comments						

Project On Hold until renewed

Nebraska Information Technology Commission
Enterprise Project Status Dashboard – As of April, 2012

Project:	**Adjudication Re-engineering (V) (Q)**			Contact:	**Randy Cecrle**	
Start Date	09/01/2011	Orig. Completion Date	06/30/2012	Revised Completion Date		12/31/2012
	April	March	February	January	December	November
Overall Status						
Schedule						
Budget						
Scope						

Comments

---------Reporting Period Status Information
The schedule is dependent upon the completion of the e-filing rules. The draft e-filing rules should be completed in April-May, 2012. Once the draft is completed then meetings with the Judges will be held to explain and review. Depending upon wishes of the judges, a Rule Hearing will be scheduled by August of 2012.

Issue:
Work has just begun on e-filing rule changes and there was not adequate time to complete the draft rules and explain and review with the Judges prior to the May Rule Hearing.

---------Project Description
Adjudication Re-engineering is a multi-phase project that will span a number of years to incorporate e-filing, electronic docket files, public web access to docket status, e-documents creation and judges e-signing of decisions and orders, and other performance improvement changes.

Project 1a - Release of Liability E-Filing is focusing on the development of one pleading type to complete the full end-to-end set of e-filing functions and limited changes to Clerks Review to process the submitted e-documents in the same manner as performed today with paper.

Project 1b - Semi-automated Docket / RFJA Setup, Electronic Docket File, and possibly Centralized Scanning will follow up immediately after 1a is completed. A rough time frame for completion is first half of calendar year 2013.

Because of the tight integration of judicial data and functions with non-judicial data and functions, (such as Vocational Rehabilitation), WCC systems, including e-filing, are separate from the rest of the courts in the state.

Because of the court's limited jurisdiction, our e-filing system is being designed to provide web-based drafting of pleading documents by outside attorneys, which utilize internal WCC electronic docket information. PDFs are generated for printing and "wet signatures" and the submittal with the "/s/" signature format as is the current rule and practice by the other courts in the state.

Tentatively, Project 2 will focus on adding the remainder of the pleading types to e-filing with a rough target completion date end-of-calendar year 2013.

Other adjudication functions to be addressed following Project 2 include:

- Scheduling and Calendar management,
- Public access to case status and case documents,
- Judge's Decisions and Orders management,
- Automated notification to other sections of the court of court case changes,
- Electronic transmission of documents to the Court of Appeals,
- Electronic Exhibit management.

There has not been any identification of additional out-of-pocket costs following Project 2, other than the knowledge that electronic storage costs will grow as more e-documents are added to the Electronic Docket Files.

The next report will be due in June.

Nebraska Information Technology Commission
Enterprise Project Status Dashboard – As of April, 2012

Please note: The project listed below is reporting voluntarily and is not considered as an Enterprise Project by the NITC.

Project:	**Law Enforcement Message Switch Replacement (V)**	Contact:	**Suzy Fredrickson**

Start Date	08/01/2011	Orig. Completion Date	05/11/2012	Revised Completion Date	n/a

	April	March	February	January	December	November
Overall Status	Green	Green	Green	Gray	Green	Gray
Schedule	Green	Yellow	Green	Gray	Green	Gray
Budget	Green	Green	Green	Gray	Green	Gray
Scope	Green	Green	Green	Gray	Green	Gray

Comments

Project milestones met to this point include:

1. Establishing a Project Schedule
2. Development of Design Specifications
3. Receipt of Software Licensing
4. Server Installs
5. Implementation of Interfaces – Datamaxx developing interfaces for DMV, VTR, PO
6. Functionality Testing

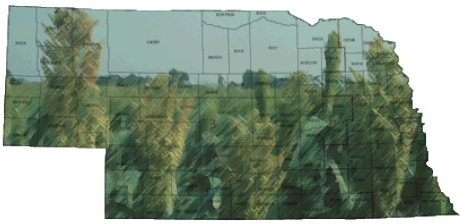
Currently performing user testing. Issues are being reported and resolved as they arise.

Issue: On March 30, OCIO experienced an outage in the SSL VPN service which caused a delay on the project due to vendor's inability to access the servers during that time period. An alternate interim solution was made available by NSP. The issue was resolved on April 4.

On-Going Issues:

Application	Issue	Report Date	Comment
Student Information System	ADA Compliance	April, 2012	None.

