



CYC Data and Information Sharing Project – Meeting Minutes

Subject:	CYC Data and Information Sharing - Phase I – DOH/Vital Stats Data Source - Workgroup(JAD) Session I
Date:	March 10, 2009
Time:	8:30-Noon: Business/Policy and Technical/Database Overview
Location:	2020 Capital Circle SE @ DJJ Alexander Building First Floor Room 1318
Resources/Websites:	http://www.flgov.com/youth_cabinet_datasharing http://cycproject.myflorida.com/ http://cycproject.myflorida.com/index.asp?path=/2009-03-10%20DOH%20-%20Vital%20Statistics%20Materials (Vital Stats materials) http://www.flgov.com/youth_cabinet (cabinet site)
Attendees Present:	DJJ: Dave Kallenborn APD: Celeste Sanders DOH: Tom Herring, Eric Mays, Gary Sammet, Beth Anne Posey AWI: Katherine Dresser DCF: Kara O'Brien, Ramin Kouzehkanani, Lori Schultz, Alicia Chevtaikin, Margie France, Pat Smith (Our Kids) GAL: Kristen Griswold, Johnny White OSCA: Brendie Hawkins FLITCOE: Deborah Kobza EOG: Jennifer Diaz

Morning Session

- Jim Kallinger opened and welcomed the participants and thanked DJJ for the great facility they provided for the sessions. He indicated that the group was making progress as the sessions are conducted. Some areas of concern have been identified and will be addressed in the later sessions.
- Alicia Chevtaikin presented a project overview that included the ground rules that included the responsibility of the Agency Lead Policy Coordinator, the purpose of sessions I and II (discussing and overcoming barriers/legal/HIPAA) and asked each agency to think about the business processes that can be improved with the use of this data sharing initiative. Also an overview of the current JIS (Judicial Inquiry System) was provided as well as an offer to provide a demonstration of the system. The high level overview can be found at:
<http://cycproject.myflorida.com/docs/Data%20Sharing%20Project%20Phase%20I%20-%20JAD%20Session%20Introduction.ppt>
- Ken Jones provided a Business and Vital Statistics System Overview:



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- Vital Statistics established by statute to centralized registration of vital events (repository) – births, deaths, marriages, divorces.
- Limited birth information has been captured since 1865.
- In 1917 the first real registry was started.
- From 1927 forward there are very good stats captured on birth records.
- There is a current birth registration process that starts in the hospital room. Currently there are 40 participant hospitals at present with an 18 month goal to complete the hospital initiative.
- Birth registry requests the SSN of both mother and father, as well as questions of whether Medicaid or private insurance was used at the time of birth.
- The Birth registry is completed by Nurses or a Birth Registrar.
- In hospitals there is the option of enumeration at birth – the parent can choose to have DOH request the SSN for the child. This request is completed within 3 weeks of birth and approximately 98% of parents use this service. It has been in place for 15 years.
- Currently working on registering births via a web based system.
- Death records are available from 1970 to present.
- Marriage and divorce records are available from 1970 to present.
- In the instance of a Gestational Surrogacy situation the commissioning couple would go home with child, be listed as the parents of record on an amended birth certificate and the original record is sealed.
- Death – Currently working on electronic death system. They initiated a LBR 2 years ago and now in testing phase – the manual process takes approximately one month process. The automated solution will be piloted in Duval in September of this year – They have initiated an LBR for training.
- When attempting to terminate parental rights – need to check putative registry to make sure a father has not registered to look for a child.
- They are required to report deaths within 15 days to SSA.
- Currently working on a linkage with other states for births and deaths (interstate exchange) currently in the process of automating on a national level – program runs nightly.
- SSN information received from the federal government – sharing of this information is not allowed. This has been identified by Homeland Security as a critical factor in identity theft.
- Volume of records (annually) - 240,000 Births, 170,000 Deaths, 150,000 Marriages, 80,000 Divorces, 60,000 Amendments

Questions:

- **Q:** Does an online system to request birth certificates currently exist? **A:** Not at this time, they are currently working on this automation. The only method at this time is manual (completing and sending in form).
- **Q:** When is a record made public? **A:** Birth – After 100 years, Death – After 50 years (date of death without cause of death is public record).
- **Q:** Do they document any diagnosis of developmental delay? **A:** No, they do not document this.
- **Q:** When a child becomes emancipated, are there any barriers that would prohibit him/her from applying for a copy of his/her birth certificate? **A:** No, he/she can apply for a copy of their birth record, they need to provide proof of identification.



