



CYC Data and Information Sharing Project – Meeting Minutes Final

Subject:	<i>JAD Session 1 – DCF – FSFN System</i>
Date:	March 3, 2009
Time:	8:30-noon and 1-4:30
Location:	ACHA
Attendees Present:	DOH: Tom Rankin, Katrina Edwards, Tom Herring, Marie Melon, Beth Ann Posey DCF: Nancy Goodheart, David Daniels, Chris Compton, Keith Perlman, Joseph Vastola, Lori Schultz, Ramin Kouzehkanani, Kara O'Brien, Bill West, GAL: Ashley Githers, Krisen Griswold, Johnny White AHCA: Michelle Tallent DJJ: Dave Kallenborn APD: Celeste Sanders, Debbie Hamelink EOG: Jennifer Diaz OSCA: Chris Blakeslee, Brendie Hawkins, Linda McNeill Metatomix: Sara Brown FLITCOE: Deborah Kobza, Jim Reynolds

Morning Session 8:30-11:45

- Jennifer Diaz welcomed workgroup members and discussed the project's importance to the Children and Youth Cabinet.
- Alicia Chevtaikin presented an introduction about the project, ground rules for JADs, timelines, and remaining JAD session calendar dates. <http://cycproject.myflorida.com/docs/Data%20Sharing%20Project%20Phase%20I%20-%20JAD%20Session%20Introduction.ppt>
- Chris Compton from DCF, Child Protective Investigations, gave a presentation on the whole business process from intake reports, investigation assignments, and case management. [http://cycproject.myflorida.com/docs/2009-03-03%20%20DCF%20-%20FSFN%20Materials/Children%20and%20Youth%20Cabinet%20FSFN%20\(JAD\)%20Session%20CPI.PPT](http://cycproject.myflorida.com/docs/2009-03-03%20%20DCF%20-%20FSFN%20Materials/Children%20and%20Youth%20Cabinet%20FSFN%20(JAD)%20Session%20CPI.PPT)

Business Process for CPI – FSFN new abuse report information

Household interview	Onsite Assessment
Collateral Contacts	Review & Assessment

- Joseph Vastola - DCF FSFN Project Manager, gave an overview on the history of FSFN and a great overview of the system.
 - System designed to document all client contact from the initial opening of the case until the conclusion, and everything is executed through a URL.
 - Child is tracked through every placement
 - Client's history stays with all documentation for the life cycle of activities
 - July 2007 – FSFN Launch (3 Phases)
 CBC – Community Based Care Provider – There are 20 lead local agencies (non-profit/contract providers) that are privately run. CBC map url: http://cycproject.myflorida.com/docs/2009-03-03%20%20DCF%20-%20FSFN%20Materials/20090303%20CBC%20lead_agency_map.pdf
 - Case Plan Development is prescriptive, meets Federal and State Statutes.
 - Judicial Review – required every six months (?)
 - System tracks & pays for services provided, essentially all service functions except cutting the check.



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- Case Manager can have remote access to FSFN due to the application being web-based.
- Questions arose concerning the Interstate Compact for Protection of Children – information will be maintained in FSFN only if the child is placed within FL. Information not available to other states.
- The new release of FSFN will interface with FLORIDA for eligibility determinations.
- There are over 1000 different types of access to FSFN at present <http://cycproject.myflorida.com/docs/2009-03-03%20%20DCF%20-%20FSFN%20Materials/FSFNSecurityProfileMatrix.pdf>
- There are stringent HIPAA requirements as regards Medical Information contained in FSFN. This includes any references made to medications or Doctors within Case Notes. Very Limited access to case notes is available.
- Data Warehouse (DATAMARTS) – updated every 24 hours
- APD mentioned need for Medical History to reference payment for services for individuals. Will they be able to see history of services and payments? (no).
- Are any Legal Actions captured? – Not a legal case management system
- Are Medications and subsequent reactions/allergies captured? – FSFN houses a record of all prescribed medications only. Not a medical history system

FSFN captures the following information

ROLES

Intake – victim, perpetrator, prior abuse, incident type, others involved

Histories are tracked by person (NAME).

Reporter information through the Abuse Hotline and intake associated is very limited.

GAL feels intake information would be critical to their needs.

