

**SACWIS Partnership Forum
Meeting Minutes
October 21, 2005**

County Representatives Present	ODJFS Representatives Present	Absent
Brenda Alexander (Lorain)	Terry Lee Adams (ODJFS)	James Beard (VanWert)
Crystal Allen (PCSAO)	Kathy Bartlett (ODJFS)	Eric Bush (Marion)
Katherine Canada (Franklin)	Robby Dallamora (DRC)	Kelly Lynch (Guernsey)
Lottie Conner (PCSAO)	Nancy DeRoberts-Moore (ODJFS)	Julie Mogavero (Hocking)
Gary Crow (Lorain)	Joan Denman (ODJFS)	Angelo Serra (ODJFS)
Mary Ann Drewry (Montgomery)	Sharon Griffith (ODJFS)	Dean Sparks (Lucas)
Hollie Foutz (Butler)	Thomas Heilman (ODJFS)	
Mike Gustin (Butler)	Robert Holeman (DRC)	
Sarah Hay (Butler)	Mike Latham (DRC)	
Jann Heffner (Butler)	Stephen Mayo (DRC)	
Rhonda Hollingshead (Muskingum)	Mike Morrison (ODJFS)	
Matthew Hooker (Greene)	Rob Plummer (DRC)	
Connie Humble (Summit)	Rick Smith (ODJFS)	
Shahnaz Khan (Cuyahoga)	Denise Wipert (DRC)	
Ron Kirkendall (Hamilton)		
Thomas Roelant (Wayne)		
Jeannie Weisbrod (Lorain)		

MINUTES

Opening Remarks/Introductions

Nancy DeRoberts-Moore, SACWIS Business Project Manager, opened the meeting and led the Partnership Forum members through roundtable introductions and reviewed housekeeping and agenda items for the meeting.

SACWIS Interface Requirements

Kathy Bartlett, Requirements Manager, provided an overview of the SACWIS Interface requirements. SACWIS will have a two-way interface with the Medicaid Management Information System (MMIS), the Client Registry Information System-Enforced (CRIS-E), and the Support Enforcement Tracking System (SETS). Ms. Bartlett noted the development of interface agreements is bound by federal law (e.g., HIPAA, IRS, and laws governing confidentiality). The Interfaces, which will provide increased information sharing, are limited to the sharing of information relative to children in the custody of a Public Children Services Agency (PCSA).

Discussion occurred relative to the exchange of information through the Interfaces. Ron Kirkendall, Assistant Director, Hamilton County PCSA, stated there may be children who are known by different names in each system. He inquired regarding which system is the driver that overwrites the names in the other systems. Ms. Bartlett stated CRIS-E will have pop-ups, but will not automatically overwrite data in SACWIS. Ms. Bartlett

indicated that demographic information is used only to ensure matches. Once a match occurs between SACWIS and MMIS, SETS, or CRIS-E, the system then exchanges information relevant to the business function. For example, with the MMIS Interface, only Medicaid eligibility and span information is displayed to SACWIS.

Draft SACWIS Implementation Roll-out Schedule

Steve Mayo, DRC Implementation Lead, provided an overview of the Draft SACWIS implementation rollout schedule. There will be a total of sixteen (16) two-week implementation waves; each wave will implement one metro county or four to nine SIS counties. The number of users per wave ranges from 171 to 1000 users. On average, there will be 400 users per wave. The first three waves will be SIS counties; and, the first metro county, Franklin PCSA, will be rolled out in the fourth wave.

During the first week of each two week wave, ODJFS and county staff will be completing preparation activities, such as Agency Readiness Certification, conversion and “go-live” planning. County data conversion will be completed between Thursday night and Monday morning. During the second week of each wave, counties will “go live” on Mondays and receive on-site support during that week. Tom Roelant, Director, Wayne PCSA, noted counties may need to plan for lower worker productivity during that time period. For example, counties may want to plan for a certain number of Super Users with reduced workload so they can assist new users with the transition to the system.

Mr. Mayo stated specific assumptions, considerations, county preferences, and holidays were considered when developing the draft implementation schedule. Mr. Mayo distributed a copy of the draft schedule to Partnership Forum participants and noted comments regarding the Draft Schedule should be communicated to either Tom Heilman or himself. The expectation is a finalized schedule will be ready by the end of December 2005.

