

Agenda

DCYF-CPA Portal Core Group

Date: April 21, 2022

Time: [2:00-3:00]

Time	Activity
	Welcome
	<p>Agenda:</p> <ul style="list-style-type: none"> • Debrief March 28th CPA Meeting: <ul style="list-style-type: none"> ○ Meeting topics included: HB 1227 Initial License, sharing CPA Page templates and experiences in Binti, update on form changes, API update, WAC revision on use of the electronic portal system for CPAs and announcement of Provider Actions Training ○ Two future meeting topic suggestions from CPAs: <ul style="list-style-type: none"> ▪ “Because I work in HR and assist with contract compliance, I would like topics around understanding the language around WACs and Contracts.” ▪ “I would love to know how a transfer would work within Binti.” • Future Bi-monthly CPA Meeting topics: <ul style="list-style-type: none"> ○ May 23rd Bi-Monthly CPA Meeting: <ul style="list-style-type: none"> ▪ Ongoing updates/policy changes on forms that are coming – keep as standing item on each agenda for 15 minutes. Discussion still around what forms to share at the next meeting. ▪ The Business Team made a decision to change the training hours for subsequent licenses (policy 5180.) 24 hours will be required for all subsequent licensed across all households. This is impacting the build for the CPA cohorts right now and we will need to communicate this to staff and our CPA partners. ▪ Comms updates: Moving from WebEx to Zoom – will communicate to CPAs that we're deleting WebEx invites and sending new ones via Zoom. Then we'll share this news on the website and send out a comms one week after the May meeting. ▪ Refresher on the Tiered HS Framework ○ Additional meeting topics: <ul style="list-style-type: none"> ▪ HS editing process in Binti. ▪ Schedule for CPA implementation—this is different than the cohorts. The cohorts that we have now are subject to change at implementation. Binti has requested that all of the CPAs with APIs be moved to the end. ▪ Drip Emails and Bulk Emails. (Matt/Renatta)



	<ul style="list-style-type: none"> ▪ Public disclosure – have someone from public disclosure unit discuss this. ▪ Discovery training – what's considered discoverable in the new electronic system? ▪ Inquire with CPAs about going back to monthly meetings. <ul style="list-style-type: none"> • Other items for discussion?
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Notes

- ~~❖ Jason Churchwell, Regional Licensing Program Admin.~~
- ❖ Alexa Latta, Regional Licensing
- ❖ Nick Harris, IT
- ❖ Matt Kirsch, IT
- ❖ Brett Skinner, Change Management
- ❖ Renatta Wilson
- ~~❖ Felix Fernandez-Ortiz~~
- ~~❖ Sarah Jackson~~
- ❖ Deanna Sundby, Communications
- ❖ Ruben Reeves
- ❖ Marj Trudnowski, Technical Assistance Coordinator
- ❖ Anna Enriquez, Technical Assistance Coordinator
- ❖ Aanchal Dhar, Design Strategy Fellow
- ❖ Brenda Uncangco, Program Specialist
- ❖ Debbie O'Neil, Workforce Development Sr. Admin.

Actions Items	Assigned To	Target Date
Invite David Yantis to the Core Group Meeting that happens right before each bi-monthly CPA Meeting.	Aanchal	4/21/22
Connect the CPA who asked for more info on the language around WACs and contracts with the appropriate person at DCYF.	Marj	4/22/22
Reach out to Chris Martin to see if they can present on public disclosure at a future meeting.	Marj	4/22/22