

Technical Panel

Tuesday, September 10, 2013 at 9:00 AM

Varner Hall - Board Room

3835 Holdrege Street

Lincoln, NE 68503

Meeting Documents

9:00 AM	1. Roll Call, Meeting Notice & Open Meetings Act Information	Chair
9:05 AM	2. Public Comment	Chair
9:10 AM	3. Approval of Minutes* - July 9, 2013	Chair
9:15 AM	4. Enterprise Projects	A. Weekly
	A. Voluntary Review Project - Project Closure*	
	1. Nebraska State Patrol - Law Enforcement Message Switch	
	B. Project Status Dashboard	
9:30 AM	5. Standards and Guidelines	R. Becker
	A. Recommendations to the NITC*	
	1. NITC 4-201: Web Branding and Policy Consistency (Amendment) - Comments: None	
	2. NITC 5-401: Active Directory; User Photographs (New) - Comments: None	
	3. NITC 8-301.01: Password and Authentication Standard for Public Applications (New) [Motion to Indefinitely Postpone. See 5.B.1 below.] - Comments: None	
	B. Set for 30-Day Comment Period*	
	1. NITC 8-301: Password Standard (Amendment)	
	2. NITC 8-101: Information Security Policy (Amendment)	
	C. Request for Waiver*	
	1. Department of Correctional Services - Request for Waiver from the requirements of NITC 8-301.	
10:00 AM	6. Statewide Technology Plan Action Items (2012 Action Items)	R. Becker
10:05 AM	7. NASCIO 2013 State I.T. Recognition Awards Finalists	B. Decker
	- Handicap Parking Permit Application and Management System, submitted by DMV/DHHS (Category: Government to Citizen)	
	- Nebraska Capitol Live Mobile App. submitted by NET	

(Category: Fast Track Solutions)

- Network Nebraska-Education, submitted by the OCIO
(Category: Cross-Boundary Collaboration and Partnerships)

10:15AM 8. Work Group Updates and Other Business Chair

10:30AM 9. Adjourn (Next Meeting - November 12, 2013) Chair

* Denotes action items

The Technical Panel 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 [Nebraska Public Meeting Calendar](#) on August 6, 2013. The agenda was posted to the NITC website on September 6, 2013. [Nebraska Open Meetings Act](#)

**Technical Panel
of the
Nebraska Information Technology Commission**
Tuesday, July 9, 2013, 9:00 a.m.
Varner Hall - Board Room
3835 Holdrege St., Lincoln, Nebraska
MINUTES

MEMBERS PRESENT:

Walter Weir, CIO, University of Nebraska
Christy Horn, University of Nebraska
Brenda Decker, CIO, State of Nebraska
Kirk Langer, Lincoln Public Schools

MEMBERS ABSENT:

Michael Winkle, NET

ROLL CALL, MEETING NOTICE & OPEN MEETINGS ACT INFORMATION

Mr. Weir called the meeting to order at 9:01 a.m. There were three members present at the time of roll call. A quorum existed to conduct official business. Meeting notice was posted to the [NITC website](#) and [Nebraska Public Meeting Calendar](#) on June 7, 2013. The agenda was posted to the NITC website on July 3, 2013. A copy of the Nebraska Open Meetings Act was posted on the South wall of the meeting room.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MAY 14, 2013 MINUTES*

Mr. Langer moved to approve the [May 14, 2013](#) minutes as presented. Ms. Decker seconded. Roll call: Decker-Yes, Langer-Yes, and Weir-Yes. Results: Yes-3, No-0, Abstained-0. Motion carried.

ENTERPRISE PROJECTS

Project Status [Dashboard](#) - Andy Weekly

No reports were received for the following projects: NeSIS, Adjudication Re-engineering, Fusion Center, Nebraska Statewide Radio System, and Network Nebraska. Jayne Scofield informed the Panel that the Radio System project is negotiating the final terms of the contract. Mr. Weekly reviewed the status report on the remaining projects. The Nebraska State Accountability (NeSA) Project provided a written response to the Panel regarding their accessibility issues. Ms. Horn was not present at the time and the panel requested that she review the response.

STANDARDS AND GUIDELINES - REQUESTS FOR WAIVER

Office of the Capitol Commission - [Request for Waiver](#) from the requirements of NITC 7-104: Web Domain Name Standard*

Bob Ripley and Roxanne Smith of the Capitol Commissioner presented their request. The website is in its second generation since 1998. The Commission contracts with a company out of New York. The contractor has recommended that the Commission stay with the domain of capitol.org for maximum SEO (Search Engine Optimization) for example with Google searches. The Capitol website gets lots of regional and worldwide hits. The website is hosted by a contractor with the state. A concern was raised regarding the email listed on the website hello@capitol.org which does not follow the state email standard. The

hello email does go Roxanne's state email but it was recommended to use the state's standard email @nebraska.gov for the official email address.

Discussion followed regarding the waiver and the possible option of having the domain name capitol.org redirect to a nebraska.gov domain. A decision on the waiver was tabled until the Capitol Commission had a chance to further discuss the issue with their contractor.

Ms. Horn arrived to the meeting.

Department of Labor – Review and extend [waiver granted](#) on December 14, 2010 and extended on June 12, 2012*

Originally, the request was reviewed and [waiver granted](#) on December 14, 2010 and extended on June 12, 2012. A new standard is being developed to address agency's issues but it will not be finalized and approved until the NITC meeting in October or November.

