

Executive Branch Information Technology  
Office of Information Technology Services  
2800 SW Topeka Blvd., Building 100  
Topeka, KS 66611



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DeAngela Burns-Wallace, Chief Information Technology Officer

Laura Kelly, Governor

September 1, 2022

Richard Beattie, Director  
Procurement and Contracts

Dear Mr. Beattie:

The detailed project plan for the Sentencing Commission Electronic Journal Entry (eJE) Project is enclosed. Scott Schultz is the primary contact for the project and can be reached at (785) 296-0923.

This letter constitutes approval of the detailed project plan pursuant to K.S.A. 75-7209.

The next step for the agency will be to baseline this approved project Work Breakdown Structure (WBS) without alteration prior to execution. The baseline is a valuable tool to use as the project progresses. The baseline is used to track project progress and compare this progress to the approved plan. Project measures for reporting purposes will be determined using the originally submitted detailed project plan.

This project has a total project cost of \$277,932. The quarterly KITO fee for the project will be \$966 and will be billed from the start of execution until receipt of the project's Post Implementation Evaluation Report (PIER).

Respectfully,

DocuSigned by:

*Scott Schultz*

5DD07C5AC6DB410...

Scott M. Schultz, Executive Director  
Sentencing Commission

DocuSigned by:

*DeAngela Burns-Wallace*

1DAB26281F9B47E...

DeAngela Burns-Wallace  
Executive Branch CITO

cc: Kelly O'Brien, CITO, Judicial Branch  
Alan Weis, CITO, Legislative Branch  
Adam Proffitt, Director of the Budget  
Aaron Klaassen, JCIT  
JCIT Membership  
Linda Norris, OPC  
Kelly Johnson, OPC  
Brian Reiter, OITS  
John Grube, KSSC  
Megan Burton, KSHS  
Cole Robison, OITS  
Alex Wong, CITA  
Sara Spinks, KITO

Kansas Sentencing Commission  
700 SW Jackson, Suite 501  
Topeka, KS 66603  
Phone: (785) 296-0923



Honorable W. Lee Fowler, Chair  
Honorable Benjamin J. Sexton, Vice Chair  
Scott M. Schultz, Executive Director  
<http://www.sentencing.ks.gov>

Laura Kelly, Governor

August 24, 2022

DeAngela Burns-Wallace  
Chief Information Technology Officer, Executive Branch  
Kansas Department of Administration  
1000 SW Jackson, Ste 500  
Topeka, KS 66612

Re: Sentencing Commission Electronic Journal Entry (eJE) Project

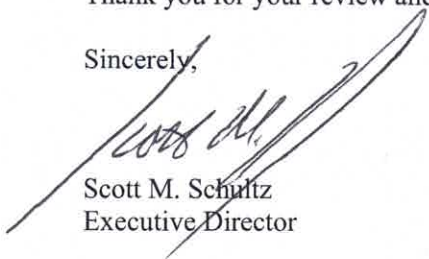
Dear Ms. Burns-Wallace:

The Sentencing Commission (KSSC) is requesting CITO approval of our Sentencing Commission Electronic Journal Entry(eJE) Project. This initiative has already received funding support from the United States Department of Justice, Bureau of Justice Statistics, and will automate and digitize current criminal justice records statewide that are now created on paper. Time, money, and human resources will be saved across the entire criminal justice system as a result of implementing this project. The detailed project plan is attached.

The technology currently exists to make this project possible and the agency has been coordinating with the Office of Judicial Administration for many months to integrate this platform into their existing eFile system. Doing so will allow for a one-stop portal for attorneys and judges to file case pleadings, including sentencing journal entries. The KSSC will also be able to gather data from the three integrated forms to continue to provide excellent value and customer service to the governor, legislature, KDOC, KBI, the public, and other stakeholders.

Thank you for your review and consideration. We look forward to your review and approval.

