

## Joint Development & Implementation Advisory Workgroup

October 6, 2017

1:00 – 2:00pm ET

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### Welcome

Michael Flynn, NYSIIS,  
Co-Chair

**Roll Call:** Mandy Harris (Nevada), Bill Brand (PHIL), Michael Flynn (NYS), Therese Hoyle (MI), Brittany Ersery (KS), Warren Williams (CDC), Steve Murchie (Envision), Matthew Bobo (AK), Noam Arzt (HLN),

**AIRA Staff:** Rebecca Coyle, Maureen Neary, Mary Beth Kurilo, Brittany Gyer

**Absent:** Gerri Yett (Ex-Officio), Gary Wheeler (DXC), Judy Merritt (STC), Aaron Bieringer (MN),

- The September minutes were approved as presented.
- Michael Flynn welcomed Matthew Bobo (AK) to the workgroup.
- Two additional invitations are pending.
- Bill Brand and Mary Beth Kurilo are going to discuss considerations for the project selection process, and bring suggestions back to the workgroup.
  - The workgroup likes calling out specific criteria, but the scorecard is too laborious.
  - Having details was very important in the last project selection process and will be considered for creating the future process.
  - Additional contributions are welcome.
- **Action Item:** AIRA will follow-up with those who have outstanding invitations.

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### Smarty Streets Roll-Out

Maureen Neary, AIRA

- 11 jurisdictions are enrolled in address cleansing.
- 28 other jurisdictions have expressed interest.
- Goals:
  - 15 IIS enrolled in address cleansing by 10/1/17
  - 24 IIS enrolled in address cleansing by 12/31/17
  - 32 IIS enrolled in address cleansing by 3/1/18
- Implementation begins with connecting to SmartyStreets and then progresses to cleansing and/or geocoding data and eventually bringing data back into the system.
- Several tools will be used to continue to encourage IIS to sign partner agreements and enroll in address cleansing.
  - Email those who expressed inbound interest, program managers and AIRA members.
  - Invite both enrollees and prospects to join the Address Cleansing User Group.
  - Submit articles to be published in *Snapshots*, AIRA's Monthly Update and partner publications.
- Success stories and challenges will be shared as IIS get further into the implementation process.
  - Engaging vendors is also important in getting IIS engaged.
  - Geocoding can be used for mapping technology.
    - The source code of the mapping may be able to be shared.
  - For New York State, geocoding provided the accurate county for mailing addresses.
    - It may be beneficial to measure before and after rates.
- The user group is continuing to meet twice a month and has been engaging participants.
  - Both IIS who have already signed partner agreements and prospects have attended.

# minutes

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- Oregon has done mapping for counties which was well received on the user group call.
- Oregon, was able to get up and running and see 98% success rate of matching records.

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## Preliminary Project Planning

Mary Beth Kurilo, AIRA  
Maureen Neary, AIRA

- The AIRA Board unanimously approved the DQA Project at the in-person board meeting on September 13<sup>th</sup>.
- The initial project plan has been developed and expanded.
- The initial project meeting with DQA Technical Management Group, to include JDI representation, has been scheduled for Friday, October 27<sup>th</sup>.
- A contract with a consultant to fill coordinator and technical writer roles is being finalized.
  - The target start date is Wednesday, October 18<sup>th</sup>.
- Planned deliverables for this project include:
  - Technical Deliverables: code, license user manual, and implementation guidance.
    - Technical decisions already made can be found on slide 14 of the [presentation](#) found on the JDI Advisory Workgroup page on the AIRA website.
  - Process Deliverables: project plan, requirements, scope, charter, communication plan, and evaluations.
  - Governance Deliverables: structure and framework for development, maintenance, and sustainability of the tool.
    - Questions to ask regarding structure and framework in the document can be found on slide 18 of the [presentation](#) found on the JDI Advisory Workgroup page on the AIRA website.
    - Additional comments and questions to consider regarding the governance document were discussed.
      - Technical sustainability: Be clear and challenge the community to be disciplined.
      - Support: Where does an IIS go if they want to adopt the tool and need help?
      - The licensing may affect the governance (in terms of the decision making regarding how the product can be used) so the licensing topic should be included in the governance document.
- Level one for the project is to get DQA to an initial version that is ready for IIS to integrate.
  - Levels two and three demonstrate further levels of integration possible at a site, but these will essentially be out of scope for this initial project.
- Several jurisdictions have expressed interest in this project.
  - An added benefit to the DQA tool is that MIROW implementation and recommendations are included.
  - Per Michigan, they are looking at ways that providers could be able to use this tool through the IIS.
- Development for this project is two-fold: development of the tool and the development of the governance around the use of this tool.
- **□ Action Item:** Therese Hoyle and Mary Beth Kurilo will work on crafting an email to AIM to inform program managers about this project and to encourage them to dedicate developer time to this effort.

# minutes

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- **☐ Action Item:** Mary Beth Kurilo will follow-up with Nathan Bunker, Therese Hoyle, and Josh Hull about providing demonstrations and an explanation on the DQA tool and flow on the November call.
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## **Wrap Up**

Michael Flynn, NYSIS,  
Co-Chair

Michael Flynn thanked everyone for their participation and the meeting was adjourned.

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**Next Meeting:** November 3<sup>rd</sup> at 1pm ET