Color Legend		
Red	**Project has significant risk to baseline cost, schedule, or project deliverables.** **Current status requires immediate escalation and management involvement.** Probable that item will **NOT** meet dates with acceptable quality without changes to schedule, resources, and/or scope.
Yellow	**Project has a current or potential risk to baseline cost, schedule, or project deliverables.** **Project Manager will manage risks based on risk mitigation planning.** Good probability item will meet dates and acceptable quality. Schedule, resource, or scope changes may be needed.
Green	**Project has no significant risk to baseline cost, schedule, or project deliverables.** Strong probability project will meet dates and acceptable quality.
Gray	**No report for the reporting period or the project has not yet been activated.**



Nebraska Council of Regions (NCOR)
2011 Annual Report

February 2012

2011 NCOR Members

Harold "Pete" Peterson – North Central (Chair)
Mark Conrey – Tri-County
Patrick Foust – Northeast
Pat Gerdes – Southwest
Jim Gerweck – Southeast
Tim Hofbauer – East Central
Larry Thoren – South Central
Ray Richards – Panhandle
Thomas Schwarten – N-WIN (NSP)
Dave Webb – N-WIN (NPPD)

Nebraska Council of Regions (NCOR)

2011 Annual Report

Executive Order No. 08-04 (December 17, 2008) established the Nebraska Council of Regions (NCOR), its membership, and key activities. NCOR was created to provide oversight and integration for the eight local public safety communications regions of Nebraska and to coordinate with the Nebraska Wireless Interoperable Network (N-WIN) Council. The Executive Order charged NCOR with providing an annual report containing a current assessment of the Nebraska regional wireless communication network that includes recommendations for further development and operation of the system. This report fulfills that requirement.

Background

The 10-member NCOR board consists of one appointee each from the eight local communications regions, the Nebraska Public Power District (NPPD), and the N-WIN Council. Meetings are also regularly attended by representatives of the state agencies charged with providing support to the group – Nebraska Emergency Management Agency, Nebraska State Patrol, and the Office of the Chief Information Officer.
The primary purpose of NCOR is to complete the charges listed in Executive Order No. 08-04. Accordingly, the Nebraska Council of Regions will:

- Provide policy-level direction and coordination related to the planning and decisions regarding regional integration with the Nebraska Wireless Interoperable Network (N-WIN).
- Adopt bylaws for the operation of the NCOR.
- Develop strategies and recommendations to improve operations of the Nebraska wireless communication network, including the use of new technology as it becomes available.
- Promote interoperability for public safety communications within Nebraska.
- Provide for the development of protocols, standard operating procedures, and guidelines for use of the local Nebraska wireless communication network.
- Establish the terms of agreements and enter into agreements for public safety entities to operate with the Nebraska Wireless Interoperability Network (N-WIN), in conjunction with the Office of Chief Information Officer (OCIO), when such arrangements are practical and in the best interests of the State and the regions.

The NCOR Board held 11 meetings in 2011 including a joint meeting with the Nebraska Wireless Interoperable Network. NCOR meeting minutes can be found at: http://www.homelandplanning.nebraska.edu/nebraskacouncil.php

Cooperation with Nebraska Wireless Interoperable Network (N-WIN) Council members was instrumental in the second year of NCOR. In addition to strong N-WIN Council support and participation, three state groups provided support to NCOR in 2011.

The Nebraska Emergency Management Agency (NEMA) provided administrative support to NCOR as needed and served the logistical needs of the group including: 1) arranging for adequate space and a location for meetings and 2) providing copies of meeting materials and sign in sheets. In addition, staff were assigned to assist regions assess technical requirements for the Request for Proposals (RFP). NEMA provides substantial resources for development of the Nebraska Interoperable Communications Network.

The Office of the State Information Officer (OCIO) provided updates on the development of interoperable communication infrastructure and implementation of the statewide radio system in coordination with the Nebraska Public Power District (NPPD).OCIO provided technical assistance on the Nebraska Regional Interoperability Network, the mutual aid network, and the development of regional Tactical Interoperable Communications Plans (TICPs). OCIO is also responsible for coordinating the statewide interoperability strategy with NEMA, NCOR and regional leadership groups.

The University of Nebraska Public Policy Center provided planning assistance to NCOR over the past year through agenda development, meeting facilitation, developing draft documents, note-taking, and maintaining a website to centralize communication related to NCOR and regional activities (http://www.homelandplanning.nebraska.edu).