Sincerely,



Scott M. Schultz  
Executive Director

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| <b>State Entity: Kansas Sentencing Commission</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Included<br>(Y/N)<br>If no,<br>Explain |
| <b>Project Name: Sentencing Commission Electronic Journal Entry (eJE) Project</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                        |
| <b>Greater than \$250,000/ less than \$1,000,000 (Y/N): Y</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                        |
| <b>Greater than \$1,000,000 (Y/N): N</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                        |
| <b>IT Project Plan Documents</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                        |
| <a href="https://ebit.ks.gov/kito/it-project-oversight/proposed-it-project-plans">For forms and/or more detailed information on completion of plan, see https://ebit.ks.gov/kito/it-project-oversight/proposed-it-project-plans</a>                                                                                                                                                                                                                                                                                                                                                           |                                        |
| <a href="https://ebit.ks.gov/itec/resources/policies">For ITEC Policy and/or more detailed information on approval of IT projects, see ITEC 2400 and 2400A. https://ebit.ks.gov/itec/resources/policies</a>                                                                                                                                                                                                                                                                                                                                                                                   |                                        |
| <b>Cover Letter Requesting Project Approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Y                                      |
| <b>IT Project Request Explanation--DA518</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Y                                      |
| <b>IT Cost Benefit Statement--DA519</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Y                                      |
| <b>Work Breakdown Structure @ 8/80 hr duration/elapsed calendar time level</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Y                                      |
| Task Name (tasks should be descriptive)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                        |
| Duration (total duration/elapsed calendar time)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                        |
| Work (total person/hours of effort for all resources for the task)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                        |
| Start                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                        |
| Finish                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                        |
| Dependencies (Predecessors)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                        |
| Resource Names (assigned to the task)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                        |
| Milestone                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                        |
| <a href="#">Work Product Identification (Form ITEC PM02-6)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Y                                      |
| <a href="#">Architectural Statement (ITEC Policy 4010 and 9500) https://ebit.ks.gov/itec/resources/policies</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Y                                      |
| Listing of products and standards that will be implemented to accomplish the project including a statement of compliance with ITEC Policy.                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                        |
| If different, attach CITA waiver                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                        |
| <a href="https://ebit.ks.gov/docs/default-source/itec/itec_policy_1500.pdf">Ownership of Software Code and Related Intellectual Property (ITEC Policy 1500) https://ebit.ks.gov/docs/default-source/itec/itec_policy_1500.pdf</a>                                                                                                                                                                                                                                                                                                                                                             | Y                                      |
| Statement of compliance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                        |
| If different, attach CITO waiver                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                        |
| <a href="https://www.justice.gov/opcl/overview-privacy-act-1974-2015-edition">Privacy Statement (Privacy Act 1974, Health Insurance Portability &amp; Accountability Act 1996-HIPAA) https://www.justice.gov/opcl/overview-privacy-act-1974-2015-edition https://www.hhs.gov/hipaa/index.html</a>                                                                                                                                                                                                                                                                                             | Y                                      |
| 1. What information is included                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                        |
| 2. Why is it collected                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                        |
| 3. How will it be used                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                        |
| 4. Exclusion opportunities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                        |
| 5. 1974 Act implementation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                        |
| 6. Other privacy requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                        |
| 7. Total privacy cost estimate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                        |
| <a href="https://ebit.ks.gov/itec/resources/policies">Security Statement (ITEC Policies 7230, 9500, 7300) https://ebit.ks.gov/itec/resources/policies</a>                                                                                                                                                                                                                                                                                                                                                                                                                                     | Y                                      |
| Statement of compliance regarding security measures, technologies used, compliance with policy & standards                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                        |
| If different, explain                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                        |
| <a href="https://ebit.ks.gov/itec/resources/policies/policy-1210">Accessibility Statement (ITEC Policy 1210) https://ebit.ks.gov/itec/resources/policies/policy-1210</a>                                                                                                                                                                                                                                                                                                                                                                                                                      | Y                                      |
| <a href="https://www.itic.org/policy/accessibility/vpat">Confirm the project will comply with ITEC Policy 1210 requirements by attaching a completed Accessibility Conformance Report (ACR) produced using the Voluntary Product Accessibility Template® (VPAT®), version 2.0 or later, for the product(s) procured, provided as a service, or custom-built. If requirements are to be developed as part of project, indicate that VPAT requirements will be included. See VPAT at: https://www.itic.org/policy/accessibility/vpat.</a>                                                       |                                        |
| If VPAT/ACR indicates compliance on all items, provide statement identifying task number(s) in WBS where verification of overall compliance will occur. For any VPAT/ACR item(s) where full compliance is not indicated, identify task number(s) in WBS where remediation of compliance issues will occur, and the task number(s) that will include verification of overall compliance. <b>If product is not anticipated to be compliant upon initial implementation, please attach State ADA Coordinator exception.</b> If accessibility standards do not apply, please provide explanation. |                                        |
| Attach approval letter from State Director of IT Accessibility.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                        |
| <a href="https://www.kshs.org/p/electronic-records/11334">Electronic Record Retention Statement https://www.kshs.org/p/electronic-records/11334</a>                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                        |
| (K.S.A. 45-403 and K.S.A. 45-213 through 45-223)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Y                                      |
| 1. Identify replaced paper records                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                        |
| 2. Identify new business functions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                        |
| 3. Reasons for business functions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                        |
| 4. Records requirements for business function                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                        |
| 5. Documents in another system?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                        |
| 6. Public access requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                        |
| 7. Access control requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                        |
| 8. Identify all records with retention period of ten or more years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                        |
| 9. Estimate three year cost of addressing records identified in No. 8                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                        |
| Attach approval letter from State Archivist.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                        |
| <a href="#">Risk Identification Summary (Form ITEC PM02-11a)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                        |
| <a href="#">Risk Assessment Model (RAM) Summary - Detailed Plans</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Y                                      |
| <b>Fiscal Note, if appropriate</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Y                                      |
| <b>Electronic copy submitted two - four weeks prior to contract award and/or project execution</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                        |

