

PERFORMANCE MEASUREMENT COUNTIES

Advisory Meeting

November 15, 2000

714 "P" Street, Room 217

Sacramento, California

SUMMARY

Attendees: Jubert,M; Rios,H; Neely,P.; Sarceda, V.; Dershewitz, G.; Johnson, J.; Epps, E.; Baca, J.; Criswell, D.; Hamilton, H.; Laird, D.; Rockdashil, C.; Corder, W.; Marrow, M. for Nancy Monson; Broderick, T.; Casey, G.; Carpenter, J.; Trujillo, R.; Hernandez, H.; Waters, C.; Wilmer, J.; Wilmer, R.; Ghens, W.; Flores, P.; Parker, J.; Bowman-Jones, M.; Ocampo, C.; Krieder, P.; Kennedy,K.;

1. Welcome-Joeana Carpenter welcomed all the PMC supervisors and state staff to the meeting.
2. Agenda Review-Joeana Carpenter handed out revised agenda for the meeting. Due to the time frames needed for the Data Builders presentation, some items previously listed for the meeting were postponed until the January meeting.
3. Summary Review-Joeana Carpenter asked for any comments or revisions to the September PMC summary. None were submitted.
4. Education-Karen Kennedy/Bruce Lerner provided a handout on mandated TANF characteristic items/data fields not readily available from county or state forms, case folders or databases. A county discussion of the handout identified alternate sources for these specific data fields. It was agreed that these alternate sources could be used in lieu of attempting to add items to the current SAWS 2 form.
5. Q5I Rollout-Joeana began the Q5I presentation by thanking all the counties and all their hard work on getting the Q5I project initiated. A special thanks and recognition was given to Judy Baca from Orange County who was the first county to be certified and begin beta testing. Joeana provided a summary of why we were transitioning to Q5i and the many benefits all of us would realize. By going to a web based technology CDSS and the counties will improve in the way we conduct business. We will be more efficient and will be able to be more responsive to our many clients like ACF, FNS, Governor's Office, Legislature, LAO, and Advocacy groups. One benefit of the new technology is to avoid penalties. Joeana stated that our goal was to launch our new application in January, 2001 for the February 2001 sample. The first phase (Personal) will allow users the benefit of the new application and allow them to learn how to maneuver in it. The second phase (Enterprise) will roll out later after an approved Feasibility Study Report is completed. Joeana emphasized that we will not roll out phase one in January if (1)all counties did not have the appropriate equipment; (2) all the equipment was not certified; (3) all counties and FOB must install the Q5I beta software; (4) full testing of both TANF and Food Stamps; and (5) CDSS approval of the final Q5i version.

Certification Process-Hector discussed the status of certifying all the PC's that counties were planning to use for Q5 purposes. The certification allowed Data Builders to verify that the computers were configured correctly prior to the installation of the Q5I software.

Beta Testing-Richard discussed the status of the beta testing and his objective of getting as many counties testing as soon as possible. The beta testing was serving two purposes. The first was to identify any problems with the application. The second was to allow county staff the opportunity of learning the new application.

PC Anywhere-Hector discussed that there were some counties that had not installed PC Anywhere due to internal restrictions. He reminded everyone that the reason for this

software requirement was to provide assistance to counties when they encountered software problems. The contract monies did not allow for Data Builders to travel to individual counties and help with problems and that by having PC Anywhere it allowed Data Builders to help from a remote location. Hector will continue to work with those counties that are encountering resistance in installing this application.

6. Food Stamp Profile Draft-F/S Profile Review Team discussed their work on updating the Food Stamp profile. Any comments from the PMC supervisors should be directed at the team members. An update will be provided next meeting.
7. Data Builders-Jay and Richard Wilmer-Q5i Training provided training on the Q5I application. A handout "An Exercise Using QCIS/Q5I" was provided in the training to the PMC supervisors. The training covered the entire Q5I process, from the receipt of sample by the PMC supervisors, case assignments and forwarding cases to Sacramento. Questions were answered by Jay and Richard.
8. Regional Meeting Report-
9. CalWORKs Report and Questions-Warren Ghens provided a recap of his presentation of what he presented the previous day at the regional meeting.
10. Food Stamps Report and Questions-Michael Bowman-Jones provided a summary of what he presented the previous day at the regional meeting.
11. Food Stamp Federal Case requests and processing-Hector Hernandez handed out a draft letter that covers the procedure for his unit to forward requests to counties from FNS for federal case reviews. Letter is expected to be finalized in January 2001.
12. December PMC meeting-Joana Carpenter reminded the attendees that no PMC meeting was scheduled for December, however, if the counties felt a meeting was necessary that the State would arrange to have a conference call meeting. Counties will let Joana know if a meeting is needed.
13. Changes to Completed Cases-Hector Hernandez provided a handout on what type of changes can be made to Food Stamp cases throughout the federal review period. Any questions should be forwarded to Hector.
14. Deadlines 2001-Hector Hernandez provided the PMC supervisors the new calendar of due dates for 2001. Any questions should be forwarded to Hector.
15. Clean-up Project-Hector Hernandez informed the PMC supervisors that Peggy Usrey was in the process of completing the clean-up for the first three quarters of FY 2000. For the most part, Peggy was able to complete the changes without sending the cases back to the county. However, there might be a few instances where Peggy could not complete the changes and the case would be forwarded to the counties. Hector informed everyone their efforts in reviewing the work was evident because the number of problems that had been identified had been greatly reduced from previous efforts.
16. Next Meeting- JANUARY 10, 2001.

Revised: 11-14-00