2011 Milestones

Nebraska Regional Interoperability Network (NRIN). NRIN is an Internet Protocol (IP) high-speed microwave system to be carried on over 200 towers across Nebraska. It is the backbone that ties all of the other systems together. The network provides data connectivity for public safety voice and data interoperability using the towers, and state and regional network. Public safety data will be disseminated to dispatch centers (also referred to as Public Safety Answer Points or PSAP's) located in counties and cities throughout the state. The NRIN system consists of eight regional, ringed networks that join to make up the statewide ring. The system will carry data linking all aspects of emergency communications, including statewide voice, data, wireless and video data, and will be governed by standard operating procedures put together by local and regional representatives.

Communications Services, Inc. (CSI) is the company assessing coverage and installing microwave dishes and other equipment on towers. In 2011 implementation focused primarily on the Panhandle and North Central regions. Work included approving the system design, identifying and assessing tower locations, identifying alternatives when planned towers were not feasible, negotiating rates for usage of towers and other structures, identifying storage and staging locations for equipment, ordering equipment for the tower sites and installing equipment. Each potential installation site must undergo a review for environmental impact prior to installation of any equipment. NEMA has coordinated this effort to ensure each site is promptly submitted for review.

Work began in the Southwest, South Central and Southeast regions to identify and assess towers for NRIN. NCOR developed a process to share lessons learned from the experience of the first two implementation Regions to assist other Regions as the Network develops statewide. NCOR and NEMA also began work to identify potential uses/users of NRIN and to identify governance, management, monitoring, and maintenance structures for the successful operation of NRIN. A committee of NCOR began work on identifying sustainability costs that could be shared with local officials and developed an interlocal agreement template that could be used by local groups to share costs and determine responsibilities for local networks.

Mutual Aid Radio System. The *Nebraska Mutual Aid Radio System* will allow public safety responders to communicate regionally and statewide on an as-needed/on-demand basis using common protocols and radio frequencies. The Nebraska Mutual Aid Radio System is a planned network of analog radio base stations using common, nationally accepted frequencies to provide radio coverage across the state controlled by local/regional system operators. This initiative will involve installation of equipment and connections that will require maintenance and upkeep support from local governments. Nebraska Emergency Management Agency is working closely with the Nebraska Office of the Chief Information Officer and Nebraska's Council of Regions (representatives from each of Nebraska's eight planning, exercise and training regions) to implement this initiative.

NCOR developed specifications for mutual aid and incorporated these into Standard Operating Procedures (SOPs). The SOPs include terminology and guidelines for use, channels for mutual aid, procedures for use and discontinuation, problem identification and resolution, base frequencies, equipment requirements, procedures for heavy traffic conditions, and controls and measures. NCOR approved the SOPs in early 2011.

The mutual aid overlay/base station project has moved forward with the assistance of NEMA technical personnel. Regions and local areas assessed their needs related to upgrading public safety answering point equipment and connections to work with the statewide network for the purpose of achieving interoperability.

Three pilot programs for mutual aid continued implementation in 2011 – Tri-County Region, South Central Region and North Central. The other regions developed initial mutual aid plans, and NEMA submitted Environmental Planning and Historic Preservation Applications (EHPs). The OCIO helped regions with the technical aspects of their projects.

Paraclete. *Paraclete* © is a computer software system that enables local, regional, and state emergency responders to communicate with one another using disparate radio systems in the event of a local emergency. Responders coming to the aid of a neighboring community during a local incident may use different radio frequencies. Paraclete provides a mechanism for dispatchers to bring the frequencies together so the responder on scene can communicate as though everyone were on the same

frequency. In addition, the Paraclete system contains a sophisticated database that can be customized by local officials with area resources that are needed to handle the various emergency scenarios that may face local and regional public safety agencies. Local officials can pre-determine which frequencies to place in the Paraclete system so dispatchers using it can quickly connect them. In an emergency every second counts. The quick, clear communication in the field made possible by this system could save lives. The Nebraska Emergency Management Agency purchased the license for Paraclete software for the entire state of Nebraska with the OCIO paying for its on-going maintenance. Decisions about where Paraclete equipment should be located have been made by local emergency management and communications personnel in consultation with the State personnel working on this initiative.