| INFORMATION TECHNOLOGY PROJECT REQUEST EXPLANATION -- DA 518                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                         |  |                    |  |                            |  |            |  |     |  |     |  |           |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------|--|--------------------|--|----------------------------|--|------------|--|-----|--|-----|--|-----------|--|
| 1. Project Title:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  | 2. Project Priority     |  | 3. Estimated Dates |  |                            |  |            |  |     |  |     |  |           |  |
| Sentencing Commission Electronic Journal Entry (eJE) Project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  | 1                       |  | Planning Start:    |  | 8/10/2022                  |  |            |  |     |  |     |  |           |  |
| Agency:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                         |  | Execution Start:   |  | 8/30/2022                  |  |            |  |     |  |     |  |           |  |
| Kansas Sentencing Commission                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                         |  | Close-Out End:     |  | 12/31/2022                 |  |            |  |     |  |     |  |           |  |
| 4. Project Description and Justification:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  | Date Submitted:         |  | 8/17/2022          |  |                            |  |            |  |     |  |     |  |           |  |
| <p>The Kansas Sentencing Commission received \$276,000 in Justice Reinvestment Initiative (JRI) subaward funding from the U.S. Department of Justice Bureau of Justice Assistance to make data system upgrades to the Sentencing Commission Electronic Journal Entry (eJE) Project. The journal entries serve as a data collection tool, and this project will revolutionize how sentencing and probation revocation data for felonies are captured and processed in the state. It will provide the KSSC with the opportunity to better track the progress of people throughout the criminal justice system and lead to more robust analyses of sentencing data. KSSC is requesting approval to contract with Domo, Inc. to create an entirely automated, electronic functionality for journal entries. Rather than filling out hard copy forms, which are maintained and updated annually due to legislative changes and court rulings, defense attorneys, prosecutors, and judges will log in to the Office of Judicial Administration (OJA) eFiling website and submit the journal entry via an electronic form that Domo will create. This update to data collection practices builds off recommendations made by the Kansas Criminal Justice Reform Commission (KCJRC) as part of JRI and will help KSSC better understand the impact of JRI policy changes.</p> <p>The justification for this project is that in Kansas, criminal justice data systems are siloed within various agencies. OJA sends data to KSSC for monitoring, reporting, and evaluation, but OJA and KSSC have different data collection systems that are not linked to each other. This creates inefficiencies and hampers KSSC's ability to adequately track and understand sentencing trends, which, in turn, creates long-standing problems such as the inability to track a person from arrest to parole. These subaward-funded upgrades will give KSSC the ability to conduct more intensive analyses of demographic factors that might impact sentencing in Kansas, including race, ethnicity, sex, age, and citizenship. A deeper analysis of sentencing data will help provide more policy-focused and tailored responses to real issues that impact the criminal justice system. In addition to helping reduce silos, the system upgrade will also facilitate ease of access. Current entries are handwritten or typed by prosecutors and sent to numerous offices before they reach defense attorneys and judges. This method has created errors when the information is manually transferred to the KSSC. To decrease data entry errors, the newly created eJE will operate independently within OJA's well-established eFiling system thereby linking the systems where most, if not all, pleadings are already required to be submitted. To further diminish confusion, the electronic form will look nearly identical to the current hard copy form and provide electronic signatures for the attorneys and judges. Users will not be able to submit the form if it contains an error, which will increase accuracy. The system will also convert the forms to PDFs that will be filed with similar case-specific pleadings. Once the form is submitted, the information will be electronically uploaded to KSSC's databases.</p> |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                         |  |                    |  |                            |  |            |  |     |  |     |  |           |  |
| Is this an Infrastructure Project? (Y/N)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                         |  |                    |  | N                          |  |            |  |     |  |     |  |           |  |
| Will Business Process Modeling be completed during the IT project and business design? (Y/N)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                         |  |                    |  | Y                          |  |            |  |     |  |     |  |           |  |
| Will national and/or industry data standards be used? (Y/N)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                         |  |                    |  | Y                          |  |            |  |     |  |     |  |           |  |
| If yes, please specify.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | Relevant National Institute of Standards and Technology (NIST) 800 series and NIST CSF (Cybersecurity Framework) standards will be used, where possible. Other standards used by the vendor platform has compliance certifications, including SOC 1, SOC 2, ISO 27001, ISO 27018, HIPAA, HITRUST, GDPR, and CCPA. Compliance also includes audits and security assessments. The vendor completes multiple audits and assessments on an ongoing basis, including third-party network and system penetration tests will be also used, where |  |                         |  |                    |  |                            |  |            |  |     |  |     |  |           |  |
| List any collaboration that has taken place in the planning of the IT Project, and/or will take place during execution of the project. Include tools, methods, and best practices used for providing collaboration, user input, and continued social networking.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                         |  |                    |  |                            |  |            |  |     |  |     |  |           |  |
| Organizational leadership, key partners, and stakeholders, such as OJA, have been or will be consulted for the planning, execution, and deployment of this project. The collaboration has or will take place via scheduled meetings, ad hoc conversations, and internal announcements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                         |  |                    |  |                            |  |            |  |     |  |     |  |           |  |
| 5. Estimated Project Cost                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                         |  |                    |  |                            |  |            |  |     |  |     |  |           |  |
| Category                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  | Cost                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  | KITO Rate Structure     |  |                    |  | Project Quarterly KITO Fee |  |            |  |     |  |     |  |           |  |
| Internal Cost (Salaries)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  | \$0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  | Project Value Range     |  | Quarterly Rate     |  | \$966                      |  |            |  |     |  |     |  |           |  |
| Contractual Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  | \$276,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |                         |  |                    |  |                            |  |            |  |     |  |     |  |           |  |
| Commodities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  | \$0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |                         |  |                    |  |                            |  |            |  |     |  |     |  |           |  |
| Capital Outlay                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  | \$0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |                         |  |                    |  |                            |  |            |  |     |  |     |  |           |  |
| Sub-Total Project Costs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | \$276,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  | Infrastructure Projects |  | 0.00035            |  |                            |  |            |  |     |  |     |  |           |  |
| Total KITO Rate Fee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  | \$1,932                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |                         |  |                    |  |                            |  |            |  |     |  |     |  |           |  |
| Total Project Costs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  | \$277,932                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |                         |  |                    |  |                            |  |            |  |     |  |     |  |           |  |
| 6. Project Subprojects (include name, start and end dates, and cost of each Subproject):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                         |  |                    |  |                            |  |            |  |     |  |     |  |           |  |
| Subproject Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | Start Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  | End Date                |  | Internal Cost      |  | External Cost              |  | Total Cost |  |     |  |     |  |           |  |
| Planning                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  | 8/10/2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  | 8/30/2022               |  | \$0                |  | \$0                        |  | \$0        |  |     |  |     |  |           |  |
| Execution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  | 8/30/2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  | 12/27/2022              |  |                    |  | \$276,000                  |  | \$276,000  |  |     |  |     |  |           |  |
| KITO Rate Fee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                         |  |                    |  | \$1,932                    |  | \$1,932    |  |     |  |     |  |           |  |
| Enter Subproject 3 Name if Applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                         |  |                    |  |                            |  | \$0        |  |     |  |     |  |           |  |
| Enter Subproject 4 Name if Applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                         |  |                    |  |                            |  | \$0        |  |     |  |     |  |           |  |
| Enter Subproject 5 Name if Applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                         |  |                    |  |                            |  | \$0        |  |     |  |     |  |           |  |
| Execution Sub-Total                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  | 8/30/2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  | 12/27/2022              |  | \$0                |  | \$277,932                  |  | \$277,932  |  |     |  |     |  |           |  |
| Close-Out                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  | 12/27/2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  | 12/31/2022              |  | \$0                |  | \$0                        |  | \$0        |  |     |  |     |  |           |  |
| Grand Internal, External, and Total Costs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                         |  | \$0                |  | \$277,932                  |  | \$277,932  |  |     |  |     |  |           |  |
| 7. Amount by Source of Financing:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                         |  |                    |  |                            |  |            |  |     |  |     |  |           |  |
| State Fiscal Years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  | 1. SGF                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | 2.                      |  | 3.                 |  | 4.                         |  | 5.         |  | 6.  |  | 7.  |  | Total     |  |
| SFY 2023                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  | \$1,932                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  | \$276,000               |  |                    |  |                            |  |            |  |     |  |     |  | \$277,932 |  |
| SFY 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                         |  |                    |  |                            |  |            |  |     |  |     |  | \$0       |  |
| SFY 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                         |  |                    |  |                            |  |            |  |     |  |     |  | \$0       |  |
| SFY 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                         |  |                    |  |                            |  |            |  |     |  |     |  | \$0       |  |
| SFY 2027                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                         |  |                    |  |                            |  |            |  |     |  |     |  | \$0       |  |
| SFY 2028                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                         |  |                    |  |                            |  |            |  |     |  |     |  | \$0       |  |
| Total Project Costs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  | \$1,932                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  | \$276,000               |  | \$0                |  | \$0                        |  | \$0        |  | \$0 |  | \$0 |  | \$277,932 |  |
| Description of funds listed above                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                         |  |                    |  |                            |  |            |  |     |  |     |  |           |  |
| 1. State General Fund from the agency for the KITO fee. 2. Federal Grant from DOJ BJA grant for build and year one licensing/maintenance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                         |  |                    |  |                            |  |            |  |     |  |     |  |           |  |

