

Child Care Future System Work Group Meeting Minutes

Meeting Date: December 11, 2003

Attendees: Nancy Allgauer Fred Crawley Suzi Ballinger
David Bastian Matt Smiley David Dombrowsky
Therese Murphy David Saunders Kurtis Wingo
Rick Smith Jane Wasman Michelle Albast
Carol Ankrom Tom Scheid Laura Nestleroad
Terri Hare Theresa Bauman

Absent: Judy Hedrick Alicia Leatherman John Wanchick
Tracy Bope Nancy Carter Janet Histed
Martha Arter Tom Goard

Guests: Judy Chavis

Agenda

1. Welcome and Introductions

Rick Smith, Assistant Deputy Director - BCC, opened the meeting by welcoming each individual back to the December 11, 2003 Child Care Future System meeting and thanked them for their attendance and commitment. He asked each attendee to introduce themselves and state their affiliation.

Rick confirmed that we had a quorum – 12 of 18 committee members were in attendance.

Meeting agenda, prior minutes and a summary of submitted 3299 system advantages and disadvantages were distributed to the committee members and guests.

2. November 18, 2003 - Meeting Minutes

Rick reviewed the minutes of the November 18, 2003 meeting. No additions or omissions were noted. The minutes were approved as submitted.

3. County Representation

Rick Smith requested the 4 County representatives be identified and confirmed. The county representatives for this work group are:

Tracy Bope
Teresa Murphy

Tom Scheid
Nancy Allgauer

David Dombrowsky will serve as the alternate for the county representatives referenced above.

4. Review of Submitted 3299 System Advantages/Disadvantages

The group was asked to review the combined list of 3299 advantages/disadvantages, county system advantages/disadvantages and future system needs.

5. Identification of General System Requirements

It was suggested that instead of discussing or addressing individual points the group collectively identify the main tenants or functional areas for a system to provide a complete Child Care solutions. From the discussion, the following broad functional areas or needs were identified and agreed upon:

- Program Eligibility
- Financial Management
- Reporting
- Licensing & Certification
- Provider Management
- Availability
- Interfaces
 - SETS
 - CRISE
 - CORE
 - County resources/systems
 - Professional Development

The group also agreed that there were several overarching requirements that would be included in each main functional topic. They were identified as:

- Quality/Assurance (Q/A)
- Data History – Maintenance/Archival
- Marketing
- Alternative Access – Web enabled

6. Definition of General system Requirements

Rick Smith suggested that the group collectively attempt to define or describe the general system requirements. Each area was allotted approximately 15-20 for discussion and identification of main

components within each functional area. To aid in the discussion representatives from BCC distributed diagrams of the existing Child Care related systems. Below are the functional areas and the respective breakdown of the main components/sections for each:

Program Eligibility

- Eligibility Determination
 - Income
 - Activity, (i.e., Work Program participation)
 - Family Components/Structure
 - Re-determination
 - Demographics
 - Pay-source Determination
- Service Tracking – Through life cycle of program
- Notice Generation

Financial Management

- Generate Payments
 - Standardized Payment Parameters/Structure
 - Timely
 - Related to Services Rendered
 - 1099 Generation
 - Payment Adjustments
 - Payment History
- Tracking
 - Over/Under Payments
 - Multiple Rates
 - Market Rates
- Vouchers

Reporting (more flexible and better support ad-hoc capabilities)

- Federal
- County
- Statistical
- Financial

Licensing & Certification

- Inspections (Mandated) Process
 - Scheduling
 - Execution
 - Complaints
 - Certification
- Inspection Data Management
 - Retention

- Presentment/Access
- License Enforcement
 - Decertification
- Reporting
- Issuance

Provider Management

- Contract Management
 - Vouchers
- Provider Registry
 - Maintenance
 - Monitoring
- Availability
 - Provider Matching
 - Capacity Management

Interfaces

- Mandatory Interfaces
 - CRIS-E – OWF data
 - SETS – Child Support data
 - SACWIS – Child Welfare data
 - CORE – Payment reconciliation
- Optional Interfaces
 - County Systems – Uploads/Downloads
 - Professional Development Registry

7. Parking Lot Topics

The following topics were discussed and identified to be reviewed or addressed at a later time. They were placed in the Parking Lot.

- a. Disposition of County Systems
- b. 3rd Party Licensing System

8. Meeting Dates

There was discussion regarding future meeting dates and the availability of Video Conferencing (VC) capabilities for the originally schedule January, February and March dates. The January 8, 2004 meeting date will be retained. Martha Arter will review the February and March dates for possible alteration to support VC capabilities. Martha will report on alternative dates at the January 8th meeting.

9. Action Items

	Description	Assigned To	Date Due	Status
1	Forward assignment responses to Martha Arter	All	12/02/03	Complete
2	Review video conferencing capabilities	Martha Arter	1/8/04	Complete
3	Map submitted adv/disadv to functional areas	Martha Arter	1/8/2004	Complete
4	Distribute minutes to counties	Judy Chavis	Before next meeting	On-going

10. Next meeting

January 8, 2004, 255 Main Street, 3rd Flr Video Conference Room, 10:00 am - 3:00 pm