**NCCSD Systems Modernization and Data Sharing Committee**

**October 9, 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) | A | Konitra Jack (LA) | A | Patrick Stricker (OH) |
| X | Robin Arnell (VT) | X | Cynthia Longest (OCSE) | A | Jeremy Toulouse (NM) |
| X | Kristie Arneson (WY) | A | Dawn McNeal (IN) | A | Pratin Trivedi (MI) |
| A | Deb Barnes (WI) | A | Shaneen Moore (MN) | X | Alexia Venafra (VT) |
| X | Michelle Cristello (MA) | A | Heather Noble (AZ) | A | Carla West (NC) |
| X | Erin Frisch (MI) | X | Lily Patteson (KY) | A | Astra Wilson-Kirksey (NC) |
| A | Kevin Guistwite (MD) | A | Sean Rosenthal (IL) *- joining us beg. Dec* |  |  |
| A | Holli Hagen-Rice (OK) | X | Troy Sterr (WI) |  |  |
| OCSE Invitees  |
| A | Comm. Scott Lekan | A | D. Comm. Linda Boyer | X | Raghavan Varadachari |

***Discussion Items:***

1. **New members – Welcome!**

Robin welcomed our four new members to the team:

* Deb Barnes - Wisconsin (not able to join us today)
* Konitra Jack – Louisiana (not able to join us today)
* Lily Patteson – Kentucky
* Sean Rosenthal – Illinois (on leave and will be available to join us beginning in December)

1. **Understanding the Streamlined Feasibility Study Preparation Process Webinar + Update on Plan for OCSE Webinar Series**

Raghavan explained that:

* In addition to the small group review (with just a few states) and presentation he gave to this committee on the new Feasibility Study process, he also gave a larger webinar on Wednesday, September 23, 2020.
* About 73 participants with about 8-9 from OCSE after having presented to our group.
* This process will be referred to a “Streamlined Feasibility Study” (and not a Business Case Analysis as it was previously named) so that it aligns with the regulations and policies
* He hasn’t gotten any questions regarding the Streamlined Feasibility Study from that 9/23 presentation.
* He will be presenting at NCSEA on Oct 14th on this new process.
* He is expecting to make the Streamlined Feasibility Study public on Oct 15.

Raghavan also let us know that he is still planning on delivering the webinars, but likely a month later than planned, so the APD 101 one in November likely.

 **3) OCSE Collaboration Tool + Data Analytics Reports**

Cynthia provided the following update on the Collaboration Tool:

* She got responses from 41 IV-D Directors on the Survey Monkey that gathered approval Points of Contact (POCs)
* Cynthia will send individual emails to the ones who responded and copy their points of contact, their OCSE program specialist, and Mary Butler (OCSE’s IT Director).
	+ Will batch these emails rather than doing them all at once
* She is also working on getting the Quick Start Guide approved so she can share it (it’s in QA right now) and is planning on doing a training webinar through NCCSD on this Collaboration Tool in November.

Cynthia also let us know that they are working on the next report and that Joey is now a federal employee (and no longer a contractor), but he hopes to continue to be involved in the data analytics effort.

1. **IV-D Distribution At-A-Glance Document**

Cynthia walked the group through the revised draft “at-a-glance” document sent out with the agenda.

Action Items:

* **ALL**: Review and send any edits to Alexia by 10/21
* Cynthia to send Alexia some examples to be included in note #3:
	+ 3 ‐ Not all states charge interest, but if they do, laws are significantly different. Give examples – from IRG or state characteristics matrix?
* Alexia to:
	+ incorporate any edits she receives from the team + Cynthia’s examples
	+ change the color of the AR process to distinguish from the IV-D process
	+ add Title (“IV-D Distribution At-A-Glance”) and reformat to have it fit cleanly on an 8.5 x 11 sheet
	+ distribute to committee upon finalization
1. **Collections Cost flow chart**

Erin walked the team through the copy of the Collection Cost flow chart mentioned during the September meeting. The committee discussed next steps re this flow chart including:

* Sharing with the Mentoring Committee so they can leverage it for the new IV-D Directors.
* Having someone add some notes to explain which report line(s) a particular box corresponds to. Erin volunteered her team to do this. Thank you, Erin!
* Following up to see if OCSE has already done or is planning to do similar work.

Action Items:

* + Cynthia to check in to see what OCSE is doing with their training materials in this subject matter and report back to this committee.
	+ Erin and her team to add some notes to the report to explain to which line(s) a particular box responds and share with this committee.
1. **Next Series of Webinars**

The team discussed the planning process of next series of webinars sponsored by this Committee and decided that we’d:

* Give ourselves a target date of Spring 2021 for the first webinar given the IV-D community has been saturated with some great webinars and trainings the past couple of months.
* Form a sub-committee to plan the content, logistics and structure of webinars and use November meeting for sub-committee work;
* Cancel December meeting and dig into planning and putting together the process after the first of the year.

Action items:

* Anyone who wants to help plan our next series of webinars: let Robin or Carla know and/or attend our November 13 meeting
* Alexia to cancel our December 11 meeting.

***Next meeting: Friday, November 13, 2-3:30 Eastern for anyone who wants to help plan our next series of webinars; otherwise we’ll meet as a whole committee on Friday, January 8, 2-3:30 Eastern. December meeting will be canceled.***