Data Exchange/E-Filing Grant Meeting

MINUTES   JUNE 28, 2007   10:00- 3:00 P.M.   CDHS, 6TH FLOOR

TYPE OF MEETING	Steering Committee Meeting
FACILITATOR	Dan Welch
NOTE TAKER	Alicia Davis/Maureen Leif
ATTENDEES	Maureen Leif, Alicia Davis, Danielle Stecco, John Bernhart, Craig Goellner, Curtis Rose, Richard Moore, Debbie Moss, Ron Ozga, Chris Kain, Larry Desbien, Diane Degenhart, Dan Welch, Kari Moreno, Robert Kurtz, Cathi Walker (phone), Dee Price-Sanders, Jessica Pearson, Ph.D.,

Agenda topics

ADMINISTRATION OF GRANT   DAN

DISCUSSION	Dan updated the group that the interagency agreement has been signed and is final. Center for Policy Research was chosen through the RFP process to be the vendor for the evaluation of the grant.
CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None		

INTRODUCTION OF JESSICA PEARSON, PH.D   CHRIS & CURTIS

DISCUSSION	A brief overview was given by Jessica Pearson from Center for Policy Research (CPR) on the evaluation of DISH. This is a Federal 1115 Demonstration Grant which requires an evaluation component so that other states may learn from our experience. The evaluation for this grant will be a process evaluation. This will require documentation and assessments. It will be a qualitative evaluation, but we will also look to see the impact on court filing times, cases filing times and user satisfaction.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Review Draft Survey and Submit changes and list of documents to Jessica	Group	
Larry to send Survey link and intro to IV-D Administrators and an email on ACSES	Larry	ASAP
Maureen to send survey link to Judicial – Domestic Judge listserv, Clerk of Court and Unit Supervisor list servs	Maureen	

ORGANIZATION OF MANAGEMENT TEAM   CHRIS

DISCUSSION	Chris reviewed the power point presentation and gave an overview of the organization of the management team and who is on it and what the group is up to. Teams have met 15-20 times since the last Steering Committee Meeting. Many handouts have been produced and considered by the group. The group is very capable and energetic and willing to do tough work. We've also been learning what our roles are and how to best communicate. Chris feels confident that we're moving in the right direction. Management Team will now start to focus on project plan and project management as we near our last joint User Group Meeting in early August.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None		

DISCUSSION	Chris reviewed the purpose of user group meetings as being the starting point for the technical teams to begin. Technical teams will them have to study the feasibility of the recommendations and ideas from the User Groups. The meetings have been formed to understand the current processes, to describe the desired process, and to understand what data needs to be exchanged. We have had three meetings, one in April, May and June and one additional meeting set for August 2nd. They last from 10-3 p.m. and have been held in Jefferson County. Lunch is provided to the Users. Maureen created "Dish Dictionary" to ensure commonality of terms. John commented that it sounds like a product that would be useful today. It will be added to the website. A few issues became complicated, like the discussion on modifications. Chris indicates that this is good and means that there is something real that needs to be sorted out. Mgt. Team gives the User Groups homework after each meeting for them to report back on for the following meeting. Jessica was introduced to the User group in June so she could describe what she is looking for. From the June meeting it became clear that modifications needed to be tabled, so a mini-User group meeting was set with users from both judicial and CSE it will be held in a few weeks. Chris indicates that there is a clear need to communicate the value of what we're doing for each side. Both sides are learning what the other side is dealing with in regards to paper flow and what the potential consequences and hurdles are. Continued issues that we need to hammer out: Assignment of FSR numbers and activation, RPD (Report Paternity Determination) Standardizing case types, Minutes from the User Group meetings will be on the internet DISH site. John points out that a lot of issues are looking at being standardized. It is noted that not everything can be standardized. Craig asked about accommodating differences in districts because it's different in around the state. Chris said that he believed we are balancing appropriately. An example was given by Maureen of who sets the docket. That is an issue that can not be standardized, however the interface can be build to exchange the court settings to the other agency non-dependent on who set it, it will be a two-way communication. This works best for everyone. John inquired about a timeline for accomplishments of the task ahead. Chris said no timelines yet. Chris said that we'd made great progress with the User Groups and that now we need do planning work before we'll be able to set out a realistic time table. Group reviewed the Survey that Jessica had drafted. It will be revised and sent out for any additional comments by individuals and then Larry will send it out for CSE and Maureen will send it out for the Judicial Team.
CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Finalize Survey and Send out to Users		ASAP

September 20th 9:30 a.m.

Group decided to meet quarterly on the 3rd Thursday of the month.