**NCCSD Systems Modernization and Data Sharing Committee**

**March 12, 2021 – 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 | | | | | |
| A | Shannon Abernathy (SD) | X | Cynthia Longest (OCSE) | A | Patrick Stricker (OH) |
| X | Robin Arnell (VT) | X | Dawn McNeal (IN) | A | Jeremy Toulouse (NM) |
| A | Kristie Arneson (WY) | A | Shaneen Moore (MN) | X | Pratin Trivedi (MI) |
| A | Michelle Cristello (MA) | A | Heather Noble (AZ) | X | Alexia Venafra (VT) |
| A | Erin Frisch (MI) | X | Lily Patteson (KY) | X | Carla West (NC) |
| A | Kevin Guistwite (MD) | X | Sean Rosenthal (IL) | X | Astra Wilson-Kirksey (NC) |
| A | Holli Hagen-Rice (OK) | X | Chad Shook |  |  |
| X | Konitra Jack (LA) | X | Troy Sterr (WI) |  |  |
| OCSE Invitees | | | | | |
| A | Acting Comm Linda Boyer | X | Raghavan Varadachari |  |  |

# Discussion Items:

1. **Welcome to Seth Rosenthal**

* While we have had Seth on our roster for a little while, this is his first time he was able to attend due to leave and scheduling conflicts. Welcome to the team!

1. **Carla’s Sabbatical from Co-chair**

* Carla explained that she is wearing many hats for North Carolina and will be taking a sabbatical from co-chairing. We thanked her for all the amazing work she has done for this team and invited her to join the meetings when she is able to and to come back as co-chair when the timing feels right.

1. **Updates from Raghavan**

* Raghavan provided the following updates:
  + Raghavan explained that there are a few states doing feasibility studies but doesn’t have a breakdown yet of how many are using the old requirements and how many are doing the streamlined version.
  + Raghavan explained that recordings of the OCSE webinars (e.g., APD 101/201, Streamlined Feasibility Study, etc.) are large files and so they cannot be emailed and have not yet been posted.
    - **Action Item:** **Raghavan** to explore putting the recordings of the OCSE webinars (e.g., APD 101/201, Streamlined Feasibility Study, etc.) can be accessed somewhere by IV-D staff, possibly the Al Fresco site and/or ACF website.
      * **Action item:** **Cynthia** to set up meeting with Raghavan, Mary Butler and herself re posting these recorded webinars to the Al Fresco site.

1. **Continue planning discussion for "State Lessons Learned" webinars**

* Alexia led us through reviewing a few new subtopics that were added and showed a strawman of the survey to make sure her approach works for the team before she codes it all. The team agreed that overall how she is framing the questions works and made some suggestions (which are included in the action items below).
  + **Action Items:**
    - **By 3/17, Alexia** to code the survey and draft the email that will go out to the listserv and send out to the link to this team. Alexia to make the following changes/additions to the survey:
      * Reframe all questions so underlying questions is either what did you or what would you have done differently so the focus is on actual past experiences and lessons learned and we aren’t putting the presenters in the awkward position of being prescriptive.
      * Change it from a 3-point scale (not/somewhat/very interested) to a 5-point scale to help narrow down the results.
      * Ask that only one survey per jurisdiction be completed so as to not skew the weighting of the most popular topics.
      * Add a state/tribe field to contact info question.
    - **By** **3/24**, **ALL** to review the email and complete the survey as testers and send any proposed edits to the survey to Alexia. Alexia would be grateful if you looked for and pointed out any typos, errors, etc. as she could use fresh eyes on this.
    - **By 3/25, Alexia** to finalize survey and email and send these (plus the survey in pdf form to include as an attachment) to Robin.
    - **By 3/26, Robin** to post to NCCSD listserv with deadline before next committee meeting
      * Soft deadline 4/2
      * Hard deadline 4/7
    - **By 4/8, Alexia** to compile results for 4/9 meeting.

1. **Follow up on Committee Membership**

* Last August we agreed to OCSE’s request to limit this committee’s membership to IV-D employees. This topic was subsequently discussed on a monthly NCCSD/OCSE Leadership call. The outcome of that call was that contractors may become members so long as they are:
  + Recommended by their IV-D Director;
  + “State-exclusive vendors” (e.g., staff augmentation, in-house contractor, state-embedded contractor); AND
  + Vetted and approved by this committee.
* Team agreed that having these “state-exclusive contractors” join this committee would be extremely beneficial (once properly vetted) as many of us have folks like this who are critical to our modernization efforts. We did not have time to review and finalize proposed process (attached) to implement this.
  + **Action item:** **By** **3/24**, **ALL** to review the proposed process and get any proposed edits/additions to Alexia.

#### We didn’t have time to cover these topics but here is Cynthia’s written update:

1. **Plan for Sharing the State Characteristics Matrix**

* The "General Information" part of the State Characteristics matrix project is as complete as it can be at this point. Cynthia and Mary Butler (OCSE's IT Director) have been experimenting with how it will work on the Collaboration Tool. (Alfresco does not have the same functionality for Excel spreadsheets as SharePoint does.) The matrix will need to be in a separate site from the Data Analytics reports.
* At our April meeting, Cynthia will show the test site, and discuss a rollout plan to get committee feedback.

#### Next Meeting: Friday, April 9th, 2-3:30 Eastern.