**INFORMATION TECHNOLOGY PROJECT REQUEST EXPLANATION – DA 519**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |              |                                            |            |                                 |           |          |          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--------------------------------------------|------------|---------------------------------|-----------|----------|----------|
| <b>1. Project Title</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |              | <b>2. Estimated Dates</b>                  |            | <b>Projected Months from</b>    |           |          |          |
| Sentencing Commission Electronic Journal Entry (eJE) Project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |              | <b>Planning Start:</b>                     | 8/10/2022  | Execution to Close-Out<br><br>5 |           |          |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |              | <b>Execution Start:</b>                    | 8/30/2022  |                                 |           |          |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |              | <b>Close-Out End:</b>                      | 12/31/2022 |                                 |           |          |          |
| <b>3. Agency</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |              | <b>4. Project Director/Project Manager</b> |            |                                 |           |          |          |
| Kansas Sentencing Commission                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |              | Scott Schultz (PD) and John Grube (PM)     |            |                                 |           |          |          |
| <b>5. Qualitative and Quantitative Savings Explanation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |              |                                            |            |                                 |           |          |          |
| <p>The primary qualitative savings derived from this project are the result of enhancements to communication and collaboration. The speed by which criminal justice sentencing is transacted will be greatly increased due to the automation of the data entry function as it relates to the completion of the journal entries after sentencing. Labor costs to process journal entries will be reduced to zero at district court clerk's offices statewide due to the paperless environment. The KSSC will realize labor savings in the transition from manual data entry to auditing of electronic data.</p> <p>Quantitative savings are driven primarily by cost avoidance of transitioning to a paperless, automated system. Clerks' offices and the KSSC handle reams of paper to copy journal entries. Journal entries are mailed or scanned and emailed to the KSSC. Clerks are also required by statute to mail or email the same documentation to KDOC facilities, thereby duplicating work. Substantial paper and labor savings will occur with the implementation of this project. Other intangible benefits, such as county jail savings in housing costs will likely occur as delay is common in the current attorney/judge signature process of the journal entries. This would be remedied by the automated electronic signature feature of the application. The estimate below is a conservative savings of only one day per KDOC admission by the jails at an average \$70 daily cost to house an offender. The savings will likely be higher.</p> |              |                                            |            |                                 |           |          |          |
| <b>6. Qualitative and Quantitative Savings Estimate</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |              |                                            |            |                                 |           |          |          |
| <b>Description of Savings</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |              | SFY 2023                                   | SFY 2024   | SFY 2025                        | SFY 2026  | SFY 2027 | SFY 2028 |
| <b>Cost Avoidance (Soft Dollars)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              |                                            |            |                                 |           |          |          |
| Manual data entry and scanning costs for KSSC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |              | \$37,500                                   | \$75,000   | \$75,000                        |           |          |          |
| OJA clerk time savings (avoid copying, mailing, scanning, and emailing two separate documents to KSSC and later to KDOC)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |              | \$50,000                                   | \$100,000  | \$100,000                       |           |          |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |              |                                            |            |                                 |           |          |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |              |                                            |            |                                 |           |          |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |              |                                            |            |                                 |           |          |          |
| Subtotal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |              | \$437,500                                  | \$87,500   | \$175,000                       | \$175,000 | \$0      | \$0      |
| <b>Cash Savings (Hard Dollars)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |              |                                            |            |                                 |           |          |          |
| Paper saving due to digitization                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |              | \$15,000                                   | \$30,000   | \$30,000                        |           |          |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |              |                                            |            |                                 |           |          |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |              |                                            |            |                                 |           |          |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |              |                                            |            |                                 |           |          |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |              |                                            |            |                                 |           |          |          |
| Subtotal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |              | \$75,000                                   | \$15,000   | \$30,000                        | \$30,000  | \$0      | \$0      |
| <b>Other (Include Intangible Benefits)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |              |                                            |            |                                 |           |          |          |
| County jail costs decrease due to the electronic signature feature resulting in orders being signed more quickly (one-day savings @                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |              | \$118,000                                  | \$235,000  | \$235,000                       |           |          |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |              |                                            |            |                                 |           |          |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |              |                                            |            |                                 |           |          |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |              |                                            |            |                                 |           |          |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |              |                                            |            |                                 |           |          |          |
| Subtotal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |              | \$588,000                                  | \$118,000  | \$235,000                       | \$235,000 | \$0      | \$0      |
| <b>Quantitative Savings</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |              | \$1,100,500                                | \$220,500  | \$440,000                       | \$440,000 | \$0      | \$0      |
| <b>7. Summary*</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |              | SFY 2023                                   | SFY 2024   | SFY 2025                        | SFY 2026  | SFY 2027 | SFY 2028 |
| Project Costs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Total</b> | \$277,932                                  | \$277,932  | \$0                             | \$0       | \$0      | \$0      |
| Net Cost Benefit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Total</b> | \$822,568                                  | -\$57,432  | \$440,000                       | \$440,000 | \$0      | \$0      |
| Cost Benefit per Month                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |              | \$220,100                                  |            |                                 |           |          |          |
| Calendar Months to Break Even                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |              | 1                                          |            |                                 |           |          |          |
| <b>8. Ongoing Cost</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |              | SFY 2023                                   | SFY 2024   | SFY 2025                        | SFY 2026  | SFY 2027 | SFY 2028 |
| Operational Cost for three ensuing SFYs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |              |                                            | \$100,000  | \$100,000                       | \$100,000 |          |          |

\* Project Costs = Total Cost of Project over all Fiscal Years from all Funding Sources

Net Cost Benefit = Total Qualitative &amp; Quantitative Savings minus Total Project Costs

Cost Benefit per Month = Total Qualitative &amp; Quantitative Savings divided by Length of Project in months

Calendar Months to Break Even = Total Project Costs divided by Cost Benefit per Month