NEMA designed a process for resolving technical issues with Paraclete, developing a user manual and providing training for dispatchers, supervisors, and emergency managers across the state. NEMA added additional training and technical assistance staff to provide support to the PET Regions. As the use of Paraclete expands, the ability to share information will be important in ensuring success of mutual aid.

Tactical Interoperable Communications Plans (TICPs)/State Communications Interoperability Plan (SCIP). TICPs detail first responder radio interoperability communications operational plans, jurisdictional agency contact information, radio frequency and infrastructure, interoperability process, network systems and includes information on governance, mutual aid agreements, Memorandum of Understandings (MOU), and other information regarding the region's radio interoperability. All eight regions and the urban Omaha area updated their TICPs in 2011.

The Statewide Communication Interoperability Plan (SCIP) is a locally-driven, multi-jurisdictional, and multi-disciplinary statewide plan to enhance emergency communications. The SCIP outlines and defines the current and future vision for communications interoperability within the State and aligns emergency response agencies with the goals, objectives, and initiatives for achieving that vision. A SCIP workshop was held in June 2011. NEMA, OCIO and the University Public Policy Center developed standard language for the SCIP and developed a draft of the plan.

National Emergency Communications Plan Goal 2. This Department of Homeland Security Office of Emergency Communications goal requires states to submit a report to demonstrate response-level communications capabilities within one hour of an event. Goal 2 required the regions to select an incident involving multiple entities and communications that occurred in that area and for the region then to describe how primary operating communications were handled throughout the incident. Capability data was collected through an on-line reporting process which allows for self-assessment in five categories (governance, standard operating procedures, technology, training and exercises, and usage). A Goal 2 workshop was held in June. NEMA provided technical assistance on completing this goal, and each county met compliance in 2011.

Narrowbanding. All frequency license holders are required by the Federal Communications Commission (FCC) to comply with narrowbanding requirements by December 2012. Narrowband means that the channel is so narrow that its frequency response is considered "flat" and channels may not exceed 12.5 kHz. The OCIO provided assistance to regions in identifying frequency owners in each area that required a movement to the narrowbanded frequency. NCOR developed a checklist to assist each region in meeting narrowbanding requirements. NCOR sponsored a webinar on narrowbanding that was hosted by the Public Policy Center. In addition, a newsletter was dedicated to narrowbanding.

State Emergency Communication Commission (SECC). In 2011, the SECC became a subcommittee of NCOR. The members are volunteers whose memberships are currently part of their jobs. The FCC calls for every state to have a subcommittee for State Emergency Communications. The SECC brings broadcasters and cable together to create an effective system for emergency personnel to access communications systems in times of emergency. The SECC developed operating procedures in 2011 and continues updating the Emergency Alert System State Plan. A Federal 50/50 Emergency Management Planning Grant (EMPG) was assigned by NEMA for purchasing Emergency Alert System (EAS) equipment throughout the state of Nebraska. The Nebraska Broadcasters Association and the SECC facilitated applications from and payment to broadcast stations. The National Cable Telecom Cooperative helped work with cable companies in Nebraska. Approximately $240,000 was distributed for the project. Virtually all broadcast and cable systems in Nebraska now have the required equipment to connect to the FEMA Integrated Public Alert and Warning System (IPAWS) Aggregator for EAS messages. The Federal deadline to have it working is June 30, 2012.

Public Information Communication. In 2011, NCOR initiated a number of efforts to inform stakeholders about interoperable communications. Members of NCOR developed a training curriculum on public safety communications that will be offered to stakeholders in 2012. A series of four webinars was developed to inform public officials, radio users, dispatchers, and emergency managers. All webinars were posted on-line for ongoing access. Newsletters were also developed and distributed to provide essential information about interoperable communications.

Challenges

Two primary challenges to the work of NCOR are highlighted in this report. The first challenge is related to the evolving need for close coordination with the official state support agencies for NCOR (NEMA and OCIO). In order for the NCOR Board to set priorities, understand needs across the state and manage grant funding, operational and technical assistance is needed from both NEMA and the OCIO. Both support agencies have worked on ways to improve consistent communication with NCOR.

A second challenge has been communicating with public officials and the public about the need for an as-needed, on-demand interoperable communications network. This has been particularly challenging given the complexity of the network components and

the unknowns regarding costs and sustainability. NCOR is currently working to inform public officials, first responders, and emergency managers about the benefits and responsibilities associated with the Nebraska Interoperable Communications Network.

