[x] Barbara Mooney [x] Roger McCann [ ] Katy Kujawski

[ ] Beverly Buchanan [ ] Laura White [x] Kris Schoenow

[x] Dan Leppo [ ] Lauren Suwansupa [ ] Steven Geller

[x] Jarle Crocker [x] Sukie Montes [x] Pamela Harrison

[ ] Georjean Trinkle [ ] Marvin Cox [x] Muska Kamran

[ ] Trudy Logan [x] Dakota Hayes

## Annual Report FAQ

### Review and discuss

* + - Prior point of contention was about how to calculate those without health insurance within **“All Characteristics Report”.**
			* NASCSP checked on validation of this point.
				+ These numbers have to match up with total number of people reported in All-Characteristics Report.
				+ Guidance on this calculation going forward:

Only report number of people who clearly identify as “yes or no”.

The rest will be reported as “unknown/ not reported.

* + - The committee discussed if the question, **“How are the new NPI’s different from the old NPI’s”** need to remain within the Annual Report FAQ.
			* The subcommittee concluded that the Information is still valuable and should remain in.
				+ However, the subcommittee decided to work out a language change to the last sentence of the first paragraph for this question. The change is as follows:

**“…are the vehicles for reporting performance achievements and outcomes.”**

* + - * Possibility of moving the question, **“How are the new NPI’s different from the old NPI’s”,** further down in the FAQ to highlight more specific questions of the FAQ.
				+ Reframe this question to not just focus on NPI’s, but relate it back to the Performance Management Framework and relevant language.

Reframe to discuss the Annual Report Structure instead. Language change to the question is as follows:

“What is the structure of the new CSBG Annual Report and how does it relate to the Performance Management Framework?”

* + - * Two questions in the **“Expenditures” section.**
				+ Some questions were removed prior to this meeting by NASCSP as those questions require more thought to adequately discuss them.

NASCSP and the committee is poised to rework them at a later time.

* + - * + Question**: “How do I calculate the cost of the different service categories to CSBG”**

“…or a calculation including the number of persons or households…”

**“This percentage may then be multiplied against the CSBG allocation”** language will be struck out from the language in the question.

* + - * + **“What are some examples of local donated funds?”**

Language changed to “**Money provided by a private individual or organization.”**

NASCSP will follow up with Texas to see how this question was affecting their agencies.

* + - * Removed questions relating to agreements within the **“MOU’s/ Formal Agreements” Section** prior to the subcommittee meeting.
				+ Thought on removal was that it is up to the agencies to define this together.
				+ NASCSP will work on providing this guidance to State Offices and will remove this from the Network-Wide FAQ.
			* The rest of the changes to the FAQ that were discussed will be incorporated and NASCSP will send the Guidance and Training Subcommittee a final copy before it is released to the Network.

## Next Steps

* + In regards to Module 3 related items, NASCSP will wait until OCS reviews the information so the guidance is correct.
		- This will be sent to OCS in the near future.

### Community Level FAQ

* + - Information on Community pulled out from Instruction Manual.
			* The subcommittee deemed that they needed more information for this.
				+ Information in the Instruction Manual should be left in the Instruction Manual.
				+ More information on examples of community level should be included here, not just repeated what was in the Instruction Manuals.
			* NASCSP will have a draft of this for review by the In-person Meeting.
			* Original leads on the Community Level FAQ can no longer work on the draft.
				+ Is anyone else able to help work on this or provide some ideas?

Barbara Mooney will be able to assist on this.

* + - * + Anything else we’d need an FAQ to address?

Sukie Montes can provide more information at a later time when the needs of agencies are known.

Roger is still in talks with others within the Network on additional community level direction.

More training and guidance that we can get out there the better.

Delineation between community level versus other aspects seems to be the biggest issues.

NASCSP will work with Barbara on getting an outline of what this FAQ will look like.

### In-Person Meeting

* + - July 31st-August 1st In D.C. at the NASCSP offices.
			* Make travel arrangements ASAP.
			* As a subcommittee, we are getting to a point where the FAQ’s are being finished.
				+ The subcommittee will address case studies later this year.
			* What other guidance tools can we address for the Network?
				+ The subcommittee will brainstorm ideas for new tools at the In-person meeting.
			* NASCSP has been working with Co-chairs on establishing an agenda.
				+ Still figuring out the agenda and will send it out to the subcommittee when it is finalized.
			* NASCSP will share a review packet a couple weeks before the meeting with the subcommittee.