COUNTY OF GLENN

Response to Senate Bill 272
Submitted by the County of Glenn Information Services Coordination Committee
April 2019

STATEMENT OF COMPLIANCE:

In 2015, the California Legislature enacted Senate Bill 272 (SB272) – A Bill requiring local agencies to create a "catalog" of information technology (IT) systems that they use to manage data. The Bill doesn't require disclosure of records or data sets; rather it asks local agencies to make and inventory and based on that inventory, create and post online a catalog of their data management systems, hardware, and software applications. The hope is that this catalog will "provide the state with an inventory of systems in use by local agencies, so as to better plan and facilitate the development of more open, accessible, integrated, and modern data management systems."

Over the past several years, the County of Glenn IS Committee, acting on a directive of the County Board of Supervisors, has applied the principles of data management standards, consolidation, and integrated systems internally with noteworthy success. Collaboration among the County departments has resulted in a dramatic reduction in annual IT maintenance and support costs with a marked improvement in system security and overall performance. Instituting a platform designed to expand the sharing of information with the State, other regional agencies, and the public makes good sense.

SB272 CATALOG OF ENTERPRISE SYSTEMS GUIDELINES

In preparing the County of Glenn Catalog of Enterprise Systems, the IS Committee used the following definitions and guidelines set for in SB272: An "enterprise system" is defined as a software application or computer system that collects, stores, exchanges, and analyzes information that the agency uses. The enterprise system must be a multi-departmental system or system with information collected about the public; and, a system of record that serves as an original source of data within the agency.

THE INVENTORY CATALOG OF ENTERPRISE SYSTEMS ARE TO INCLUDE ALL OF THE FOLLOWING:
1. System vendor
2. System product
3. Brief statement of system purpose
4. Description of types of data
5. Department that is system's primary custodian
6. Frequency system data is collected
7. Frequency system data is updated

THE INVENTORY CATALOG SHOULD NOT INCLUDE ANY OF THE FOLLOWING:
1. IT Security Systems, including firewalls and other cybersecurity systems
2. Physical access control systems, employee identification management systems, video monitoring, and other physical control systems
3. Infrastructure and mechanical control system, including those that control or manage street lights, electrical, natural gas, or water and sewer functions
4. Systems related to 911 dispatch and operation or emergency services
5. Systems that would be restricted if disclosure would reveal vulnerabilities or increase potential for attack on an IT system of the public agency (Section 6254.19)
6. The specific records that the IT system collects, stores, exchanges or analyzes

Nothing should be construed to permit public access to records held by an agency to which access is otherwise restricted by statute or to alter the current process for requesting public records. If public interest is better served by not disclosing full details, the agency will provide system name, brief title, or identifier of the system.

The catalog has been posted on the County website since July 1, 2016 and is updated annually.

COUNTY OF GLENN IMPLEMENTATION

Each County of Glenn department reviews the guidelines and determines which of their enterprise systems, if any, meet the criteria for inclusion in the County of Glenn's inventory catalog. Department personnel compile the required information, leveraging the assistance of the County's IT Support vendor, Matson & Isom Technology Consulting as needed. Information received from all departments is then consolidated and put into the format currently posted on the County website.

In identifying what enterprise systems should and should not be included in the County's Inventory Catalog, the IS Committee advised Departments to error on the side of caution in ensuring that information submitted did not compromise the security of systems, data, or the interests of the public.

COUNTY OF GLENN INVENTORY CATALOG OF ENTERPRISE SYSTEMS

System Vendor	System Product	System Purpose	Types of Data	Primary Custodian	Frequency Collection	Frequency Update
Apex www.apexwin.com	Sketch Pro	Drawing Plans	Floor Planning	Assessor	As needed	As needed
AutoDesk www.autodesk.com	AutoCAD	Civil design & plan review	Computer Aided Drafting	Public Works	As needed	As needed
Bell Data Systems www.belldatasystems.com	Client Services Database	Housing Services Database	Case Management/Records	Health and Human Services	Daily	As needed
Binti Inc www.binti.com	Binti	Resource family approval software	Resource family data	Health and Human Services	Daily	Daily
BMI bmiimaging.com	Digital Reel	Viewing of old documents	Recorded documents	Recorder	-	As needed
CA Department of Child Support Services	Child Support Enforcement (CSE)	Child Support Management System	Child Support Data	CA Department of Child Support Services	Ongoing	Daily
CA Public Agencies www.calopps.org	CalOpps	Public employment job application databases system	Database management software	Personnel	Ongoing	Daily
Care Access www.mysourcewise.com/product/careaccess	Nexus	Track information and simplify matching consumers with independent providers for In Home Supportive Services	IHSS Provider and Recipient information	Health and Human Services	Daily	Daily
Cascade Software Systems, Inc. www.csscams.com	CAMS	Maintenance management and cost accounting management system	Tracking and reporting, fiscal data collection	Planning, Public Works, County General Services, Health and Human Services, Sheriff's Office	Daily	As needed
Central Coast Energy Services www.energyservices.org	ServTraq	Local Energy Services provider database	Weatherization/Housing/Energy Services	Health and Human Services	Daily	Daily
Citrix Systems www.citrix.com	Xen Desktop	Virtualized Applications	Desktops and applications	All Departments	Daily	Daily
CMIPS II Project www.cmips2project.ca.gov	CMIPS II	Case management payroll system for IHSS	Adult Services/IHSS	Health and Human Services	Daily	Daily