Mr. Langer moved to extend the waiver for another six months. Ms. Decker seconded. Roll call vote: Weir-Yes, Langer-Yes, Horn-Yes, and Decker-Yes. Results: Yes-4, No-0, Abstained-0. Motion carried.

STANDARDS AND GUIDELINES - SET FOR 30-DAY COMMENT PERIOD*

[NITC 4-201](#): Web Branding and Policy Consistency (Amended)

Webmasters have not met recently to provide input on the amendment. The Office of the CIO's Web Team reviewed it and made recommendation. Nebraska.gov was also consulted and said that they would be willing to work with the Webmasters group.

[NITC 5-401](#): Active Directory; User Photographs (New)

NITC 8-101: Information Security Policy (Amendment). Modifications to the policy have been discussed but are not ready to be posted. One of the reasons the policy is being amended is because there are state contractors, consultants, and other who are auto-forwarding their state email to other email accounts, including Gmail and Hotmail accounts. The proposed amendment will not allow automatic forwarding.

[NITC 8-301.01](#): Password and Authentication Standard for Public Applications (New)

Chris Hobbs, State Security Officer, stated that there are no set minimum standards in place for the public passwords. This standard will provide a password and authentication standard.

Ms. Decker moved to approve for [NITC 4-201](#): Web Branding and Policy Consistency, [NITC 5-401](#): Active Directory; User Photographs and [NITC 8-301.01](#): Password and Authentication Standard for Public Applications for the 30-day comment period. Mr. Langer seconded. Roll call: Decker-Yes, Horn-Yes, Langer-Yes, and Weir-Yes. Results: Yes-4, No-0, Abstained-0. Motion carried.

WORK GROUP UPDATES (as needed)

Intergovernmental Data Communications Workgroup - Tim Cao. The Server Consolidation Project has added an additional 5 counties have been consolidated for a total of 33 counties. The servers are housed in the 501 Building with virtualization and a back-up location. Server back-ups are done at the end of each day. The project's ultimate goal is to go with HA. By end of the month, another 8 counties will be consolidated for a total of 41 counties. The project will be half way done. So far, the estimated savings has been over \$100,000. The counties are running applications from the Nebraska Courts and Department of Motor Vehicles. The project will be utilizing two systems. The first half of the counties will be on the existing IBM 720's. The rest of the counties will go on an IBM 740 system. Mr. Langer stated

that Lincoln Public Schools uses HA and would be willing to speak with Mr. Cao about lessons learned, etc. Mr. Cao will be in contact with Mr. Langer.

OTHER BUSINESS

Ms. Decker informed the Panel that the NITC Meeting will be held on July 31st at the NET building. After the meeting, there will be a 15th Anniversary Celebration. Members will be getting an invitation. Former chairs and commissioners are also being invited.

ADJOURNMENT AND NEXT MEETING DATE

Ms. Decker moved to adjourn. Ms. Horn seconded. All were in favor. Motion carried.

The meeting was adjourned at 10:10 a.m. The next NITC Technical Panel Meeting will be held on August 13, 2013 in Varner Hall, 3835 Holdrege Street, Lincoln, Nebraska.

Nebraska Information Technology Commission
Enterprise Project Status Dashboard – as of September, 2013

Project: LINK – Procurement		Contact: Bo Botelho				
Start Date	01/14/2013	Orig. Completion Date	10/31/2013	Revised Completion Date	01/06/2014	
	September	July	June	May	April	February
Overall Status						
Schedule						
Budget						
Scope						
Project Estimate: \$1,895,800 (\$1,128,503.02 has been expended)						
Comments						
<p>September update: Currently in the new P.1 Tenant validating Business Process design and functionality.</p> <p>July update: No change from the last report. Initial kickoff was held 1/14/2013. Currently working on business processes in the design and architect stage.</p> <p>Additional Comments/Concerns: None</p>						

Project: Network Nebraska Education		Contact: Tom Rolfes				
Start Date	05/01/2006	Orig. Completion Date	06/30/2012	Revised Completion Date	07/01/2013	
	September	July	June	May	April	February
Overall Status						
Schedule						
Budget						
Scope						
Project Estimate: \$608,000 (\$519,164 has been expended)						
Comments						
<p>September update: As of September 1, 2013, the UNCSN staff successfully transferred approximately 70 WAN circuits between 7/1/2013 and 8/9/2013 as their telecom providers have changed. Commodity Internet projections for 2013-14 show a 95% increase in Internet demand for K-12. Backbone bandwidth capacity will be maxed out due to the limitations on the current contract with NebraskaLink. UNCSN network engineers are proceeding with planning and eventual implementation of the Internet2 Commercial Peering Service, Intrusion Prevention Services, and a dark fiber project to Grand Island/Kearney. The Network Nebraska Advisory Group (NNAG) and the Collaborative Aggregation Partnership (CAP) finalized the 2013-14 Participation Fee and Interregional Transport fee structures on June 12 and they were sent out to all Participants on or before July 19, 2013.</p> <p>July update: No report for July.</p> <p>June update: As of June 1, 2013, the Office of the CIO had received commitments from 5 public schools, 1 nonpublic school, and 1 private college that will be joining Network Nebraska on 7/1/2013. An additional 70 WAN circuits will need to be re-routed between 7/1/2013 and 8/2/2013 as their telecom providers have changed. Commodity Internet projections for 2013-14</p>						

Nebraska Information Technology Commission Enterprise Project Status Dashboard – as of September, 2013

show a 95% increase in Internet demand for K-12. Backbone bandwidth capacity will be maxed out due to the limitations on the current contract with NebraskaLink. UNCSN network engineers are proceeding with vendor and participant conference calls in anticipation of the summer 2013 upgrade. The Network Nebraska Advisory Group (NNAG) and the Collaborative Aggregation Partnership (CAP) are prepared to finalize the 2013-14 Participation Fee budget and monthly fees for Participants by the June 12 CAP meeting.