Recommendations

NCOR plans to continue with current projects, monitoring and ensuring that they are smoothly underway before moving on to other identified priorities in 2012. One of the highest priorities is achieving the build-out of the Nebraska Regional Interoperability Network. Regions will coordinate with the contractor to determine which local sites will be connected to the network. Ongoing coordination with NEMA and the OCIO will also continue to ensure equipment is purchased and installed for base stations and that appropriate personnel are included in Paraclete training. NCOR recommends that the state support agencies work with Regions in 2012 to create common training and exercise expectations for users of the wireless networks.

NCOR plans to continue its work to inform public officials about the Nebraska Interoperable Communications Network and to engage in discussion about sustainability of the network. With state and local partners, NCOR will develop and implement a system design for governance, management, monitoring and maintenance of the network. NCOR will also start focusing on integration and sustainability of mutual aid and Paraclete. NCOR plans to complete training for public officials and other stakeholders in early 2012.

NCOR anticipates its members will participate in an update of the 2012 Statewide Communications Interoperability Plan (SCIP). This collaborative effort with state agencies forms the basis for local tactical interoperable communications planning (TICP). Current discussions are also taking place surrounding the integration of NCOR and N-WIN through the Executive Order.

Nebraska Wireless Interoperable Network (N-WIN) Council 2011 Annual Report

February 2012

2011 N-WIN Council Members

Owen Yardley, Chair
Al Berndt, NEMA
Ted Blume, Game & Parks
Mark Conrey, NCOR
Jim Gerweck, NCOR
Adam Matzner, Fire Marshal
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Jayne Scofield, OCIO
Dave Webb, NPPD

Nebraska Wireless Interoperable Network Council
2011 Annual Report

Executive Order No. 08-03 (December 17, 2008) established the Nebraska Wireless Interoperable Network (N-WIN) Council, membership of the N-WIN Council, and its leadership responsibilities for interoperable public safety communications. The Executive Order charged the N-WIN Council with providing an annual report containing a current assessment of the Nebraska Wireless Interoperable Network that included recommendations for operation of and enhancements to the system. This report fulfills that requirement.

Background

The nine-member N-WIN Council consists of one appointee each from the following entities: A chairman appointed by the Governor; representatives designated by the Nebraska State Patrol; Nebraska Game and Parks Commission; Nebraska Fire Marshal's Office; Nebraska Office of the Chief Information Officer; Nebraska Emergency Management Agency; Nebraska Public Power District; and two people appointed by the Nebraska Council of Regions. The Nebraska Emergency Management Agency and the Office of the Chief Information Officer are also charged with providing administrative and technical support to the N-WIN Council.

The primary purpose of the N-WIN Council is to complete the charges listed in Executive Order No. 08-03. Accordingly, the Council will:

- Provide for the governance and policy level direction related to the planning and decisions regarding development and operation of the N-WIN;
- Provide leadership regarding the development of public safety communications within Nebraska;
- Adopt bylaws for the operation of the Council;
- Develop strategies and recommendations to improve operations of the N-WIN, including consultation with the Office of the Chief Information Officer (OCIO) regarding the use of new technology as it becomes available;
- Promote interoperability for public safety communications within Nebraska, and with border states;
- Provide oversight for the development of protocols, standard operating procedures and guidelines for use of the N-WIN;
- Coordinate and provide planning, training and exercise opportunities related to communications interoperability for all necessary and authorized public safety practitioners;

- Establish the terms of agreements and enter into agreements for public safety entities to operate on the N-WIN, in conjunction with the Office of Chief Information Officer (OCIO), when such arrangements are practical and in the best interests of the State and the regions; and
- Develop recommendations and strategies for best utilization of public funds, including grants, to improve public safety communications in Nebraska.

Cooperation with the Nebraska Council of Regions (NCOR) was instrumental to achieving the N-WIN goals in 2011. In addition to strong NCOR support and participation, three state groups provided support to N-WIN in 2011: the Nebraska Emergency Management Agency (NEMA), the Office of the Chief Information Officer (OCIO) and the University of Nebraska Public Policy Center (PPC).

NEMA assisted with N-WIN Council activities by: 1) providing administrative support for Council meetings including arranging for meeting space, providing copies of meeting materials, and creating sign-in sheets to record attendance of meeting participants and 2) providing resources for and coordination of environmental assessments for all installation of communication equipment purchased with federal funds. NEMA also agreed to take responsibility for coordinating exercise opportunities related to interoperable communications for Nebraska public safety practitioners.

