

**SACWIS Partnership Forum
Meeting Minutes
March 15, 2005**

Attendees:

Terry Adams	Bob Kacir
Cathy Appel	Ron Kirkendall
Iroabuchi Arum	Mike Latham
Jim Beard	Steve Mayo
Eric Bush	Linda Peters
Katherine Canada	Rob Plummer
Gary Crowe	Rhonda Reagh
Joan Denman	Thomas Roelant
Nancy DeRoberts-Moore	Angelo Serra
Mary Ann Drewry	Rick Smith
Mike Gustin	Dean Sparks
Sarah Hay	Jeannie Weisbrod
Jan Heffner	Jim Williams
Tom Heilman	Denise Wipert
Connie Humble	

Absent:

Kathy Bartlett
David Boyer
Suzanne Burke
Helen Jones-Kelley
Kelly Lynch
James McCafferty
Julie Mogavero
Fran Rembert
John Saros
Robert Suver

Rick Smith, Deputy Director, Office for Children and Families, opened the meeting by welcoming everyone. Roundtable introductions and a review of the agenda followed. The members reviewed and approved the February 8, 2005 meeting minutes.

Nancy DeRoberts-Moore, SACWIS Business Project Manager, and Joan Denman, Business Manager, addressed application related questions/inquiries raised by Partnership Forum members at the February 8, 2005 meeting.

A Partnership Forum member inquired regarding the potential for either an interface between the SACWIS application and the MH/MRDD system or the ability to capture information in both systems according to shared definitions. It was determined that the issue should be submitted to the Change Control Review Board (CCRB) for future review.

The Partnership Forum members inquired regarding current and future access by PCSA workers to both the SETS and CRIS-E systems. Mr. Smith shared statistics regarding the number of PCSA employees statewide whom currently have access to those systems. Forum members expressed concern that combined agencies have access to certain information that stand-alone agencies do not. Mr. Smith stated that the Office for Children and Families (OCF) was further pursuing the issue internally and had drafted a letter to the Department of Health and Human Services (HHS) seeking a waiver of federal language governing the sharing of information. Members expressed interest in helping to advance the HHS process. Mr. Smith stated he believed the OCF letter to HHS had been sent. Forum members offered to send letters as well if it would assist with the effort. In the interim, OCF will be convening a workgroup to address both current and future access to SETS, CRIS-E and MMIS.

Additionally, Forum members inquired as to whether current access for county employees would cease with the roll-out of the new system. Mr. Smith stated that current access for staff would not be revoked until a process was put in place to provide workers with access to information necessary to do their work.

Additional discussion was held regarding the new EPASS system. There are currently four (4) Ohio counties working with the new system. The system involves the utilization of a card containing a child's medical/educational information providing portability and access to the information by foster homes/schools/medical providers. ODJFS staff are familiar with the new system and have had discussion at both the State and federal level regarding the initiative. ODJFS staff will continue to follow the progress of the new system.

In a discussion on system security, it was noted that access to "high profile" cases will be managed by assignment. Dispositions were also discussed. It was stated that counties use differing terminologies when referring to dispositions. Forum members discussed the need for legal standardization. Currently, SIS does not accommodate this. In response to an inquiry regarding recruitment information, it was noted that all recruitment events, inquiries and recruitment plans would be captured in SACWIS.

An overview of the financial management functionality in the application was planned for the next Forum meeting.

Ms. DeRoberts-Moore and Robert Plummer, DRC, addressed Management and Administrative reporting in SACWIS. Mr. Plummer stated there will be the following 3 categories of reports in SACWIS:

- On-demand Reports, run anytime
- Scheduled Reports, run at a fixed time
- Ad-hoc reports, run as needed

Mr. Plummer noted that a workgroup of State and county participants was convened the previous week to take an initial cut at identifying the required Management and Administrative canned reports in SACWIS. He distributed a list of 17 reports identified during the meeting. The Reports identified included those needed on a daily/weekly/monthly basis and Reports utilized by supervisors for staff management. It was noted that CSFR reporting requirements was being addressed by another Project Reporting team. The Management/Administrative Reporting workgroup is scheduled to meet again March 29th. Forum members expressed interest in seeing the parameters of other reports (non-management/administrative) identified across all five Joint Application Design (JAD) teams. Forum members requested a list of the 295 determined reports.

Angelo Serra, SACWIS IT Manager, gave a brief description of the report generation process in SACWIS. Reports can be generated from the Reporting database as needed. Mr. Serra noted the Reporting database will be refreshed daily. The users will have the ability to extract data to input into any format they choose. The ability to share reports among agencies is under consideration. It was noted that the same information that is currently contained within DART will be available in SACWIS. Forum members discussed the need for regular, frequent refresh of the data in the DART cubes. It was stated that COGNOS is the Reporting tool and it will be supported by ODJFS.