Revised 2/21

## Project Management Plan: Work Product Identification

**Project:** Sentencing Commission Electronic Journal Entry (eJE) Project

**Date:** 8/22/2022

| <b><i>Deliverable Name</i></b>                                                                                 | <b><i>Due Date</i></b> | <b><i>Date Delivered</i></b> | <b><i>Point of Contact</i></b> |
|----------------------------------------------------------------------------------------------------------------|------------------------|------------------------------|--------------------------------|
| 5: Fill out the journal form and submit it                                                                     | 9/13/2022              |                              | Scott Schultz                  |
| 10: Ability to export the completed journal entry as a PDF                                                     | 9/13/2022              |                              | Scott Schultz                  |
| 11: Validation of journal form – Special Rules & Required Fields                                               | 10/11/2022             |                              | Scott Schultz                  |
| 14: Validation of journal form – Submission & Validated                                                        | 10/11/2022             |                              | Scott Schultz                  |
| 20: Autosave the edits – keep track of submits                                                                 | 11/29/2022             |                              | Scott Schultz                  |
| 22: Implementing the signers flow                                                                              | 12/13/2022             |                              | Scott Schultz                  |
| 27: System testing                                                                                             | 12/27/2022             |                              | Scott Schultz                  |
| 28: Assess and test the app and ensure that it complies with the accessibility guidelines provided in the VPAT | 12/16/2022             |                              | Scott Schultz                  |
| 30: Customer Validation and Sign-off                                                                           | 12/27/2022             |                              | Scott Schultz                  |
| 36: Submit PIER Report to KITO                                                                                 | 12/31/2022             |                              | Scott Schultz                  |

| ID | Task Name                                                                                                              | Duration         | Work                            | Start      | Finish     | Dependencies                                                      | Resource Names                    | Milestone |
|----|------------------------------------------------------------------------------------------------------------------------|------------------|---------------------------------|------------|------------|-------------------------------------------------------------------|-----------------------------------|-----------|
| 1  | Planning Phase                                                                                                         | 3 weeks          |                                 | 8/10/2022  | 8/30/2022  |                                                                   |                                   |           |
| 2  | Submission/Approval of KITO Detailed Plan with CITO                                                                    | 3 weeks          |                                 | 8/10/2022  | 8/30/2022  |                                                                   | KSSC Executive Director           |           |
| 3  | Execution Phase                                                                                                        | 16 weeks         |                                 | 8/30/2022  | 12/27/2022 | Signature of SOW                                                  |                                   |           |
| 4  | Data Architecture                                                                                                      | 1 week           | 1 person, 1 week                | 8/30/2022  | 9/6/2022   | Signature of SOW is needed in order to start initial architecture | Katelynn Burkart + her scrum team |           |
| 5  | Fill out the journal form and submit it                                                                                | 1 sprint/2 weeks | 5 people, 2 weeks               | 8/30/2022  | 9/13/2022  | Data architecture defined and completed/implemented               | Katelynn Burkart + her scrum team | Y         |
| 6  | Form details in the top left corner                                                                                    | 2 days           | 1 person, 2 days                | 8/30/2022  | 9/13/2022  | None                                                              | Katelynn Burkart + her scrum team |           |
| 7  | Contents                                                                                                               | 3 days           | 1 person, 3 days                | 8/30/2022  | 9/13/2022  | None                                                              | Katelynn Burkart + her scrum team |           |
| 8  | Ability to click on a part of the contents and navigate to an area in the form                                         | 3 days           | 1 person, 3 days                | 8/30/2022  | 9/13/2022  | Contents (A11)                                                    | Katelynn Burkart + her scrum team |           |
| 9  | All of the sections in the form have the correct form fields with correct labels, placeholders, and correct value type | 5 days           | 2 people, 5 days                | 8/30/2022  | 9/13/2022  | None                                                              | Katelynn Burkart + her scrum team |           |
| 10 | Ability to export the completed journal entry as a PDF                                                                 | 1 sprint/2 weeks | 5 people, 2 weeks               | 8/30/2022  | 9/13/2022  | None                                                              | Katelynn Burkart + her scrum team | Y         |
| 11 | Validation of the journal form - Special Rules & Required Fields                                                       | 1 sprint/2 week  | 5 people, 2 weeks               | 9/13/2022  | 10/11/2022 | Milestone 1 (A9)                                                  | Katelynn Burkart + her scrum team | Y         |
| 12 | Checking to see if the required fields are entered                                                                     | 5 days           | 2 people, 5 days                | 9/13/2022  | 10/11/2022 | Contents/Milestone 1                                              | Katelynn Burkart + her scrum team |           |
| 13 | Checking for special rules                                                                                             | 5 days           | 2 people, 5 days                | 9/13/2022  | 10/11/2022 | Special rules defined/Milestone 1                                 | Katelynn Burkart + her scrum team |           |
| 14 | Validation of the journal form - Submission & Validated                                                                | 1 sprint/2 week  | 5 people, 2 weeks               | 9/13/2022  | 10/11/2022 | Special rules defined/Milestone 1                                 | Katelynn Burkart + her scrum team | Y         |
| 15 | User can only submit if everything in the entry is correct and validated                                               | 5 days           | 2 people, 5 days                | 9/13/2022  | 10/11/2022 | Special rules defined/Milestone 1                                 | Katelynn Burkart + her scrum team |           |
| 16 | Icons on the contents                                                                                                  | 2 days           | 1 person, 2 days                | 9/13/2022  | 10/11/2022 | Contents                                                          | Katelynn Burkart + her scrum team |           |
| 17 | Green = good, red = not validated, gray = not completed                                                                | 5 days           | 2 people, 5 days                | 9/13/2022  | 10/11/2022 | Special rules defined                                             | Katelynn Burkart + her scrum team |           |
| 18 | Autosave the edits - keep track of user edits                                                                          | 1 sprint/2 weeks | 5 people, 2 weeks               | 10/11/2022 | 11/8/2022  | None                                                              | Katelynn Burkart + her scrum team |           |
| 19 | Keep track of the current users' edits                                                                                 | 10 days          | 5 people, 10 days               | 11/8/2022  | 11/29/2022 | None                                                              | Katelynn Burkart + her scrum team |           |
| 20 | Autosave the edits - keep track of submits                                                                             | 1 sprint/2 weeks | 5 people, 10 days               | 11/8/2022  | 11/29/2022 | None                                                              | Katelynn Burkart + her scrum team | Y         |
| 21 | Keep track of the current users'submitted version of the journal form                                                  | 10 days          | 5 people, 10 days               | 11/8/2022  | 11/29/2022 | None                                                              | Katelynn Burkart + her scrum team |           |
| 22 | Implementing the signers flow                                                                                          | 1 sprint/2 weeks | 5 people, 2 weeks               | 11/29/2022 | 12/13/2022 | Milestone 1 and 2                                                 | Katelynn Burkart + her scrum team | Y         |
| 23 | Allowing users to make amendments                                                                                      | 5 days           | 2 people, 5 days                | 11/29/2022 | 12/13/2022 | Milestone 1 and 2                                                 | Katelynn Burkart + her scrum team |           |
| 24 | Adding comments                                                                                                        | 3 days           | 1 person, 3 days                | 11/29/2022 | 12/13/2022 | Milestone 1 and 2                                                 | Katelynn Burkart + her scrum team |           |
| 25 | Rule 170                                                                                                               | 1 sprint/2 weeks | 5 people, 2 weeks               | 11/29/2022 | 12/13/2022 | Milestone 1, 2, and 4                                             | Katelynn Burkart + her scrum team |           |
| 26 | Tracking the 14 days and implementing the flow                                                                         | 5 days           | 2 people, 5 days                | 11/29/2022 | 12/13/2022 | Milestone 1, 2, and 4                                             | Katelynn Burkart + her scrum team |           |
| 27 | System testing                                                                                                         | 2 weeks          | Kansas Sentencing Team, 2 weeks | 12/13/2022 | 12/27/2022 | Development Phase 1 completion                                    | Kansas Sentencing team            | Y         |
| 28 | Assess and test the app and ensure that it complies with the accessibility guidelines provided in the VPAT             | 3 days           | 2 people, 3 days                | 12/13/2022 | 12/16/2022 | Development Phase 1 completion                                    | Domo QA Team                      | Y         |
| 29 | Add tasks to ensure the Form Manager app follows accessibility guidelines based on testing                             | 1 week           | 5 people, 1 week                | 12/16/2022 | 12/23/2022 | Accessbility testing completed                                    | Katelynn Burkart + her scrum team |           |
| 30 | Customer Validation and Sign-off                                                                                       | 2 weeks          | Kansas Sentencing Team, 2 weeks | 12/13/2022 | 12/27/2022 | System testing completed                                          | Kansas Sentencing team            | Y         |
| 31 | Close-Out Phase                                                                                                        | 5 days           |                                 | 12/27/2022 | 12/31/2022 | Project milestones being completed in estimated timeline          |                                   |           |
| 32 | Conduct Lessons Learned Session                                                                                        | 1 day            | Kansas Sentencing Team, 1 day   | 12/27/2022 | 12/27/2022 | 26                                                                | Kansas Sentencing team            |           |
| 33 | Complete Lessons Learned Document                                                                                      | 2 days           | Kansas Sentencing Team, 2 days  | 12/27/2022 | 12/28/2022 | 28                                                                | Kansas Sentencing team            |           |
| 34 | PIER Development                                                                                                       | 1 day            | Kansas Sentencing Team, 1 day   | 12/29/2022 | 12/29/2022 | 29                                                                | Kansas Sentencing team            |           |
| 35 | Project/KSSC staff will work with KSHS staff on records management tasks                                               | 1 day            | Kansas Sentencing Team, 1 day   | 12/31/2022 | 12/31/2022 | 26                                                                | Kansas Sentencing team            |           |
| 36 | Submit PIER Report to KITO                                                                                             | 2 days           | Kansas Sentencing Team, 2 days  | 12/30/2022 | 12/31/2022 | 30                                                                | Kansas Sentencing team            | Y         |



