Heather, the general outline is below. We went through several scenarios to test whether this captured the content you are expecting and think it does, while remaining simple. An item number would be generated for each event that could be used for follow up activities. Our goal was to build the basics for the August rollout, with additional complexities and uses being added once you believe the field will use the app. Changes in blue based on review of quarterly reports

**Meeting notes**

**Here are the specs for the mobile app for data collection**

* MODE:
	+ On-site/
	+ electronic (distance) [phone, email]
* Where did you do this (Location - only display this for On-site)? (each TNF has several counties)
	+ Entire region (all counties) - just a checkbox
	+ Single county (select from my available counties)
	+ Single district (select from my available districts)
	+ School Building (select from available schools)NOTE, this isn’t easy], could it be entered?
	+ NOTE: should ESD be included?

(on Q reports, actual site is included…. Training or building of meeting….. needed?

* What did you do (Topic)? Objective?
	+ Training
	+ Consultation
	+ Providing Resources/Information
	+ Planning Activities/meetings
	+ Collaboration
	+ Classroom observation
	+ Follow up
	+ Other
* When?
	+ Date assume you don’t need the time of the event?

* Duration:
	+ 1-2 hours in 15 minute increments [15, 30, 45, 60, 75, 90, 120]
	+ 3-8 hrs in hour increments would this work?
* Audience: number entry next to each one. [Heather, do we have the right terms?]
	+ Local Ed. Agency (LEA) (following dropdowns)
		- School Staff
		- School administrator
		- YTP
	+ Developmental Disabilities (DD) (following dropdowns)
		- Case manager
		- Manager
		- Employment First
		- Brokerages
	+ Vocational Rehabilitation (VR) (following dropdowns)
		- Case Manager
		- Management
	+ Families
		- Parents, guardians
		- Youth, Clients
	+ Other Service providers/representatives (following dropdowns)
		- SS Benefits Planning
		- Workforce Investment Board
		- Community College/University
		- Mental Health
		- Foster Care, Group Home, Centers for Independent Living (CILs)
		- Oregon Employment Dept.
* Deliverables (content, activities): multiple choice this list does not match ‘activities’ in Q report
	+ Settlement/EO/WIOA
	+ Education
		- Evidence Based Practices
		- Curriculum
		- Indicator/Predictors
		- Assessment
		- IEP-ISP-IPE Planning
	+ Employment
		- PETS
		- Pre-employment (employment options)
		- Employer engagement
		- Employment stabilization
	+ Independent Living
		- Self-advocacy
		- Awareness of Community Services
	+ Data
		- PSO
		- STEPS
		- SPRI