TEMPLATE

Investigative Summary

DJJ indicated that their Probation and Detention Officers could need the investigative information as it could pertain to who has been placed in Foster Care. Due allegations of Abuse exist?

DCF Papers available on the website for the Florida Center for the Advancement of Child Welfare.

CASE MANAGEMENT

Family Assessment, Safety Plan, Case plan, Out of Home Plan, Unified Home Study, Judicial Review

Questions arose about the availability of images (PDFs), are there links available to these images (yes).

There is an availability to search by Case Worker? (yes)

Case Status

In-Home

Legal Component

Provider

Placement History (# of removals)

1. Categories of data in the FSFN application and the access sought by each agency:

***GAL, DJJ, DOH, and APD all currently have access to FSFN (but would it work better if they could see this info with data from other agencies in a single sign on, “one-stop-shop” tool?)

**DOH would like children and caregiver demographics (Intake and Investigations) and worker contact info for all open cases



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- *What state of data is needed (Open, closed, history for x amount of years?)
- *possibly search by worker name, child name, participant name?
- *GAL would like placement history

Investigation Template Summary – GAL, APD,
Investigation Status - GAL
Out of Home plan – GAL
Case Plan – GAL, DOH
Safety Plan – GAL
Safety Assessment – GAL
Home Study – GAL
Judicial Review (linked to Case Plan) – GAL
Number of removals, start and end dates of placements, placement history – GAL

- List of paid and non-paid services
- Type of license, level of care
- Behavior documentation

APD's Information Needs

Individual demographics & physical address
Parent, Guardian & address
Community Based Care provider, case manager & contact info
Hotline report
Services provided & service providers
Medical/Mental Health profile & history
Case Plan
Case Notes
Placement history
Legal status & goal
Court depositions & legal actions
Parent & address
Guardian & address
Background screening
Licensing information
Service & provider history

**We will send out which data elements are in these templates to the team in a matrix

2. Business Process Improvement – How would each agency use this data to improve business processes?

DCF – would like worker information across the board for their CPI's to access.

GAL – Assessing and Investigating appropriate placements; Probable Cause and Dependency court; determining level of risk. The people who would use this data is staff advocates, case coordinators, and program attorneys

DOH – Healthy start case managers; CMS (Children's Medical Services) foster care case management

DJJ – Used by Probation Officers to see someone is in foster care and if there are allegations of abuse; also used by detention officers /when they pickup youth they can check background

APD – Will help case managers w/ assessments, staffing and coordination of services; placement coordinators in deciding whether the residential mix in a facility is suitable for clients; licensing and enrollment specialists in reviewing applicants for service provision; quality specialists in case and provider reviews; their counterparts at Headquarters, and legal counsel in advising staff.



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3. Estimation of # of Users per Agency (not all agencies reported an estimate):

- GAL – 300-400 to start
- DJJ – 250+ to start; ideal 1500+;
- Healthy Start (DOH) – 300
- Medical Foster Care (Children Medical Services) – 100+
- APD – 100 - 150

Afternoon Session 1:00-4:30

- o Joe Vastola drew a diagram of the manner in which information streams between the data warehouse, the FSFN application, the mainframe, the LDAP, and various connections with which FSFN interfaces (FDLE, CBC Financial Systems, National Adoption Registry, FLORIDA, Vital Statistics, and Child Support Enforcement).
- o Auditing occurs at the application level, not at the data warehouse.
- o Application can send an email tickler to the investigator when a there is a new case assignment.
- o (After phase 1 the build could include notification of new or opened case.)
- o Joe Vastola identified DOH, DJJ, GAL and APD as agencies that are already accessing FSFN.
- o Chris Blakeslee discussed AD/LDAP and role assignment/user profile at account creation to limit or grant access to various data.
- o Joe Vastola indicated that for connection purposes they may want to look to FSFN reporting as the reports contain resolved data.

Action Items:

Item	Owner	Due Date	Completed
Compile a data matrix from the FSFN database that the agencies	Alicia Chevtaikin/Keith Perlman		3/10/09
Distribute Data Matrix for agencies to fill in their data needs	Jennifer Diaz		3/13/09
Complete and return FSFN data matrix with desired data for their agency	ALL Agency Lead Policy Coordinators	3/20/09	3/20/09 (AWI, DJJ, GAL, APD)