**DATA TF Systems/IT Subcommittee Meeting Notes| May 10, 2018**

**Attendees:**

Krista Heineman

Paula McFarland

Josiah Masingale

Kris Schoenow

Monique Alcantara

Katy Kujawski

Jenae Bjelland

Frances Yator

Muska Kamran

# Action Items:

* Next Meeting: July 2nd; 2:00 p.m.
* NASCSP will share drafts of the RFP template and data dictionary.

# Summary:

* Kris finalized Josiah as the chair of the committee.
* NASCSP discussed ideas for the RFP template and gathered feedback from the group about what they would like to see in the template.
  + Other guidance that the RFP template may provide:
    - system administration and maintenance
    - training and implementation, including implementation timeline
    - policies and procedures
    - rules to ensure the data is accurate/concise
    - confidentiality
    - implementation timeline
    - first time implementing a database vs. transferring to a new system
  + Members discussed their experience with an RFP and a new database system.
    - Continuous training is the most important because of staff turnover.
  + Case studies or how-to for the template?
    - The how-to was the preferred choice, but members liked having access to examples/lessons learned as well.
      * Some lessons learned:
        + Beware of overpromising.
        + Use products that are familiar with CSBG.
        + Require vendors to be open to pulling data from other vendors.

There was an idea to create a list of questions to ask potential database vendors. This could be part of the scoring sheet in an RFP.

* + - * Case studies for different-sized agencies
  + NASCSP will share a draft of the RFP template with the committee in June.
* NASCSP then discussed the data dictionary with the committee.
  + The committee liked having standard data points.
  + NASCSP asked the committee to think about other models that the data dictionary could follow.
  + NASCSP will share a draft of the data dictionary with the committee.
  + NASCSP plans to convene a group of vendors to provide input on the data dictionary.
* Next Meeting: July 2, 2:00 p.m. EST.