



AIS Committee Meeting Minutes June 11 2017

ATTENDEES

Region	Name	Present	Region	Name	Present
Midwest/Northeast	*Kris Schwiderson – Bay Mills	✓	Southwest/Southeast	*Sam Spang – Sac and Fox	✓
Midwest/Northeast	*Joe Van Alstine - LTBB	✓	Southwest/Southeast	*Anna Sterner – Muscogee (Creek)	✓
Midwest/Northeast	Darren Webb – Keweenaw Bay	✓	Southwest/Southeast	Julie Shaffer – Muscogee (Creek)	✓
Mountain Plains	Keith Brown for *Brook Black – Spirit Lake	✓	Western	*Greg Nothstine - ANTHC	
Mountain Plains	*Connie Thompson – Crow Creek	✓	Western	*AC Sanchez – Coeur d’Alene	
Mountain Plains	Latrell Black – Spirit Lake	✓	FNS	*Linda Munday	✓
Mountain Plains	Red Gates – Standing Rock	✓	FNS	*Dennis Sullivan	✓
Southwest/Southeast	*Elliott Sarracino - Acoma				

* Committee Members

1. Welcome

The meeting was held at the NAFDPIR Conference. This was our first face-to-face meeting. Everyone introduced themselves.

2. Action Items from Last Meeting

Action Item	Person Responsible	Completed
None		

3. Open Forum Discussion

- Juice Pilot Update

It was mentioned that there were issues installing the latest AIS update for the juice pilot. The pilot update was trying to be installed at a location that is not on the juice pilot. AIS updates for the juice pilot will not work for those not on the pilot. There are now separate



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updates for those participating on the juice pilot and for those that are not on the juice pilot.

- Items sold by weight

Items that are sold by weight such as chicken, beef roast, and produce causes problems because the quantity of items varies. This impacts inventory management. This is a known problem that affects FDPIR as well as other food programs. Some tribes count every item in the box and others estimate and adjust quantities later. No good solution exists for this problem. A better solution needs to be looked into further with the new system.

- SSN

It was discussed that some clients refuse to provide their SSN which is the unique ID for a household and is needed to check for dual participation with SNAP. One work-around was to use a dummy SSN. Another work-around was to do everything manually outside of AIS. Some indicated that they cannot serve a household that will not provide their SSN because they cannot verify with SNAP.

It was discussed that SSN use should be limited as it is only needed to check with SNAP for dual participation and possibly to prevent food package pick up from more than one location.

There is a problem if the SSN of the head of household is captured incorrectly. There is no ability to edit or delete the SSN for the head of household. AIS has a function to reassign the head of household SSN.

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HOUSEHOLD INFO MENU

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1. NEW HOUSEHOLD CERTIFICATION
2. CERTIFY EXISTING HOUSEHOLD
3. UPDATE HOUSEHOLD - NO CERTIFICATION
4. RETRIEVE HOUSEHOLD BY NAME
5. RETRIEVE HOUSEHOLD BY CLIENT ID
6. REASSIGN HOUSEHOLD ID
7. RETURN TO WELCOME MENU

ENTER MENU SELECTION:

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Reassign Household ID
☰

REASSIGN HOUSEHOLD ID

Enter the Household ID to be reassigned:

Head of Household Name: 1 11

Last Issued: 05/01/2017

Household Size: 1

Enter the new Household ID:

F3 - EXIT

- Suggestions from Spirit Lake Food Distribution

Spirit Lake Food Distribution brought a list of requested enhancements and changes related to the development of the new AIS for discussion. This document included items for reports, scanning, ordering, issuance, and the main menu. These items were discussed for possible inclusion in the new system

Spirit Lake Food Distribution

Developments on AIS

Reports

How many clients certified/re-certified on a month-to-month basis.

When one person is in the report/inventory menu no one else can access other menus.



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Scanning

See scanned items by category.

See all scanned items on the face screen. Right now it only shows 6 scanned items.

Ordering

Generate a spreadsheet for ordering the fresh produce and the food trucks with 3 month averages, inventory balances, months remaining of the product, cases per month, what we need to order now and the weight of the truck.

Issuance Menu

Enter notes into first page of client information.