Additional Comments/Concerns:

The Network Nebraska-Education Participation Fee fund account received UNCSN's 4th quarter project invoice on 6/18/2013 and has processed it. Software Maintenance and UNCSN Travel have exceeded the Participation Fee budget for those line items. UNCSN's 1st quarter project invoice for 2013-14 should arrive in early October.

Project: Nebraska Statewide Radio System		Contact: Mike Jeffres				
(formerly Public Safety Wireless)						
Start Date	06/01/2009	Orig. Completion Date	09/30/2013	Revised Completion Date		
	September	July	June	May	April	February
Overall Status						
Schedule						
Budget						
Scope						
Project Estimate: \$11,038,000 (\$10,158,000 has been expended)						
Comments						
<p>September update: System checklist and final deliverables in process.</p> <p>July update: No report for July.</p> <p>Additional Comments/Concerns: System acceptance and project closeout in process.</p>						

Project: Fusion Center		Contact: Kevin Knorr				
Start Date	04/13/2010	Orig. Completion Date	06/11/2011	Revised Completion Date	07/15/2013	
	September	July	June	May	April	February
Overall Status						
Schedule						
Budget						
Scope						
Project Estimate: \$3,120,894.26 – actual costs to date						
Comments						
<p>September update: The project has been completed.</p>						

Nebraska Information Technology Commission Enterprise Project Status Dashboard – as of September, 2013

June update:

The dual layer authentication is fixed and in final testing before we deploy our training. Memex is working very hard to install the final pieces for NCJIS. Anticipate it will be ready for testing by mid-July.

Project: Nebraska State Accountability (NeSA) – Year 2013-14 (formerly Statewide Online Assessment)		Contact: John Moon				
Start Date	07/01/2010	Orig. Completion Date	06/30/2011	Revised Completion Date	06/30/2014	
	September	July	June	May	April	February
Overall Status						
Schedule						
Budget						
Scope						
Project Estimate: \$5,212,085 (\$266,305.32 has been expended)						
Comments						
<p>September update: The timeline for 2013-2014 NeSA and Check4Learning was finalized by DRC (Data Recognition Corporation) and NDE (Nebraska Department of Education) in July 2013.</p> <p>DRC INSIGHT will be the computer-based test administration system for 2013-2014 writing, reading, math, and science assessments. Presentations by NDE and DRC were made at NDE’s Administrator Days on July 31, 2013 covering:</p> <ul style="list-style-type: none"> • eDIRECT Enrollments grid options • Difference between the JAVA and Web-based DRC INSIGHT test engines • Secure browser web-based version and “public version” downloads of test engine • Unlocking, regenerating, and invalidating student tests in INSIGHT • Activating accommodations for DRC INSIGHT • NeSA – Practice writing tests • District Technology Visits <p>During late September and early October, NDE and DRC have scheduled technology visits for 10 districts to provide INSIGHT technical and test setup information to prepare for the transition from the previous online system.</p> <p>The 2013 Technical Report was posted to the Statewide Assessment Website on September 3, 2013.</p> <p>July update: NDE has completed the corrections review in June. NeSA district and school reports will be delivered on July 10th. Districts will review the reports for possible corrections and submit requests to NDE. Scores for reading, math, science, and writing will be presented in the State of the Schools Report.</p> <p>Board approved a contract with DRC to provide support services for the 2013-2014 assessment system. The new contract will start on July 1, 2013.</p> <p>Additional Comments/Concerns: Nebraska State Accountability (NeSA) is a statewide assessment system mandated by Nebraska Statute. Nebraska Department of Education has contracted with Data Recognition Corporation (DRC) to continue the development of the</p>						

Nebraska Information Technology Commission Enterprise Project Status Dashboard – as of September, 2013

assessment system including management, development, delivery, administration, scanning/imaging, scoring, analysis, reporting, and standard setting for the online and pencil/paper reading, science, and mathematics tests for July 1, 2012 through June 30, 2013. DRC will facilitate the delivery, administration, scanning/imaging, scoring, analysis, and reporting for the alternate pencil/paper reading, science, and mathematics tests during the same assessment window. Online writing assessment will be added to the NeSA system in 2012 for grades 8 and 11.

