**Data Task Force Meeting: August In-Person | August 8th, 2018**

# **SUBCOMMITTEE: GUIDANCE AND TRAINING**

# CHAIR: DAN LEPPO

# ATTENDEES:

Steve Geller  Marvin Cox

Trudy Logan

Georjean Trinkle

Roger McCann

Laura White

Beverly Buchanan

Dan Leppo

Muska Kamran

# ACTION ITEMS:

* Lexicon
* Annual Report FAQ

# NOTES:

* The group split into two groups to review a draft of the services section of the new lexicon, and the group then convened as a whole to provide feedback.
* Feedback included:
  + Providing more definition for words throughout the lexicon that do not include the terms of the word/phrase itself in the definition
  + Removing the repetitive paragraphs/language in front of each domain
  + Removing “Related Modules” because in the services section, all the terms are obviously related to Module 4
  + Removing “Also See” because it is too inclusive of everything else in the Annual Report such that it does not need to be stated anymore
  + Clarifying the language on page 2 about paying other organizations to provide services
    - This raised a larger concern that the discussion around when to count indicators vs when to count services when other organizations have been involved was not clear, even in the instruction manuals, and needs more clear guidance.
  + Changing the definition for job referrals which was deemed too problematic and restrictive because of the condition to have an interview, which the group deemed was not a necessary component of providing job referrals and delves too much into suggesting an outcome
    - In general, expected outcomes should be removed from any language for services which should only define the output.
  + Removing references to the old IS lexicon
* Other feedback not directly related to the services section of the lexicon included:
  + Interest in other broader definitions outside of services
    - i.e. a definition for unduplicated and what is acceptable as unduplicated data
  + More clarity on the phrase “as a result of CSBG Eligible Entity”
  + Definition on what constitutes a formal agreement
  + Many suggestions for changes to be made to the Annual Report including:
    - Why certain services are listed separately and at multiple times
    - Why the service related to childcare is monetary vs the service related to elder care is non-monetary
    - Including home visits that are outside of the educational domain
* The CAA reps in the group were asked if the definitions were too restrictive, and they indicated they liked the definitions as they were laid out. If anything, they thought the definitions were broader than they expected and were wondering if they should be narrowed a bit more.
* Overall, the group approved the lexicon and indicated that it was going in the direction it should be.

# NEXT STEPS:

* Lexicon
  + Target date to be done by the end of September
  + NASCSP will coordinate a process by which to collect feedback on the rest of the lexicon, whether it is via email, DropBox, or some other format.
    - State members of the group indicated DropBox is problematic.
  + NASCSP will share the full version of the lexicon with the group along with direction for providing feedback.
* AR FAQ
  + Target date to get something out in November
  + Early 2019, the group could revisit the guidance materials they’ve developed to edit and update
    - The group will also analyze the general feedback and questions it’s been receiving from the Network about the AR, to plan out what other pieces of guidance would be needed.

# REPORT OUT SUMMARY:

* We reviewed a portion of the lexicon, which we decided to dedicate this entire meeting to. The group will be reviewing the full version of the lexicon and meeting via webinar in September to finalize it by the end of September.
* The group will be pushing out an FAQ on the Annual Report in November.
* In early 2019, the group will be analyzing the needs of the Network to update old guidance and push out new materials.