



CYC Data and Information Sharing Project – Meeting Minutes Final

Subject:	CYC Data and Information Sharing - Phase I – DCF/FLORIDA System Data Source - Workgroup(JAD) Session I
Date:	March 2, 2009
Time:	8:30-Noon: Business/Policy Overview 1:00-4:30: Technical/Database Overview
Location:	ACHA – 2727 Mahan Drive Building 3, First Floor
Attendees Present:	See attendee list below

Morning Session

- ✓ Jennifer Diaz welcomed workgroup members and discussed the project’s importance to the Children and Youth Cabinet.
- ✓ Alicia Chevtalkin 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>
- ✓ Chris Blakeslee provided an overview and demonstration of the current JIS (Judicial Inquiry System) which at present contains 13 data sources. DOH, DJJ and DCF are current users of JIS. As the demonstration of JIS was being conducted, Alicia asked all participants to think about how we would see or design how the data sources would be incorporated and displayed and asked if agencies going to want alerts or notifications to be incorporated.
- ✓ Kara O’Brien, Bureau Chief for ACCESS Technology, explained the business processes within the DCF ACCESS Program and the FLORIDA mainframe system. Kara presented an ACCESS business process model overview that can be found at <http://cycproject.myflorida.com/docs/2009-03-02%20%20DCF%20-%20ACCESS%20FLORIDA%20Materials/FL%20Process.ppt>. Also, Kara presented a live(test) demonstration of an online application process <http://www.myflorida.com/accessflorida/>.
 - 2.7 million Un-duplicated persons in FLORIDA system
 - System determines eligibility for temporary cash assistance, food stamps and Medicaid;
 - Information captured in web application: Household information, education, and employment, Expense (rent, mortgage, utility, childcare, child support) and a homelessness indicator if claimed by an applicant.
 - Unique identifiers available: Case #, Primary ID #, 10 digit Household #, SSN, Medicaid #
 - FLORIDA (ACCESS) has an interface with the Social Security Administration (SSN validation and SSI income).
 - The system captures SSI, Disability, Retirement, Survivor benefits, Work Comp information.
 - Other interfaces are with Public Service Commission and FDLE.



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- Data can be streamed from the Web Application to the Mainframe, but must be validated by DCF staff
 - Business Process – Food Stamps, temporary cash and Medicaid eligibility is based upon income, assets, employment, other income, health insurance, etc.
 - At this time, information that is entered by an applicant through the Web Application is self reported. Much of the income and expenses are verified by the applicant.
 - Mention of a common intake process resulted in the discussion of Benefit Bank. The DCF/ACCESS program has partnered with Dade County to provide applicants a method to centralize the application for county and state public assistance benefits.
- ✓ APD – Need for business processes involving intake, service eligibility and case management the following: Demographical info & address, Parent and Guardian ID & address, Institutionalized Care Program (ICP) application status, Medicaid eligibility determination, Benefits qualified & received, Amount of each benefit and Death record.
 - ✓ GAL – Need for access to recent addresses, info in ACCESS application. (E.G., Residency, marital status, education, race, immunization, military history)
 - ✓ DOH – WIC system captures similar eligibility information for assistance. 70-80% are Medicaid eligible.
 - ✓ DOH – eligibility income process/data capturing is repetitive with that of DCF
 - ✓ DOH has the Family planning Medicaid Waiver and information on citizenship eligibility
 - ✓ AHCA – validation of county of residence. Currently, the reported (mailing) address in FLORIDA is validated by Code 1 and validates that the applicant is receiving mail at the reported address. This does not verify living residency.
 - ✓ Ramin Kouzehkanani, DCF CIO and the DCF Agency Lead Policy Coordinator suggested developing a FLORIDA data matrix to disseminate to interested agencies for review and feedback on data needs.
 - ✓ DJJ – need Foster Care Data
 - ✓ GAL indicated that they would like to have access to Child Support payment information. Clerk of Court payment and payment schedule information is currently available in the CCIS system.
 - ✓ Group consensus indicated that they would like to have access to validated data (income, assets, alien status); not just initial web application data.

1. High Level Overview of Agencies Data Request:

- **Household Expenses** (includes citizenship) – DOH, GAL, AWI, AHCA(need county of residence), APD (need individual demographics, parent, guardian, address)
- **Assets** – APD, DOH, GAL
- **Employment** – APD, DOH, AHCA, GAL, WIC (specifically gross income)
- **Other Income** – APD, DOH, GAL (specifically to determine income to debt ratio), AWI
- **Expenses** – APD, DOH, GAL
- **Health/Medical** – APD, DOH, GAL (other health insurance information)
- **Disability** – APD, DOH, GAL
- **Education** – GAL



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- **Other** – APD (Institutional Care Program application status, Medicaid eligibility, type of benefits qualified and received, benefit amount, death information)
2. **Business Process Improvement – How would each agency use this data to improve business processes?**
- APD – Eligibility determination, assessment for cost planning & support planning
 - GAL – Assessing and Investigating appropriate placements
 - DOH –
 - AWI –
 - AHCA –
 - AWI –
3. **Estimated # of Users per Agency (not all agencies reported an estimate):**
- APD – 145 – 160 (users – intake/eligibility workers, tier assessors, cost & service planners)
 - GAL – 25-30 to start (users – circuit directors); Ideal 200-300
 - DOH – 130-140 to start (users – internal/case managers); Ideal 600-700
 - DJJ – 1500+
 - AHCA – 100
 - AWI – Did not know at this time

Afternoon Session

- ✓ Nag Palanimuthu and Vijay Muniswami presented the ACCESS FLORIDA Mainframe Architecture and supporting midrange web systems. <http://cycproject.myflorida.com/docs/2009-03-02%20%20DCF%20-%20ACCESS%20FLORIDA%20Materials/FLORIDA-Systems-Info-03062009.ppt>
- ✓ FLODS (FLORIDA Operational Data Store) is the best solution to extract data for this initiative. This is currently being used by ACCESS web systems (and FSFN) as a data source. FLODS – current architecture – Oracle 10G.
- ✓ FLODS is updated through an overnight batch process. There are plans to increase this update to near real-time.
- ✓ FLODS houses up to 13 months of (active) data. If there is no activity (12 month threshold). Information is not in FLODS.
- ✓ What is the best connection method? Web Service or Stored procedures?



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Action Items:

Item	Owner	Due Date	Completed
Compile a (plain language/business friendly) Data Matrix from the FLORIDA database for agencies TO review and provide their data needs on as well as provide what roles will have access to what data.	Kara O'Brien	3/11/09	3/11/09
Distribute Data Matrix for agencies to fill in their data needs	Jennifer Diaz	3/13/09	3/13/09
Complete and return FLODS data matrix with desired data for their agency	ALL Agency Lead Policy Coordinators	3/20/09	3/19/09 – GAL, APD, AWI, DJJ
Send additional 'Benefit Bank' information to Tom at DOH	Kara O'Brien	3/11/09	3/2/09 – Kara contacted Tom

Attendees:

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