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:
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 aide 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
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**

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

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