**IV-D Collaborative Analytics**

**When: November 9th, 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** |
| **E** | Wally McClure | | Washington | **√** | | Sumi Smith | | California | | | **√** | Jim Garrison | | California |
| **E** | Kristen Brolsma | | Minnesota | **√** | | Richard Ordowich | | ACF | | | **√** | Megan Savage | | Minnesota |
| **E** | Craig Burshem | | Virginia | **√** | | Dennis Putze | | ACF | | | **√** | Regina Newman | | Virginia |
| **E** | Susie Gager | | Colorado | **√** | | Sushir Simkhada | | Minnesota | | | **√** | Karen Sicurelli | | New York |
| **√** | Terry Gates | | Virginia | **E** | | Kristen Lorsung | | Minnesota | | | **√** | Joey Arthur | | ACF |
| **√** | Megan Schoor | | WA EMAPS | **√** | | Cindy Guo | | WA EMAPS | | | **√** | Kyle Lapastora | | Project Manager |
| **(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 | | |  | | | |  | | | | | | |
| 20 minutes | | Alfresco Walk-through/ Dennis & Richard | | | * Actual Alfresco site walk-through so group can begin using the resource | | | | * The site is up and running, sign up instructions to be distributed via email * Folders can be created * Proof of concept documents can be added to Alfresco for workgroup to view (including metadata) * Workgroup members can explore the site to get the look and feel, and upload documents as needed; discussion topic for next agenda | | | | | | |
| 30 minutes | | Proof of Concept for Model Sharing/ Megan & Sushir | | | * Model sharing progress between Washington and Minnesota | | | | * Meeting between states to discuss model (predicting delinquency model) * Decision tree and linear regression models already in use. * Next challenge is to test the ability to share and replicate code between SAS and R * Next steps: share code from WA model to see if MN is able to create coding in R; enter metadata in Alfresco for both models * Step 1: share high level info about the models and purposes (complete) * Step 2: confirm the data is able to be collected in both states (complete) * Step 3: share code and metadata, recreate on receiving end (success point) * Step 4: Review outcomes based on running the model * Step 5: implement model into state software and develop pilot test (state actions based on scores), and identify/compare outcomes based on models * Step 6: Share results and actions * Metadata detail is critical piece of the process * Future idea: model code database, similar to the metadata database * Avoid acronyms whenever possible * Posting on Alfresco: all metadata can be shared on Alfresco (non-proprietary data) * Use atomic data as opposed to aggregated data (note if using pre-aggregated data) * Unaware of automated processes to convert SAS code into R, manual input required * SPSS-SAS interoperability may fall in same category as SAS/R * Metadata – add column for level: individual, aggregate; imputed or derived data. | | | | | | |
| Added to next meeting | | CRISPDM /Richard & Dennis | | | * Cross Industry Standard Process for Data Mining framework | | | | * Move to December Agenda as discussion topic * Methodology and process consistency | | | | | | |
| **Tasks from this meeting** | | | | | | | **Assigned To** | | | **Due Date** | | | **Status** | |
| Send list of workgroup members to Dennis | | | | | | | Kyle | | | N/A | | | Complete | |
| Distribute PowerPoint to workgroup members | | | | | | | Dennis/Kyle | | | N/A | | | Complete | |
| Follow instructions on PowerPoint to sign up for Alfresco | | | | | | | All | | | 12/11/17 | | |  | |
| Continue Model Sharing Proof of Concept (complete metadata information; send branch of coding; and convert into software currently in use) | | | | | | | Sushir/Megan/Megan/ Cindy | | | Status update on 12/14/17 | | |  | |