The OCIO provided technical support to the N-WIN Council. The OCIO gave regular reports to the N-WIN Council about the development of interoperable communication infrastructure and implementation of the statewide radio network in coordination with NPPD. The OCIO is also responsible for coordinating the statewide interoperability strategy with NEMA, NCOR and regional leadership groups.

The University of Nebraska Public Policy Center (PPC) provided planning assistance for the N-WIN Council over the past year through agenda development, meeting facilitation, document preparation, note taking, and maintaining a website to centralize communication related to the N-WIN Council and related statewide activities (http://www.homelandplanning.nebraska.edu). The PPC also organized the interoperability newsletter and four statewide webinars.

2011 Milestones

Implementation of the Statewide Radio System (SRS). The statewide radio system, a VHF P25 digital trunked land mobile radio system, is a partnership between the State and Nebraska Public Power District (NPPD) and was installed in four phases. Phases became activated when towers were turned on and communication between sites was enabled. Phases became operational when state agencies were able to move their

daily operational traffic to the new radio system. Work progressed in 2011 to complete the SRS including installing and replacing antennas where needed, establishing tower leases, installing generators, installing and upgrading radio equipment, assigning and licensing frequencies, coverage testing, troubleshooting alarm systems, addressing illegal carrier issues, and training of key personnel. The final areas in the eastern part of the state are scheduled to go live in early 2012 with final coverage testing to be completed by Fall 2012. NPPD received the Apex Award from the Utilities Telecom Council for Partnership with Public Safety for its role in working with the state of Nebraska to develop the SRS. The Council believes NPPD's work with Nebraska should be a model for the rest of the United States. The SRS User Group (SUG) continued to meet monthly to discuss SRS project status, issues, resolutions and to agree about policies and procedures for its use.

Intent to Participate Form and New User Checklist. The OCIO and NPPD developed a form for potential SRS users to complete and then be presented to the N-WIN Council for approval. The form explains the purpose of the SRS, identifies the steps to participation, and asks for basic information about the interested organization. The OCIO and NPPD also developed an SRS New User Checklist to track progress at completing the steps to becoming an SRS user. The N-WIN Council worked on a process to accept new members on the SRS, and approved two new members. The new members are Lincoln Electric System (LES) and Lincoln County. New users could include local public safety entities or public power districts.

Establishing Final N-WIN Council Procedures. The N-WIN Council modified and approved procedures for the N-WIN Council in 2011. The procedures provide written documentation for the N-WIN Council to conduct business in accordance with its bylaws and to provide final approval for eligible organizations accessing the SRS. The procedures provide methods for conducting N-WIN meetings, processes for establishing committees and presenting reports, procedures for managing relationships among SRS subscribers, procedures for appeals, and procedures for approving SRS access.

Development of a User Cost Model. The OCIO and NPPD developed a user cost model for participation in the statewide radio system. The statewide radio system was designed to serve the communication needs of the Nebraska Public Power District (NPPD) and the state's public safety and law enforcement agencies, as well as other organizations such as first responders, state and local officials, and local utilities. Rather than build two separate radio systems, state OCIO and NPPD officials entered into an agreement to equally share the cost of purchasing, installing and implementing the statewide radio system. The user cost model was designed to be as simple as possible, to correlate to the percentage of system utilization and to promote system

utilization. It was not intended as a cost recovery mechanism for the initial construction of the system, but as a funding mechanism to ensure its long-term sustainability. In 2011, the OCIO and NPPD successfully applied the cost model with two organizations and began work on a cost model for guest users. The NWIN Council provides final approval for each proposal.

Development of Communications about the N-WIN System. Recognizing questions about the implementation of the Nebraska Wireless Interoperable Network such as how the SRS relates to the other interoperability components (e.g., the Nebraska Regional Interoperability Network), the N-WIN Council disseminated information to key stakeholders. These included webinars and newsletters targeted toward public officials, local emergency responders, and emergency managers.