Consortium - IV (CA Counties) www.c-iv.org	C-IV Yourself	Customer-based, on-line information and data management for public assistance programs	CalWorks, Welfare, Employment Services	Health and Human Services	Ongoing Real-Time	Daily
Corrections Software Solutions www.correctionssoftware.com	CSS Case Management	Case management program for adult and juvenile probation cases	Offender data	Probation	Daily	As needed
Dell EMC www.dell.com	Avamar and Data Domain	Backup and Disaster Recovery	All systems	All Departments	Daily	Daily
DFM dfmassociates.com	EIMS	Digital information management, voter registration system and secure storage	Voter registration data management	Elections	Ongoing	As needed
ECS Imaging www.ecsimaging.com	Laserfiche	Document imaging and management system	Fiscal documents, client records	Health and Human Services, Public Works	Daily	Daily
ESRI www.esri.com	ArcGIS Platform (ELA)	Geographic information system available to all departments for online maps, data and information sharing with the public	Data mapping and applications	Planning, Public Works, Ag Commissioner	Daily	As needed
FileMaker www.filemakerpro.com	FileMaker Pro	Transit ticket issuance, program eligibility cards, contract and purchase tracking	Database	Public Works, Air Pollution Control District		
Granicus www.granicus.com	LiveManager Application	Online Board agenda management and webcasting of Board meetings	Agendas, documents, meeting minutes	Board of Supervisors	Weekly	Quarterly or as needed
Hyland Software www.onbase.com	Sire – OnBase	Document imaging system	Documents and records	Assessor, Board of Supervisors, Planning, General Services	Daily	As needed
IBM www.ibm.com	Lotus Notes	Public Authority case management	Case Management/PA	Health and Human Services	Daily	As needed
Intuit, Inc. www.quickbooks.com	QuickBooks	Financial account management	Income/expense tracking and records	Public Guardian	Daily	As needed
JUMP Technology Service LLC www.jumpfaster.com	LEAPS	Track and Manage Adult Protective Services Case data	APS case information	Health and Human Services	Daily	Daily
Kings View www.kingsview.org	Anasazi Software	Behavioral Health Records System	Case Management and Records	Health and Human Services	Daily	As needed

LegalServer www.legalserver.org	LegalServer	Case Management System	Legal Case Management, Records Retention, Billing	County Counsel	Daily	As needed
Mediware www.mediware. com/human-services/servicepoint	Service Point	To collect HMIS (Homeless Management Information System)	Household size, income, ages and other related information	Health and Human Services	Daily	Daily
Megabyte Systems, Inc. www.mptsweb.com	MPTS	Property tax and assessment data collection and secure storage	Assessment/property tax Information	Assessor, Finance	Daily	As needed
Prosecutor by Karpel www.karpel.com	PBK	Computerized case management for criminal caseload	Audio, Video and PDF	District Attorney	Daily	Daily
SouthTech Southtechsystems.com	Old Books	View of old documents and redacted documents	Recorded documents	Recorder	-	As needed
SouthTech Southtechsystems.com	Disclosure Documents	Form 700 Filings	700 Forms	Elections	-	As needed
State of California CWS Project www.hwcws.cahwnet.gov	CWS	Statewide tool that supports the Child Welfare System of services	CWS/CMS	Health and Human Services	Daily	As needed
State of California www.medi-cal.ca.gov	MEDS/CMS Net	State Medi-Cal Eligibility System and Children's Medical Services Network	Medi-Cal Eligibility	Health and Human Services	Daily	Daily
State of California www.sfis.gov	SFIS	Statewide Fingerprint Imaging System – DOJ Background check	Background Check DOJ	Health and Human Services	Weekly	As needed
State of California www.cdph.ca.gov	WICMIS	Case management system for federally funded health and nutrition program serving women, infants and children	Case Management	Health and Human Services	Daily	As needed
CentralSquare www.centralsquare.com	ONESolution	Accounts payable, budgetary reporting, asset management & public administration functions software	Budgeting, personnel information, and fund accounting	Finance	Daily	Daily
CentralSquare www.centralsquare.com	TRAKiT	Land management and permit tracking software	Permit issuance, data and tracking mgmt.	Planning, Public Works, General Services	Daily	As needed
Tyler Technologies www.tylertech.com	Eagle Software	Recording and tax information database and services management	Recording, and tax information	Recorder	Daily	As needed