**Data Task Force Analysis Subcommittee Meeting Notes| July 10, 2018**

**DATA TF Member Attendees:**

[ ]  Joseph Vaughan

[x]  Lauren Suwansupa

[x]  Josiah Masingale

[x]  Sukie Montes

[x]  Jenae Bjelland

[x]  Eric Behna

[x]  Jarle Crocker

[x]  Barbara Mooney

[x]  Muska Kamran

[ ]  Monique Alcantara

[ ]  Jonna Holden

[x]  Frances Yator

# Action Items:

* NASCSP will get an estimated date of release for the interactive TOC.
* NASCSP will put together an outline/draft of the Communications Plan in time for the in-person meeting in August.
* The group will work on finalizing the Communications Plan at the in-person meeting.

# Summary:

* Subcommittee Chair
	+ Lauren shared that she reached out to Joe to confirm and he indicated interest.
		- Lauren indicated she would follow up to confirm if he’s still interested and if he would have the time to be the chair.
	+ There was a suggestion that we reach out to the larger task force to see if anybody else would be interested in joining the Communications Committee.
* Interactive TOC
	+ NASCSP presented to the group the progress they’ve made on the interactive Theory of Change to the group.
		- The interactive TOC now matches the graphic used for the TOC in the Network.
		- NASCSP shared that it is attempting to include more laymen’s terms so that the general public could understand without needing to know CSBG terminology.
		- The Prezi will have links to the actual IM’s and DCL’s about topics like the organizational standards.
		- The section about the NPI’s include examples from State Fact Sheets.
			* There was a question about whether you could search the State Fact Sheets by state.
				+ NASCSP answered that the presentation only includes examples for now, but they could add a link to the NASCSP website page where the State Fact Sheets are located.
			* There was a suggestion to integrate the TOC with the Annual Report data so that you could see interactive data at the state level.
		- NASCSP suggested it would tie the language around the national goals to the language the current administration is using.
		- NASCSP showed NASCSP showed you could present the Prezi from the bottom-up or top-down and asked the group if they had a preference.
			* The group preferred being able to adjust according to the audience.
	+ There was a suggestion to reference real data where possible.
		- * An example would be that for maximum involvement of low-income people, you would see the number of volunteer hours donated in the previous fiscal year.
		- NASCSP clarified that the Performance Management Website will host more interactive data and that the Prezi TOC will constantly be updated to link to the relevant portions of the website.
			* NASCSP was asked how often they would update the interactive TOC and its links, and NASCSP answered every year.
	+ There was a question about whether this would be available on the NASCSP website.
		- NASCSP confirmed it would be.
	+ There was a question about whether or not Prezi could be used off-line and NASCSP indicated they would look into it.
	+ There was a suggestion to include links to a list of agencies, State Offices, and State Associations.
	+ There was a suggestion to include more Module 2 information.
		- NASCSP showed how it’s linking some of the core principles to Module 2 information regarding other resources being leveraged by local agencies.
	+ The group indicated it is really looking forward to the Prezi.
		- NASCSP indicated it will get back to the group about an estimated target date for releasing the interactive TOC.
* Communications Plan
	+ The group discussed how to organize the Communications Plan (i.e. by DATA TF member type, audience, deliverable, etc.).
		- Most were in favor of audience type and then by deliverable.
	+ NASCSP suggested it would have an outline/draft by the in-person meeting, and then the group will spend time at the in-person meeting to finalize it.
	+ There was a suggestion to send out a Survey Monkey to gather feedback on the Communications Plan so that those who cannot make it to the in-person meeting could offer insight.
	+ There was a suggestion to include blurbs on CAP’s newsletter as a method of communicating in the communications plan.
	+ Josiah indicated he would be interested in taking the lead on this.