Coordination with NCOR on Other Components for Interoperable Communications. The N-WIN Council worked collaboratively with NCOR to monitor the implementation of other components of the Nebraska Wireless Interoperable Network including the following:

1) The *Nebraska Regional Interoperability Network (NRIN)***,** an Internet Protocol (IP) high-speed microwave network connecting over 200 towers across Nebraska organized in eight regional, ringed networks that will carry wireless data relating to all aspects of emergency communications statewide, including voice, video and data. In 2011 implementation focused primarily on the Panhandle and North Central regions. Work included approving the system design, identifying and assessing tower locations, identifying alternatives when planned towers were not feasible, negotiating rates for usage of towers and other structures, identifying storage and staging locations for equipment, ordering equipment for the tower sites and installing equipment. Each potential installation site must undergo a review for environmental impact prior to installation of any equipment. NEMA has coordinated this effort. Work began in the Southwest, South Central and Southeast regions to identify and assess towers for NRIN.
2) The *Nebraska Mutual Aid System*, a planned network of analog radio base stations using common, nationally accepted frequencies to provide radio coverage across the state controlled by local/regional system operators. NCOR developed specifications for mutual aid and incorporated these into draft Standard Operating Procedures (SOPs). Regions and local areas assessed their needs related to upgrading public safety answering point equipment and connections to interoperate with the SRS for the purpose of achieving interoperability. Three pilot programs for mutual aid began planning and implementation in 2011 – one in the Tri-County Planning, Exercise and Training (PET) Region, one in the South Central PET Region, and one in the North

Central Region. A major focus of these efforts has been to achieve interoperability between local first responders and the Nebraska State Patrol.

3) *Paraclete*© is a computer software system that enables local, regional, and state emergency responders to communicate with one another using disparate radio systems in the event of a local emergency. Decisions about where Paraclete equipment should be located have been made by local emergency management and communications personnel in consultation with the State personnel working on this initiative. NCOR produced guidance for Memoranda of Understanding (MOUs) for sharing frequencies in Paraclete. NEMA designed a process for resolving technical issues with Paraclete, developing a user manual and providing training for dispatchers, supervisors, and emergency managers across the state.

Challenges

N-WIN involved multiple systems and networks and a variety of stakeholders and participants. Given this complexity, a significant challenge this year has been defining the scope of N-WIN and obtaining consensus on the role of the N-WIN Council and its relationship with other councils (e.g., NCOR), state agencies, and the overall interoperability plan. The N-WIN Council has made significant progress in identifying roles and responsibilities among partnering entities, but additional work in this area will be warranted as the network evolves and the state moves toward accomplishing its statewide interoperability goals.

Another challenge has been in the implementation of the N-WIN infrastructure, due to the complexity and scope of this project. There were some delays during the development of the four phases of the State Radio System which, in turn, resulted in delays in bringing sections of the system on-line. Timely coordinated communications with stakeholders about project status presented a challenge. This was remedied by the formation of the SRS User Group (SUG) by the System Operating Group (OCIO and NPPD) which conducts monthly meetings to which all SRS Users and potential users are invited. The SOG also created a SharePoint SUG Library to which all SUG members have access. Detailed meeting notes and project information is posted and updated in the Library. Weekly conference calls are conducted with the Motorola project manager providing project status details. Another challenge was developing a user cost model that balanced the need to cover system operational costs with the need for affordability to ensure maximum user participation.

The N-WIN projects involved a significant amount of activity and development of information about each of the four components. Communicating this information effectively to all stakeholders has been challenging. Persons involved in the development of the N-WIN components varied in their levels of experience, technical

knowledge and operations expertise. Given these diverse backgrounds and differing communications cultures and procedures among state and local system users, this challenge is not unexpected. However, effective communication with all stakeholders is vital for these projects to progress efficiently and effectively.

Recommendations

In 2011 the N-WIN Council will be incorporated into a new organizational structure to implement statewide interoperability. Current discussions are taking place surrounding the integration of NCOR and N-WIN through the Executive Order. Six recommendations are offered to move the state toward full interoperability:

1. Ensure transparency in development of the interoperability network that facilitates regional network development.

2. Provide leadership for development of administrative systems for subscribers of the State Radio System (SRS) and champion the change to plain speak radio traffic.

3. Continue to refine a functional and sustainable funding model for the SRS.

4. Continue to clarify the roles and responsibilities of agencies to foster communication among all collaborators.

5. Develop effective communications targeted toward potential users and other stakeholders to increase understanding about interoperable communications.

6. Build relationships with contiguous states to understand their experiences in governance and oversight of interoperable systems and to develop functional interstate interoperable communications.