



## CYC Data and Information Sharing Project – Meeting Minutes Final

<b>Subject:</b>	CYC Data and Information Sharing - Phase I – <b>DOE/FETPIP System Data Source - Workgroup(JAD) Session I</b>
<b>Date:</b>	March 6, 2009
<b>Time:</b>	<b>8:30-Noon:</b> Business/Policy Overview <b>1:00-4:30:</b> Technical/Database Overview ( <b>CANCELLED</b> )
<b>Location:</b>	ACHA – 2727 Mahan Drive Building 3, First Floor
<b>Attendees Present:</b>	OSCA: Brendie Hawkins EOG: Jim Kallinger, John Douglas DCF: Lori Schultz, Alicia Chevtaikin, Keith Perlman, Ted Harrell, Gary Scott APD: Celeste Sanders, Sylvia Peacock DJJ: Dave Kallenborn GAL: Johnny White, Kristin Griswold DOH: Beth Ann Posey, DOE: Andre Smith, Jeff Sellers, Maggie Parker, Lavon Dukes AWI: Katherine Dresser FLITCOE: Josh Singletary

### Morning Session

#### FLORIDA EDUCATIONAL TRAINING PLACEMENT INFORMATION SYSTEM (FETPIP)

- ✓ Jim Kallinger 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, purpose of the morning and afternoon session and remaining JAD session calendar dates.  
<http://cycproject.myflorida.com/docs/Data%20Sharing%20Project%20Phase%20I%20-%20JAD%20Session%20Introduction.ppt>
- ✓ DOE Introductions: Jeff Sellers (DOE) – Education Information Accountability Services, Andre Smith (DOE) FETIP Project Manager, Maggie Parker (DOE) – Deputy General Counsel, Levon Dukes
- ✓ Presentation by Levon Dukes that describes the Business Process Flow for DOE system:  
<http://cycproject.myflorida.com/docs/2009-03-06%20%20DOE%20-%20FETIP%20Materials/DB101%20with%20compressed%20pics.ppt>
  - 87' begin phased implementation of system to work with local districts
  - 91' statewide implementation and federal guidelines met
  - 22 formats
  - Not a transactional database, FETIP is a point in time database that records data 3-6 months behind (no real time data), and it records the following:
    - Funding Survey periods
    - Year end survey
    - Special data collection survey for neglected & delinquent children
    - Beginning of year student counts
    - CELLA – Count of English Language Learning Students
    - (NO comparability or consistency across school districts for technical integration of data)



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- PowerPoint referenced the following: Record preparation, Survey Week, District Processing, State Processing, End of State Processing
  - Title I SES – part of ‘no child left behind’
  - DOE site <http://www.fldoe.org/eias/dataweb>
  - DOE does NOT collect addresses; approximately 1/3 of all addresses provided are false
  - Cannot perform lookups by child
  - Dave Kallenborn of DJJ asked if there was a mechanism to track attendance or grades? (NO)
  - SSN is used as the FL Student identifier for 90% of students; secondary 10-digit number is assigned if by district for approximately 10% of students
  - Ted Harrell asked about a unique identifier so schools can track students who change districts. SSN is used and FASTER tracks moves.
  - FASTER – Florida Automated System for Transfer Educational Records; FASTER does not store data, only receives and pushes data. It acts like a post office and routes to different districts. Its purpose is to facilitate moving children e.g., high school → college, or school transfers.
- ✓ Andre Smith conduct a FETIP architecture overview [http://cycproject.myflorida.com/docs/2009-03-06%20%20DOE%20-%20FETIP%20Materials/CYC%203\\_6\\_09%20Data%20Systems.ppt](http://cycproject.myflorida.com/docs/2009-03-06%20%20DOE%20-%20FETIP%20Materials/CYC%203_6_09%20Data%20Systems.ppt)
- EDW Central repository from 1995 forward
  - Cooperating Agencies w/FETIP:  
US Govt.: USPS, DOD, Office of Personnel Management, Census  
FL State Agencies: DOE, AWI, DOC, DCF, Board of Governors  
Other: National Student Clearinghouse
  - Agency Wish List  
APD – Does this capture the Individual Educational Plan (IEP)? Automated IEP system in development but not comprehensive; system not mandated but voluntary  
APD would like transitional plan, parent child address  
Does FETIP track after school, specifically labor and wages? (YES, but there is a 6 month gap)  
APD would like to identify students that receive special and general diplomas, as well as Vocational Rehabilitation (VR)
- ✓ Maggie Parker provided PowerPoint presentation of FERPA – Family Education Rights Privacy Act <http://cycproject.myflorida.com/docs/2009-03-06%20%20DOE%20-%20FETIP%20Materials/Maggi%20Parker%20-%20FERPA%20presentation%202009%20Childrens%20Cabinet.ppt>
- District – responsible for daily management of student data
  - State – responsible for accountability and administration
  - Issues 1) Availability/Privacy - How do we identify where consent is given? No check box that states yes/no.
  - Issues 2) Accessibility - Not technologically possible to get current data from one repository at the state level.

