[ ]  Steve Geller [ ]  Georgean Trinkle [ ]  Jarle Crocker

[x]  Lauren Suwansupa [ ]  Marvin Cox [x]  Dakota Hayes

[ ]  Roger McCann [ ]  Trudy Logan [x]  Pamela Harrison

[x]  Laura White [x]  Daniel Leppo [x]  Leslie Taylor

[ ]  Beverly Buchanan [ ]  Kris Schoenow

[ ]  Katy Kujawski [x]  Sukie Montes

[ ]  Muska Kamran [x]  Barbara Mooney

## Action Items:

* NASCSP will release the Module 3 FAQ on targeting.
* NASCSP and the Subcommittee will continue flushing out the Community Level Work FAQ to include differences and examples of community level work as compared to family/ individual level. Edits will be done for the June meeting.
* NASCSP to double check the validations on disability and other similar demographic questions in order to update the language and guidance in the Annual Report FAQ and share updated FAQ with committee before the June meeting.

## Summary:

* The Subcommittee would like to welcome new liaison with committee and NASCSP: Pamela Harrison.
* If the committee is fine with the **Module 3 Targeting FAQ**, then NASCSP would like to release it.
	+ CA providers will start working on the community level using this document
		- Excited to use it.
		- No questions or issues as of yet.
			* Maintain clear examples and instructions.
	+ The Guidance and Training Subcommittee does not object to the release of the document.
* **Community Level Work FAQ**.
	+ Minor issues with some definitions:
		- Should not have actual word in the definition.
			* Use of examples to better highlight at the end of the sentence.
			* Will need to edit for the Instructional Manual.
				+ Since it is pulled from the Instruction Manual not sure if the language can be changed as of yet.

Look for other ways to improve for now.

Stay away from using “households” as it strays away from what is being talked about: individuals.

The subcommittee would prefer not to copy from the instruction manual as guidance. Should be used for additional clarification that wasn’t in the Instruction Manual.

Would like to not have two similar definitions within the FAQ in order to avoid confusion.

* + There seems to be some confusion with projects with community outcomes at the local level.
		- Hard to delineate between community and individual outcomes.
			* Difference between reporting module 3 versus 4.
		- Need to think about the idea of observable community change.
			* Need more examples within the documents.
	+ What’s next for this FAQ document?
		- Subcommittee will work on it.
			* Based off of the conversation with the subcommittee, take the 3 items at the table on the top and elaborate on them a little more.
				+ Difference between community changes being measured and individual changes that are being measured.

Examples of outcomes that are individuals versus outcomes that are community and how to report community outcomes in module 3.

* + - * + The subcommittee will not focus as much on definitions, but instead focus on explanations and examples of what Community Level Initiatives are.

Useful to have examples in each Domain Area.

Subcommittee

Many other obligations and deadlines standing in the way for May meeting.

**Aim for June 13th**.

Dan Leppo will work with Barbara Mooney on this.

Laura White will also provide any suggestions.

* **Annual Report FAQ**
	+ All Characteristics Report
		- It was asked how it is reported if a person has a disability and how many.
			* This reporting differs by state, however.
		- If it is not clear or representative of everyone, it can be modified.
			* The language will be changed to be more inclusive of states with differing reporting requirements.
		- NASCSP to double check the validations on disability and other similar demographic questions in order to update the language and guidance in the Annual Report FAQ and share updated FAQ with committee before the June meeting.
		- **May Meeting**
		- Will be right after Annual Report submission, so we will focus on the AR process and FAQ.