

COMPUTER SYSTEMS PLANNING COUNCIL COMPUTER SYSTEMS SECTION REPORT

Computer Systems Section staff consists of:

- 1 Supervisor
- 2 IT Advisor\Systems Analysts
- 3 Programmer Analysts
- 2 college interns who work various hours

Computer Systems Section is responsible for:

- Development and maintenance of all Branch developed software
- User support for Branch developed and off-the-shelf (OTS) software
- User training and for all Branch developed software
- License management for OTS software
- Digital media (audio and video) operations, distribution, and archiving

With a typical Branch developed software application we are responsible for the application from "concept to retirement". Duties include: Design analysis and planning. Development (programming). Documentation (user and technical). Integration into our environment. Deployment. Testing. Training. Maintenance. Upgrades (user driven as well as environment driven). Retirement (archiving/converting data and removing applications).

Listed below are the significant Branch developed applications we currently support. Not in the list are user applications that we support as needed (off-the-shelf and user maintained).

AudioVideo Systems Manager. This is used to schedule, start, and stop live internet streaming of digital media. It also functions as the index for digital media archives.

Annotations Update. This System is used to update the Annotations Publication (part of the Montana Code Annotated). Annotations are mainly updated to include new case law.

Banner Interface. Retrieves financial data from the University System Banner systems and provides detailed reports on that data to the Auditors and Fiscal Analysts.

Branch Web Site. This is a primary method used to communicate information about the Legislature to the public.

Capitol Group. Used to track people and create mailing lists of people who are interested in receiving information about a particular interim committee.

Checkout Board. Online sign out that lets users tell who is IN and OUT and when they will return.

Clean Share. Used to scan for and delete outdated files on the Branch network share directories.

Code Update. Used to update the MCA with the new laws enacted during each legislative session.

Document Preparation & Management. This system is used to help the staff format documents consistently. It is also used to prepare documents for mailing and to store them for future use.

Indexing. This system is used to prepare the MCA, Session Law, and Journal indexes.

Information Requests. This system tracks requests from Legislators and the public for research, information or analysis which falls within the domain of the Legislature.

Interfaces to Executive Branch Data. Auditors and Fiscal Analysts need access to data on Executive Branch systems to perform their functions of auditing and fiscal analysis.

Internet Access to Library Databases. Allow public access to the Legislative Library catalog.

Internet Messaging. Used by internet users to send messages to legislators during sessions.

LAD Billing. Extracts project specific time from SABHRS Time and Labor to bill agencies for audit costs. Also provides management with time reporting tools at the project/employee level.

LAD CAFR/Trial Balance. Used to organize and format output from SABHRS finance. Used by auditors to create financial schedules, balance sheets, and more.

LAD Hotline/Penal Violations. Used by Audit staff to record, print, distribute, and manage information for calls to the Audit and Penal Violations hotlines.

LAD Management Reports. Uses data from the LAD Billing system to produce reports for managers to track audits and personnel.

LAD Report Macros. This is a set of VBA macros that walk the users through the Audit report building process, and it formats the reports to Audit Committee standards.

LAD SABHRS. Provides LAD with reporting capabilities necessary to support its financial audit requirements of SABHRS. The system provides standard reports and ad hoc reporting capabilities.

LAD Training. Used to track staff training and training courses for auditors.

LAWS - Agenda Preparation. Used to create and maintain and print floor agendas.

LAWS - Amendment Processing. Guides amendment drafters in creating, and moving amendments from inception through introduction and to engrossing if amendment is accepted.

LAWS - Bill Drafting. Guides bill drafters in creating, and moving the bill text from inception to the introduced bill text.

LAWS - Bill Processing. Used to engross, enroll, and print bills.

LAWS - Bill Status. Used to record, track and report on bills and unIntroduced bill drafts as they move through the legislative process.

LAWS - Committee Minutes. Guides committee secretaries in creating, and moving the minutes from inception to final publication.

LAWS - Internet. The primary public interface to bill status, bill text, fiscal notes, hearings, floor agendas, and legislator information.

LAWS - Journals. Guides journal clerks in creating, and moving the journals from inception to final publication. Includes processes that insert the floor votes in the minutes.

LAWS - Votes. Records and reports on chamber floor votes.

Legislator Information. Tracks the name, address, and other pertinent information of present and past legislators. It is used to distribute information (mailings, website, internally, and more).

Legislator Information. Used to maintain and report on information specific to legislators.

Legislator Messaging. Used by phone operators to record, print, distribute, and maintain phone messages for legislators.

LSD Office Macros. WordPerfect template, toolbars, and macros used to create letterheads, codify bills, index bills, complete meeting minutes, generate mailing labels, and assist with other office functions.

MCA Online. Creation of the internet, and CD-ROM versions of the MCA and related publications.

MEPA Documents. Used to maintain information about documents for the Montana Environmental Policy Act. Includes public access via the Internet.

NICE Database. Used to track network users and resources.

Publication Camera Ready Preparation. Creates camera ready copy of publications put out by the Legislature, i.e. MCA, Session Laws, Journal, History and Final Status and Votes.

Publications Distribution. This system is used to manage subscribers and publications. It is used for publications sales, distribution and billing.

Vote Systems. Used to record, display, and tally floor votes in the House and Senate.

Some of the systems that are supported on an as needed basis are listed below.

General Fund Status Reporting. Used by LFD to track and report on the financial "balance sheet" throughout a legislative session.

LFD AdHoc Reporting. Used to get fiscal data on an as-needed basis to aid in the publication of the biennial fiscal documents to include the House Bill 2 process.

LFD Analysis Spreadsheet Tools. This series of spreadsheets enables fiscal analysts to analyze agency data from SABHRS and MBARS at the same time.

LFD Income Tax Analysis. Used to analyze state tax data concerning fiscal issues.

MBARS. Montana Budgeting and Reporting System (primary support via ITSD).

Revenue Estimate Publication. This system enables the Fiscal Division to automatically generate a Revenue Estimate publication based on revenue sources and book categories selected.

SABHRS Link System Reporting. Used by LFD to extract data from the SABHRS system and present it in a user friendly, intuitive manner.