**DATA TF Guidance and Training Subcommittee Meeting Notes| July 12, 2018**

**Attendees:**

[ ]  Steve Geller

[x]  Lauren Suwansupa

[ ]  Roger McCann

[x]  Laura White

[x]  Beverly Buchanan

[x]  Katy Kujawski

[x]  Muska Kamran

[x]  Georgean Trinkle

[x]  Marvin Cox

[ ]  Trudy Logan

[x]  Daniel Leppo

[x]  Kris Schoenow

[x]  Sukie Montes

[x]  Barbara Mooney

[ ]  Jackie Orr

[x]  Jarle Crocker

[x]  Dakota Hayes

# Action Items:

* NASCSP will have a draft of the lexicon in the next few weeks to guide discussion at the in-person meeting.
* The group should continue to forward questions they’ve been receiving about the Annual Report.
	+ Depending upon the response, NASCSP may have a draft of the Annual Report FAQ ready by the in-person meeting.

# Summary:

* CSBG Annual Report FAQ
	+ At the last meeting, NASCSP had asked the committee members to forward by July 13th questions they have been receiving about the Annual Report so that NASCSP could compile a list of frequently asked questions.
	+ NASCSP shared that only one committee member had forwarded questions.
		- Dan indicated he had received some questions about community level work.
		- Sukie indicated she could forward questions from California.
	+ The group discussed whether it was worth pouring energy into an FAQ if there are not that many questions.
		- NASCSP indicated it would like to update its current FAQ, which is more general and outdated.
		- There was a suggestion that the FAQ may not be immediately necessary.
		- There was a suggestion that NASCSP share the questions it has already received with the group, and the group can review that list at the in-person meeting.
			* NASCSP indicated that the lexicon would take up most of the time at the in-person meeting.
* TTA Calendar
* NASCSP shared the TTA calendar with the group.
* There was a question about where the information is coming from to fill the calendar.
	+ NASCSP answered that the calendar is populated primarily by what NASCSP is aware of, but Dan and Beverly will coordinate getting information from the rest of the Task Force about other events out there as well.
* There was a suggestion to include WAP events as well.
* Some members of the group expressed concern that this calendar may duplicate the Partnership’s calendar as well.
* The group expressed a concern that they are unsure this calendar would be useful since they are unlikely to travel to another state to present there for a few minutes.
	+ NASCSP clarified that the calendar is meant to be used as communication tool between each other of where people are and what events are going on so that task force members who are at that event can share updates about the work the task force is doing.
* The group decided to not have a TTA calendar.
* Lexicon
* NASCSP presented an outline of the lexicon with the group.
	+ There was a suggestion that demographics be included under the “general” section.
* NASCSP asked the group if it would be better to organize the lexicon alphabetically instead of by module as there would be a lot of duplication of terms between the modules.
	+ The group generally agreed alphabetically is better.
	+ There was a suggestion that there be some sort of guide that would explain the different places in the Annual Report where you could find this definition.
	+ There was another suggestion to have the main definition and then module-specific qualifiers/examples underneath.
* The group discussed how complex the lexicon should be.
	+ Some members preferred having a more simple and flexible lexicon, particularly with regards to services.
	+ There was a general preference that the lexicon be linked more specifically to reporting.
* Agenda for in-person meeting:
* Annual Report FAQ
* Annual Report Lexicon