**NCCSD Systems Modernization and Data Sharing Committee**

**June 11, 2021 – Monthly Meeting**

**2pm – 3:30pm Eastern Time**

**Minutes**

# Distribution and Attendee List:

(**X** indicates that the member was present; **A** indicates absent)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Members | | | | | |
| X | Shannon Abernathy (SD) | X | Konitra Jack (LA) | A | Troy Sterr (WI) |
| X | Robin Arnell (VT) | X | Cynthia Longest (OCSE) | A | Patrick Stricker (OH) |
| X | Kristie Arneson (WY) | A | Dawn McNeal (IN) | A | Pratin Trivedi (MI) |
| X | Michelle Cristello (MA) | A | Shaneen Moore (MN) | X | Alexia Venafra (VT) |
| X | John Diets (WI) | A | Heather Noble (AZ) | A | Carla West (NC) |
| A | Erin Frisch (MI) | X | Lily Patteson (KY) | X | Astra Wilson-Kirksey (NC) |
| A | Kevin Guistwite (MD) | A | Sean Rosenthal (IL) |  |  |
| X | Holli Hagen-Rice (OK) | A | Chad Shook (MS) |  |  |

# Discussion Items:

1. **Welcome back John Diets!**
2. **State Sponsored Lessons Learned Webinars**

* Alexia and Cynthia updated the team that they have put together a strawman of 8 presenting states (AZ, IN, MA, MD, NV, OR, PA, SC) . Had a conversation regarding the duration of the webinars and also whether we should record these trainings.
  + Alexia and Cynthia to ask presenters if they are willing to have these recorded.
    - If so, then we need to figure where to store the recordings as NCCSD site doesn’t have this capacity and the Collaboration Tool is accessed by OCSE.
    - If not, could ask all presenters to provide high level written responses that will be published and can save the nuance for the unrecorded webinar.
* Also, Raghavan emailed Robin and Alexia that OCSE/DSTS plans to conduct the following webinars with the proposed dates (and alternative dates) below asking if the dates would clash with any of our State Lessons Learned Webinar dates.

1. **State Systems Certification Webinar**

August 12th – Thursday ( 1:00PM – 3:00PM)

OR

August 26th – Thursday (1:00PM – 3:00PM)

1. **IV&V Process**

September 9th – Thursday (1:00PM – 3:00PM)

OR

September 23rd – Thursday (1:00PM – 3:00PM)

1. **Contracts, QA Process, updates on Streamlined FS**

TBD

* + ACTION ITEM: Robin to respond that our webinars will be held throughout October and November (and that our first one will cover IV&V and QA Vendors)

1. **Current Support Tableau Report + Webinar Dates**

* Cynthia reminded us re the upcoming webinar dates (June 22 & 24 at 1:30 – 3:00 pm EST). Carla sent the invites out to the NCCSD Listserv.
  + ACTION ITEM: Robin will send a reminder to the NCCSD listserv next week.
* Still optimistic, albeit not positive, that the 2020 data will be included in the report.

1. **Collaboration Tool Site**

* Cynthia explained that OCSE will create a “Non-Confidential State Systems” section of the site that will host items including:
  + The State Characteristics Matrix (which is almost ready for publication).
  + The recordings of the OCSE sponsored webinars (including past ones one the Streamlined Feasibility Study and APD 101/201, and the future ones mentioned in item 1 above)
  + Training materials (PowerPoints, etc.) from the OCSE sponsored webinars.
* Rollout plan:
  + The training webinar for the IV-D Directors will be held during the NCCSD Annual meeting in July, probably 30 minutes during the Thursday afternoon closed door session.
  + A “go live” date is pending.
  + Directors who have already registered for the Data Analytics site in the Collaboration Tool do not need to re-register – they can be added to the new site. However, since they will probably have different staff wanting access to this state systems site, those staff will need to register first.
* **Strategic Planning for Future Work**
* Membership:
  + Have all members complete Skills Inventory?
    - Team members approved the Skills Inventory (with a suggestion to add language clarifying that not having these would not be a barrier to membership).
      * Alexia to finalize and send to all members to complete
      * Cynthia to send some language re not having any subject matter expertise not being a barrier
  + Recruitment:
    - Invite State Lessons Learned Webinars Presenters?
      * Team agreed that we should invite presenters to attend our meeting to plan the webinars and also invite them to join our committee.
        + Alexia and Cynthia to implement this.
    - Any individuals we should recruit?
      * No one came to mind. Members are always invited to suggest new members for this team. Once we complete the skills inventory, we can consider recruiting to target any gaps in our skills.
* Request for Feedback on our Committee at NCCSD Annual Meeting in July
  + Robin to report out on what we have done and will collect feedback at the Annual Meeting’s business meeting on this.
* Future projects?
  + Robin will collect feedback at the Annual Meeting’s business meeting on this.
  + Suggestions for future projects or webinars:
    - Lessons Learned on Streamlined Feasibility Study
    - Data Driven Decision Making
    - Cloud Computing Pros and Cons
    - How agile vs. waterfall SDLC processes are working

1. **Update on Discussion with Acting Comm**

* Robin gave an update on her recent conversation with Acting Commissioner Linda Boyer, who is very supportive of:
  + Cynthia continuing in her “partner/liaison” role to the IV-D programs and will advocate for this continued role to the new Commissioner once they are appointed.
  + OCSE members (e.g. Raghavan and his team) being invited to our team meetings on an ad hoc basis to collaborate on specific efforts, as we did with the Streamlined Feasibility Study guidance.

#### Next Meeting: Friday, July 9, 2-3:30 Eastern