**NCCSD Systems Modernization and Data Sharing Committee**

**January 10, 2020 – 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 | X | Kevin Guistwite | A | Jeremy Toulouse |
| A | Jeff Aldridge | A | Holli Hagen-Rice | X | Pratin Trivedi |
| X | Robin Arnell | X | Cynthia Longest | X | Alexia Venafra |
| A | Kristie Arneson | A | Dawn McNeal | A | Carla West |
| X | Michelle Cristello | A | Shaneen Moore | X | Astra Wilson-Kirksey |
| X | John Diets | X | Heather Noble | X | Troy Sterr |
| A | Erin Frisch | X | Patrick Stricker |  |  |
| OCSE Invitees | | | | | |
| A | Comm. Scott Lekan | A | D. Comm. Linda Boyer | X | Raghavan Varadachari |
| A | Mona Ferrell |  |  |  |  |

***Discussion Items:***

1. **Vendor Presentation Summaries**

* Action Item: Last call if you wish to comment on the Low Code Recap as compiled by Cynthia by January 17th. Attached to the invite to today’s meeting is the most recent draft.
  + Then it’ll be posted on the NCSSD website. Stay tuned for where it will be.
* Action item: Cynthia continues to work on the Refactoring/Replatforming Recap and will have available for comment by the February 14th meeting.

1. **Reminder:** **Data Analysis Reporting Webinar calls are scheduled for January 17th and the January 21st.** Cynthia has been working with Joey Arthur of OCSE’s Economic Analysis team, and they are ready to roll out the first official report!  Although the long-term goal for the reports is to put them in an OCSE repository accessible to the Directors and their designees, that repository is not quite ready. Rather than wait, the short-term plan is for the NCCSD workgroup to host webinars briefing you on the project, and then email the reports via the listserv. Here is what you need to know/do prior to the webinars:

* Decide who besides yourself you want to utilize these reports. Remember that they are intended for you and your high-level staff only.
* Download Tableau Reader for yourself and your designee(s). Although the reports can be produced in PDF, you will need Tableau Reader in order to take advantage of the comparison functionality that Joey and Cynthia have built into each report. The link to download is: <https://www.tableau.com/products/reader>. Remember that this is the free version of the analysis tool (like the way Adobe Reader is the free version of Adobe Acrobat).  Depending on your IT organization’s policy, you may be able to directly download it, or you may need to have them do it for you. Even if your state already has the full version of Tableau (Tableau Desktop), we recommend that you download and use Tableau Reader for these reports, at least for now.
* Mark your calendars for ***either*** Friday January 17 at 1:30 or Tuesday January 21 at 1:30 for a one-hour webinar. (The content will be the same each time). These webinars will introduce the project, and Cynthia and Joey will walk through the first report. They will also present other potential report topics and ask for your ideas.
* After the webinars are concluded, look for the first report to be distributed via this listserv.

Action item: Carla/Robin to mention at the January 16th NCCSD Exec Committee Meeting and send another reminder through the listserv.

1. **Explore the creation of a document that explains the IV-D financial/disbursements system to our partners & stakeholders like our umbrella Agency and state I.T. staff.**

* Suggestions/discussion as to how we approach this project.
  + Make sure to distinguish between DRA v PWRORA
  + Review DCLs, ATs, etc. for write-ups regarding this
  + Ask states (and vendors who’ve been doing child support for a while) that have modernized in the past 10 years if they have any reference material/write-ups (RFPs, high-level requirements, executive summaries, etc.)
    - Michelle said she has some info
  + OCSE Certification Guide
    - Not a ton of info here.
  + Action item: Cynthia, Carla, Robin, and Alexia to draft an email (for this committee to review) and to send to the listserv to explain the goal of this project and asking for any relevant input/info we can use.
* Also discussed (maybe at a later date) highlighting components (other than financial/disbursements) that make child support unique (e.g., locate, aspects of case management).

1. **Explore idea of sponsoring a webinar that features states (program and tech folks) that have recently gone through the modernization project. It would provide an opportunity for directors and staff to ask questions about the process and could be set up much like the NCSEA Tech Scrum.**

* Suggestions/ discussion as to how we approach this project.
  + Discussed using the same retrospective beginning-to-end lessons learned reflection (guided by some questions) so the state can provide its unvarnished perspective.
  + Discussed setting up ways for states who are in a similar phase/place to chat
    - Michelle explained that MA did this informally and it was incredibly helpful.
    - Also discussed this committee hosting calls on a particular phase of the project (RFP writing/vendor selection and contract, requirements gathering, design/development, testing, etc.) and taking notes that can be shared as resources.
      * Raghavan mentioned that OCSE is working on an internal dashboard that shows which state is in which phase of modernization.
  + Action item for all: Come prepared to share your reflections on these ideas and any other ideas you have about how to approach this project at our next meeting on February 14th.

1. **Updates from Raghavan as a Standing Agenda Item**
   * Raghavan was asked and agreed to having a standing agenda item going forward where he has an opportunity to provide updates on various initiatives, such as webinars, the feasibility study guidance, etc.
   * He provided the following impromptu update today:
     1. Feasibility Study Guidance – he hopes to release it in May/June
     2. OCSE Webinars – targeting first one for March/April on the APD process. Planning is underway for this. Stay tuned.
     3. Next meeting – he’ll be on vacation but will try to send updates via Cynthia or someone else.