Operations / Information Technology / Licensing
Board Report
June 2022

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 and NLC Policy Committee. Adrian also attended the 2022 IT/Operations Conference and was a facilitator of the roundtable session. RaeAnn Byrd, Licensing Supervisor, also attended this conference to represent KSBN. Adrian also attended 2022 Discipline Case Management Conference and ICRS Inaugural Graduation as a representative of the NCSBN Board of Directors.

  NCSBN released the 2021 Annual Report. This annual report functions as a formal summary of NCSBN's performance and activities during fiscal year 2021. This includes NCSBN membership achievements, financial and business information including operating statements and listings of the Board of Directors, committees and staff that follows NCSBN's fiscal year spanning Oct.1,2020 to Sept.30,2021. https://www.ncsbn.org/16733.htm

- The Director of Operations (DoO) and/or IT staff attended various state meetings this quarter that included the Non-Cabinet Agencies [NCA] HR Meeting. The DoO was asked to participate on the ITEC 2000 Policy Review Committee for the NCA's, to help establish guidelines for the ITEC 2000 project management reporting requirements. This committee is meeting weekly during legislative session. Adrian was also permitted to attend the NASCIO Midyear Meeting as a representative of the State of Kanas Non-Cabinet Agencies.

- The KSBN Continuity of Operations Plan (COOP) was reviewed this quarter. Michelle Brown in Operations was trained as a backup to the Director of Operations. We have updated the contacts on the system and have begun to review the various supplemental polices and guides in the system.

- Project Management Software – A project initiative from the DoO was created 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.

Licensing / HR:

- KSBN promoted Michelle Brown to the Sr Administrative Assistant in Operations. She will be assisting with HR files and staff and board training tracking and reminders, the backup for the Continuity of Operations Plan, Board Meeting backup for IT staff and will be assisting in the tracking of office supplies. Michelle will retain the backup role for Jill with finances and will help Education until a replacement is found. In time, Michelle will also be helping IT with the basic Level 1 eGov online help calls for licensees.

- KSBN currently has 4 positions open for recruitment including, two part-time investigator, one administrative specialist in investigative and one senior administrative assistant in education. https://ksbn.kansas.gov/employment/

- KSBN staff have been conducting the State of Kansas Information Security Awareness and CJIS trainings. Most staff have completed this task. KSBN board members will be sent information from the Kansas Information Security Office (KISO) to complete the state required, cybersecurity awareness course. KSBN is requesting that board members please have this requirement completed by the September 2022 board meeting.

- Licensure Statistics:

License Type	Total
Clinical Nurse Specialist	398
Licensed Mental Health Technician	56
Licensed Practical Nurse - Multi-State	1459
Licensed Practical Nurse - Single-State	7841
Nurse Midwife	96
Nurse Practitioner	6309
Registered Nurse - Multi-State	12598
Registered Nurse - Single-State	39928
Registered Nurse Anesthetist	1234
Total	**69919**

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 40 orders have been updated this quarter.

- Social Media: Approximately 1312 currently follow the sites on Twitter and 2779 on FaceBook.

Network Updates:

- KSBN IT migrated the file servers, domain controllers and printing servers to a new operating system platform. As part of this migration, four servers were retired from the environment.

- The Applications Developer, Anthony Blubaugh, attended the Interface Technology Conference in Kansas City to learn about new cybersecurity trends and hardware advancements.

- 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 polices and helping identify areas of risk from vulnerability scans and 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 continues to place system patching and network security and policy review as a high priority. This is a continuous ongoing effort.

- Agency Laptops: KSBN ordered additional laptops to further allow for the hybrid working. This project was mostly complected during the 2021 year, however a few staff members were on hold to upgrade their existing laptops. This quarter one new KSBN employees received their laptops, and one existing employee was upgraded. Two existing employees remain and will be upgraded during the second quarter.

- KSBN began initial discussions with our licensing software vendor to add the enforcement components as well as updates to the system core platform. This topic was also discussed at the KSBN Strategic Plan meeting. The board has asked for feedback review from other Boards of Nursing on how they like their software in their respective agencies. KSBN included a Q&A session from two boards of nursing at the March board meeting and plan to invite the current licensing vendor to our June board meeting for demos.

Imaging / Records:

- The indexing of microfilmed and paper documents into the KSBN Imaging System continues to increase. Currently KSBN has over 3,737,976 individual images in the system.

- KSBN entered a one-year lease at the Mills Building for records storage. The rate per square foot increased slightly. KSBN is attempting to complete the paper-to-digital project by second quarter of 2023. This goal will include closing the Mills records storage shortly after the completion of the scanning project. These goals are subject to staffing for scanning at the vendor (BTCO) and available funds to complete the project.

- Scanners – The desktop PCs for the agency scanners have been replaced with faster models and a new operating system. The agency has the new scanners available on hand and needed to replace one of the legacy scanners that failed this quarter. Downtime was less than 4 hours.

Agency Efficiencies / Success:

- KSBN received a generous financial grant from the State of Kansas to assist with our Paper-to-Digital conversion project. KSBN started the project in the Licensing Department and sent files to BTCO third quarter 2021. This project was slightly delayed due to COVID that was impacting the vendors staffing levels. This part of the project has been completed and scanned files are being imported into the imaging system for linking.

    KSBN has completed the agreement regarding the scanning of the investigative and discipline files. The files will be transferred to BTCO in late June or early July 2022. This project is a two phased project with another set of files being prepared for September or October timeframe.

    KSBN Senior Administrative Assistant, Sharon Oxby, has prepared, scanned, and linked 40 boxes of records. Sharon and Michelle Brown also worked to document 165 boxes of records to be transferred to BTCO for scanning.