**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
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| 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.
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| 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
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| **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 |  |