Student data will be transferred from the Nebraska Student Staff Record System (NSSRS) to DRC's student data assessment system. The online subcontractor Computerized Assessments & Learning (CAL) for the online components of the assessment system will upload the student data from DRC. Schools will install CAL's software on local computers and software updates will be automatically uploaded when students log onto the assessment system. The student responses are cached on the local computer and sent to CAL. Each district has used CAL's school capacity process to evaluate online requirements for NeSA testing. The student responses for secure online assessments will be collected by CAL and transferred to DRC for analysis and reporting. During spring 2013, NDE is estimating that over 125,000 students will participate online in the Reading, Science, and Mathematics testing while about 40,000 students will complete the writing assessment online. Whereas the NeSA reading/science/math test window is from March 25 through May 3, 2013, the NeSA writing test window is January 21 through February 8, 2013. Test administrators will be able to monitor testing during the test window and review test results immediately after test administration (raw scores only). DRC's comprehensive corrections system will permit NDE to correct student records for duplicates, incorrect school assignment, etc during the month of May for writing and June for the reading, math, and science. Complete reporting of student results to districts, schools, and parents from DRC will be completed in August 2013 and reported in the State of the Schools Report in October 2013.

Project: Nebraska Regional Interoperability Network (NRIN)		Contact: Bob Wilhelm					
Start Date	10/01/2010	Orig. Completion Date	06/01/2013	Revised Completion Date	09/30/2013 9/30/2015		
		September	July	June	May	April	February
Overall Status							
Schedule							
Budget							
Scope							
Project Estimate: \$9,649,675 (\$6,155,324 has been expended as of August 29, 2013)							
Comments							
<p>The completion date was changed to September 30, 2015 (from September 30, 2013).</p> <p>NEMA is struggling with issues of governance and maintenance of the network. Governance would be needed at the local jurisdiction and not at the state agency (there is no state agency is heading the project, it's all run at the local jurisdiction). There is no formal governance heading the project.</p> <p>September update: Environmental reviews for identified sites in the northeast and southeast regions have been submitted and approved with none pending at this time although more are expected to be identified. NEMA identified other 2010 SHGP funds that were not being spent by some Regions before the grant period expired and those funds have been approved to use for this project which will lessen the demand for 2011 funds and future grant year dollars. Efforts continue in the Southeast, Northeast and South Central Regions to build new or move existing communications towers for use for this system. Funding timelines are problematic for this process due to the environmental review and bidding processes.</p> <p>July update: Project has moved into the Northeast and Southeast Regions for Environmental Reviews, site analysis and equipment purchases. The last of the 2010 SHGP funding dedicated to this project has been spent and we are now utilizing allocated funds from the 2011 SHGP grant. A portion of the system in the North Central Region is up, running and being monitored by</p>							

Nebraska Information Technology Commission Enterprise Project Status Dashboard – as of September, 2013

both the contractor and the State OCIO through an agreement reached between the Region and the OCIO.

Additional Comments/Concerns:

It's possible that upcoming target dates might be missed. Based on the uncertainty of the infrastructure needed for the project and the time involved in obtaining the environmental approvals to proceed with the project, any target dates are fluid. In addition there has been a delay in completing, testing and accepting the Pilot Ring primarily due to the difficulty in locating adequate tower sites and negotiating leasing agreements and/or MOU's.

Project: MMIS		Contact:				
Start Date	N/A	Orig. Completion Date	N/A	Revised Completion Date	N/A	
	September	July	June	May	April	February
Overall Status						
Schedule						
Budget						
Scope						
Project Estimate:						
Comments						
Project On Hold until renewed						

Project: Adjudication Re-engineering (Phase 1A)		Contact:		Randy Cecrle		
Start Date	09/01/2011	Orig. Completion Date	06/30/2012	Revised Completion Date	01/31/2014 10/31/2014	
	September	July	June	May	April	February
Overall Status						
Schedule						
Budget						
Scope						
Project Estimate: \$6,800 (staff salaries are tracked internally and not reported)						
Comments						
<p>September update: The finish date has been moved from January 31, 2014 to October 31, 2014. Upcoming target dates will be missed due the availability of Adjudication staff to complete their tasks by daily operational activities, the training of new staff to maintain daily operations and the mandatory conversion of Adjudication procedures from Lotus Notes in June, 2014. The issues identified have been reviewed and analyzed by the project team against the project schedule and the impact of the schedule has been reviewed with management.</p> <p>The third cycle of internal user acceptance testing and IT fixes identified in the testing are completed.</p> <p>-----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.</p>						

Nebraska Information Technology Commission Enterprise Project Status Dashboard – as of September, 2013

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.

Future projects will focus on adding the remainder of the pleading types to e-filing.

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.

June update:

The completion date was changed from September 30, 2013 to January 31, 2014. A third round of user acceptance testing begins the first week of June.

Project: NeSIS PeopleSoft Campus Solutions							Contact: Jim Zemke
ADA Compliance							
Start Date	08/01/2010	Orig. Completion Date	12/31/2011	Revised Completion Date	12/31/2013 09/01/2014		
	September	July	June	May	April	February	
Overall Status							
Schedule							
Budget							
Scope							
Project Estimate: TBD							
Comments							
<p>September update: The finish date has been moved from December 31, 2013 to September 31, 2014. Until the full extent of modifications required to meet the University's ADA compliance goals is determined it is difficult to predict if upcoming target dates will be missed.</p> <p>Work in progress to establish a clearly defined UN institutional position concerning "reasonable accommodation", evaluate</p>							

Nebraska Information Technology Commission

Enterprise Project Status Dashboard – as of September, 2013

the current ADA compliance level of our SIS system, and develop a strategy and plan to address any compliance issues. Additional staff has been added to the NeSIS project team recently and will assist in this effort. Compliance testing against the base Campus Solutions system will be completed first. Then we will begin evaluation of the additional applications related to SIS processing (e.g. the campus SIS portals, the Online Admissions application, etc.) that we have implemented. Required modifications will then be reviewed and prioritized and implemented as quickly as possible.

