**NCCSD Systems Modernization and Data Sharing Committee**

**August 13, 2021 – Monthly Meeting with OCSE**

**2pm – 3:30pm Eastern Time**

**Agenda**

# Distribution and Attendee List:

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

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

# Discussion Items:

1. **Briefing on Edits to Instructions Related to System Costs Reporting on the OCSE 396**
* Cynthia reviewed proposed edits that will be published in the federal register with team so states can be prepared for the comment period. The major edits were to the instructions for lines 4 and 5. There was also a minor edit to instructions for line 1b.
	+ Line 4 is for Development and Line 5 is for O&M. The edits are additional instructions to make clear which costs should go under which line.
* These instructions will come out via the Federal Register and then there will be an opportunity for comment, so look out for this. Cynthia does not know when this will come out, nor will she necessarily be notified when it happens.
	+ Action item for **ALL**: Anyone who notices the 396 Edits to Instructions are out on the federal register, please email the rest of the team to let us know!
1. **Update from Raghavan**
* Raghavan updated us regarding upcoming three OCSE-Sponsored webinars:
	+ First one will be on ***Aug 26th, 1-3pm ET*** on Federal Certification Process including the history and the process for Level 1 and Level 2 Certification.
	+ Second one will be in September on IV&V. Raghavan is doublechecking the date with Aeisha – probably September 21 or 22.
	+ Third one will be in November and will be QA, Change Management, Procurement and Contracting
* Raghavan said he’ll check in with Robin before scheduling the September and November webinars to make sure there aren’t major conflicts.
1. **Current Support Tableau Report**
* Cynthia announced that OCSE’s “Current Support Deep Dive” data analytics report is now updated with FFY2020 data and available on the OCSE Collaboration Tool under the “Data Analytics and Reporting for IV-D Directors” site. Robin sent out an email about this to the IV-D Listserv today.
1. **New Collaboration Tool Site + State Characteristics Matrix**
* Cynthia sought input on the training that took place at the NCCSD Annual Meeting (at the business meeting on the afternoon of July 22nd), on the tool itself, and on the State Characteristics Matrix from the team.
	+ Feedback has been very positive; folks just need some time to work through it and determine how best to use it.
* Cynthia said that she and Joey would be happy to do a webinar for IV-D Directors and their staff on the tool and/or matrix if this would be helpful.
1. **State Sponsored Lessons Learned Webinars**
* Cynthia and Alexia updated the team on the plan for this webinar series including the dates, times, and presenters for each webinar and the timeline for preparing for these webinars.

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|   | **Pre-Planning and Planning** | **Procurement** | **Certification** | **DDI I****OCM, Readiness, Approach** | **DDI II****DDI Testing, Conversion, Training, Go-Live** |
| Webinar Date and time | Fri, 10/8 1-3:30 ET  | Fri, 10/15 1-3:30 ET   | Fri, 10/22 1-3 ET    | Fri, 11/5 1-4 ET   | Fri, 11/19 1-4 ET    |
| States | AZ, IN, OR, PA | AZ, IN, NV, OR | MA, OR, SC | IN, MA, MD, NV | MA, MD, OR, SC |
| Presenters | AZ: Heather Noble, Tammy FogleIN: Dawn McNealOR: Karen ColemanPA: Bob Patrick | AZ: Heather Noble, Tammy FogleIN: Dawn McNeal, Amber NjauNV: Cathy Kaplan, Julie GreenOR: Karen Coleman | MA: Michele Cristello, Joan Fahey OR: Karen Coleman, Gene GustinSC: Richard Maxwell, Jimmy Early | IN: Dawn McNeal, Amber NjauMA: Michele Cristello, Joan Fahey MD: Kevin GuistwiteNV: Cathy Kaplan, Julie Green | MA: Michele Cristello, Joan Fahey MD: Kevin GuistwiteOR: Karen Coleman, Gene GustinSC: Richard Maxwell, Jimmy Early |
| Survey Monkey due date | Thursday 8/26 | Thursday 8/26 | Thursday 8/26 | Thursday 8/26 | Thursday 8/26 |
| Next meeting (with NCCSD Committee) | Fri 9/17 1-3 pm ET | Fri 9/17 1-3 pm ET | Fri 9/17 1-3 pm ET | Fri 9/17 1-3 pm ET | Fri 9/17 1-3 pm ET |
| PowerPoint and Written LLs due | Friday 10/1 | Friday 10/8 | Friday 10/15 | Friday 10/29 | Friday 11/12 |

* They also sought input on:
	+ **RECORDING**: Should we record these sessions and put them on the NCCSD website with the PPTs and any written lessons learned? Decided: NO because:
		- NCCSD website can’t host recordings and OCSE has access to the Collaboration Tools.
		- Recording has a chilling effect.
			* Action Item for Cynthia/Alexia: Find 2-3 committee members to volunteer to take notes for each webinar. Then, collate the notes and have the presenters approve the summaries before distribution.
	+ **CAMERAS**: Pros and cons of having presenters have their cameras on? Hybrid approach of cameras on for when they introduce themselves and for the Q&A period, but off for the PowerPoint presentation – less bandwidth and less clutter. Decided: yes, hybrid approach makes sense.
	+ **QUESTIONS**: Should we take questions after each presenter or after all presenters have finished their presentations? Decided: wait until the end because:
		- Allows for more flexibility for when some presenters have more questions than others
		- Allows us to answer similar questions at once
			* Action Item for Cynthia/Alexia: Find 2 committee members to volunteer be chat monitors for each webinar.
	+ **CAPACITY**: Astra learned that the existing GoToTraining they are planning on using only hosts 200.
		- Action Item: Astra and Carla will look into using the NCFAST one which hosts 500.
	+ **STATE EMPLOYEE ONLY REQ**: We’ll be sure to announce at the beginning of every webinar that it’s for state employees only and anyone else should drop off.
		- Action Item for Cynthia/Alexia: Make sure we say this at the beginning of every webinar.
1. **Reminder RE September Meeting**
* Reminder that September meeting is a 2-hour long meeting on 9/17 1-3pm ET and SLLW presenters will be attending. We will be using the entire meeting to fine-tune the plan for the webinar series. ***Note*** that the meeting is starting an hour earlier than normal since we are extending to two hours.
1. **Member Expertise Inventory Form**
* Alexia showed that 8 members have completed our Member Expertise Inventory Form and reminded all members to complete it at their earliest convenience.
	+ Action Item **ALL**: If you haven’t done so already, please complete our [Member Expertise Inventory Form](https://forms.office.com/g/yRxrqkRcPB) at your earliest convenience.

#### Next Meeting: Friday, September 17, 1:00-3:00 Eastern.