**Florida Children and Youth Cabinet Technology Workgroup Meeting**

**Friday, March 17, 2017**

3:00 p.m. – 5:00 p.m.

Florida Department of Children and Families Headquarters, Building 1, Room #132

1317 Winewood Blvd., Tallahassee, Florida

**Meeting Summary**

Note: The following is a summary of the highlights of the proceedings and is not intended to be construed as a transcript. To obtain meeting materials, please visit [www.flgov.com/childrens- cabinet.](http://www.flgov.com/childrens-cabinet)

**Attendance Summary**

**Florida Children and Youth Cabinet Technology Workgroup members in attendance:**

* Chair Victoria Zepp
* Mark Slager, Department of Children and Families
* Melanie May, Office of Early Learning
* Fred Knapp, Agency for State Technology

**Guests via Phone:**

* Heidi Fox, Agency for Health Care Administration
* Kay Heckroth, Agency for Health Care Administration
* Steve Davis, Agency for Persons with Disabilities
* Geoff Fulcher, Department of Juvenile Justice
* Norin Dollard, KIDS COUNT
* Lilli Copp, Head Start State Collaboration Office
* Joe Wright, Department of Health

**Staff in Attendance:** Meeting Start Time: 3:15 p.m.

* Lindsey Zander Meeting End Time: 4:25 p.m.

**Proceedings**

**Call to Order and Welcome**

Chair Victoria Zepp called the Florida Children and Youth Cabinet Technology Workgroup meeting to order and welcomed everyone in attendance.

The roll was called by Lindsey Zander and a quorum was confirmed.

**Approval of Minutes**

The minutes from the February 27, 2017 meeting were approved.

**Children and Youth Cabinet Website**

Chair Zepp provided an update on the Children and Youth Cabinet website. Chair Zepp would like to have a meeting with the Governor's IT staff to discuss the creation of a portal on the website which would link important information regarding children and youth from other agency websites that are on the Children and Youth Cabinet. Chair Zepp thanked the agencies for submitting the links from their agency websites for the Children and Youth Website.

**\*\*Action Item #1:** More information regarding the next steps on the creation of a portal for the Children and Youth Cabinet website which would provide the links to important agency information regarding children.

**KIDS COUNT Presentation**

Chair Zepp thanked Dr. Dollard for her presentation on KIDS COUNT data at the last workgroup meeting. She asked members for suggestions regarding how to best present the data to the Cabinet at the next full Cabinet meeting.

**\*\*Action Item #2:** Update from the Institute for Child Welfare regarding the agencies that still need to submit their qualtrics data. (She recommended reaching out directly to the Director of the Institute, Dr. Pryce.)

**Legislative Priorities**

Chair Zepp encouraged the members to keep the workgroup informed on any legislative priorities their agencies are working on this legislative session. We can then work with the Policy Impact Committee of the Children and Youth Cabinet to support these legislative priorities.

**Office of Early Learning - Unique Identifiers Update: Melanie May**

The Office of Early Learning (OEL) is moving forward with unique identifiers and they are currently revising the formatting for the display of the identifiers. Once these revisions are discussed and completed, the Office should be able to continue with the project.

Chair Zepp reminded members that the OEL is working with the Department of Education to develop unique identifiers for children that are currently in the state child welfare system so that their movement throughout the system can be tracked. Melanie May added that the overarching goal of this project is to update the way that these institution and agency systems update their data on children who come into contact with the child welfare system to provide broader information to the community based care and other child care institutions about how these multi-agency children enter the child welfare system, and where they go while they are in it. The unique identifier would be created when these children apply for child welfare services. The unique identifier can be created for children one month and older. This would allow agencies and child care institutions to better track these children and identify patterns and trends.

Melanie May explained that the system is still being developed, and in some instances a unique identifier is hard to pinpoint, as many of these children have gone to more than one school.

Chair Zepp mentioned that laws such as FERPA make it difficult to acquire enough information to create these unique identifiers. She discussed how hard it is to have umbrella data that encompasses many long-standing agencies in the state. If agencies adopt this unique identifier method of tracking data in the child welfare system, they will need to be able to prove at the federal level that it is effective in giving insight into the welfare system. DCF estimates that by August 2017 the Department should have a recommendation on an updated data collection system to present to Secretary Carroll. Many of the other agencies that deal with the child welfare system are revamping their data collection systems, making this an opportune time to introduce a new data collection system.

**\*\*Action Item #3:** Present on Unique Identifiers as the topic of the next workgroup meeting. Chair Zepp would like representatives from the agencies and other institutions working with Unique Identifiers to attend the next workgroup meeting to collaborate on the options state agencies have for tracking youth through the child welfare system.

**Early Childhood Integrated Data System: Lilli Copp**

The system is a state-wide longitudinal data system that has been developed to create a roadmap as to how state and large enterprises create and share unique identifiers.

**\*\*Action Item #4:** Lindsey Zander to re-send Lilli Copp's data on the Early Childhood Integrated Data System again.

Lilli Copp offered to have someone from the technological side of the data system to speak at the next workgroup meeting for technological assistance with the development of the data system and the unique identifiers. She also suggested a potential webinar.

Melanie May reminded the workgroup that one of the largest problems seen with this project is sponsorship of the data system update. Chair Zepp would like to start a conversation with the Cabinet regarding what would need to happen in order to create and implement this new integrated data system. She said the agencies that sit on the Cabinet are willing to use Unique Identifiers for their clients, as this helps them understand all the resources that serviced to the child.

The workgroup discussed that the removal of social security numbers used as client identifiers could make it harder to provide a unique identifier for this data system.

**\*\*Action Item #5:** Follow-up with Lilli Copp regarding her materials on the Early Childhood Integrated Data System as well as a presentation from the Institute of Child Welfare's IT for a webinar or presentation on the data system's logistics.

**Public Comment**

No members of the public wished to speak.

**Adjournment**

Chair Zepp announced that the next meeting date(s):

* **April 14, 2017**
* **May 19, 2017**
* **June 16, 2017**

Next Florida Children and Youth Cabinet Meeting Date will be Monday, March 20, 1:00p.m. – 4:00 p.m., Tallahassee, FL

With no other business and an announcement that meeting minutes and action steps from the current meeting will be provided, the meeting was adjourned at: 4:25 p.m.