June update:

Work in progress to develop a plan to establish a clearly defined UN institutional position concerning “reasonable accommodation”, evaluate current ADA compliance level of our SIS system, and develop a strategy to address any compliance issues.

Additional Comments/Concerns:

The vendor has certified the Campus Solutions student information system was ADA compliant. However, subsequent analysis indicates that some accessibility issues do exist and the level of compliance provided may not be adequate. Also, additional functionality beyond that included in the base Campus Solutions system has also been implemented and those functional components will also have to be evaluated.

Project: District Dashboards							Contact: Dean Folkers
Start Date	07/01/2013	Orig. Completion Date	06/30/2015	Revised Completion Date			
	September	July	June	May	April	February	
Overall Status							
Schedule							
Budget							
Scope							
Project Estimate: \$213,518 (\$173,348.28 has been expended, grant funds only)							
Comments							
<p>September update: Dashboard design team efforts to collect insights on the questions to be addressed have been completed. Results from the statewide information gathering efforts have been recorded and are being shared with Pilot districts. On August 21, 2013 NDE hosted representatives from Double Line Partners to provide an in-depth discussion of development and implementation of the Ed-Fi dashboard in Nebraska. Joining NDE were representatives from the ESUCC and Network Nebraska. NDE held an introductory webinar for Pilot School Districts and other partners on August 30, 2013. At this meeting, a revised project timeline and expectations were reviewed. The Ed-Fi base dashboard solution was demonstrated. Districts were asked to re-view the webinar with key local stakeholders, test the Ed-Fi base dashboard solution using connection information provided to districts, and contact NDE by September 13, 2013 to reaffirm their intent to commit to the pilot process. NDE is working with representatives from the University of Nebraska’s In Common identity management process (Bret Bieber), along with ESUCC staff promoting similar efforts at the secondary education level (Scott Isaacson) to align efforts with dashboard requirements. NDE has met with and is working on an agreement for services relative to the hardware/software requirements of making the Ed-Fi dashboard a reality with the ESUCC and Network Nebraska. On August 27, 2013 NDE produced a completed draft version of Data Literacies, Concepts, and Indicators to serve as the base from which training materials will be developed for data analysis in school districts. Development of the Research and Evaluation division of NDE continues with collaborations with UNL and other Non-profit stakeholder organizations. An SLDS website has been developed, is currently live, and is being populated with relevant SLDS-related information.</p>							
<p>July update: It’s possible that upcoming target dates could be missed. May need a no-cost extension due to late start on projects.</p> <p>Dashboard pilot district applications have been received from 15 districts. Eight reviewers are currently reading and rating the applications. Finalists are expected to be determined by the end of July. Contracts will then be written for the September board meeting. The 24 members of the Design Team have submitted their Top 10 data needs and Top 10 questions to be answered by the dashboard. The responses are being collated and will be analyzed to identify the priorities</p>							

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for Nebraska. The Policy Advisory Committee met on June 26 and was apprised of progress to date. NDE has downloaded the source code and sample dashboards from Ed-Fi. The State Board has approved the purchase of 6 additional servers. NDE has begun discussions with OCIO about housing the dashboard on Network Nebraska.

Additional Comments/Concerns:
None

The project(s) listed below are reporting voluntarily and is not considered as an Enterprise Project by the NITC.

Project: AFIS Upgrade		Contact: Anthony Loth				
Start Date	6/01/2013	Orig. Completion Date	TBD	Revised Completion Date	--	
	September	July	June	May	April	February
Overall Status						
Schedule						
Budget						
Scope						
Project Estimate: \$750,000 (\$150,000 has been expended)						
Comments						
<p>September update: This project continues to progress smoothly. The Requirements Definition and the Site Preparation Survey documents have both been approved and MorphoTrak has provided NSP with the first draft of the Acceptance Testing Plan for review. We are scheduled to begin bi-weekly progress meetings with the MorphoTrak and NSP upgrade teams on September 4. MorphoTrak received the hardware for the upgrade on 8/23/13, 13 days ahead of schedule. MorphoTrak has cloned the NSP system at their Anaheim location to aid in the project work.</p> <p>July update: The final AFIS Upgrade contract was signed by Colonel Sankey on behalf of NSP and returned to Morphotrak on June 12. Morphotrak will have draft of requirements for our review on July 8. Following finalization of the requirements, Morphotrak will draft an implementation plan and a working schedule to guide us through the project.</p> <p>In addition, Morphotrak is in the process of putting in place a patch to stabilize the system and adding additional storage to allow the system to fully function during the upgrade process. This is scheduled to be implemented on July 5.</p> <p>Additional Comments/Concerns:</p>						

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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.

NITC 4-201

State of Nebraska Nebraska Information Technology Commission Standards and Guidelines

NITC 4-201 (**Draft Revised**)

Title	Web Branding and Policy Consistency
Category	E-Government Architecture
Applicability	Applies to all state government agencies, excluding higher education

1. Standard

1.1 Header

1.1.1 The Brand Graphic shall appear in the upper left of every web page.

1.1.2 Any method of skipping links will come after the Brand Graphic.

1.1.3 The Brand Graphic must be saved on the individual web site.

1.1.4 The Brand Graphic will have an alt tag stating "Official Nebraska Government Website" (see Section 4.3.2).

1.1.5 No changes may be made to the physical layout of the Brand Graphic without approval of the Nebraska Webmasters Working Group (see Section 4.3).