Update on the Muskingum County Pilot Kick-off

Tom Heilman, SACWIS Implementation Manager, briefly discussed the Muskingum County Pilot Kick-Off event held on October 6, 2005, which was successful and well attended. The Pilot Kick-Off included an overview of the purpose of pilot implementation and represents the beginning of the six month planning period preceding pilot. Rhonda Hollingshead, Supervisor, Muskingum PCSA, said the kick-off generated excitement about SACWIS in the Agency, and they were pleased with the media coverage, which included Columbus and local television stations.

User Acceptance Testing

Nancy DeRoberts-Moore provided an overview of User Acceptance Testing (UAT). Training for UAT will take place the week of December 12, 2005, and will last for two and one-half days. UAT is scheduled to begin the week of December 19, 2005. Ms. DeRoberts-Moore noted that a benefit for counties whom are able to participate in UAT is the creation of an Agency Super User. Subject Matter Experts (SMEs) participating in UAT will need to commit to participate in a 30 day cycle of testing. Mary Ann Drewry, Deputy Director, Montgomery County PCSA, noted it may be difficult to find workers to participate in UAT during the holiday season as agencies already have coverage issues during this period. Ms. DeRoberts-Moore stated the SACWIS IPT is taking into consideration the timing of UAT with the holiday season while working to maintain the Project’s schedule.

Mobile Technology

Mike Morrison, Information Technology Manager, presented information regarding mobile technology, which will be piloted in Muskingum County during SACWIS Pilot Implementation. Two approaches are being considered: constant connection and disconnected mode. To date, two test machines (tablet PCs) are being considered. The goal is to load units by mid-November 2005, begin internal testing by December 2005, and acquire four additional units by mid-January 2006. Katherine Canada, Director of Planning, Information Systems and Evaluation, Franklin County CSB, noted if a handwriting device were to be utilized data integrity issues were likely to occur. Mr. Morrison noted a keyboard option is under consideration. The SACWIS IPT is partnering with ODJFS Bureau of Network Services (BNS) with regard to the mobile technology concept. The cost of acquiring mobile technology must be communicated to the counties to allow for budget

considerations/planning. Following this presentation, Dynamics Research Corporation (DRC) presented an alternative mobile computing solution to ODJFS/SACWIS IPT. The state is considering both approaches to determine which mobile computing solution best fits Ohio SACWIS expectations.

SACWIS Demonstration

Joan Denman, Change Management Manager, provided a demonstration of the SACWIS application developed to date, which included a focus on new functionality. Discussion focused on case services, which will need to be entered individually into the system. Ms. Bartlett stated Roe vs. Staples requirements and other considerations were reviewed during the design of the system. Clark county Deputy Director Cathy Appel stated that by law each child's case plan must be individualized based on a family team meeting. Ms. Appel further stated that entering the data individually in the system for each child is not the same as having an individual plan for each child. Rick Smith, Deputy Director, Office for Children and Families (OCF), committed ODJFS to providing follow-up to the issue, however; the current design may not change before the initial rollout of the system.

Director Roelant inquired if on-going system development, due to legislative changes, was considered when developing the budget for SACWIS. Mr. Smith replied SACWIS will need to be enhanced to reflect policy changes and development costs for these changes will be included in the budget. The SACWIS Change Control Review Board (CCRB) will need to prioritize changes to the system following the initial rollout of SACWIS.

An issue was raised regarding ProtectOhio and whether the system will track visitations and family team meetings, including who attended the meeting, duration of the visit, etc. Ms. DeRoberts-Moore noted the SACWIS IPT will be working with the ProtectOhio Evaluator and the Office of Children and Families relative to ProtectOhio requirements and SACWIS.

Director Roelant inquired if county Management Information Systems (MIS) administrators will be trained on application security and audit trails. Mr. Morrison stated he will follow-up regarding this issue with Angelo Serra, SACWIS Technical Project Manager, on this issue.

Updates

Mr. Smith provided and reviewed the Draft Fiscal Policy on county reimbursement. County reimbursements for UAT will be handled in the same manner as participation in RRDs (Rapid Requirements Development) and JADs (Joint Application Design).

The next SACWIS Quarterly Briefing will be held in either Northwest or Northeast Ohio in January 2006.

SACWIS Project staff are in communication with Muskingum PCSA to better understand PRO-IV Data conversion needs and issues.

Mr. Smith requested and received feedback from the participants regarding the effectiveness of the Partnership Forum meetings.

Next Partnership Forum Meeting

January 10, 2006, 10:00 a.m. - 3:00 p.m.

Air Center, 4200 E. 5th Avenue

Columbus, Ohio 43219

Meeting Adjourned