

Operations / Information Technology / Licensing

Board Report

Dec 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, NLC Technology Advisory Committee, NASCIO Annual Conference, Leadership and Public Policy, presented on a panel at the Tri-Regulator Symposium.
- KSBN representatives from the KSBN Administration, IT, Education, and Investigative Departments attended the annual System Automation Users (SA) Conference. This conference included exciting guest speakers, sessions about SA's product roadmap, and other informational sessions. This conference allowed KSBN to meet and network with peers from other states, agencies, and staff at SA. This conference and travel are part of the SA annual maintenance agreement.



- KSBN DoO worked with Executive Administrator on the agency's budget plan as well as submitted the state required, [agency's three-year IT plan](#).
- The Director of Operations (DoO) and IT/Operations staff attended various state meetings this quarter that included the Non-Cabinet Agencies [NCA] HR Meeting and the KS Information Technology Advisory Board meeting. The KSBN Executive Administrator & DoO attended the Governor's Annual Cybersecurity Conference.
- Continuity of Operations Plan (COOP) Update Project - The KSBN COOP had updates this quarter.
 - COOP Update - Michelle Brown is updating various segments of the system to keep the information up to date and the DoO is working with KISO on procedural operations review.
 - Department Process Documentation – KSBN is working in conjunction with KISO to establish departmental process documentation. This is being done to support the update effort on the KSBN COOP. Upon completion of a departmental test, if successful, it will then be rolled out to other KSBN departments to document their various process documentations for the COOP update project.
- 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. KSBN is learning the new software to allow for more formal project management tracking.

- KSBN completed the various security and data sharing agreements with CE Broker. Meetings have occurred and secured data transfers are under development. KSBN project management staff have participated in informational sessions and updates will be presented at the Dec 2022 Board meeting with representatives of CE Broker.
- NLC Training - KSBN staff, along with our friends & colleagues from the Missouri Board of Nursing, had the opportunity to attend Nurse Licensing Compact training in November. This effort was organized to train new KSBN staff on the various aspects of the NLC as well as provided an update session for existing KSBN staff. These sessions were funded via NLC/NCSBN resources.



Licensing / HR:

- KSBN transferred Stacy Scott to full time investigator to fill an FTE investigator vacancy in Dec 2022.
- KSBN currently has two positions open for recruitment for the senior administrative assistant in education and is conducting interviews for the Special Investigator position that was vacated due to an internal employee promotion. <https://ksbn.kansas.gov/employment/>
- KSBN Board Members completed the required State of Kansas Information Security Awareness trainings.
- KSBN staff completed the refresher course for the State of Kansas Information Security Awareness trainings. KSBN Board members were excluded from this voluntary refresher course.
- Licensure Statistics:

License Type	Total
Clinical Nurse Specialist	386
Licensed Mental Health Technician	57
Licensed Practical Nurse - Multi-State	1713
Licensed Practical Nurse - Single-State	7577
Nurse Midwife	96
Nurse Practitioner	6682
Registered Nurse - Multi-State	14015
Registered Nurse - Single-State	38555
Registered Nurse Anesthetist	1258
Total	70339

Online Updates:

- Discipline Case List Orders: KSBN updated the case list in a data driven format on the agency content management system. A total of 13 orders have been updated this quarter.
- Social Media: Approximately 1301 currently follow the sites on [Twitter](#) and 2808 on [FaceBook](#).

Network Updates:

- 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 and update the agency risk assessment. This is a continuous effort and weekly meetings have been scheduled to review all information security policies and includes consultation time with KSBN Admin and IT staff. These sessions do require extra time commitments by KSBN IT staff, however, have proven very beneficial for agency cybersecurity operations.
- 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.
- Data Center Move – Due to the closure of the ISG data centers, KSBN IT researched options for a production and secondary co-location (CoLo)/Disaster Recovery (DR) site for the KSBN IT infrastructure. KSBN has been working with vendors and business partners to organize the primary data center move. This is slated to occur before end of 2022 or quarter one 2023. KSBN has also started discussions with vendors about the move of the secondary (DR) site. A date for moving that location has not yet been determined.
- KSBN Application Developer has been working to modernize the agency data extracts. This will be an ongoing effort, however during this quarter five update batches were migrated to the new process.
- Agency Laptops: KSBN procured additional laptops to further allow for the hybrid working. This project was mostly completed during the quarter one 2022, however a few staff members were on hold to upgrade their existing laptops. Two existing employees remain and will be upgraded during the first quarter 2023. Board Members also were issued new laptops to replace the Apple iPads for email and paperless board meetings. These were issued at the Sept 2022 meeting except for new members and one current member which will be done on or before the Dec 2023 board meeting.
- 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. KSBN is prepared to commit the needed resources to move forward with the upgrades that are needed to implement the enforcement, mobile and reporting modules. This project will be completed in phases over two fiscal years if the budget and projects are approved by state officials.

Imaging / Records:

- The indexing of microfilmed and paper documents into the KSBN Imaging System continues to steadily increase. Currently KSBN has over 3,800,002 images in the system.

- BTCO – KSBN completed the agreement regarding the scanning of the investigative and discipline files in 2022. The first set of files were transferred to BTCO on July 8, 2022. This project is a two phased project that had a delay sending fourth quarter 2022 files due to vendor changes in staff and site storage availability. The delays were in part due to the vendor's facility was not yet available due to weather construction delays and was also impacted due to facilities issues in the Mills Building's, where the KSBN paper records are stored. Due to replacement part supply line issues, the elevators were offline for several weeks, which hindered the ability for KSBN to move files for documentation prior to transfer to BTCO. Documenting of case files for shipping has started up again and it is anticipated that the files may be sent in first or second quarter 2023.

Agency Efficiencies / Success:

- Paper-to-Digital Initiative – KSBN has almost completed the auto-import project for the paper-to-digital project. This project will allow for meta-data assisted and/or automated indexing of imported digital records that were converted from the Mills records center via the Ks Digital Imaging Program Fund grant.

Various workflow queues have been created and testing is currently underway. A total of 27,860 records were imported as part of the December 2022 phase. Conversion of the agency's paper Investigative and Disciplinary records is in progress. These files represent a much larger library of vital records, approximately 542 standard-size banker boxes, and will be completed in approximately 14 months. At its conclusion, it's estimated there will be 1.42 million additional pages representing about 27,100 records being converted into electronic files.