~~1.1.6 Use of HTML attributes to alter the size of the Brand Graphic on the web page is not permitted. The image on the web page must remain the exact size of the image file (see Section 4.3.1).~~

~~1.1.7 The Brand Graphic may be used as a link to the Nebraska home page, Nebraska.gov (see Section 4.3.2).~~

1.2 Footer

1.2.1 The bottom of each web page will contain a link to Nebraska.gov, the official State home page

1.2.2 The bottom of each web page will contain a link to the State privacy policy, or the agency's privacy policy.

1.2.3 The bottom of each web page will contain a link to the State security policy, or the agency's security policy.

2. Purpose

2.1 Header. The purpose of the Brand Graphic is to make it clear that the web page being viewed is an official State of Nebraska web page with an image that cannot legally be used on non-State of Nebraska web pages.

2.2 Footer. The purpose of the footer requirements is to ensure that the public can easily view the privacy and security policies and that every web page has them available.

3. Definitions

3.1 Brand Graphic. The Brand Graphic is an image consisting of a filled outline of Nebraska with a star in the lower right hand area, with the words Official Nebraska Government Website, all on a colored background. The Brand Graphic is a fifteen (15) pixel tall image. If the optional drop shadow is used, the Brand Graphic is a twenty (20) pixel tall image.

3.2 Footer. The footer is a space at the bottom of a web page, generally of a smaller font than the rest of the page, where legal information and links are usually placed.

3.3 Web Page. A document stored on a server, consisting of an HTML file and any related files for scripts and graphics, viewable through a web browser on the World Wide Web. Files linked from a Web Page such as Word (.doc), Portable Document Format (.pdf), and Excel (.xls) files are not Web Pages, as they can be viewed without access to a web browser.

3.4 Web Site. A set of interconnected Web Pages, usually including a homepage, generally located on the same server, and prepared and maintained as a collection of information by a person, group, or organization.

4. Responsibility

4.1 Header Placement

Each agency is responsible for ensuring the Brand Graphic is placed upon their web site, in compliance with the Standard.

4.2 Header Availability

The Nebraska Webmasters Working Group shall maintain a portion of their web site to house a collection of Brand Graphics for use and add to it whenever a modified version is created. (<http://www.webmasters.ne.gov>)

4.3 Header Changes

Should an entity wish a color scheme for the Brand Graphic different than is available, that entity will have two options. The first option is to contact the Chair of the Nebraska Webmasters Working Group. (Contact information available at <http://www.webmasters.ne.gov>) The Chair will put an authorized member in contact with the requester. The member will modify the Brand Graphic within certain parameters (see section 4.3.1). The Brand Graphic will then be placed on the Nebraska Webmasters Working Group web site for use. The second option is to obtain the original file from the Nebraska Webmasters Working Group website (<http://www.webmasters.ne.gov>) and make the allowable changes (see Section 4.3.1) using the appropriate software.

4.3.1 Allowable Changes to the Brand Graphic

Allowable changes for the Brand Graphic are:

- The color of the text
- The color of the state

- The color of the background
- The color of the star
- The drop shadow is optional
- The length of the graphic. CSS (Cascading Style Sheets), background filler images, or other similar methods may be used to allow the Branding Graphic to visually stretch across the width of the browser. Examples of this are available at: <http://www.webmasters.ne.gov>.
- The use of HTML attributes to dynamically decrease the size of the Brand Graphic in relation to the web page across varying resolutions and devices.

The following changes are *not* allowed for the Brand Graphic:

- The size of the text
- The font of the text
- The size and position of the state
- The size and position of the star
- The size and position of the drop shadow (if used)

Additionally, the colors for the text and the background of the Brand Graphic must be clearly visible/high contrast with clearly legible text.

4.3.2 Brand Graphic Alt Tag and Link

The Brand Graphic has the option of being a link to the home page of Nebraska, Nebraska.gov. If this option is taken, the appropriate alt tag will be “Official Nebraska Government Website. Go to Nebraska.gov”.

4.4 Footer Placement

Each agency is responsible for ensuring the footer elements are placed upon their web site, in compliance with the Standard.

5. Exemption

5.1 Standard Exemption

Any web page that cannot be accessed from outside of an agency web site is exempted. Example: A document specifically called up from a database, that cannot be found through a search engine.

6. Related Documents

6.1 Brand Graphic Options: <http://www.webmasters.ne.gov/branding.html>

6.2 State Privacy and Security Policies: <http://www.nebraska.gov/policies.html>

DRAFT DATE: June 26, 2013

HISTORY: Adopted on June 14, 2005. Revised on July 12, 2010. Link in §6.2 corrected on November 13, 2012.

PDF FORMAT: <http://nitc.ne.gov/standards/4-201.pdf>

NITC 5-401

State of Nebraska Nebraska Information Technology Commission Standards and Guidelines

NITC 5-401 (Draft)

Title	Active Directory; User Photographs
Category	Groupware Architecture
Applicability	All state agencies, boards, and commissions

1. Purpose

Microsoft's Active Directory has an attribute ("thumbnailPhoto") to store a thumbnail portrait photograph of each user. Other applications, including Microsoft Outlook and the Exchange Global Address List, will display these photographs automatically in the context of providing information about the user. This document provides guidance on the use of this feature in the State's shared Active Directory forest.

