**NCCSD Systems Modernization and Data Sharing Committee**

**December 13, 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)

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| Members |
| X | Shannon Abernathy | A | Erin Frisch | X | Patrick Stricker |
| A | Jeff Aldridge | A | Kevin Guistwite | X | Jeremy Toulouse |
| X | Robin Arnell  | X | Cynthia Longest | X | Pratin Trivedi |
| A | Kristie Arneson | A | Dawn McNeal | X | Alexia Venafra  |
| A | Michelle Cristello | A | Shaneen Moore | X | Carla West |
| X | John Diets | X | Heather Noble | X | Astra Wilson-Kirksey |
| OCSE Invitees  |
| A | Comm. Scott Lekan | A | D. Comm. Linda Boyer | X | Raghavan Varadachari |
| A | Mona Ferrell | A | Sheila Drake (special guest for today) |  |  |

***Discussion Items:***

1. **Vendor Presentations Summaries**
* These summaries are attached to the invite for today’s meeting.
	+ Action Item for ALL: By January 3rd, review and email Cynthia with any edits and/or additions to the vendor presentation summaries.
* Robin explained that she’s still working on where these summaries will be posted once finalized.
	+ Action Item for Robin: Send an email to this committee and to the listserv with where the vendor presentation summaries will be housed once we know.
* It is believed that the costs offered by the vendors were DDI vendor costs only. Team had a brief discussion about other modernization project costs in addition to DDI vendor costs. Raghavan suggested that states estimate an additional 20%-25% to cover other vendors (IV&V, QA, PMO, data migration, etc.) and then add your state personnel and staff augmentation costs to that to get an estimate for your total budget. He also explained that it’s always better to ask for a higher amount as you don’t want to low ball and find that the project needs additional funding during the later stages.
* Team had a brief discussion about what comes first: state funding or OCSE approval? Raghavan explained that, with the new feasibility study procedures (also known as Business Case Analysis), OCSE is asking for a commitment from a state’s executive sponsors to fund the entire project. Thus, states need to secure state funding before getting OCSE approval.
* Team had a brief discussion about how many vendors (and even state IT staff) don’t really understand (and how difficult it is to explain) how different and complex our financial/disbursement systems are. Many of us have heard things like, “How hard can it be, it’s money in and out?” and have found it challenging, especially for newer Directors and child support staff, to convincingly and clearly explain how our financials are different and complex. A suggestion was made that this group explore creating a short document to address this issue.
	+ Action Item for Carla: Add to January agenda for discussion the suggestion to create a document explaining how child support financials are more than “money in and money out.”
1. **Follow Up Discussion on 2020 In-Person Symposium**
* Raghavan explained that instead of doing an in-person symposium next year, OCSE will do 3 webinars in 2020. This is in line with the idea of doing an in-person every other year. So, the next in-person symposium will be in 2021, likely in DC and attached to the NCSEA Policy Forum.
1. **OCSE-Sponsored Webinars in 2020**
* Raghavan explained that he’s thinking the webinars will occur in:
	+ March/April
	+ July/August
	+ October/November
* Team reviewed the responses (attached to the invite for today’s meeting) and Raghavan feels confident that he can have the three webinars to cover everything mentioned in the survey results so far. The three big topics will be Modernization 101, the APD Process, and QA/IV&V/PMO
	+ Raghavan is thinking he might involve states in some of these, especially the webinar regarding Modernization.
* A suggestion was made that we invite those going through modernization on a conference call to discuss what they are going through (the unvarnished version) with state staff only.
	+ Action Item for Carla: Add to January agenda for discussion
1. **Roll Out Plan for Data Reports**
* Cynthia explained that there are reports that are ready to be rolled out.
* The plan is to do the same one-hour long webinar on January 17th and 22nd to provide an overview of this project and a walk-through the very first report (UDC).
* The Alfresco site (akin to a SharePoint site) isn’t ready to go, so the plan is to put them on the NCCSD listserv for the time being.
* In the near future, an email will be sent out through the listserv introducing project and giving action items to IV-D Directors, including:
	+ Decide who besides themselves they want to use the reports (high level)
	+ Download Tableau Reader for themselves and above designee(s) - (for some states, this will require approval from IT, so it’s important to start sooner rather than later)
	+ Save the Date for Friday January 17 and Wednesday January 22 for webinars
		- Action Item: Cynthia to draft email for Carla and Robin to finalize and send out to the listserv