Case Study: Maine Criminal Justice Academy Data Migration

Background

The Maine Criminal Justice Academy (MCJA) provides training and certification for law enforcement officers and related disciplines throughout the state of Maine. MCJA needed to create one database to store all of the Training and Certifications records for Law Enforcement Officers in the State of Maine. MCJA contracted with Informa to performed this migration of their existing legacy databases.

Identify Existing Legacy Data Sources

MCJA had multiple existing data stores (Excel workbooks and MS Access databases) that needed to be amalgamated into one Microsoft SQL Server database.

Understand Application

Prior to performing the import, the target application was reviewed. The target schema was mapped out and also database diagrams were created for the source and target objects.

Prepare Data Migration Plan

After assembling the information a migration plan was prepared that mapped out all of the fields and their sources. The data plan also created the import order and addressed compliance and security and the steps needed to protect the data from security threats during the migration, both while in transit and at rest.

Clean Up Data

Prior to performing the import the data was cleaned up as follows:

- Removal of duplicate records in the input data

- Selection and Creation of a series of unique identifiers such as User Id, Class Id and Certification Id. These records were also correctly seeded for future proofing.

- Concatenate or split fields (e.g. name, address and phone number) and remove missing leading zeros in phone numbers and zip codes and ensure that data matches with field length restrictions in target systems.

- Standardize the pick list values (e.g. for country, state, etc and verify that required fields are not missing

Perform Test Import and Validate

Prior to performing the full import a test import was run and after import the data was checked for correctness and integrity of the data.

Perform Data Import to Production

After planning with stakeholders and allowing for end user downtime the data import was performed. Validation was performed of the final import.

In summary, MCJA has transformed their records and successfully migrated their data to a state of the art online solution that meets their ever growing demands.

Comments from Director Richard Desjardins, Maine Criminal Justice Academy

"Until 2020, the Maine Criminal Justice Academy's testing was strictly in-person, hand-corrected, paper exams. When Covid-19 struck, we were able to continue training via online meeting platforms, but our biggest hurdle to overcome was conducting testing remotely. We partnered with Informa, who immediately provided our staff with online lessons in the use of their testing software, and were highly responsive to our needs as we navigated through syis challenge. We now use Informa's testing for many of our exams, including both proctored, remote exams, as well as in the Basic Law Enforcement Training Program classroom."