**NCCSD Systems Modernization and Data Sharing Committee**

**August 14, 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 (SD) | X | Holli Hagen-Rice (OK) | A | Jeremy Toulouse (NM) |
| X | Jeff Aldridge (OH) | X | Cynthia Longest (OCSE) | A | Pratin Trivedi (MI) |
| A | Robin Arnell (VT) | A | Dawn McNeal (IN) | X | Alexia Venafra (VT) |
| X | Kristie Arneson (WY) | A | Shaneen Moore (MN) | X | Carla West (NC) |
| A | Michelle Cristello (MA) | A | Heather Noble (AZ) | A | Astra Wilson-Kirksey (NC) |
| A | Erin Frisch (MI) | X | Troy Sterr (WI) |  |  |
| A | Kevin Guistwite (MD) | A | Patrick Stricker (OH) |  |  |
| OCSE Invitees  |
| A | Comm. Scott Lekan | A | D. Comm. Linda Boyer | X | Raghavan Varadachari (DSTS) |
| X | Danny Hutchison (DSTS) | X | Greg Jordan (DSTS) | X | Tevlin Thompson (DSTS) |
| X | Aeisha Gaskins (DSTS) |  |  |  |  |

***Discussion Items:***

1. **Committee Membership**
* Carla gave us a quick reminder about the importance of limiting workgroup membership to IV-D employees.
1. **Review of the Business Case Analysis Guide & Power Point**
* Raghavan explained that:
	+ About two weeks ago, a smaller group took a preliminary look and offered up comments to the OCSE team.
		- (Members of the smaller group were Erin Frisch, Carla West, Robin Arnell, Eileen Stack (NY), Shannon Abernathy, Astra Wilson-Kirksey, and Alexia Venafra)
	+ It’s critical for these documents to remain confidential until they are finalized and posted on the ACF website so that IV-D participants can have a chance to provide input*.*
* Danny (with input from Raghavan, Tevlin, and Greg) walked us through the proposed new Feasibility Study guidance document known as the Business Case Analysis (BCA) guidance document.
* Then Raghavan explained that next steps are to obtain comments from this team and then get the BCA documents through the approval process and that his goal is to publish by September 30, 2020.
	+ **Action item:** **Raghavan** to send the latest versions of the BCA Guide, BCA template, and CBA template to **Alexia** (who will forward to this team) by **8/17**.
	+ **Action item:** **ALL**: **By Friday, 8/28,** review and send comments, questions, thoughts, and/or suggested edits on the BCA Guide, BCA template, and CBA template OCSE.DSTS@acf.hhs.gov. ***Note, it’s critical for these documents to remain confidential (and not be shared with any contractors/vendors) until they are finalized and posted on the ACF website so that IV-D participants.***
1. **OCSE Alfresco site**
* Cynthia provided status update and next steps relative todirectors providing *a limit of 3 point of contacts (including the IV-D Director)* per jurisdiction to access this site and that his and other measures (including having to specify one’s employer) are in place to keep the information secure and not accessible to vendors. She also explained that:
	+ This project is now in the User Acceptance Testing (UAT) phase;
	+ If UAT goes well**,** then the Digital Marketing site will be transferred over first (in late August) and then the Data Analytics site (with the Tableau reports) will come after that (date TBD);
	+ She will be reaching out to all of the IV-D Directors to obtain a “Point of Contact” who will know the names of the approved designees, and who can respond to the Help Desk when they reach out for approval; the IV-D Director’s registration request can be easily processed, but other requestors will need to be approved prior to setting them up in the new tool;
	+ Admission into the Data Analytics site will be rolling, incremental admission rather than “big bang”/all at once to manage the burden on the helpdesk folks, who will be validating requests for admission to ensure that no contractors or vendors are admitted and that only those approved by the IV-D are admitted;
	+ Training will occur through the NCSSD fall webinars; and
	+ She’ll update us as she knows more so stay tuned!
1. **Data Reports Check-in**

Update on the Income Withholding – Percentage of Collections Report: Carla and Cynthia explained that the two iterations of the webinar on this fourth report occurred as scheduled, but the webinar platform had some outages resulting in technical issues during the second iteration. As a result, another iteration of the webinar has been scheduled for **Friday, August 28 at 1:30 pm Eastern.**

* + **Action Item: ALL:** Save the date and tell your data folks that there is another opportunity to attend the Data Reporting webinar, on the Income Withholding – Percentage of Collections on Friday, August 28th at 1:30pm ET.