**Systems IT Subcommittee Notes (Katy Kujawkski Staff Lead / Kyle Gasser Note Taker)**

* Goals of the meeting
  + The work of this group is super important and will be working on critical documents and tools.
  + Everyone wants to see outcomes and the new Annual Report should be able to do more of this than the CSBG IS.
  + We will review and discuss the documents found in the agenda (and dropbox).
* SmartForms for Modules 2-4
  + These SmartForms will be available to everyone in the country. Agencies will complete these forms, states will review and then submit to the Federal Government.
  + States will statewide systems will get a special xml code to do a transfer of their database.
  + Module 2
    - How to capture funds and data from other programs (HUD, etc.)?
      * Look at Section C to capture these funds and these should match up.
    - Folks think the usability is good and it is intuitive.
  + Module 4
    - Some fears about there being too many data checks in the SmartForms.
      * Issues of the process before we get to the SmarForms. Bringing together different databases. This is something we need to address and problem solve.
        + Issues with collecting data or data entry at the agency level.
        + Have to get folks to the training or go to them with the training. We need to talk to the folks who are doing the data entry.
  + Module 3
    - We prefer text in the excel over attached word documents.
      * Easier to review all in one place.
    - Expected duration filed is interesting.
      * We currently have a dropdown, but we would like to add a text box all them to add a narrative (which is what it says)
    - This should be viewed a planning sheet that can be updated each year.
    - Will need multiple forms for multiple initiatives and then save it with initiative name.
      * We will need to have a naming convention.
    - How do we analyze this?
      * Leading questions from the Module 3 work group.
        + Makes it easy to do follow up questions.
        + Also can help create future initiatives and form ideas.
      * Thinking about developing a template to help them fill out the SmartForm.
      * What is an initiative? Make sure we are all on the same page here.
      * Allowing NASCSP do some prereview of these.
    - Expectations for CAPs right now is to do the partial or full.
      * If they are funded, they need to report.
* RFP Tool Kit
  + This is a good start, but needs to be beefed up especially on some off the more technical side.
    - Need to know the number of uses, securities/permissions, aligns with the data created, in the back in the formulas, methodologies, assumptions needs to be shown. They need to have a knowledge base of the program. Also having a piece for the data warehouse.
    - Make sure that you can see all the services one person got.
    - Ability to link family members. Should include something to push us in this area.
* Data Dictionary
  + Need to be thoughtful about, but also crucial for vendors who want to develop software.
  + This is the dictionary on how to set up the software. Neutralizes the playing field and making sure that everyone has a system with the same language.
    - If the Federal Government makes a change, they will make the change.
  + This has been modeled somewhat off of what HUD has done.
  + Need to have good quality control folks to make sure that the information given to the vendor is correct.
  + You are the first people to see this.
  + Should have a list of the tables.
  + Have the xml transfers in this chart and give to the vender, so it can be seamless.
  + Need another non-vendor tech person to look over this.
  + Next steps
    - Who do we involve her and when?
    - How do we involve the vendors?
    - We need to remember that is a very large document.
  + Vendor workgroup
    - Goals of workgroup
* Next steps with deliverables
  + For report out
    - SmartForms 2-4 (testing, October but some of will depend on how we are with OLDC, that testing might not happen until November, hoping by the end of the year), RFP Toolkit (October) and Data Dictionary (only to need additional work)
    - There will be a conference session on Friday about what’s coming up and the timeline.
  + Unduplicated counts
    - Maybe an FAQ/Best Practices?
    - Calls about data warehouses?