



CYC Data Sharing Project – Meeting Minutes

Subject:	CYC Data and Information Sharing - Phase I – FLORIDA Data Source – Workgroup (JAD) Session II
Date:	March 23, 2009
Time:	08:30 AM – 12:00 Noon and 1:00 PM- 5:00 PM
Location:	DJJ Alexander Building Training Center, Room 1318
Attendees Present:	DCF: Jennifer Lange, Peggy Sanford, Keith Perlman, Lori Shultz, Margie France, Alicia Chevtaikin, Kara O’Brien, John Jackson DOH: Tom Herring, Jane Menges, Marie Melton, Katrina Edwards AHCA: John Collins GAL: Johnny White, Kristen Griswold DJJ: Dave Kallenborn APD: Celeste Sanders, Brian McGrail AWI: Katherine Dresser OSCA: Brendie Hawkins, Chris Blakeslee EOG: Jim Kallinger, Jennifer Diaz FLITCOE: John Singeltary

Legal Discussion

- ✓ Jim Kallinger welcomed participants and thanked everyone for their participation in the JAD Session.
- ✓ Powerpoint slides were displayed on the overhead that described all information agencies had asked for in the last session, plus a second page detailed the roles of people who would need access.
<http://cycproject.myflorida.com/docs/Data%20Sharing%20Project%20Phase%20I%20-%20JAD%20Session%20Introduction.ppt>
- ✓ Alicia Chevtaikin thanked everyone and introduced Jennifer Lange, ACCESS Program Director.
- ✓ ACCESS: Automated Community Connections to Economic Stability
- ✓ FLORIDA: Florida Online Receipt of Data Inventory
- ✓ Jennifer Lange explained an overview of ACCESS FLORIDA and explained that the information and data sharing for food stamps and Medicaid are governed by Federal Statutes CFR (Code Federal Regulation) that regulate access to information obtained



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for eligibility. 42CFR :Subpart F: 431.300-306 for Medicaid and 7 CFR 272.1c for Food Stamps. [<Add link here>](#)

- TANF is block granted. Disclosure rules are primarily Federal regulations.
 - Centers for Medicaid –Release to people with similar structures for functionality. Determine amount of medical assistance, to provide services for recipients, to prosecute for a crime.
 - Medicaid regulations: Why do you need the data? To establish eligibility? To determine Medicaid services?
 - There is great federal regulation that trumps the very limited state laws in existence in the state of Florida for access to this information.
 - Almost of child welfare recipients are Medicaid eligible—if the sharing of information with you can help them get a Medicaid service---that would be acceptable.
 - Food stamps regulations – shall be restricted too: persons directly, other federally approved (if you have federal money)
 - Child support function at Revenue
 - Local state and federal law enforcement officials
 - Upon written request SSN,....fleeing for prosecution of a crime
 - There is an initiative to expand access to the system to medical providers which will be completed in October/November of this year. Information is currently available to community providers.
 - Food Stamp Regulations: disclosure and means test; does your agency receive federal dollars which could make your agency eligible to access the information.
 - Although agencies may not be articulating their need based upon trying to provide a Medicaid service in actuality that may be part of the business process for that agency.
 - GAL – If it is the responsibility of the GAL to get a Medicaid eligible child to a Doctor’s appointment could they get access to the information through that avenue?
 - Barrier – fear of children being taken; most important elements are health, food and medicine
 - GAL – Chapter 39.822 – doorway for GAL access to children’s information
- HIPAA Regulations – 3rd behind Medicaid and food stamps-
 - Jim Kallinger asked– Who access to the data? Jenny Lange answered – ACCESS workers, Family Safety has some. AWI runs programs to help people get jobs who are on food stamps—part of the eligibility is that they have to try to get employment, Revenue has access, DJJ has some access similar to child welfare. ACHA – owner of Medicaid. WIC has a hot key to FLORIDA – is this person eligible for Medicaid or food stamps. They have ‘inquiry’ access to these screens but not these screens.
 - Chris Blakeslee asked about profiles/ level of security – will FLORIDA maintain audit trail of those who access the data? Do you want your unique userid to be passed for audit purposes? Where is the audit? JIS would maintain the audit.
 - We share a lot of information now – but it is piece meal. It is shared a lot of different ways with a lot of different people. We have data in the FLORIDA system for approx 17 million people. We’ve been collecting this data since 1992. This includes folks that were in Hospice, disaster food stamps (back to Hurricane Andrew). .
 - Jim asked Jennifer, of the agencies represented up on the board – is there any issue as far as access?