State Archives Division  
6425 SW 6th Avenue  
Topeka KS 66615-1099

785-272-8681, ext. 272  
megan.burton@ks.gov  
kshs.org

Patrick Zollner, Acting Executive Director

Laura Kelly, Governor

August 23, 2022

Scott Schultz, Executive Director  
Kansas Sentencing Commission  
700 SW Jackson, Suite 501  
Topeka, KS 66603

Dear Mr. Shultz,

As part of the approval process for information technology projects over \$250,000, the State Archivist is required to evaluate the impact of information technology projects on government records with long-term (10+ year) retention requirements. If the project impacts long-term records, the State Archivist must ensure that appropriate provisions have been made for these records in the high-level and detailed project plans, in the system design, and for their ingestion, if prudent and feasible, into the Kansas Enterprise Electronic Preservation (KEEP) system. An Electronic Records Retention Statement and approval letter from the State Archivist must accompany high level and detailed project plans submitted to the Executive Branch Chief Information Technology Officer.

In compliance with this process, you recently sent to me for review an Electronic Records Retention Statement (ERRS) for the Kansas Sentencing Commission's e-Journal Entry high-level plan. From my examination of the project plan materials, it is apparent that this project could affect records held or generated by the system and should be further discussed with Kansas Historical Society staff. The project team has addressed their intent to do this by adding records management tasks on the work breakdown structure.

The Electronic Records Retention Statement for the KSSC high-level plan is approved. A copy of this approval letter should be included when submitting the plan to the Executive Branch CITO for approval.

Sincerely,

Megan Burton  
Senior Archivist  
Kansas Historical Society

CC: Cole Robison, Director IT Accessibility, OITS  
Scott Schultz, Executive Director, KSSC

Executive Branch Information Technology  
Office of Information Technology Services  
2800 SW Topeka Blvd., Building 100  
Topeka, KS 66611



Phone: (785) 296-3463  
Fax: (785) 296-1168  
oits.info@ks.gov

DeAngela Burns-Wallace, Chief Information Technology Officer

Laura Kelly, Governor

August 31, 2022

Scott Schultz, Executive Director  
Sentencing Commission  
700 SW Jackson St., Suite 501  
Topeka, KS 66603

Dear Dir. Schultz:

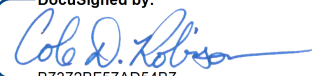
As part of the approval process for information technology projects over \$250,000, a statement indicating compliance with State Information Technology Executive Council (ITEC) Policy 1210 *Information and Communication Technology Accessibility Standards* must be filed with the Branch Chief Information Technology Officer and approved by the Director of Information Technology (IT) Accessibility. I recently received from you an Accessibility Statement for the Sentencing Commission Electronic Journal Entry (eJE) Project for review in compliance with this process.

This Accessibility Statement is accompanied by an exception to ITEC Policy 1210, which was granted by State ADA Coordinator Anthony Fadale for this project, and which I have also received. The Accessibility Conformance Report (ACR) for the product involved shows incomplete compliance, necessitating this exception.

Consistent with this exception, and subject to the conditions outlined therein, the Accessibility Statement requirement for the Sentencing Commission eJE Project detailed plan is satisfied. All components of the project should be made to achieve as much compliance with ITEC Policy 1210 as possible within the limitations of the products, and appropriate alternative accommodation should be provided if needed.

A copy of this letter should be included with the submittal of the Sentencing Commission eJE Project detailed plan to the Branch CITO for approval.

