**DATA TF Analysis Subcommittee Meeting Notes| May 18, 2018**

**Attendees:**

[x]  Aaron Wicks

[x]  Lise Stuart

[x]  Jutta Ulrich

[ ]  Tiffany Keimig

[ ]  Matt Fitzgerald

[x]  Katy Kujawski

[x]  Muska Kamran

[x]  Frances Yator

[x]  Barbara Mooney

[ ]  Jenae Bjelland

[x]  Kris Schoenow

# Action Items:

* Next Meeting: July 20, 1:00 p.m. (EDT)
* NASCSP will send an edited version of the Analysis FAQ.
* NASCSP will reach out to Arnie for survey results about data analysis needs in the Network.

# Summary:

* Kris welcomed Jutta as the chair of the committee.
* NASCSP discussed the draft Analysis FAQ/Talking Points document with the committee to gather their feedback.
	+ The format was good.
	+ There was a suggestion to add more content under “What does data analysis do?”
		- Usually, when agencies are asked about what they do for data analysis, they simply respond that they filled out the Annual Report, but there needs to be more guidance on delving deeper into the data for considerations such as cost-effectiveness.
	+ The committee expressed concern this document was very basic. NASCSP explained that this document would be the first step towards providing the Network with more tools and guidance on data analysis.
* There were ideas about other tools for data analysis from which the Network could benefit:
	+ Data quality plan
		- There is a concern about the integrity of the data and that the Network needs more help in cleaning up the data.
	+ Staff roles and their relationship with the data
		- Each staff role could see the lifecycle of the data from their starting point.
		- This was a very successful presentation in Oregon because people are more likely to utilize the data if they can see the different ways in which data is used and the role that staff member played in accomplishing that.
	+ Document to walk agencies through key questions: What does your data look like? What do your reports look like? Is the data accessible?
	+ Data intelligence toolkit where all this information will reside
		- Slideshows that agencies can use to train intake workers and their Board of Directors
		- Templates for data quality plans
			* Lise will share ideas of templates.
		- A document to walk through the toolkit: How do I use this information? Which tools do I need?
		- Best practices, such as a state-wide list of definitions
* NASCSP then discussed another priority deliverable, a survey of the Network with regards to data analysis.
	+ - Are you resourced to do analysis?
		- What is your priority in finding resources to do this work?
	+ Arnie has conducted a similar survey, and NASCSP will reach out.
* NASCSP will send an edited version of the Analysis FAQ for feedback.
* The group discussed the purpose of this committee; i.e. to gather best practices and develop tools as an aid to data analysis