

Operations / Information Technology

September 2023

Administration Update:

- [National Council of State Boards of Nursing \(NCSBN\)](#): 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 Committees, FARB Innovation Conference and the NCSBN Annual Meeting as. Adrian completed his 8 years of service to the NCSBN Board of Directors and was recognized at the NCSBN Annual Meeting for his service to NCSBN.



- KSBN DoO is working with Executive Administrator on the agency's budget plan and updating the agency's [three-year IT plan](#) as required by the state. Both plans are due in August and September.
- [Kansas Nursing Workforce Center](#) - KSBN Executive Administrator and DoO met with representatives from the Kansas Nursing Workforce Center to discuss possible representation on their board and data committees. Launched in 2023, the Kansas Nursing Workforce Center is an inclusive, research-based initiative that convenes key stakeholders, including schools, employers, associations, government, and nurses around complex issues.
- The 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 Executive Council and the Ks Information Technology Advisory Board meeting.
- [HB-2066](#) - KSBN IT is working with System Automation to extract the updated requested statistics per the requirements of the KS Legislature for HB-2066. This information is due on August 31, 2023.
- Continuity of Operations Plan (COOP) Update Project - COOP manager, Michelle Brown, is updating various components of the COOP system. Michelle is working in conjunction with the DoO and KS Information Security Office (KISO) on procedural operations review per [ITEC 5000 Series - Business Contingency](#).

COOP Department Process Documentation – July 24, 2023 Governor Kelly issued [Executive Order 23-03](#) directing all executive branch state agencies to update their [Continuity of Operations Plans \(COOP\)](#).

KSBN is working in conjunction with KISO to establish departmental process documentation. This is being done to support the COOP update requirements. To date, the Education Assistant section has been completed. Other KSBN departments will follow as the project progresses.

- 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 DoO met with OITS to gather standardized guidelines based on OITS project management processes.

HR:

- KSBN hired Stacy Johnson as the new senior administrative assistant in education. KSBN currently has a vacancy for the Assistant Attorney General position posted. <https://ksbn.kansas.gov/employment/>

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 9 orders have been updated this quarter.
- Social Media & Website: Approximately 1291 currently follow the sites on [Twitter](#) and 2875 on [FaceBook](#).

Cybersecurity & Network Updates:

- KSBN DoO continues to work with Information Security Officer's from the KS Information Security Office (KISO). 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 weekly effort 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. KSBN is almost complete with the licensing system, system security plan and has completed the required [ITEC 8000 series](#) updates on data inventories (ITEC 8010-B Data Sensitivity Worksheet).
- KSBN is working with KISO and KDHE on a data sharing agreement for outreach with the Healthcare-Associated Infections and Antimicrobial Resistance Section, Bureau of Epidemiology and Public Health Informatics. Pending approval from KSBN & KDHE legal counsel and KISO.
- KSBN Staff have completed the required State of Kansas 2023 Information Security Awareness (ISA) trainings. 10 KSBN Board Members complete their 2023 ISA training by or shortly after the June board meeting. 1 KSBN Board Member remains incomplete.
- All KSBN staff that have hybrid working agreements on file were upgraded to the new KISO VPN software in July.
- 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: All KSBN staff members that needed laptops have been upgraded.
- As Noted in Consent Agenda Item 3: System Automation Licensing System Upgrade

KSBN received a generous financial grant provided under the federal American Rescue Plan Act of 2021, as recommended by the Strengthening People and Revitalizing Kansas (SPARK) Taskforce

and the approved by the State Finance Council for the State Efficiency and Modernization Program. Funding acceptance was approved by the KSBN Board President. This funding will be used as part of the modernization upgrades to the KSBN licensing system.

Project plan paperwork has been approved and signed. KSBN began the modernization project plan discussions with the licensing software vendor, System Automation. This project will be a multiphase project. Phase 1 will include the following deliverables. Project Management Plan, Requirements Documentation, MyLicense Upgrade in Test Deploy Jasper Reports Server, Perform Jasper Reports Training, Configure KSBN Data Model, Deploy Hyland Perceptive Integration, Install and Configure Verification, User Acceptance Testing Go-Live and Operational Support. Total for Phase 1 (High-End Timeline) 5-6 months.

Phase 2 – Implement MyLicense One Online Services and Case Management, MyLicense One Setup Fee, Online Services and Case Management Requirements Documentation, MyLicense One Administrator Training, Online Initial Application Configuration, Online Renewal Configuration, Demographics Update Configuration, Case Management Configuration, User Acceptance Testing of Online Services and Case Management, Perform End User Training for Case Management, Go-Live and Operational Support, Total for Phase 2 (High-End Timeline) 12 months

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 and received approval for Phase 1 from budget and KITO project approvals by state officials. KSBN IT will begin initial system migration configurations in September.

- Secured Data Transfer Service – Per the board's request, KSBN entered negotiations and service contracts with a service provider for secured data file transfers for use in various department within KSBN. KSBN IT worked with the service providers representatives, KSBN Investigative and Discipline departments to be the phase 1 rollout of the service. If successful, KSBN will begin rolling out to KSBN Education, HR, IT, Licensing and Administration departments. Go live is anticipated to be in 4th quarter 2023.

