

# CJLEADS User Administration Q&A Meeting Minutes

## June 2021

Below are the questions and concerns that came up in are previous CJLEADS Admin Q&A Session. As stated before, these sessions are not mandatory and will be held monthly or bimonthly. We will continue to make a meeting minutes page from the previous session to help admins who were unable to attend. Thank you.

\*\*\*\*\*

**1. Thoroughly went over the new CJLEADS website and where everything can be found.**

If you have not done so already, please familiarize yourself with the new CJLEADS website. It can be found at <http://it.nc.gov/cjleads>. User admins, Training, and Audit are now listed in separate sections so the user can find what they need more quickly. We also have an account management section where end users can find links to NCID and the MFA portal to update any of their account information through self service portals.

**2. What is the audit process? What does an agency need to do once they receive an audit package?**

Every year each agency is audited on their CJLEADS use. A usage report is sent to the agency head and an admin contact. The audit reports can now be sent digitally if an agency prefers that. Once an agency receives their annual audit, they must review the information and respond back to the audit team. Instructions are sent with the audits on what they are looking for with the responses.

**3. Annual audits versus ad hoc audits: who can request these?**

Annual audits are sent without request. It is CJLEADS policy that every agency be audited every year. The annual audit will be sent to the agency head. An ad hoc audit can be requested at any time form a department head or an agency admin. These different type of audits can be found under the audit section on the CJLEADS main webpage <http://it.nc.gov/cjleads>.

**4. What if the Admin or Chief is the subject of the investigation?**

In a case where the agency head or admin may be the subject of an audit, we understand if you would not want the audit information going to them. In these cases special circumstances and permissions can be made to get the information to the an investigator. If the investigation is on an agency head, it may be that a town manger be added as a contact so they can receive the audit. If this is a situation at your agency, please contact the audit team for further assistance: [cjleadsaudit@nc.gov](mailto:cjleadsaudit@nc.gov)

**5. We discussed the training registration process.**

Now that the website is broken down into different sections, the CJLEADS training information is easy to find. We have a training registration card that explains every step of the process. It has a video and PDF document that walk a user or a training coordinator through the process. The CJLEADS training group is working on a more focused training as well. This new training will be found under the training registration card once available.