

2022

Hawai'i Annual Code Challenge (HACC)

Challenge Title	Modernizing HIDOE's Legislative Tracker
Department / Organization	HIDOE Policy, Innovation, Planning, and Evaluation Branch
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The Challenge	
Describe situation to be solved	<p>The Policy, Innovation, Planning, and Evaluation (PIPE) Branch of HIDOE coordinates the Department's legislative activities.</p> <p>We currently use IBM Notes' Memo & Notice Distribution feature for our legislative tracking system (LTS), but support from the Domino server has ended. After our current support staff member retires in the next five years, there will not be anyone familiar enough with the system to provide support.</p> <p>This LTS is critical, as it assists the Department with:</p> <ul style="list-style-type: none">● Obtaining real time information on the status of legislative measures● Notifying offices that their assigned bills and resolutions are scheduled for hearings● Managing testimony workflows● Reporting on education-related measures and measures affecting the Department <p>In an effort to research possible solutions, we met with other state agencies regarding their LTS. So far, we haven't found a sole alternative providing the same functionality that IBM Notes possesses.</p> <p>Thus, what we need is a replacement for our LTS. Any viable solution has the potential to be widely used amongst state agencies.</p>
Preconditions <i>(How does it work now)</i>	<p>We currently use IBM Notes' Memo and Notes Distribution Feature.</p> <p>Document Library</p> <ul style="list-style-type: none">● A document library contains all bills or resolutions related to the DOE, with fields for: office, action needed, rationale, committee, hearing date, hearing type, DOE's position, testifier, and status.<ul style="list-style-type: none">- Data is scraped from the Hawaii State Capitol website (e.g. bill assignments and progress) on-demand and at regular intervals depending on the time of the year.

	<ul style="list-style-type: none"> - An assigned administrator can edit the time frequency of the data pulls (e.g. during session: every five minutes) They can also turn it off (when there's no session). ● Bills can be sorted by bill #, title, last status, action and bill #, last edit date, office, and hearing date. <ul style="list-style-type: none"> - There is a master folder with all of the bills and other folders that only contain a particular office's assignments. ● Users receive notices for hearings on assigned bills after administrators manually send them out. ● Hyperlinks are available for: <ul style="list-style-type: none"> - Measure status page on Hawaii State Capitol website - YouTube recorded videos of the hearing - Committee reports <p>Testimonies</p> <ul style="list-style-type: none"> ● All submitted testimonies are able to be uploaded by a user. ● There is an internal review and approval system for these testimonies, wherein users manually edit testimony and notify the next reviewer (there are multiple levels of approval). PIPE receives notifications each time the testimony moves forward in the process. ● There is automatic file naming (e.g. written testimony for committee hearings) based on a standardized naming convention. ● To create the final pdf testimony, the user manually clicks a button and a pdf of the testimony is created, including DOE template letterhead and information about the hearing and bill also automatically created.
<p>Assumptions/Issues <i>(list any conditions that could impact the solution)</i></p>	<ul style="list-style-type: none"> ● Cost: While teams are welcome to explore any solutions in line with the requirements, the cost of 200-250 employees utilizing the tracking system should be a factor considered during this process.
<p>Current Approach <i>(how is situation currently being handled)</i></p>	<p>We continue to use IBM Notes for our Legislative Tracker, and our system manager (who's planning on retiring in less than five years) provides support.</p>
<p>Users <i>(Who would use the application - employees or constituents or both? How many users would there be?)</i></p>	<p>DOE employees (200-250 employees)</p>