Joan Denman provided information regarding the ongoing JAD schedule and the recalibration of the JAD teams to address the remaining workload and the completion of JADs by Iteration 21 (6/28/05-7/12/05).

Tom Heilman, SACWIS Implementation Manager, presented an overview of SACWIS Team 6. He provided a list of the Non-Functional Requirement currently before Team 6 and the status of each item.

Deputy Director Smith provided brief updates on several items from the previous meeting including: Change Control Review Board (CCRB); FRED; GEO Codes and the County Pilot selection process. Updates were as follows:

CCRB - At the February meeting, an overview of the CCRB was provided. Nine representatives have been identified to serve on the CCRB. Partnership Forum members had no changes to the proposed CCRB structure. Members expressed an interest in having the ability to communicate views on CCRB issues.

FRED – The functionality currently contained in the FRED system will be in SACWIS. It was noted that Phase III of FRED, Payment Reimbursement, was currently under discussion for inclusion in SACWIS.

GEO Codes – GEO Codes will be included in SACWIS. GEO Code provides a method of identifying where a specific address is geographically. It includes census track, law enforcement information, school district, neighborhood name, and other items. Mr. Serra is leading the State team effort for the development of GEO Codes in SACWIS.

Pilot selection process – Correspondence on the Pilot selection process was sent to eligible counties on March 10th. A recommendation regarding the selection of the pilot county will be made in the May/June time frame.

Ms. DeRoberts-Moore and Denise Wipert, DRC Change Management Lead, provided an overview of the SACWIS Storyboard. The SACWIS Storyboard will include: SACWIS vision, mission, benefits, a high level schedule, functional area updates, a section for Agency specific information, and next steps. Discussion was held regarding the potential need for two storyboards: a high level overview for County Commissioners and/or Boards of Directors and a more detailed storyboard for agency staff.

Ms. DeRoberts-Moore asked the Forum for additional input on what they needed to convey information about SACWIS to stakeholders. Partnership Forum members discussed the benefits of providing an online SACWIS demonstration, similar to the February 8th Partnership Forum demonstration. Deputy Director Smith expressed the intent to share SACWIS demonstrations with all 88 County agencies and committed to looking into the provision of an online demonstration on the SACWIS Web site. Ms. DeRoberts-Moore discussed high level plans to begin holding Statewide Quarterly Briefings in June 2005.

Deputy Director Smith led discussion regarding the presentation of SACWIS Information and Demonstrations at upcoming PCSA meetings. Currently scheduled meetings and coordination with PCSAO sponsored meetings was discussed.

Terry Adams, SACWIS Operations Manager, provided an overview of the SACWIS Project Internet Web site including the availability of links to information on FAQs, the Partnership Forum, Use Cases, JAD sessions and SACWIS presentations. Ms. Adams asked the Partnership Forum members for input regarding the SACWIS site. She reiterated the importance of using the SACWIS mailbox to communicate SACWIS concerns and issues.

Partnership Forum members expressed concerns regarding data conversion and making data migration as accurate as possible. ODJFS staff committed to including Conversion on the Agenda for the next meeting.

Partnership Forum members discussed county costs associated with SACWIS implementation, conversion, etc. They noted the rollout of the system would not be cost neutral for all agencies.

Steve Mayo, CompuWare Implementation Lead, gave an update on Organizational Assessments. Mr. Mayo reviewed the Organizational Assessment process, discussed

during the February meeting. For the Assessment, the SACWIS Integrated Project Team visits the county during a four hour time frame. The SACWIS Team presents an overview of the system as well as interviews stakeholders, including the Director and Agency staff. A key goal is to partner with each Agency to identify tasks that need to be completed in the county to prepare for implementation of SACWIS.

After the Organizational Assessment, a report is submitted to the Agency Director. The report contains Change Management and Implementation information. It includes recommendations as well as identifies Agency strengths and areas to monitor. A task list is generated and given to the Agency Director. The report is reviewed with the County Director before being finalized. A task list is generated and given to the Agency Director.

Organizational Assessments have been conducted in four counties to date (Wayne, Butler, Clark and Marion). Deputy Director Cathy Appel, Clark County, and Director Jann Heffner, Butler County, expressed satisfaction with the process. Linda Peters, a Butler County Caseworker present at the Organizational Assessment and at the Partnership Forum, said she learned about SACWIS from the assessment and was looking forward to more information about the system.

Ms. DeRoberts-Moore closed the meeting by reviewing potential topics of discussion for the next meeting agenda:

- Updated demonstration of SACWIS
- Overview of SACWIS financial management functionality
- Security approach
- Conversion

It was noted the next meeting would be held April 26, 2005 from 10:00 a.m to 3:00 p.m at 255 E. Main St., 3rd Floor Video Conference Room, Columbus.

Scribe: Telice Gillom