Sincerely,

DocuSigned by:  
  
B7372BF57AD54B7...

Cole D. Robison  
Director of IT Accessibility

cc: Anthony Fadale, State Americans with Disabilities Act Coordinator  
Sara Spinks, Director, Kansas Information Technology Office

# STATEMENTS

## Architecture Statement

The KSSC will comply with ITEC Policies 4010 and 9500. All technology will be implemented in accordance with State of Kansas Architecture.

The Sentencing Commission Electronic Journal Entry (eJE) Project will be leveraging a vendor for the solution.

The most recent release and updates available will be used where appropriate and fully tested. Technical Environment: The Solution will be developed on the Domo platform, which provides capabilities for collecting and processing data, surfacing insights, managing users and security, and distributing the Solution at scale. Leveraging the Domo platform as the foundation for Solution development allows for faster development, cleaner maintenance, enterprise scalability, and long-term flexibility.

### Data



The Domo platform provides connectors and integration options for retrieving and federating data from APIs, databases (both on-premise and cloud-hosted), and other file services. Once data has been collected it is available to be combined with other data, analyzed, and visualized. The Solution will leverage this data infrastructure for all data storage and access requirements. The Solution will also provide the ability, if it is identified as a requirement, to capture additional user and action-derived data for use in the Domo platform, including data input directly into the Solution by users.

### Management and Security



The Domo platform provides enterprise-grade users, content, and data management tools and security. The Solution will leverage the capabilities available in the platform to control access, surface or suppress Solution functions, and specify data available to each user. If desired, access to the Solution can be managed against a centralized Identity Provider (IdP).

## Insights



The Solution will augment the Domo platform functionality through a tailored experience that will sit alongside the core functionality of the platform. Where applicable, the Solution will leverage capabilities like Domo's charting engine ("Phoenix") and Domo's calculated fields ("Beast Mode"), to streamline the development process, provide scalability and control, and surface insights.

## Distribution and Access



The Domo platform meets users on the technological platform that works best for their role and needs. The Solution will be accessible on the web via browser, on mobile devices via Domo's mobile application, or a native mobile app, depending on the specific Solution requirements. The data accessed and generated through the Solution will be accessible across each of the required platforms simultaneously so that all stakeholders have the same data and insights at hand.

## Ownership of Software Code and Related Intellectual Property (ITEC Policy 1500)

As per paragraph 6.1 of ITEC Policy 1500, KSSC's vendor, Domo, Inc., believes it is compliant. Domo's proposal is to provide the State with licensing to operate on Domo's proprietary platform. Domo retains the exclusive rights, title and ownership to its software products and source code.

## Privacy Statement (Privacy Act of 1974, HIPAA)

### 1. What information is included?

Please see the following links regarding the forms in which data is collected by the KSSC:

- a. [Journal Entry of Judgment](#)
- b. [Journal Entry of Probation Violation](#)

### 2. Why is it collected?

For crimes committed on or after July 1, 1993, K.S.A. 2021 Supp. 22-3426 requires the **Journal Entry of Judgment** to be completed in all felony cases. Specifically, K.S.A. 22-3426(d), sets forth the content of the JE and that the KSSC is required to maintain and approve the form. A copy of the Journal Entry of Judgment and the Presentence Investigation Report, including the Criminal History Worksheet, all on the mandated Kansas Sentencing Guidelines Act forms, must be attached together and forwarded to the Kansas Sentencing Commission within 30 days of sentencing. K.S.A. 2021 Supp. 21-6813(g) and K.S.A. 2021 Supp. 22-3439(a).

For crimes committed on or after July 1, 1993, when a convicted person is revoked for a probation violation, a **Journal Entry of Probation Violation** form as approved by the Kansas Sentencing Commission shall be completed by the court. K.S.A. 2021 Supp. 22-3426a. A copy of the Journal Entry of Probation Violation must

be sent to the Kansas Sentencing Commission, along with a copy of the original Journal Entry of Judgment, the Presentence Investigation Report, and the Criminal History Worksheet within 30 days of the final disposition. K.S.A. 2021 Supp. 22-3439(b).

### **3. How will it be used?**

The referenced forms and their datasets have been continuously collected by the KSSC for several decades. The same controls placed on private data will continue to be observed as the project moves the information from paper to and electronic format. Specific uses include:

- a. OJA – Forms will be converted into a PDF and will be available with other pleadings electronically in OJA’s eFiling system.
- b. KSSC – aggregate data will be collected from the forms by the KSSC. Its research division uses the data to populate the computer model the KSSC uses in its statutorily-mandated annual 10-year Prison Population Projections. This data is also used to provide the legislature with prison bed space impacts during the legislative session on applicable criminal justice bills. It also utilizes the aggregate data to inform the governor, legislature, KDOC, KBI, and other stakeholders on an ad hoc reporting basis.

### **4. Exclusion opportunities?**

N/A. All data collected by the two forms are currently public information.

### **5. 1974 Act implementation?**

N/A

### **6. Other privacy requirements?**

The KSSC complies with the Kansas Open Records Act (K.S.A. 45-215 *et seq.*). Any PII information collected by the KSSC from any source is excluded from any KORA request to protect citizens’ personal information.

### **7. Total privacy cost estimate?**

No additional cost is associated with addressing privacy issues for this project.

## **Security Statement (ITEC Policies 7230, 9500, & 7300)**

The KSSC, in the development and implementation of the electronic journal entry project has reviewed and will comply with the state of Kansas Information Technology Executive Council’s (ITEC) policies 7230, 9500, and 7300; all applicable KSSC policies; and any other areas of governance later established or identified as being relevant to the project.

Staff from the agency must successfully complete an online security awareness training course annually. This training is required by statute and provided by the KISO.

In general, KSSC security features include firewall, virtual private network, password protection, and anti-virus scanning in addition to cooperation with security measures employed and monitored by OITS.

## **Accessibility Statement (ITEC Policy 1210)**

The Sentencing Commission Electronic Journal Entry (eJE) Project will use the Voluntary Product Accessibility Template as recommended by ITEC to ensure compliance with ITEC Policy 1210. The Domo Enterprise Apps team ensures that the Kansas Sentencing Form Manager app complies with the requirements of ITEC Policy 1210. Compliance verification and remediation will be performed according to WBS tasks (25).

## Electronic Record Retention Statement

The KSSC utilizes records retention policies and procedures which comply with Kansas law.

