

**SACWIS Partnership Forum
Meeting Minutes
February 8, 2005**

Attendees:

Terry Adams	Connie Humble
Crystal Allen	Connie Imhoff
Cathy Appel	Bob Kacir
Iroabuchi Arum	Ron Kirkendall
Kathy Bartlett	Mike Latham
Lisa Brenneman	Kimberley Liston
Eric Bush	Kelly Lynch
Katherine Canada	James McCafferty
Fred Crawley	Stephen Mayo
Gary Crow	Julie Mogavero
Joan Denman	Mike Morrison
Nancy DeRoberts-Moore	Rob Plummer
Mary Ann Drewry	Angelo Serra
John Dillon	Rick Smith
Mike Gustin	Joan Van Hull
Sarah Hay	Jeannie Weisbrod
Thomas Heilman	Jim Williams
Jann Heffner	Denise Wipert

Absent:

James Beard	Fran Rembert
David Boyer	Thomas Roelant
Suzanne Burke	John Saros
Helen Jones-Kelley	Dean Sparks
Rhonda Reagh	Robert Suver

Kimberley Liston, Deputy Director, Management Information Services (MIS), opened the meeting by welcoming everyone. Nancy DeRoberts-Moore, SACWIS Business Project Manager, facilitated introductions. The updated Partnership Forum document was distributed. The members reviewed and approved the December 1, 2004 meeting minutes.

Ms. DeRoberts-Moore gave a SACWIS Project update stating that when Ohio's SACWIS is complete, it is estimated there will be a total of approximately 520 screens in the completed system. To date, 136 screens have been developed. The Joint Application Design (JAD) teams are mid-way through the scheduled JAD sessions.

Joan Denman, Business Manager, provided a demonstration of the SACWIS System developed to date.

SACWIS Partnership Forum
Meeting Minutes
February 8, 2005

During the demonstration, Forum members discussed management reports, administrative reports, a supervisory override process for intake approval, recruitment event contacts, ad hoc ticklers, medical staff access, address validation, family and statewide searches, data downloads/interfaces with local auditors offices, printing in Spanish, role-based security, historical data and future wireless connectivity. Angelo Serra, SACWIS MIS Project Manager, replied to the issue regarding the exchange of data with local auditor's offices by stating that per the System Requirements Document (SRD), all information can be downloaded and manipulated in a format to suit an individual county auditor's office. SACWIS staff committed to coming to the March meeting with additional information on these inquiries.

Tom Heilman, SACWIS Implementation Manager, presented county roles and responsibilities for SACWIS implementation. Areas included: Work Process Design, Work Process Review, Work Process Rollout, Data Clean Up, Data Conversion Assessment, Technical Readiness, County Interfaces, User Security, and SACWIS Training. He also reviewed the eight county implementation roles. This information will also be presented during the Organizational Assessment conducted in each county.

The discussion on SACWIS implementation included dialogue regarding: union issues, work process training, data cleanup, number of mock data conversions, conversion of historical data, platform/browser issues, technical readiness, training, cost-benefit analysis, county level security and the implementation roll-out schedule.

Steve Mayo, DRC Implementation Lead, reported on the Organizational Assessment, including the process for the on-site assessment. The assessment will cover both change management and implementation. He addressed the pilot Organizational Assessment conducted in January 2005 at Wayne PCSA and Connie Imhoff and Lisa Brenneman of Wayne PCSA indicated the assessment went well and was well organized.

Rick Smith, Deputy Director, Office for Children and Families, discussed the SACWIS pilot selection process and criteria. He asked the Forum members for input regarding the selection process and noted that minimum requirements, taken directly from the SACWIS Request for Proposal (RFP), include:

- ✍ Proximity: The pilot county must be located within 120 miles of the project team's offices in Columbus to facilitate interaction and help manage travel costs.
- ✍ Large, Non-Metro Agency: The pilot county must have at least 25 and no more than 75 caseworkers.

Mr. Smith indicated that correspondence will be sent to counties that meet the established criteria asking them to respond if they are interested in being considered a candidate for pilot implementation. Organizational Assessments will be scheduled for those counties

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Meeting Minutes
February 8, 2005

expressing interest. The SACWIS pilot county selection will be made after Organizational Assessments are conducted in interested counties. Mr. Smith noted that the pilot implementation activities are scheduled to last ninety days. Multiple counties have already volunteered to be the pilot county for SACWIS.

Mr. Smith then presented an overview of the proposed SACWIS Change Control Review Board (CCRB). The CCRB will prioritize and recommend changes to Ohio's SACWIS once it is released into production. Mr. Smith asked for input from the Forum regarding the CCRB process and encouraged members to send comments/questions regarding the CCRB to Nancy DeRoberts-Moore by March 4, 2005. Mr. Smith mentioned items that may potentially be addressed by the CCRB prior to SACWIS production. They included:

- ✍ Comprehensive Assessment Planning Model Interim Solution (CAPMIS) changes
- ✍ FRED, Phase III Functionality
- ✍ Geo Codes

Mr. Smith asked for recommendations to communicate information known to Forum members to other counties who are not in attendance at Partnership Forum meetings. Additional discussion was held regarding the concept of Quarterly Statewide Briefings. Members expressed interest in having the SACWIS demonstration shared across the State.

Next meeting:

Tuesday March 15, 10:00am – 3:00pm
Air Center, 4200 E. 5th Avenue
Columbus, Ohio 43219

Potential Agenda Items for the next meeting:

SACWIS Security Approach
Follow-up on CCRB
Update on Organizational Assessments
Update on Pilot Selection Process
Management/Administrative Reporting

Scribe: Telice Gillom