# CoIIN 1 Kickoff Meeting Summary

**Date: May 17, 2021**

**Time: 2:30pm-3:45pm EST**

The purpose of the meeting was to:

1. **Introduce** the group and NDTAC facilitator and begin to build a rapport among the members of this Collaborative Improvement & Innovation Network (CoIIN)
2. Conduct a brief **learning session** on how a CoIIN works and the Plan, Do, Study, Act (PDSA) approach to quality improvement
3. Decide collectively on **one or two goals** that state teams in the CoIIN will pursue, indicators that can track progress toward the goal(s), and potential additional members to engage for state teams
4. Plan **logistics** for upcoming CoIIN 1 meetings

# Introductions

Group members introduced themselves and identified areas of their jobs in which they are experts.

# Learning Session

**CoIIN approach and PDSA cycle:** The group discussed the structure and purpose of a CoIIN. We discussed the Plan, Do, Study, and Act (PDSA) cycle and how this will apply to the NDTAC CoIIN structure. Group members had questions about how the process would work for “bottom-up” states, where LEAs have more local control. An informal poll was completed of the group about how many come from “bottom up” states (i.e., local control), and about half to two-thirds would categorize themselves in this way. Given this, the NDTAC facilitators recommend that CoIIN members consider engaging and partnering with representatives from local entities.

# Setting Our CoIIN’s Goal

We began the goal setting process presenting the options of a focus on process outcome related to data collection (e.g., process for collecting outcomes and/or follow-up data after students leave facilities) or a focus on a short-term student outcome (e.g., students’ transition experiences). The group identified several data process goals and a few student outcome goals.

## CoIIN Goal: Data Linking and Transfer

The group decided that the goal of the CoIIN would be to **support the linking and transfer of student records across systems in the states.**

## Contributing factors

Group members identified several factors that contribute to challenges linking or transferring records in their state, including:

* Mobility of this student population, both before and after entering JJ system
	+ Short length of stays in facilities (e.g., some under 90 days)
* Lack of funding for data reporting
* High turnover of staff
* LEAs using different student management systems

## Short-term goals

Group members were interested in **understanding the scope** of the problem (e.g., how many students are impacted?) and which **funding sources** are available to support the work.

## Potential stakeholders

Group members began to identify potential stakeholders to engage, including Education Specialists, state-level data teams, and institutional staff.

# Meeting Logistics

* The group identified that Monday or Wednesday’s afternoons would be the best days and times for the group to meet.
* Following the meeting, the NDTAC facilitator sent out a recurring meeting invite.
* The NDTAC facilitator will search for resources on data linking and transfer to be shared with the CoIIN group.
* Notes will be shared with the CoIIN group following each meeting.

# NOTES:

* The second meeting was scheduled for Wednesday, June 30th but was cancelled due to low attendance. We initially discussed meeting every three weeks but will revisit that decision during the next meeting.
* A poll will be sent out this week (on Wednesday, June 30th) to reschedule the meeting ideally during the week of July 12th. Please respond and Esther will send out the next meeting invite based on the responses received. Please understand that majority is considered when determining dates and times for meetings.
* Please reach to Esther with any questions or requests regarding CoIIN 1: egross@childtrends.org