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

**Attendees:**

Steve Geller

Lauren Suwansupa

Roger McCann

Laura White

Beverly Buchanan

Katy Kujawski

Muska Kamran

Georgean Trinkle

Marvin Cox

Trudy Logan

Daniel Leppo

Kris Schoenow

Sukie Montes

Barbara Mooney

Jackie Orr

Jarle Crocker

# Action Items:

* All Committee members will send Jackie Orr ([jorr@nascsp.org](mailto: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.