### Discussion:

FASTER has an information sharing Workgroup that sets the standards for access. (name?)

DOE does not track graduation projections, however they do project enrollment.

DOE – large groups of parents are opting out of release of directory information to entities/agencies after age 18 (ie. military, credit card agencies)

Dave Kallenborn indicated that there is a need for a network solution at the school level.

DJJ needs current information to provide to the Courts in regards to attendance, grades and disciplinary action specifically for juveniles on probation, Need data middle and 9-12 grades.



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### **1. High Level Overview of Agencies Data Request:**

- ✓ DJJ needs current information to provide to the Courts in regards to current attendance, grades and disciplinary action specifically for juveniles on probation at the school level, Need data middle and 9-12 grades.
- ✓ GAL – would like the IEP, where child is at time of removal, and school enrollment information.\*\*They would like everything that DCF has asked for.
- ✓ AWI – Financial Aid Database, participation in secondary education requirements for eligibility (school readiness); teenage parent participation programs; workforce/welfare transition participation (parents eligibility for welfare assistance is dependent upon school participation – enrollment/attendance). They would like data for parents. For the VPK program they need enrollment and attendance data for the coalitions.
- ✓ DCF – Child Welfare programs: current enrolled school and school information (address & phone); current grade and/or last grade completed; Active disability information and IEP; Attendance information for drug court. Also need days present and Days absent and begin date at school.TANF – school name and address, enrollment, district, dropout/quit, completion rates; attendance level, fulltime or part time, high school, middle or elementary, parent address. Mental Health program needs: Need any mental health information such as psychological data, testing and evaluation and health data . Gary Scott (DCF-TANF program) asked about obtaining information about truancy/dropout children who are on TANF? Levon stated that this information is available but protected by FERPA. You would need agreements with every local school district.
- ✓ APD - Student demographics & address, Parent, Guardian & address, School enrolled & address, Grade level, Individual Education Plan (IEP), Assessments, evaluations & test results, Transition plan, Employment & financial aid, Diploma or equivalent, Coursework & grades. Sylvia Peacock from APD expressed interest in obtaining lists of students who will be graduating so they can help assist with programs. APD needs information for students up to age 22 because this is the population that they serve.

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

- GAL – Assessing and investigating appropriate placements, is child enrolled in school? Do they need tutoring services? Is there a disability? Medical records?
- AWI – School readiness programs and early learning, teenage parent participation programs, and welfare/workforce transition programs
- APD – Assessment, transition from school-based to community-based services, training and employment.
- DCF – Help with placements, see where a child was attending school at time of removal, keep child local
- DJJ – Probation officers need to provide to Courts. They report current performance to Judge and they current get this information manually from local schools.

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

We did not discuss

**Afternoon Session (CANCELLED)**



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### Action Items:

<b>Item</b>	<b>Owner</b>	<b>Due Date</b>	<b>Completed</b>
Jeff Sellers to follow-up with Sylvia Peacock about Vocational Rehabilitation information	Jeff Sellers		