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- WIC eligibility – could open access to data due to same federal rules.
 - Probation Officer – Might not be able to get them in through the federal regulations but rather another avenue.
 - AWI – Type of service, employment, why do they need to know about someone’s utility bills.
 - GAL – Have never studied their program. What kind of questions need to be asked? Dealing with Medicaid eligible job and it is part of their job to get to a medical exam. Then they need to know and need access to this information - can make the case. Where is mom working – would be helpful to GAL. Don’t know if we can justify that type of information and fit it into those rules.
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- The Federal intent of the data is for folks to want to apply for benefits and not be afraid of applying.
 - Chapter 39.822 allows GAL access to medical, address, etc...
 - Most community partners are private not for profit – Workforce Boards are partners, Healthy Start Coalition could be a community partner.
 - Community Partners – Early Learning (AWI) – Jennifer made a presentation to the coalitions. There is a good business case to make some of this data accessible.
 - Who is the contact that Kristen can talk to that can help work this through – Nathan Lewis/Kara O’Brien – what information can be shared?
 - GAL already has access to FSFN, if any of the ACCESS information is contained in FSFN, maybe they can access it through that portal.
 - DCF is the Custodian – legal custody is with them
 - Community partners have limited access to the FLORIDA system in addition to the Community Partner system.
 - Access is dependent upon the business need. Need to determine information for which program they will have access to.
 - HIPAA – is not the problem. It is the federal regulations (mainly Medicaid) that is the barrier that needs to be overcome.
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- ✓ Brendie Hawkins – Discussed an excel spreadsheet that explains the different roles in the agencies.
 - ✓ Data Matrixes (completed) link:
<http://cycproject.myflorida.com/index.asp?path=/2009-03-23%20FLORIDA%20Session%20Two>



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- ✓ Next, we discussed the detailed data matrixes for FLORIDA that **APD** filled out and Celeste described what and why this access is needed.
 - ✓ Celeste – we would like 119 users in the first phase.
 - Eligibility Specialist – they need to determine whether or not you are eligible for 1) medical services and 2) DCF Services.
 - Cost plan specialists - Review cost plans, and review items if there is a dispute.
 - Legal office will also need access for all legal processes.
- ✓ Next, we discussed the detailed data matrixes for FLORIDA that **GAL** filled out and Kristen described what and why this access is needed.
 - Guardian AD Litem – Ideally, approx 300 users; maybe divide by 3 to get to a lower number. If 125 is the number we can have, we may be able to split by 1/3 over the state.
 - Guardian AD Litem - Section 39.822, 39.8296
 - 40 staff advocates, 40 volunteer supervisors, 40 GAL Attorneys
 - Staff Advocates, Volunteer supervisors, GAL Attorneys – they are all a team and they all look at the case file to make a determination for a recommendation for dependency court. Jim asked if we should just have this access be available to state employees only. Chris- Yes you would have to be a state employee to get a user id. Kristen – Well they are not an FTE getting paid, but they appointed by the court to view the entire case. The role that they serve in our agency is the same. DJJ- Dave spoke up as a GAL volunteer and he said that they pretty much do all the casework.
 - Volunteer supervisors – they supervise about 40 volunteers each
 - Mission – safe protected and out of harm’s way—you may get information for one purpose but then it leads to other information and all the info helps make a determination for painting the whole picture in dependency court.
 - **Applicant information** - Individual information, SSN – this could take weeks to get out the parents. We look at fathers-is mom married, who’s dad, etc. Fleeing felon, drug trafficking – this helps with placement
 - Are advocates are trying to get services for this child? Maybe we tell the judge that Medicaid has not been determined and we help them get that service.
 - John Jackson – Statewide Advocacy has rights.
 - Vehicle, income, assets are part of paying child support.
 - Expenses – to see if health ins, Medicaid details -



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Lunch Break – resume at 1:20

