**IV-D Collaborative Analytics**

**When: October 5th, 2017 @ 10:00 am PST (1:00 pm EST)**

**Location: WebEx/Conference Call**

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|  | **Attendee** | **State/Org** |  | **Attendee** | **State/Org** |  | **Attendee** | **State/Org** |
| **√** | Wally McClure | Washington | **√** | Alisha Griffin | California |  | Glenda Nelson | Washington |
| **√** | Kristen Brolsma | Minnesota | **√** | Richard Ordowich | ACF | **√** | Regina Newman | Virginia |
|  | Craig Burshem | Virginia | **√** | Dennis Putze | ACF |  | Karen Sicurelli | New York |
|  | Susie Gager | Colorado | **√** | Sushir Simkhada | Minnesota | **√** | Joey Arthur | ACF |
| **√** | Terry Gates | Virginia |  | Kristen Lorsung | Minnesota | **√** | Kyle Lapastora | Project Manager |
| **√** | Megan Schoor | WA - EMAPS | **√** | Cindy Guo | WA - EMAPS | **√** | Jeannie Bowen | Washington |
| **(List of all invited participants. √ shows actual attendees, 🖎 identifies the note taker for this meeting, E denotes person excused for meeting)** |
| **Time (minutes)** | **Subject & Presenter** | **Key Points** | **Actual Outcome - Minutes** |
| 5 min | Welcome and attendance/ Kyle | * Welcome new member
 |  |
| 15 minutes | Alfresco status/ Richard | * Site status and log on ability for workgroup members
 | * Part of scheduled release within OCSE
* Due to release tomorrow (10/6)
* Notices to be sent out individually with log in info when each account is set up for access
* Next meeting we will walk through Alfresco
* Workgroup members: please ensure you have sent your login info to Richard & Dennis
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| 20 minutes | Alfresco initial uses and refinements for workgroup/all  | * Review naming conventions, file locations, and refine content standards
 | * CRISPDM, established process for analytics (methodology)
* Can be used to increase awareness of stages in the process
* Next meeting walk-through CRISPDM for lessons learned framework
* CRISPDM: Cross Industry Standard Process for Data Mining
* With an increase in files stored in the database, Data element naming conventions will be useful (published guidelines)
* Alfresco allows detailed file naming – users are able to tag fields that can add to file identification (date, author, etc.) for consistency and ease of use
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| 15 minutes | Preparing for phase 2/all | * Scope Refinement: Securely send and receive data versus send and receive model programs/formats
 | Option 1: states share models only, able to integrate at their own states (requires each state to construct integrated model)Option 2: central model where client info packets can be sent to and receive scores back (more economic than option 1, but there will PII issues to address)Option 3: hybridModels are developed for different uses (1 model will not fit all)* Step 1 is to first capture current efforts, similarities, and evaluate ability to progress to option 2
* Data elements are shareable for option 1, initial test for model data sharing (no PII)
* SAS, SAS enterprise miner, R (open source software) are the programs currently in use by workgroup members
* Try model with own data set to determine data source issues, etc.
* Minnesota/Washington proof of concept added to Alfresco, include California in communications.
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| 5 minutes | Next Steps  | * TBD by work group
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| **Tasks from this meeting** | **Assigned To** | **Due Date** | **Status** |
| Schedule meetings for next 6 months (starting December) | Kyle | 11/1/17 |  |
| Proof of concept for model sharing | Megan, Cindy, Sushir | 11/6/17  |  |
| Email access notification | Richard/Dennis | As access is made available |  |