2. Standard

2.1 Optional Use

Each agency has the option to use, or not use, the photograph functionality in the State's shared Active Directory forest. If an agency chooses to use this functionality, the following requirements and procedures will apply.

2.2 Image File Requirements

- File type: JPEG
- File size: 10K or smaller
- File name: Same as the user login ID plus the .jpg extension (example john.doe.jpg)
- Photo size: 96x96 pixels is recommended
- Photo content: A recent head-and-shoulders photograph of the user (not an avatar, icon, drawing, etc.)

2.3 Procedures

- Each agency is responsible for obtaining photographs of their users.
- The OCIO will provide a mechanism for receiving agency image files to be uploaded.
- Agencies shall not modify the Active Directory thumbnailPhoto attribute directly.

VERSION DATE: DRAFT - July 2, 2013
HISTORY:
PDF FORMAT: (to be added)

State of Nebraska
Nebraska Information Technology Commission
Standards and Guidelines

AMENDMENTS TO NITC 8-301

1. Strike the original sections and insert the following new sections:

Title: Password Standard

Category: Security Architecture

Applicability: Applies to all state agencies, boards, and commissions, excluding higher education

1. Purpose

The purpose of this standard is to set the minimum requirements for passwords and the related system access requirements based on the data classification (NITC 8-101, § 4.6). These standards apply to all applications and directory structures within the state network.

1.1 Scope

The scope of this standard is restricted to passwords that are used to authenticate users to networks and applications.

1.2 Minimum Password Complexity Construction

The following are the minimum password requirements for State of Nebraska passwords:

- Must contain a minimum 8 characters
- Must contain at least three (3) of the following four (4) :
 - At least one (1) upper case character
 - At least one (1) lowercase character
 - At least one (1) numeric character
 - At least one (1) symbol
- Cannot repeat any of the passwords used during the previous 365 days.

2. Standard

In addition to the Minimum Password Complexity outlined in section 1.2, additional password requirements are necessary for differing levels of data classification when authenticating to state networks and/or applications. The highest data classification level that a user has access to during an authenticated session will determine the additional password requirements. All employees and contractors of the State of Nebraska shall use a password that follows at least a confidential level of authentication when logging into a State of Nebraska network and/or application.

2.1 Highly Restricted

Information that is deemed highly restricted requires the highest level of security. A password used to access Highly Restricted information must follow the password complexity rules outlined in section 1.2 and must contain at least 2 of the following additional requirements:

- Multi Factor Authentication
- Expire after 60 days
- Minimum Password Age set to 15 days

2.2 Confidential

Information that is deemed Confidential requires a high level of security. A password used to access Confidential information must follow the password complexity rules outlined in section 1.2 and must contain the following:

- Expire after 90 days

2.3 Managed Access Public

Information that is deemed Managed Access Public requires minimal level of security and need not comply with section 1.2 of this policy. Typically this data would not include personal information but may carry special regulations related to its use or dissemination. Managed Access Public data may also be data that is sold as a product or service to users that have subscribed to a service.

2.4 Public

Information that is deemed Public requires no security and need not comply with section 1.2 of this policy. This information should be restricted to view only.

3.0 Non Expiring Passwords

Non Expiring Passwords require a unique high level of security. Typically this information is confidential in nature and must follow the requirements in section 1.2. The additional requirements for access to confidential data with a non-expiring password are:

- Must include at least one of the following additional security features:
 - Extended password length to 10 characters
 - Personal security question may be asked
 - Multi Factor Authentication
 - Any feature not included on this list may also be utilized upon approval of the State Information Security Officer or upon enactment of federal, state or departmental laws, policies or directives.

4.0 Automated System Accounts

Agencies may use non-expiring passwords for automated system accounts. Examples of automated system accounts include those that act as an intermediary between the public user and state systems, internal system to system interfaces, perform backups or run batch jobs.

5.0 Multi-user Computers

Agencies may use non-expiring passwords on multi-user computers. Examples of multi-user computers include those computers in kiosks or training labs, where users have limited or restricted access to state resources.

6.0 System Equipment/Devices

It is common for many devices (e.g. IP cameras, HVAC controls) in today's IT environment to utilize login capabilities to protect the device from unauthorized access. While many of these devices make use of a user ID and password in a manner similar to those found while authenticating a user, the distinction to be made is that the User ID is used to authenticate the device itself to the system and not a person.

**State of Nebraska
Nebraska Information Technology Commission
Standards and Guidelines**

AMENDMENTS TO NITC 8-101

1. Section 4.6 is amended to read:

4.6 Asset Classification

Data is a critical asset of the State of Nebraska. All staff have a responsibility to protect the confidentiality, integrity, and availability of data generated, accessed, modified, transmitted, stored or used by the State of Nebraska, irrespective of the medium on which the data resides and regardless of format (such as in electronic, paper or other physical form).

