**DATA TF Guidance Subcommittee Meeting Notes| June 11, 2018**

**Attendees:**

[ ]  Steve Geller

[x]  Lauren Suwansupa

[x]  Roger McCann

[x]  Laura White

[x]  Beverly Buchanan

[x]  Katy Kujawski

[x]  Muska Kamran

[ ]  Georgean Trinkle

[x]  Marvin Cox

[x]  Trudy Logan

[x]  Daniel Leppo

[x]  Kris Schoenow

[x]  Sukie Montes

[ ]  Barbara Mooney

[x]  Jackie Orr

[x]  Jarle Crocker

# Action Items:

* All Committee members will send Jackie Orr (jorr@nascsp.org) at NASCSP a list of questions they’ve received about the Annual Report by Friday, July 13th.
* NASCSP will send Dan and Beverly a list of steps for overseeing the TTA Calendar.
* NASCSP will share an outline of the CSBG Annual Report lexicon in the next couple weeks.
* NASCSP will share a draft of the Annual Report FAQ by the in-person meeting.

# Summary:

* The members of the newly-merged committee introduced themselves.
* As the previously-selected chair of the Training Committee, Dan was finalized as the chair for the joint Guidance and Training committee.
* NASCSP briefed this joint committee on the last meetings held separately by Guidance and Training.
* The group reviewed and discussed its deliverables:
	+ Calendar of trainings
		- This would keep track of conferences and TTA events happening across the nation.
			* DATA TF members are invited to attend these events to share updates on what the DATA TF is doing and/or co-present with NASCSP staff.
		- There should be a point person or two in this committee that would communicate upcoming events with the entire task force and coordinate members that are interested in presenting at a particular event.
			* Dan and Beverly volunteered to the be the point of contact.
		- NASCSP will outline this process and share it with Dan and Beverly for review.
	+ Lexicon
		- NASCSP solicited feedback from the committee on the lexicon-what does it look like, how should it be organized, what kind of info should be in there?
		- Feedback included:
			* Making it specific to CSBG Annual Report
			* Organizing by module
			* Clarifying whether a term applies to federal, state, or local
			* Linking to the instruction manuals
				+ There was general agreement that the definitions should live in one place so that any updates to definitions are not missed across multiple documents.
			* There was inconsistency in the group about whether the lexicon should define the NPIs or services, but there was general agreement that more definition is needed.
		- NASCSP will work on the lexicon and share an outline with the group in the next couple weeks to solicit further feedback.
	+ Annual Report Slide Deck
		- This gets updated frequently as NASCSP staff conduct trainings. The updated deck will be shared in dropbox.
	+ Annual report FAQ
		- Committee members should send NASCSP a list of questions they receive about the Annual Report by July 13th.
			* This will reveal which questions get asked the most.
		- NASCSP will also add this to the OSCOE agenda to get feedback on what the Network needs in an Annual Report FAQ.
		- NASCSP will try to draft this document in time for review at the in-person meeting.
	+ FAQ on Community Level Work
		- This will be separate from the general Annual Report FAQ.
* NASCSP will send out a doodle poll to schedule the next meeting in July.
	+ The first and third weeks do not work.
* The group reviewed deliverables that had been moved to another committee.
	+ NASCSP emphasized that if a member is interested in a deliverable for another committee, they are more than welcome to participate in that process.
* NASCSP indicated it will send an email to the entire task force with an updated list of deliverables that would also include anticipated deadlines.