Imaging & Records:

- The indexing of microfilmed and paper documents into the KSBN Imaging System continues to steadily increase. Currently KSBN has over 3,872,795 images in the system.
- BTCO – KSBN continues to work with BTCO on the Importing of the scanned files. Files are received on a weekly basis. To date, 472 boxes have been scanned.

KORA Updates:

- The number and complexity of KORA requests continues to increase significantly, which places the agency, and the State of Kansas, under strict and tight timelines to comply with the law. However, the expectation placed upon the agency continues to increase and requires they be processed as soon as possible (*Regardless of the rise in both quantity and intricacy, including large-scale redactions, eDiscovery processes, and so on*). The cloud based ArkCase software solution will assist KSBN with the processing and compliance processes of the Kansas Open Records Act (KORA) requests. This will be accomplished within the same timeframe and within the same budget (*no additional FTEs were requested to process the requests*).

ArkCase is a cloud-based, low code, no code, case management solution. This flexibility enables KSBN to bring our KORA offerings to a whole new level of effectiveness and modernizes our current “low-tech” approach. Our current offering is high maintenance and has the potential to miss strict deadlines which can lead to errors or lawsuits. ArkCase will allow for workflow and tracking management of these requests to from the top down, which will ensure all levels of the agency compliance, from the initial submission to the executive administrator oversight of all levels of processing.

KSBN is working with the ArkCase vendors. They provided a demo and Q&A session for relevant staff for training. Go live date has yet to be determined. The projected timeframe is third quarter or early fourth quarter 2023.

Agency Efficiencies & Successes:

National Award: The National Council of State Boards of Nursing (NCSBN) recognized its dedicated and exceptional membership and guests at its annual awards ceremony during the NCSBN Annual Meeting and Delegate Assembly, held in Chicago, Aug. 16-18, 2023.

The Kansas State Board of Nursing was awarded the [Regulatory Achievement Award](#) that recognizes the member board or associate member that has made an identifiable, significant contribution to the mission and vision of NCSBN in promoting public policy related to the safe and effective practice of nursing in the interest of public welfare.





Aug. 22, 2023

NCSBN Award Ceremony Honors Outstanding Nurse Regulators

FOR IMMEDIATE RELEASE

Media Contact:

media@ncsbn.org

CHICAGO – NCSBN recognized its dedicated and exceptional membership and guests at its annual awards ceremony during the NCSBN Annual Meeting and Delegate Assembly, held in Chicago, Aug. 16-18, 2023.

Specific award recipients include:

David Benton, RGN, PhD, FRCN, FAAN, CEO, NCSBN, was awarded the prestigious Founders Award that is given only upon occasion that an individual with ethics, integrity and sincerity has demonstrated the highest regard for the ideals and beliefs upon which NCSBN was founded.

Paula R. Meyer, MSN, RN, FRE, retired executive director, Washington State Board of Nursing, received the Meritorious Service Award, which is granted to a member for

significant contributions to the mission and vision of NCSBN.

Suzanne Hunt, board staff, Tennessee Board of Nursing, received the Exceptional Contribution Award, which is given for significant contribution by a member who is not a president or executive officer and has demonstrated support of NCSBN's mission.

The **Kansas State Board of Nursing** was awarded the Regulatory Achievement Award that recognizes the member board or associate member that has made an identifiable, significant contribution to the mission and vision of NCSBN in promoting public policy related to the safe and effective practice of nursing in the interest of public welfare.

In addition, service awards were given to the following executive officers of nursing regulatory bodies (NRBs):

Five Years

- Beverly Balaski, MN, RN, executive director, Registered Psychiatric Nurses Association of Saskatchewan
- Dana Dalton, MSN, RN, CMBI, supervising nurse consultant, Connecticut Board of Examiners for Nursing
- Missy Poortenga, MHA, RN, executive director, Montana Board of Nursing
- Elaine Yamaguchi, executive officer, California Board of Vocational Nursing and Psychiatric Technicians
- Pamela C. Zickafoose, EdD, MSN, RN, NE-BC, CNE, FRE, executive director, Delaware Board of Nursing

10 Years

- Jennifer Brenton, RN, LPN, executive director, College of Licensed Practical Nurses of Manitoba
- Karen C. Lyon, PhD, RN, ACNS, NEA, executive director, Louisiana State Board of Nursing
- Lynsay Rae Nair, LPN, executive director, Saskatchewan Association of Licensed Practical Nurses
- Lynn Power, MN, RN, executive director, College of Registered Nurses of Newfoundland and Labrador
- Kathleen Weinberg, MSN, RN, executive director, Iowa Board of Nursing

25 Years

- Paula R. Meyer, MSN, RN, FRE, retired executive director, Washington State Board of Nursing

2023 Centennial Award

Nevada State Board of Nursing

New Mexico Board of Nursing

About NCSBN

Empowering and supporting nursing regulators across the world in their mandate to protect the public, NCSBN is an independent, not-for-profit organization. As a global leader in regulatory excellence, NCSBN champions regulatory solutions to borderless health care delivery, agile regulatory systems and nurses practicing to the full scope of their education, experience and expertise. A world leader in test development and administration, NCSBN's NCLEX Exams are internationally recognized as the preeminent nursing examinations.

