



CYC Data Sharing Project – Meeting Minutes

Subject:	Children Youth Cabinet Data Sharing Project Kick Off Meeting
Date:	February 24, 2009
Time:	10:00 AM to 12:00 Noon
Location:	Knott Building Room 117
Meeting Manager(s):	John Douglas, Jim Kallinger
Attendees Present:	Agency Lead Policy Coordinators (see Communications Plan for contact information)

- ✓ Jim Kallinger welcomed participants.
- ✓ John Douglas initiated round table introduction of the attendees.
- ✓ Chris Blakeslee described OSCAs (Office of Supreme Court Administration) role in the implementation, and indicated currently, information technology support provided on existing JIS (Judicial Inquiry System) is 24X7 on call.
- ✓ **Project Overview/PowerPoint** (presented by John Douglas)
 - Data identified in this project will be added to the current JIS.
 - Target schedule reviewed.
 - APD requested March 13th as opposed to March 10th for their workgroup (JAD) session. However, agreement made that since APD will not be providing a data source, an APD workgroup (JAD) session is not necessary (but they will be involved in other agency workgroup sessions).
 - Request to consider scheduling sessions on Monday and Fridays due to upcoming session.
 - DJJ requested to reschedule from March 3 to March 12.
 - The first week of April will be held open for any necessary workgroup session overflow.
 - Aggressive timeline discussed and the need for commitment consistency in attendance and team composition stressed.
 - A website will be developed for the workgroup to post documents and utilize as a communication tool. The site (hosted by DCF) will be available soon.
 - High-level overview of the workgroup (JAD) sessions (morning and afternoon) discussed.
 - Agencies need to identify their respective Subject Matter Experts as well as their Workgroup Session Leader, and Lead Agency Policy Coordinator.



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- Lead Agency Policy Coordinator is responsible for coordinating with their Workgroup Session Leader and lining up the appropriate Subject Matter Experts to attend the necessary sessions. The Lead Agency Policy Coordinator is an empowered individual who has decision making authority.
- In addition to HIPAA (Health Insurance Portability Accountability Act), compliance regarding FERPA (Federal Education Rights Portability Act) needs to be added and appropriate subject matter expert to address identified.
- ✓ Secretary Sheldon indicated that this project is a "top priority" for DCF and asked that each agency to be cognizant of who they identify as their Legal Subject Matter Experts. Chris Noel also asked the same for Policy.
- ✓ Attendees requested one central location for the workgroup (JAD) sessions, possibly Betty Easley (Southwood).
- ✓ Chris Blakeslee reiterated the need for the MOUs (Memorandum of Understanding) to be provided to OSCA by April 15th. Two agencies have already been received and acquired legal approval.
- ✓ Data Exchange and Data Connection costs addressed by Chris Blakeslee "For larger agencies, upfront \$166,197.00 for the first quarter of the new fiscal year a thereafter quarterly cost of \$6,400.00 recurring.
- ✓ Chris Blakeslee provided a high level of data sources available in the current JIS (detailed information is available in the project plan).

Agencies Data Interest

- **DOH Data**
 - DCF: Case Management Data System
 - APD: CMS Lookup, Early Steps, E-Vitals
 - DJJ: Vital Stats, Youth Risk Surveillance System
 - AHCA: SHOTS, Medicaid Health Management System
 - AWI: SHOTS
- **AHCA Data**
 - DOH/APD: Medicaid Prior Authorization, FMMIS
- **DJJ Data**
 - DCF/APD: JJIS
- **AWI Data**
 - DOH: Claims and Benefits



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- **DCF Data**
 - DJJ: Florida Safe Families Network, Phoenix, Interstate Compact
 - APD: Florida Safe Families Network, Caretaker Screening Information System
 - AHCA: FLORIDA (case information for Medicaid recipients and demographics for Medicaid beneficiaries), Crisis Stabilization
 - AWI: Childcare Information System/Child Care Training

- **DOE Data**
 - APD: FETPIP, Data Warehouse
 - GAL: Student Records
 - AWI: (child's primary language, national origin, etc)

Action Items:

Item	Owner	Due Date	Completed
Establish workgroup session(s) location	Jennifer Diaz	02/27/09	
Identify Data Exchanges			during workgroup (JAD) sessions
Update Workgroup Session(s) Calendar	Alicia Chevtaikin	COB 2/24/09	2/24/09