

**howOperations / Information Technology / Licensing
Board Report
Dec 2021**

Admin Update:

- NCSBN: As part of the duties associated with the NCSBN Board of Directors, Treasurer, Adrian Guerrero attended the Board of Directors Meetings, NCSBN Finance Committee, NLC Policy Committee, NCSBN Strategic Plan meeting. Adrian also attended the National Association of Hispanic Nurses Conference as a representative of the NCSBN Board of Directors. Select KSBN IT and staff also attended the virtual System Automation Users Conference.
- The Director of Operations (DoO) and/or IT staff attended various state meetings this quarter that included the Non-Cabinet Agencies [NCA] HR Meeting, Information Technology Advisory Board and the NCA Information Security Governance Committee. This committee will facilitate development and execution of security program objectives. The Mission Statement: Advance the maturity of NCA Information Security Programs through setting goals, developing common security standards and processes, and sharing ideas. All meetings and any future meetings are being held virtually due to COVID-19 until conditions are deemed safe for attendance by state employees.
- Project Management Software – A project initiative request from the DoO is to establish a more formalized project management solution to track timelines, dates, and progress, which would allow the DoO to keep the Executive Administrator and KSBN Leadership team updated on the status of various projects. A solution was procured and KSBN is working on learning the new software to allow for more formal project management tracking.

COVID-19 Emergency:

- The KSBN leadership team has been working on policies and procedures regarding post COVID office operations. The agency is following guidelines provided by the Department of Administration
- KSBN received notice that the Governor's Office has directed state agencies continue to remote work until at least January 2022.

Licensing / HR:

- KSBN received approval and interviewed for the RN Investigator and two Sr Administrative Assistant (Operations) positions. Applications have been received and some interviews have occurred, however the recruitment continues for the various openings of the agency.
- KSBN staff have been conducting the midyear State of Kansas Information Security Awareness trainings. We are asking staff to complete these requirements by the end of October. Most KSBN staff have completed this requirement.

Online Updates:

- Discipline Case List Orders: KSBN deployed the case list in a data driven format on the new content management system in early 2017. A total of 7 orders have been updated this quarter.
- Social Media: Approximately 1292 currently follow the sites on Twitter and 2702 on FaceBook.

Network Updates:

- Per the Boards request, KSBN IT researched options for a warm co-location (CoLo)/Disaster Recovery (DR) site for the KSBN IT infrastructure. KSBN was given approval in December 2018 to move

the KSBN production and offsite locations to a private vendor for hosting. KSBN also completed Phase 2 and replaced the entire data center hardware for the upgrade in the new production data center in May. Phase 3 has now started. There was a slight delay in this project due to industry slowdowns in hardware chipsets. KSBN received the hardware and began installing some of the physical gear into the offsite data center locations. KSBN received approval to increase the bandwidth speeds between the Topeka data center and the offsite data center so that the backups work as designed. As part of this project, the data center documentation will need updated to match the new environments. Work continues to progress at a steady pace to fully upgrade our infrastructure, KSBN IT and vendor project managers appear to be in sync.

- KSBN DoO is working with the Chief Information Security Officer, of the KS Information Security Office (KISO) and the ISO assigned to Non-Cabinet Agencies. They are assisting with the review of agency information security policies and helping identify areas of risk from vulnerability scans. The current project was to update the agency risk assessment. This is a continuous effort and bi-weekly meetings have been scheduled to review all information security policies and includes consultation time with KSBN Admin and IT staff.
- Network security scanning continues to be a priority for KSBN IT. OITS & KISO are assisting with this effort. KSBN has met with KISO several times to refine our search reports to be more specific to KSBN's needs. KSBN continues to place system patching and network security and policy review as a high priority. This is a never-ending, ongoing effort.
- KSBN began initial discussions with our licensing software vendor to add and update the enforcement components in the system. This was only a kick-off meeting and additional discussions will occur with KSBN leadership team members as to the future direction of the project.

Imaging / Records:

- The indexing of microfilmed and paper documents into the KSBN Imaging System continues to increase. Currently KSBN has over 3,705,146 individual images in the system.
- KSBN received a generous financial grant from the State of Kansas to assist with our Paper-to-Digital conversion. KSBN started the project in the Licensing Department and sent files to BTCO in late April. After the licensing project, we will begin conversion of investigative and discipline files if time and funds allow. – This project is slightly delayed due to COVID impacting vendors staffing levels. The project is back on track and converted data files have started to arrive from the vendor.
- Scanners – The desktop PCs for the agency scanners have all been replaced with faster models and a new operating system. The agency has the new scanners available to upgrade to the new model on hand and will upgrade them as well when need arises.

Agency Efficiencies / Success:

- KSBN IT is performing a non-official audit of KSBN data ports to identify if any cost savings can be found on monthly data service expenses.