The KSSC forms proposed are not new to the KSSC but will simply be converted from paper hard copy to a digitized format that will allow for eSignature features for the court and attorneys in each felony case.

### 1. Identify replaced paper records

KSSC sentencing forms –Journal Entry of Judgment and Journal Entry of Probation Violation. Both are used as public documents. These forms are currently approved by the KSSC and maintained in paper form by district court clerks' offices. The documents are required by statute to be used in all felony sentencing statewide and are the documents that memorialize sentencing and probation revocation hearings in every felony criminal case. These documents for all felony sentences are then sent to the KSSC and manually entered into the KSSC databases by KSSC staff.

### 2. Identify new business functions

Upon implementation of the Sentencing Commission Electronic Journal Entry (eJE) Project, the forms will be digitally available to attorneys and judges registered with the Office of Judicial Administration's eFile system to complete and affix their electronic signatures.

### 3. Reasons for business functions

Automating the journal entry forms promotes less user error and makes the data more available to OJA and the KSSC. District court clerks and KSSC staff will save thousands of dollars in paper and staff time utilizing this automated platform.

### 4. Records requirements for business function

No new records beyond the current ones already maintained by the KSSC will be created.

|              |                                                                                                                                |
|--------------|--------------------------------------------------------------------------------------------------------------------------------|
| SERIES ID    | 0016-626                                                                                                                       |
| TITLE        | Journal Entries                                                                                                                |
| DESCRIPTION  | Copies of journal entries filed in the district courts which provide an abstracted version of the civil or criminal case file. |
| RETENTION    | <b>See Comments</b>                                                                                                            |
| COMMENTS     | Retain in office permanently.                                                                                                  |
| DISPOSITION  | <b>Agency</b>                                                                                                                  |
| RESTRICTIONS | <b>None</b>                                                                                                                    |
| APPROVED     | 2018-11-27                                                                                                                     |

|                  |          |
|------------------|----------|
| K.A.R.<br>NUMBER | 53-2-202 |
|------------------|----------|

**5. Documents in another system?**

Data will be maintained in vendor cloud storage. A separate PDF that looks exactly like the current paper forms will be created and available to OJA within their eFile system.

**6. Public access requirements**

None, per se. Public access to completed KSSC forms will available through the district court clerks' offices. But there will not be an opportunity for the public to access the forms before review and signatures by the judges, prosecutors and criminal defense attorneys associated with each case. The defendant in the case does have an opportunity to challenge or correct errors through their attorney before the forms are final.

**7. Access control requirements**

See paragraph seven. KSSC research staff will also have access to aggregate data from the forms. This is similar to current practice.

**8. Identify all records with retention period of ten or more years**

The KSSC forms are currently public record and maintained in paper format. Electronic record retention would be the same as it exists now.

**9. Estimate three year cost of addressing records identified in No. 8**

Licensing and maintenance of the new system by the vendor and services of a KSSC IT consultant is estimated to cost \$100,000 per year for the next three fiscal years.

## Risk Identification Summary (Top Five Risks)

*A description of project risks, the probability of the risk occurring, the impact of the risk on the project, and the suggested mitigation activities.*

Last Risk Assessment Date: 8/24/2022

Prepared by: Scott Schultz

| <i>Category</i> | <i>Prob</i> | <i>Imp</i> | <i>Risk</i>                                                                                                                                                | <i>Mitigation Approaches</i>                                                                                                                                                                           |
|-----------------|-------------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Management      | High        | High       | Not finishing state IT approval process on time to utilize grant funds.                                                                                    | Complete State Entity Checklist for Detailed IT Project Plan by 8/23/2022 to allow time for approval. Vendor must begin by 8/30/2022 or they will not be able to complete the project.                 |
| Management      | Low         | High       | KSSC staff do not have time to dedicate to assist the vendor due to higher priority projects.                                                              | KSSC will designate agency point of contact with vendor to provide timely feedback and approval of project progress to streamline communications with vendor, thereby ensuring success of the project. |
| Management      | Moderate    | High       | Partner agency Office of Judicial Administration does not prioritize the integration of the KSSC system with their eFiling system during the project time. | Conduct bi-monthly check-ins with OJA authorities to maintain communication, make the impact to OJA less time consuming, and pursue least restrictive solutions.                                       |
|                 |             |            |                                                                                                                                                            |                                                                                                                                                                                                        |
|                 |             |            |                                                                                                                                                            |                                                                                                                                                                                                        |
|                 |             |            |                                                                                                                                                            |                                                                                                                                                                                                        |
|                 |             |            |                                                                                                                                                            |                                                                                                                                                                                                        |

Legend

Prob = Probability of Occurrence

Imp = Impact

**RISK ASSESSMENT MODEL**  
**Detailed Plan - Summary Report**  
**Ver. 1.0**

**Agency Name:** Kansas Sentencing Commission

**Project Name:** Sentencing Commission Electronic Journal Entry (eJE) Project

## 1. Introduction

The Risk Assessment Model measures risk in distinct areas. Below are the average scores based on the results from the questionnaire. Each area indicates the measured risk on a scale from 1 to 9, with 9 being the highest risk. Scores lower than 2.0 are considered "Low Risk", scores higher than 2.0 are "Medium Risk" and scores higher than 3.0 are considered "High Risk".

## 2. Summary

| Score | Risk Level | Risk Area                            |
|-------|------------|--------------------------------------|
| 2.0   | MEDIUM     | Strategic Risk                       |
| 1.0   | LOW        | Financial Risk                       |
| 2.0   | MEDIUM     | Project Management Risk              |
| 1.3   | LOW        | Technology Risk                      |
| 3.6   | HIGH       | Change Management / Operational Risk |

*Note: If you get "#VALUE!" as a result in any of the "Score" or "Risk Level" fields, you have unanswered questions. Go back and check your answers.*

## 3. Signature

I have reviewed the results of the Risk Assessment Model. The results are indicators only and do not represent all the risks of the project. ITEC will use the results as the basis of discussion, and will not rely solely on the output.

Scott M. Schultz

**Project Director**

## RISK ASSESSMENT - Summary Report

### Detailed Plan - List of Comments

(Expand Row Height to Show all Text)

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5 Late delivery would result in loss of full DOJ federal funding. They require completion of the project by December 31, 2022.

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10 Since this is a new project, budget out years will require an additional appropriation of \$100,000 annually.

11 Domo, Inc. is a public company trading on NASDAQ.

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17 Timeliness of the build is the critical project issue. Issue tracking, however, is being done on the vendor side.

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