**NCCSD Systems Modernization and Data Sharing Committee**

**July 11, 2019 – Monthly Meeting with OCSE**

**2pm – 3:30pm Eastern Time**

**Minutes**

*Distribution and Attendee List:*

(X indicates that the member was present; A indicates absent)

|  |
| --- |
| Members |
| A | Jeff Aldridge | X | Robin Arnell  | X | Kristie Arneson |
| A | Michelle Cristello | X | Erin Frisch | X | Kevin Guistwite |
| X | Cynthia Longest  | A | Dawn McNeal | A | Shaneen Moore |
| A | Heather Noble | A | Sharon Santilli | X | Alexia Venafra  |
| X | Carla West  | X | Astra Wilson-Kirksey |  |  |
| OCSE Invitees  |
| A | Comm. Scott Lekan | X | Raghavan Varadachari | A | Mona Ferrell |

***Discussion Items:***

1. New Process for Feasibility Studies/Business Cases
2. New Draft of DCL

Cynthia reviewed and discussed changes to the DCL regarding Feasibility Studies/Business Case.

* Switched the order of the last two paragraphs to say earlier in the document that OCSE is looking to streamline the Feasibility Study (it was originally the last paragraph).
* Made it clear that the options listed do not all require a Feasibility Study, just that they are paths the states may consider overall.
* Made the details on each option approximately the same in length (not including the note on the Replatform/Refactor option), and clearly stated they are in no particular order.
* Added wording at the very end to clarify if a State is starting their systems analysis in this interim timeframe, they are not required to follow the 1993 guidance, and to contact Raghavan to discuss the best path with OCSE

The team agreed that the new version of the DCL looks great and confirmed that their feedback had been incorporated.

The team discussed to whom to send this DCL (Secretary/Commissioner, or only IV-D Director?). Thinking that OCSE will: (1) add language encouraging IV-D Directors begin planning with their leadership to replace their aging systems; and (2) send the letter to the IV-D Directors only (who can then share the DCL with their leadership).

1. Group feedback relative to OCSE’s proposal that the standard mechanism for input on the new process for feasibility studies/business cases be the NCCSD Systems/Data Workgroup
	* This workgroup was asked by OCSE (and this workgroup accepted conditionally on the support of the NCCSD Executive Committee) to be the source of the IV-D Director feedback on the new process. The thought is that this decision would be announced on the IV-D Director listserv and those who want to give input could join this workgroup.
2. Data Reporting
* Cynthia talked to Joey Arthur about the question of whether it will be a problem for Directors who already have the full Tableau (vs. just the Tableau Reader). Joey doesn’t think this will be a problem because pilot users will be downloading a copy of the report and then they can use either Tableau Reader or full Tableau to consume the report. He’s going to do some testing to confirm this.
* Cynthia has a call with the regional pilot folks next week. She’ll also connect with the state pilot users in the near future.
1. Vendor Presentation Discussion
2. Discussed how we’re doing on the timeline for this
	1. The letter is ready to go to the vendors and Cynthia almost has all the contacts for each vendor. Cynthia will get these out by the end of the month and will let us know if she needs any help.
3. Began to brainstorm questions for the vendors who will be participating in the vendor educational conference calls. Suggested questions so far are:
	1. Explain/define what “replatforming/refactoring” and/or “low code/COTS” means to them.
	2. Are there any characteristics of either a state’s IT system or it’s processes that lend themselves more to one or the other (replatforming/refactoring and low code/COTS)?
	3. What are the pros, cons and common pitfalls of replatforming/refactoring and low code/COTS)?

ALL: Please click on the link below to provide any suggested questions for the vendors you have before our meeting on July 26: <https://www.surveymonkey.com/r/CSVendorQuestions>

1. Discussed best way to solicit questions from IV-D Directors
	1. Thinking an email to the listserv that includes the list of questions this group has come up with, a link to the surveymonkey survey so they can submit their questions, and an invitation to share the email and link with others in their organization including their IT Lead.

ALL: The link provided in the action item above is a draft of the survey we’ll be sending out to the IV-D Directors on the listserv to solicit questions for vendors. Please bring any suggestions for improvement to the survey to the next meeting or email them alexia.venafra@vermont.gov.