ID card with barcode or a key pad system where the client can enter their own social security number for clients to pull-up issuance menu. To replace asking them for social security numbers.

Adjust issuance – When we print out what the client has remaining on their food list, we would like it to show how much fruits, vegetables, and juices are available. Also when printing the list there is a glitch in the system where it shows there is more pasta available then what is actually in the system.

Main Menu

We would like to see a Search Bar.

Employee ID Codes to log in to see who issued/adjusted the clients food list.

- Paperless and Certification

There was a request for the new system to be paperless. Additionally, it was requested that the new system include certification, including the business rules to determine eligibility and all the forms that need to be completed. Muscogee (Creek) Nation uses Laserfiche (<https://www.laserfiche.com/>) for their certification and with laserfiche they are completely paperless. Anna Sterner offered to allow us to use their design, business rules and data validations as the baseline for this implementation in the AIS replacement system so that we don't have to reinvent the wheel. It took them about 1 year to get everything in place with laserfiche. This would not be part of the initial release of the replacement system.

There was concern expressed that if the new system didn't have everything in the first release that they wouldn't be able to have the system changed and updated in the future as the current AIS has seen little changes since it was rolled out in 1993.

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- Project Status

Questions were asked about the project status. The project is in the acquisition phase. The acquisition phase is a two-step process:

1. SaaS Vendor Selection

- Market research and identify vendors – complete
- USDA/FNS IT Capital Planning approvals – in progress
- Sources Sought
 - Announcement on FedBizOps that the Government is looking for sources to meet need
 - Additional market research
- Request for Information (RFI)
 - Gain understanding of capabilities and qualifications of SaaS vendors
 - Software capabilities questionnaire related to our needs
- Evaluate responses from RFI
- Vendor Demonstrations
- Select SaaS Vendor

2. System Integrator Selection

- USDA/FNS IT Capital Planning approval
- Determine contract vehicle
- Request for Proposal (RFP)
 - Elicits bids from vendors proposing solutions and services to meet Government needs
 - Competitive process
- Evaluate responses
- Contract Award

IT Capital Planning is an important part of the acquisition process. It is mandated by Congress and OMB and requires that agencies actively manage its IT program to provide assurances that technology expenditures are necessary and shall result in demonstrated improvements in mission effectiveness and customer service.

Development and deployment of the AIS replacement system will be done using the agile methodology which is characterized by short development cycles called sprints. The requirements are in the form of user stories and are written in the format:



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”As a (role) I want (something) so that (benefit).”

Requirements and solutions will evolve through collaboration and will be responsive to change. Features will be prioritized and developed in collaboration/consultation with the AIS Committee. Using the agile methodology will result in rapid feature development and delivery and there will be periodic demonstrations to ensure that we are headed on the correct path for the project.

- **Project Budget**

Questions were asked about the project budget and whether it was at risk under the new administration. There is no impact at this point with the budget for this project. The cost for developing and using the system will be solely paid for by USDA and ITOs will not pay anything for the development and use of the system from their administrative funds.

- **Communication and Website**

The Committee was asked about their communication plans for the other ITOs in their regions. There are regional meetings and email distribution lists to update other ITOs and to solicit information for the project. It was suggested that a website be established for the project similar to the website for the Food Package Workgroup. FNS will look into getting this established.

4. Next Steps

- **Next Meeting**

Wednesday, July 19, 2017:

3:30 PM Eastern Daylight Time

2:30 PM Central Daylight Time

1:30 PM Mountain Daylight Time

12:30 PM Pacific Daylight Time

11:30 AM Alaska Daylight Time

A meeting invite will be sent out. Please let Linda know if this is a bad date.

- **Topics for next meeting**

Please provide topics to Linda for the next meeting.

- **Meeting minutes**

Meeting minutes will be provided after this meeting.



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ACTION ITEMS

Action Item	Person Responsible
Website for AIS Committee	FNS/Linda
Send Meeting Invite	Linda

NEXT MEETING

Date	Time
Wednesday, July 19, 2017	3:30 PM Eastern Daylight Time 2:30 PM Central Daylight Time 1:30 PM Mountain Daylight Time 12:30 PM Pacific Daylight Time 11:30 AM Alaska Daylight Time