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- **Q:** How detailed is the birth record? **A:** Examples include – parent(s) info, parent(s) birth info, location, facility, county attendant present, etc.... (birth certificate form provided during session).
- **Q:** In cases of adoption, does the birth certificate show what the information was previously there prior to the change? **A:** No, once the birth record is amended, the updated certificate only reflects what it was changed to.
- **Q:** In situations where there is a name change. Do you keep a history of the change and can you get the history? **A:** Yes there is history and it is available.
- **Q:** In cases of an adoption where the adopted individual wants to find out who his biological parents are. Can DOH provide this information? **A:** No, the individual will need to contact DCF who has a registry (Reunion Registry) for individuals attempting to locate their biological parent(s).
- **Q:** GAL tracks court orders. When paternity is subsequently established, do they have a mechanism that alerts them that no father was previously named? **A:** No, they do not receive any alert or popup that triggers that no father was previously named
- **Q:** How detailed is the information (on the death certificate) regarding the death? **A:** The basic information such as cause and date of death, location, county, etc... (death certificate form provided during the session).
- **Q:** What type of information is gathered for Marriage and divorce? **A:** Basic information is gathered (marriage and divorce certificate provided during session).
- **Q:** DOH use to have a unique identifier system – that was changed to SSN and now we want to revisit establishing unique identifiers. What did DOH use to use? **A:** Must be referring to the Clinic Management System – that systems clustered families together and did not establish individual unique identifiers.

Other Discussion Items:

- Disclosure of SSN – Should be elevated to the CYC as an issue for all agencies.
- Establishing unique identifier – Item to bring before the CYC.
- GAL posed a question regarding additional access when court order has been entered. Discussion ensued regarding development of a protocol for a ‘super-user’ that would have dedicated higher level access and would handle all issues regarding the additional access necessary when a court order is entered.

1. High Level Overview of Agencies Data Request:

APD:

- **Birth** – basic demographic data
- **Death** – Similar demographic data, cause of death, time and chain of events that lead to death

DJJ:

- **Birth** – DOB

AWI:

- **Birth** – DOB, race, ethnicity, change in medical status, paternity updates
- **Marriage** – name change



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- **Divorce** – name change

DCF

DCF/ACCESS (public assistance) – already has access to vital statistics – would like access to it in the centralized system

- **Birth** – (includes paternity)

DCF/Family Safety/CBC (child welfare)

- **Medical** – mother and child at birth, dependencies (alcohol), weight, height, pregnancy issues
- **SSN**
- **Birth** – basic demo, paternity (CLS, protective investigators)
- **Death** – cause, manner (child protection team)

DCF/Substance Abuse/Mental Health

- **Birth** – indication of mothers substance abuse and dependencies

GAL

- **Birth** – all information through line 23 (including SSN and WIC information), mother and father information (lines 30 – 35), pregnancy history (36a, 36b, 40, 41), medical and health (46), premature, newborn (50, 54, 53, 55)
- **Death** – general – proof of death, manner

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

- **APD** - Medical case managers – often alerted about a death but takes time to get validation – risk and quality issues. (Note: Comment by DOH - toxicology reports can take up to 3 months and death will be labeled pending/manner of death until those are returned and ME makes a determination)
- **GAL** - Court advocates – dependency cases
- **DJJ** - Probation officers – for data integrity in juvenile cases.
- **AWI** - Uses: Eligibility specialists for school readiness/Early Learning
- **DCF** – (ACCESS) determine eligibility for public assistance benefits. (Family Safety/CBC) continuity of care for case management, termination of parental rights, child protection team, and child death review coordinators. (Substance Abuse/Mental Health) improve provision of services for mental health and substance abuse.

3. Estimated # of Users per Agency:

- **APD** - 50 users
- **GAL** - 832 (program attorneys, staff advocates, volunteer supervisors)(ideal)
- **DJJ** - 1000 users (ideal)
- **AWI** - 1000 users (ideal)
- **DCF** – 7000-8000 users (ideal)



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Technical Discussion

- HP server – nightly backup
- SQL 2005 back-end – live updates and data warehouse
- Access to data warehouse so won't hit live database
- What is DOH recommended connection – Web Service?
- GAL posed a question regarding additional access when court order has been entered. Discussion ensued regarding development of a protocol for a 'super-user' that would have dedicated higher level access and would handle all issues regarding the additional access necessary when a court order is entered.

Action Items:

Item	Owner	Due Date	Completed
Provide electronic copies of Birth, Death, Marriage and Divorce documents.	Gary Sammet		3/16/09
Distribute Data Matrix (and associated PDF forms) for agencies to fill in their data needs	Jennifer Diaz		3/20/09
Complete and return Vital Statistics data matrix with desired data for their agency	ALL Agency Lead Policy Coordinators	3/26/09	DJJ 3/30