



Minnesota Counties Computer Cooperative

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MCAPS Development Team
Minutes
Conference Call March 25, 2010

Voting members present:

Ryan McNamee (Carver County)
Debbie Marshall (Crow Wing County)
Heather Griesert (Mille Lacs County)
Judy Korbl (Kandiyohi)
Shari O'Donnell (McLeod County)
Diane Roseen (Roseau County)
Robin Finke (Swift County)
Theresa Treptau (Hennepin County)
Nancy McLean (Hennepin County)
Sarah Reindal (Freeborn County)
Jean Roper (Olmsted County)
Kay Leeseberg (Hubbard County)

Other members present:

Kathy Eiler (Project Administrator)
Mark Theobald (Docutech)
Lisa Meredith (MCCC)
Dave Schueck (Intertech)
Carrie Shea (Docutech)
Matt Eiden (Docutech)

1. Review Minutes / Approve Agenda

M/Sara Reindal, S/Judy Korbl, to approve the minutes from the March 11, 2010 meeting and to approve the Agenda for this meeting. Motion carries unanimously.

2. Work Order Approval

Lisa Meredith indicated this is not an issue for the group at this time.

3. Intertech Status Report

Intertech has completed first drafts of 70-75 use cases; 5-10 use cases are in progress; and 100 or so not yet started. 60 completed first draft use cases were delivered to BCA last week. Tom Miller is the primary reviewer of use cases and will provide feedback to Intertech.

Kathy Eiler has consolidated all user requests and feedback to date. Those who gave feedback will be contacted next week (if they haven't been already).

Reports from MCAPS3 and Legal Edge are being compared and a summary will be provided to the group in a spreadsheet.

Mark, Matt, and Dave have done lots of work on database design with at least weekly reviews and adjustments. They will be close to done with this process by the end of next week.

4. Elimination of MOC Codes

The BCA did a study a few years ago regarding what would be required to eliminate MOC codes. They are now actively pursuing that goal, and we would like to plan accordingly in MCAPS4. Dave will get report regarding proposed change from BCA and to the group for review. The proposal for the new MOC system consists of 15 data elements which are broken into three fields pertaining to either "drugs", "force", or "victim". M/Heather Griesert, S/Robin Finke to endorse MCAPS4 supporting both existing MOC current code structure and the prospective structure. Motion carries unanimously.

5. Crime Location

Mark believes this topic has come up in past conversations. We need to understand if we should track crime location. Olmsted and Crow Wing County seem to use the field regularly, while others use it occasionally or not at all. Kathy Eiler is going to send a survey out to all MCAPS user offices to determine if and how the field is used and if it's critical data.

6. BCA Tracking Numbers

MCAPS 3 has a field for storing one BCA lab number per case. Discussion was held as to how this field was used. Mcaps4 will be designed to have multiple BCA lab numbers.

7. Addresses

MCAPS address fields are open text fields. BCA uses multiple separate fields for our one address field. Discussion held regarding whether MCAPS 4 should keep as open text field or be more compatible with BCA. Dave requested that this be tabled and put on the next agenda so he can do more research on the matter.

8. SME Sub-Group Status Update

Dan and Kathy (or Matt and Carrie) will be reaching out to the SME's within the next week to follow-up on previously provided feedback. Feedback will be built into use cases.

9. Other

Debbie Marshall asked that file location field to be looked at also. This will also be included in a survey to MCAPS user offices.

Intertech is working with Hennepin on adding evidence tracking into future use cases.

10. Adjourn

M/Debbie Marshall, S/Heather Griesert. Motion carries unanimously.

Minutes respectfully submitted by Debbie Marshall, Crow Wing County.