Agencies are responsible for establishing and implementing appropriate managerial, operational, physical, and technical controls for access to, use of, handling of, transmission of, and disposal of State data in compliance with this policy and the agency Records Retention schedule. The agency data owner should carefully evaluate and determine the appropriate data sensitivity or classification category for their information. Assigning classifications determines day-to-day practices with information: how it is handled, who handles it, how it is transported, stored, who has access, where it can go, etc.

Data owned, used, created or maintained by the State of Nebraska is classified into the following four categories:

- ~~Public~~
- ~~Internal Use Only~~
- ~~Confidential~~
- ~~Highly Restricted~~

(See [NITC Security Officer Handbook](#))

- Highly Restricted. This classification level is for the most sensitive information intended strictly for use within your organization and controlled by special rules to specific personnel. Examples of this type of data include Federal Tax Information (FTI), Patient Medical Records covered by Health Insurance Portability and Accountability Act (HIPAA), Payment Card Industry (PCI) information, and any other information regulated by State or Federal regulations. This level requires the greatest security protection and would have a high impact in the event of an unauthorized data disclosure.
- Confidential. This classification level is for sensitive information that may include Personally Identifiable Information (PII) intended for use within your organization. This level requires a high level of security and would have a considerable impact in the event of an unauthorized data disclosure.

- Managed Access Public. This classification level is for information that is public in nature but may require authorization to receive it. This type of information requires a minimal level of security and would not have a significant impact in the event of data disclosure. This type of information does not include personal information but may carry special regulations related to its use or dissemination. Managed Access Public data may also be data that is sold as a product or service requiring users to subscribe to this service.
- Public. This classification is for information that requires minimal security and can be handled in the public domain.

2. Section 4.8.2.1 is amended to read:

4.8.2.1 Security of Electronic Mail

Electronic mail provides an expedient method of creating and distributing messages both within the organization and outside of the organization. Users of the state E-mail system are a visible representative of the state and must use the system in a legal, professional and responsible manner. ~~Users must comply with this policy, the Records Management Act, and be knowledgeable of their responsibilities as defined in [NITC Secure E-Mail for State Agencies](#).~~ An account holder, user, or administrator of the State email system must not setup rules, or use other any other methodology, to automatically forward all emails to a personal or other account outside of the State of Nebraska network.

Password Standard Waiver Request
Nebraska Department of Correctional Services

The Telestaff System is an electronic scheduling system, utilized as a roster assignment/roster management system, by the Department of Correctional Services. The Telestaff System is a configurable, commercial-off-the-shelf (COTS) system. Telestaff server infrastructure is supported by the Office of the CIO.

- **Agency name** – Department of Correctional Services
- **Name, title, and contact information for the agency contact person regarding the request** - Robert Shanahan, IT Manager, NDCS 402-479-5809
- **Title of the NITC Standards and Guidelines document at issue** - NITC 8-301 *Password Standard*
- **Description of the problem or issue** – Telestaff is designed to support notifications and signups associated with staff scheduling using multiple channels, including telephone and cellular phone. Outbound calls (offering overtime, or calling off-shift staff back to work) and inbound calls (requesting leave, or volunteering for extra duty) are a central function of the system and require user authentication. Most often, that authentication will occur using a telephone keypad. Most land line phones do not support capitalization or special character entry, and such entry is so cumbersome as to be unusable on phones that do support those characters. The Telestaff System is out of compliance with the NITC Password Standard Section 2.1 *Password Construction* in the following areas;
 - Must contain at least eight characters –Telestaff is configured to require a four character password (akin to a PIN number)
 - Sequential character limitation – there is no configurable setting in Telestaff to limit sequential characters
 - Contains three of four character types – there is no configurable setting in Telestaff to require special characters
 - Case sensitive characters – not recognized
- **Description of the agency's preferred solution, including a listing of the specific requirement(s) for which a waiver is requested**
 - The Department of Correctional Services has implemented Password expiration requirements and password reuse requirements for the Telestaff system in compliance with the NITC 8-301 password standard. The Department requests the following action;
 - NITC waiver of Standard 8-301 Section 2.1 for the Telestaff System, contingent on continued enforcement of the following minimum requirements;
 - Passwords must change at least every 90 days
 - Cannot repeat any of the passwords used during the previous 365 days

- **Any additional information and justification showing good cause for the requested waiver**
 - Data contained in Telestaff, and data entered by end users in Telestaff is not confidential and has a Security Classification Level of “Internal Use Only” (leave requests, position assignments, overtime assignments, etc.).
 - End users (non-supervisory staff) have very limited access to data within Telestaff following authentication. Non-supervisory user access is limited to:
 - Entry of leave request or volunteering for extra duty,
 - Bidding for posts and days off, when available
 - Viewing personal calendar
 - Viewing and updating the user’s contact information used by the system
 - The Department of Corrections has a significant interest in ensuring end users can easily and successfully authenticate and utilize the system. Facilitating interaction with the Telestaff system through telephone handsets will impact;
 - Success of contacting off duty staff to offer overtime and other opportunities. This directly impacts the amount and frequency of mandatory overtime required – which has a significant impact on employee morale and quality of work life.
 - Successful contact and retrieval of staff in emergency situations requiring call back to facility.
 - Facilitating employee volunteers for overtime posts – encouraging volunteers for overtime reduces the requirement to hold over staff to work additional shifts on mandatory status.
 - Success of efforts to utilize Telestaff to automate various communication and notification tasks – allowing Telestaff to originate and receive telephone communications that otherwise require Shift Supervisor time.