NCSBN's membership is comprised of the nursing regulatory bodies (NRBs) in the 50 states, the District of Columbia and four U.S. territories. There are seven exam user members and 23 associate members that are either NRBs or empowered regulatory authorities from other countries or territories.

The statements and opinions expressed are those of NCSBN and not individual members.

###



Copyright © 2023 NCSBN, All rights reserved.

Want to change how you receive these emails?

You can [update your preferences](#) or [unsubscribe from this list](#).

STATE OF KANSAS

CAPITOL BUILDING, ROOM 241 SOUTH
TOPEKA, KS 66612



PHONE: (785) 296-3232
GOVERNOR.KANSAS.GOV

GOVERNOR LAURA KELLY

EXECUTIVE ORDER 23-03

Mandating Continuity of Operations Planning

WHEREAS, natural and human-made emergencies or disasters can impact state agencies and degrade their ability to deliver essential functions and services to the citizens of Kansas; and

WHEREAS, state agencies perform essential functions and services that must be delivered regardless of the situation or circumstance; and

WHEREAS, individual agency Continuity of Operations planning is necessary for the implementation of coordinated and well-managed delivery of essential functions and services during disruptions to normal operations; and

WHEREAS, effective Continuity of Operations planning within state agencies is vital for the State of Kansas to maintain the continuity of government established to serve the citizens of Kansas.

NOW, THEREFORE, pursuant to the authority vested in me as Governor of the State of Kansas and head of the Executive Branch, I hereby order that:

1. By December 31, 2023, all entities under my jurisdiction, shall develop and adopt a Continuity of Operations Plan (COOP) to ensure the timely delivery of essential functions and services regardless of the disruption to normal operations.
2. Each COOP shall address, at minimum, the following areas:
 - a. Essential Functions
 - b. Critical Facilities
 - c. Orders of Succession
 - d. Delegations of Authority
 - e. Continuity Communications
 - f. Critical Applications and Vital Records
 - g. Human Resources
 - h. Test, Training, and Exercises
 - i. Reconstitution
 - j. Devolution

3. Entities under my jurisdiction shall:
 - a. Designate a Continuity Manager responsible for the development and maintenance of the agency COOP;
 - b. Submit its proposed COOP to the Kansas Division of Emergency Management for review;
 - c. Formally adopt the COOP by the entity's senior official;
 - d. Use and implement the COOP template and application planning software approved by the Kansas Division of Emergency Management (KDEM);
 - e. Follow guidance within the Kansas Response Plan (KRP), Continuity of Government (COG) Annex for the development and maintenance of COOPs.
 - f. Submit status reports to the Kansas Division of Emergency Management by September 30, 2023, and November 30, 2023, regarding the entity's progress towards developing and implementing a COOP due by December 31, 2023.
4. The Kansas Division of Emergency Management shall serve as the lead agency for Continuity of Operations planning and shall:
 - a. Provide technical assistance in the review and development of a COOP;
 - b. Maintain a central repository of all COOPs of entities under the jurisdiction of the Governor;
 - c. Maintain an application for the development of a COOP;
 - d. Maintain a standardized COOP template;
 - e. Seek input from the Commission on Emergency Planning and Response COOP Planning Committee to inform state continuity preparedness decisions.
 - f. Appoint the Planning and Mitigation Bureau Director to serve as the COOP Planning Committee chairperson, and host (at a minimum), quarterly COOP Planning Committee meetings and/or planning workshops.
 - g. Submit to the Governor by October 6, 2023, an overall summary of September status reports and submit to the Governor by December 8, 2023, an overall summary of the November status reports.
 - h. Submit to the Governor by January 5, 2024, a summary of all entities' progress in meeting the December 31, 2023, deadline to develop and adopt a COOP.
5. Entities under my jurisdiction shall perform COOP revisions annually, on or before December 31, and shall maintain a copy of the current plan on file with the Kansas Division of Emergency Management.
6. The Kansas Division of Emergency Management shall submit an annual report detailing state continuity preparedness to the Commission on Emergency Planning and Response annually, in September of each year.
7. Other statewide elected officials, independent boards and commissions, the Regents Universities, and the Judicial and Legislative Branches are encouraged to implement

Continuity of Operations planning and to engage in state continuity preparedness discussions.

This document shall be filed with the Secretary of State as Executive Order No. 23-03 and shall become effective immediately.

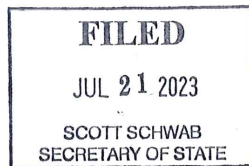
THE GOVERNOR'S OFFICE

BY THE GOVERNOR



DATED

7.21.23





Secretary of State



Assistant Secretary of State