

## **INFORMATION TECHNOLOGY PLANNING COUNCIL Computer Systems Section Report**

### **Computer Systems Section staff consists of:**

- 1 - Manager
- 2 - IT Advisor\Systems Analysts
- 3 - Programmer Analysts
- 1 - Intern

### **Computer Systems Section is responsible for:**

- 1. Development and maintenance of all Branch-developed software**
- 2. User support for Branch-developed and off-the-shelf (OTS) software**
- 3. User training for all Branch-developed software**
- 4. License management for OTS software**
- 5. Digital media (audio and video) 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). Attached are the significant Branch-developed applications we currently support. Not in the list are user applications that we support as needed (OTS and user-supported).

**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.

**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.

**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.

**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.

**Management Reports.** Uses data from the Billing system to produce reports for managers to track audits and staff time.

**LAD Route Slip.** MS Word application used for efficient routing of documents amongst LAD staff.

**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, maintain, and print floor agendas. Agendas are also integrated with the House and Senate chamber voting systems.

**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. Also used to “electronically” introduce bills (in addition to engrossing, enrolling, and printing).

**LAWS - Bill Status.** Used to record, track, and report on bills and un-introduced 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 – Post Session Processes.** Creates various post session documents used as the basis for multiple publications in the Publication Camera Ready Process.

**LAWS – Session Law Process.** Creates session law documents such as Code Sections Affected report, from bills assigned Chapter Numbers. Also loads new section information into the New Section Codification database.

**LAWS – New Section Codification Process.** Used during codification to keep track of MCA numbers assigned to new sections of law.

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

**Legislator Housing.** Used by LSD administrative staff to collect and give legislators lists of available housing rentals during legislative sessions.

**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 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.

**MegaDaddy.** LAD tool used to analyze, format, and report on state wide financial data.

**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.

**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\IBARS at the same time.

**LFD Federal Funds Database.** Used by Fiscal Division to monitor various federal funds from Executive Branch agencies.

**LFD Fiscal Note Database.** Used to track and analyze the combined fiscal impact of bills during legislative sessions.

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

**MBARS and IBARS.** Montana Budgeting and Reporting Systems (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.