

Tribal Child Support Enforcement Systems Workgroup
 March 29 and 30, 2004 – Milwaukee, Wisconsin

AGENDA

Day	One	29-Mar-04
9:00	a.m.	Opening Remarks
9:10	a.m.	Greetings and Introductions
9:20	a.m.	Review of Previous Workgroup Activities and Achievements
10:30	a.m.	Break
10:45	a.m.	Agenda Review, Adjustments, New Agenda Items, Consensus
11:00	a.m.	TCSSES Project Documentation – An Attempt at Definition, Format and Content
		Sample State Project Documentation
		Grant Funding Requests
		Advance Planning Documents
		Project Management Plans
		Key Personnel
		Contractors
		Schedules
		Tasks and Activities – Status and Descriptions
		Procurement
		Budget
		Security
12:00	p.m.	Lunch
1:30	p.m.	Resume TCSSES Project Documentation – An Attempt at Definition, Format and Content
3:00	p.m.	Break
3:30	p.m.	Federal Monitoring – An Attempt at Definition, Format and Frequency
		Documentation Exchange for Federal Monitoring
		Quarterly Systems Status Reports (QSSR)
		Annual Advance Planning Document Updates
		Grant Application Supplements
		Federal Reviews
On-site Project Reviews		
		Compliance

		Audit
		Certification
		Self-Certification
		Documentation Requirements
		Review Frequency
		Review Triggers
4:30	p.m.	Close

Day	Two	30-Mar-04
9:00	a.m.	Greetings and Introductions
9:10	a.m.	Review of Previous Day's Workgroup Activities and Achievements
9:20	a.m.	Agenda Review, Adjustments, New Agenda Items, Consensus
9:30	a.m.	Resume Federal Monitoring – An Attempt at Definition, Format and Frequency
10:30	a.m.	Break
10:45	a.m.	Resume Federal Monitoring – An Attempt at Definition, Format and Frequency
12:00	p.m.	Lunch
1:30	p.m.	Federal Technical Assistance – An Attempt at Definition, Format and Frequency
		Types
		Central Office OCSE
		Regional Office OCSE
		State Information Technology Consortia (SITC)
		Contractor
		Tribal (Internal, Intergovernmental)
		Resources
		Skills and Capabilities
		Technical (Project Management, Development, Operations, Implementation, Training)
		Program (Requirements Analysis, Testing)
		Contract
		Availability and Frequency
		Documentation Requirements
		Review Frequency

		Review Triggers
3:00	p.m.	Break
3:15	p.m.	Discussion of and Consensus on Next Meeting Agenda (May 2004)
		Discussion of Proposed Agenda
		Discussion of Logistics and Locales for Meetings Three and Four
4:00	p.m.	Close

FUTURE AGENDA ITEMS

The following future agenda items are presented for planning, consideration, and discussion. It is the intent that the workgroup, at a minimum deliberate on the following agenda items during the course of the next three workgroup meetings.

The agenda items to be discussed are:

- Identifying in more detail those areas of technical and program requirements, that at a minimum would be necessary to establish system specifications for a initial Tribal CSE System;
- Procurement and acquisition strategies;
- System operations and maintenance strategies;
- Staffing skill sets and resources for planning and developing tribal CSE systems;
- Data security, risk analysis and management, and backup and contingency planning; and
- Model tribal systems: including current architectural, technical, administrative, operation and maintenance support capabilities, issues and requirements any new Tribal CSE system would need to address.

This list is not all-inclusive. Additional agenda items may be proposed, and by consensus, added to the workgroup's agenda for upcoming meetings. This includes the addition, if needed, of supplemental meetings beyond the four originally planned assemblies. It is important to note that the first future agenda item, "requirements specification" may require multiple meetings to fully satisfy.







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