- ✓ Jim read from the “Sharing Information” A guide to federal laws on confidentiality and disclosure of Information for child welfare agencies.
 - APD Summary
 - Eligibility Specialist – to determine eligibility for services for our agency
 - Cost Plan specialists – After assessment – they draw up case plans for how much they are eligible to receive
 - Support Coordinator – work together to see what support is needed
 - Supported Employee specialist – they to employ persons with disabilities
 - The legal team works with the above people.
 - Legal APD – We deal strictly with the Medicaid program, some litigation, and civil investigation. Brian asked who will be determining the legal questions. Brendie answered and said the feeder and supplier legal team will get together and decide on roles and what those roles can see.
 - APD – Celeste – Can we identify who all the legal people will be for all agencies? It would be helpful for Jennifer to send out who the legal coordinators will be for all the agencies. Celeste – we can send you a summary of what we do.
 - Peggy – it would be helpful to submit also what you are already getting. You can also identify where in the CFR would allow you to get in and see the data. Also, list the benefits and or things that could happen if we don’t share data for a statutory change.
- GAL Summary
 - Appointed in the dependency matter through the court. There is more Medicaid so we can get them doctor’s appt. Help protect children from abuse, abandonment, and neglect, investigate and make recommendations to the court. Help facilitate and determine what services that children need.
 - Services - Medical, tutoring, disability, waiver services denied
 - Parents are very against giving any information. Dependency court is the one shot that these children may have.
 - We tell the judge if a child needs medical, dental, or disability services.
 - What percentage of children are on Medicaid? It seems very high. None of the parents have private insurance.
 - AHCA privacy information officer – HIPPA law would preclude you if you don’t need access to this information.



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- ✓ Next, we discussed the detailed data matrixes for FLORIDA that **AWI – Early Learning** filled out and Katherine described what and why this access is needed.
 - AWI – Early Learning is the lead agency that administers that child care development fund. Early learning coalitions – 31; administer themselves or contract out. Determine eligibility for child care services.
 - Determining eligibility for subsidizing childcare; information would be used by childcare eligibility specialists as well as the eligibility team for the state
 - Coalition level and the Eligibility Review at State level – should have the same level access
 - Katherine – we can send you list of eligibility criteria
 - Potential Barrier - Coalitions are not state entities. We monitor and oversee them and pay them.
 - Kara – We verify income information from AWI. How are we going to do this, because we have an MOU to use AWI only?
 - Brendie –Clerk of courts is the record for criminal history. There are no dispositions. There could be lots of duplicate information.
 - They have to show us INS documents. If they are disabled, they can get SSI or services for a longer period of time.
 - They don't need access to assets and we do need income.

- ✓ Next, we discussed the detailed data matrixes for FLORIDA that **DJJ** filled out and Dave described what and why this access is needed.
 - We just need the first matrix for probation officers to get background on the family. Location purposes to see where someone is residing. If they are in the community, the kids may be eligible for Medicaid.
 - Probation Officers primarily need background information on the family in an active case. Additional financial information not needed as DJJ charges for cost of care and must fill out a waiver and submit to the Court.

- ✓ **DOH** – no matrix yet – but WIC eligibility would be the best for a pilot. We want to add ‘ type of benefits’ in our list of needs. We have about 300 sites across the state.

- ✓ Next, we discussed the detailed data matrixes for FLORIDA that **AHCA** filled out and Dave described what and why this access is needed.
 - ACHA – Information would be used to determine eligibility
 - For the case managers and prior authorization they would probably like to access the data.



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- ✓ Peggy – EOG may want to look into an Executive Order until a statute change could be made.

Next steps:

Regroup and send out the matrixes again to include:

- 1) Agency Overview – what specific services does your agency provide?
- 2) What authority can you cite that allows your agency access?
- 3) Further define roles – specific roles and what is the purpose for accessing the data?
- 4) Highlighted what data you may already be getting through another means, identify what means.
- 5) What- list the benefits to the state that your agency would see if you are able to get access.

Action Items:

Item	Owner	Due Date	Completed
Compile a worksheet that describes agency's needs, roles, and mission in detail	Alicia Chevtaikin	3/23/09	3/23/09
Distribute worksheet for agencies to fill in their data needs	Jennifer Diaz	3/24/09	3/24/09
Complete and return work sheet with desired data for their agency	All Agency Lead Policy Coordinators	3/27/09	APD & DJJ 3/30
Send out a list of lead legal team member from each agency	Jennifer Diaz	3/25/09	