

Data Exchange/E-Filing Grant Meeting

MINUTES

SEPTEMBER 20, 2007

9:30- 12:00 P.M.

JUDICIAL BUILDING – ROCKIES ROOM

TYPE OF MEETING	Steering Committee Meeting
FACILITATOR	Chris Kain
NOTE TAKER	Mary Clair
ATTENDEES	Maureen Leif, Alicia Davis, Danielle Stecco, John Bernhart, Craig Goellner, Curtis Rose, Debbie Moss, Ron Ozga, Chris Kain, Larry Desbien, Diane Degenhart, Kari Moreno, Robert Kurtz, Cathi Walker, Jessica Pearson, Ph.D., Yasmin Haver, Mary Clair, Nancy Lawson.

Agenda topics

PROJECT PLANNING UPDATE

CHRIS

DISCUSSION	<p>Chris reviewed the PowerPoint presentation. The presentation reviewed both the User Group Meetings and the Overview of the Business Analysis Review Document (BARD). Chris shared that this document is not ready for distribution yet as the Management Group is still finalizing.</p> <p>There was some discussion about the public relations that needs to be developed in order to keep the users informed of what is coming and the changes that will be taking place. Danielle Stecco stated that Dish could be a topic of discussion at the En Banc meetings that judicial holds throughout the state. She also suggested that brochures could be developed and delivered at all the judicial conferences.</p> <p>Chris also covered two workgroups that need to be convened to iron out several issues for the child support enforcement and judicial side of the business. Craig Goellner stated that he agreed that the file exchange between ACSES and ICON was the most important technical piece for the success of this project. He suggested that we look at the judicial standardization for the creation of a docket number so that we are all in sync. This issue was brought up as ACSES currently adds additional zeros to the docket number so that it can fit the programming that was created twenty years ago to accommodate the docket number from judicial.</p>	
CONCLUSIONS	Overall, the Steering Committee was very happy with the progression of the project.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None – Craig’s suggestion?		

FEEDBACK ON THE STATE OF WORK (SOW)

CHRIS

DISCUSSION	<p>Chris quickly reviewed the SOW that was provided to the Steering Committee prior to the meeting. Craig Goellner stated that the document looked very accurate and had nothing to add. Chris asked for a vote for approval – the group unanimously approved the document. Maureen suggested that the acronym list be updated.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Acronym list to be updated	Maureen	

UPDATE FROM CENTER FOR POLICY RESEARCH

JESSICA PEARSON, PH.D

DISCUSSION	<p>Jessica gave an update of the survey results that PSI conducted with the county and judicial staff. Jessica stated that she sees PSI's contribution by conducting surveys to answer questions that may come up in the course of the project. Also, analyzing the benefit of timesavings that will come with the automatic exchange of data between the agencies. Possibly a survey could be conducted to glean the best practices from highly productive counties or jurisdictions. These could then be issued statewide. Jessica stated that PSI and the Management Team have set up quarterly meetings.</p> <p>PSI will track project evolutions and document any changes or turns in the project. They will be available for any other needs that we deem necessary. Jessica is planning a meeting to find what data elements will be needed to set a baseline of cases for a sample size on ACSES. We decided that the cases would need to be from 2006 so that it is a clean sample. Jessica stated that they would be responsible for the quarterly and final reports to the feds. Jessica asked Judicial if there were clerical studies that she could use as a baseline to track the changes in time for processing cases?</p> <p>Craig Goellner asked if there were any reporting requirements such as management reports to document how the interface is working once changes have been implemented? Maureen Leif stated that this had not been considered yet but we could look into this being added to the project specs.</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Clerical Studies to PSI	Judicial	
Possibly adding interface tracking?	Management Team?	

NATIONAL UPDATE

MAUREEN

DISCUSSION	Maureen reviewed a PowerPoint presentation that was shared at the National level regarding the process of this project. Maureen stated that everyone is very excited about our progress and review the website that Judicial has up regarding the Dish Grant.	
CONCLUSIONS	Praise, praise, praise for our great work! ☺	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

NEXT MEETING

GROUP

<p>Our next meeting is January 24, 2007 from 9:30 – 12:30 at the Child Support Enforcement Offices at 1575 Sherman St. in the sixth floor conference room</p> <p>***As of Oct. 30, 2007 the meeting date had to be moved forward to the following week as CSE had a conflicting meeting set. The new date for the next Steering Committee Meeting is January 31, 2008 at 9:30AM to 12:00 at 1575 Sherman St., Rm.4A/B.***</p> <p>We will then meet quarterly in April, July and October on the third Thursday of the month.</p>
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