Business Rules	<ol style="list-style-type: none"> 1. Must be able to read Hawaiian characters including kahakō and ‘okina. 2. Compatibility with Mac, PC, and mobile devices is preferred, as the current IBM Notes application does not have full functionality on a Mac or on mobile devices.
Special Requirements	None
Technical Platforms <i>(in use or desired to be used)</i>	<ol style="list-style-type: none"> 1. In use: IBM Notes, Memo and Notes Distribution feature 2. No preference for the technical platform used for the alternative – it just has to meet the requirements. Please note that HIDEOE uses SharePoint for its operations.
Data set to be used or collected	<ol style="list-style-type: none"> 1. Submitted testimonies 2. Bills and resolutions <ul style="list-style-type: none"> - Summaries - Statuses 3. Hearings schedule 4. Bill and resolution office assignments 5. Comments from users about a bill or resolution
Data set calculations or reporting needs	Optional (not required, but nice to have): <ol style="list-style-type: none"> 1. Countdown timer showing time remaining until measure’s scheduled hearing 2. Data visualizations of metrics <ul style="list-style-type: none"> - All measures introduced - Dead / alive measures - Testimonies for each HIDEOE department
Solution Road Map	
Basic Flow <i>(steps of user action/system response)</i>	ETS was able to obtain the scraper code. Utilizing that code, the challenge can focus on developing an access site to process the data scraped from the Legislature’s website. <u>Access Site</u> <ol style="list-style-type: none"> 1. The user can sort bills by: bill #, last status, action and bill #, last edit date, office, and by title. Bills may also be sorted by when their hearings are. <ul style="list-style-type: none"> - There is a master folder with all of the bills and other folders that only contain a particular office’s assignments. 2. Users receive automatic notifications when a hearing notice comes out and the program automatically creates a calendar invitation for

	<p>the people assigned to that bill.</p> <ol style="list-style-type: none"> Users receive automatic notifications for legislative tasks assigned to them. After users add the testimony content, they press a button to notify approvers. After approvers approve, they notify secretaries to submit testimony. All submitted testimonies are available in a folder. There is automatic file naming for these testimonies. <p>Please view Appendix A for a detailed list of additional desired features.</p>
Goal of Solution	<p>The Access Site has a document library of the scraped data. There is also a workflow process for testimonies.</p> <p>Overall, the goal of the solution is to enable HIDEOE to track legislation and set up workflow processes more efficiently and accurately than before.</p>
Business Value <i>(potential financial or time savings)</i>	<ol style="list-style-type: none"> The legislative tracking system is integral to DOE’s legislative operations. If HACC teams are able to implement desired features to suitably replace IBM Notes, it would save significant time and resources. PIPE would also be able to devote more time to implementing optional features that would expand the scope of the original LTS and increase the efficiency of our operations.
Success Scenario <i>(how you know a solution is working)</i>	All desired features are incorporated into the legislative tracking system, and there is little need for troubleshooting.
To be completed by the HACC Planning Committee	
Community/Industry Data Available	
Potential Community/Industry Co-Sponsors	

Appendices

Appendix A: List of Additional Desired Features

In light of the meetings held with the other state agencies as well as PIPE’s own needs, we have created a list of **additional desired features** for the HIDEOE LTS, organized by:

- “Nice to Have”: Once you have finished the Necessary features, this is the next set of priority features.
- “Just in Case”: In the event you have finished both Necessary and Nice to Have, take a look at these.

Nice to Have:

- Users can search for bills by its **content** as well, not just by the title.

- Users can access automatic creation of redline documents that scans various versions of bills and resolutions, and highlights the differences between the versions (HD, SD, CD)
- User is able to see metrics and generate data visualizations for:
 - All measures introduced
 - Dead / alive measures
 - Testimonies for each HIDEOE department
- Countdown clock to let users know when testimony needs to be submitted (deadline is 24 hrs before start of hearing)
- Progress bar that showcases current status on the chain of approval for testimony drafts
 - Automatic notification of the next responsible person upon completion of the prior action
 - Automatic notification that draft submission has been approved

Just in Case:

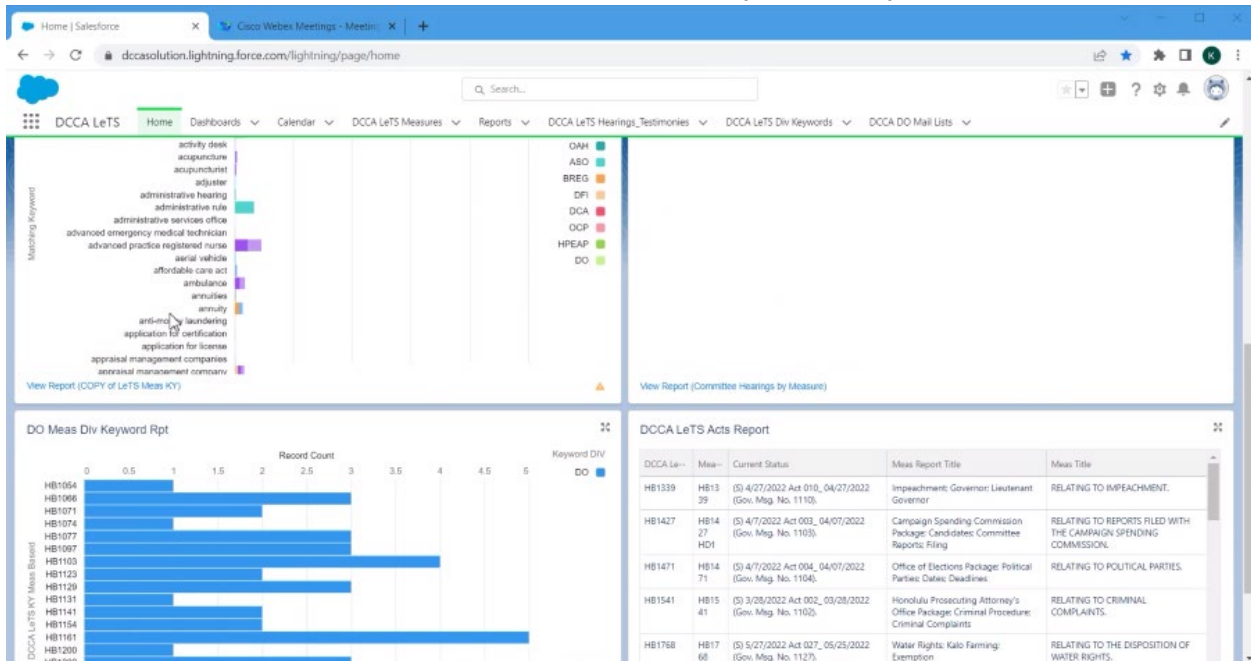
- Collaborative document drafting/editing (similar to Google Docs functions)
- Native spellcheck and grammar functions
- A “Help” function that explains program features via pop-up bubble or short video demonstration
 - Also a feature that highlights new functions added to the program, or modifications of existing functions
- Users can access information on the outcome of each bill draft including who voted
- Legislator profiles

Appendix B: Other LTS Options

We met with other state agencies to see how their LTS operates, and noted their features. Teams can use these notes for inspiration on how to build their version of LTS.

Department of Commerce & Consumer Affairs (DCCA)

- DCCA used a **custom build of Salesforce** for their LTS
- There are 5 DCCA divisions. Keywords (e.g. application for license) are assigned to each division so that users can track bills with ease
- Emails and notifications from Salesforce are automatically sent every 30 minutes.



Department of Labor and Industrial Relations

- Their Executive Legislative Tracking (ELT) application stores **ELT information in Microsoft Azure and Sharepoint, and the front end uses PowerApps.**
- There is a breakdown per person what work needs to be done (i.e. boss assigns writer so in the account for the writer there is a “my” folder with all of their tasks that they need to complete.
- ELT has a running staff comments section (with the ability to edit/modify/delete comments) so all comments from participants are in one location
- ELT creates a google doc automatically of the hearing notice (similar to how there is an automatic link of the version of the bill in the LTS) so they can note which office was assigned to it, take notes at the hearing, and a space for who voted against it
- If a hearing notice comes out, the program automatically creates a calendar invitation for the people assigned to that bill.

University of Hawaii

- The system was **built internally** and it does not have the workflow process feature.
- Measures are scraped every 2 days but during the session it is scraped every 30 minutes.
- They have a section for a user’s personal comments (which no one else can see)
- Similar to DCCA’s custom Salesforce build, they also have a keyword report that identifies measures with pre-selected words.
- There is a comparison function where different versions of the bill / resolution can be studied.
- Emails for hearing notices are manually sent out. If done automatically, their system can only send each bill individually.
- Any user can create their own list of bills to track and users can rename, duplicate, share, delete lists so they don’t have to retype brand new lists every time
 - When exporting lists, it gives you the option of keeping or removing the dead bills