**DATA TF Guidance Subcommittee Meeting Notes| May 17, 2018**

**Attendees:**

[ ]  Steve Geller

[x]  Lauren Suwansupa

[x]  Roger McCann

[x]  Laura White

[x]  Beverly Buchanan

[x]  Katy Kujawski

[x]  Muska Kamran

# Action Items:

* Next Meeting: June (NASCSP will send doodle poll)
* NASCSP will rearrange deliverables by committee.

# Summary:

* NASCSP pointed the committee’s attention to the overlap in deliverables with the Training Committee and discussed the idea of merging the two committees.
	+ This committee was on board with the idea of merging.
* Guidance and Training will meet together in June as one large committee to discuss the new structure and priority deliverables.
	+ NASCSP will send out a doodle poll.
* The committee discussed the priority deliverables.
	+ There was a question about what the Module 4 FAQ about unduplicated count was meant to address.
		- What’s acceptable to say that this person/service is not duplicated?
		- What is an acceptable unduplicated count for reporting if we are pulling numbers from various different programs like Head Start?
		- Are we saying unduplicated by service?
	+ NASCSP needs to have an internal conversation about which deliverables belong to which committee.
		- NASCSP will then have a larger conversation with the entire DATA TF to inform them about rearrangements.
	+ Laura shared some ideas with NASCSP about each deliverable. NASCSP should share with the rest of the committee if it finds them useful.
* The committee expressed initial concern about the role of the chair, thinking that the chair would be responsible for the deliverables, so the expectations for the chair need to be restated.