Florida Children and Youth Cabinet
Technology Workgroup Meeting
Friday, March 18, 2016
3:00 p.m. – 4:00 p.m.
Office of the Chief Financial Officer
LL-26 Conference Room, Tallahassee, Florida

Meeting Summary

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

Attendance Summary

Florida Children and Youth Cabinet Technology Workgroup member attendance:

In Person:
- Chair Victoria Zepp, Cabinet Appointee representing Chief Financial Officer Jeff Atwater.
- Maureen Olson, Agency for State Technology
- Staff in attendance: Tim Parson

On the Phone:
- Marc Slager, Department of Children and Families
- Melanie May, Office of Early Learning
- Jan Wright, Department of Juvenile Justice
- Joe Wright, Department of Health
- Grendy Henry, Agency for Persons with Disabilities
- Greg Ramsey, Guardian ad Litem Program

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 and on the conference call line.

The roll was called by Tim Parson and a quorum was confirmed.

Chair Zepp informed the workgroup that the action items from the *Friday, February 26th* meeting had been completed. In addition, presentation handouts mentioned are available on the Children and Youth Cabinet website http://www.flgov.com/childrens-cabinet-technology-workgroup/ including a link to their website is included at the bottom of the agenda. The workgroup then approved the minutes from the last meeting.

Per the collective goal to identify current data sharing practice, ownership, use cases, and other inquiry, Maureen Olson introduced a draft template help that was emailed in advance.

***Action Item: Receive workgroup member feedback on relevance, clarity and comprehensiveness of the data template. Members were encouraged to send any edifications to Maureen or Tim.

At this time, Chair Zepp confirmed that all of the handouts had been delivered in advance preparation of today's meeting.

Florida Children and Youth Cabinet (FCYC) Technology Workgroup

Chair Zepp emphasized the critical need for the interagency agreement to be updated prior to July 1, 2017. She also noted that identifying the priorities and use cases within the agreement fall under the purview of the technology workgroup. That stated, input from each agency's business/program/services unit was critical toward developing scenarios to best depict challenges and identify opportunities for collaboration.

***Action Item: Gather the history and supporting documents of the original interagency agreement that was created in 2012.

Maureen Olson provided a quick legislative update, highlighting HB 1195 proposed legislation to create a chief data office that failed to pass this session. Besides establishing a chief data officer, the legislation would have also created a data dictionary, which Chair Zepp and other workgroup members expressed the need for.

Greg Ramsey stated that GAL is converting to a new system, OPTIMA. Deliverables of this new technology includes the development of a data dictionary with common elements.

Continuing the discussion, Chair Zepp clarified that while each agency has second and tertiary data profiles, cross agency identification of a statewide accepted data dictionary can act as a centralized repository of information *about data* such as meaning, relationships to other data, origin, usage, and format.

Chair Zepp challenged the group to identify, model and share work product to in an efficient manner, minimizing redundancy and time to completion and that it's a critical step in toward aligning data elements to enable elements needed to truly develop a children's budget with accountability for Florida.

Agency workgroup representatives echoed the need and plans to develop their own data dictionary. When asked if the AST has a data dictionary, Maureen Olson shared that they are working with DMS and DFS on a master data management agreement based upon the Florida Planning, Accounting, and Ledger Management (PALM) Project and the People First! Project.

Melanie May noted that the Office of Early Learning has finished the first phase of a modernization project, which they expect to roll-out in third quarter with a data dictionary in place sometime in June 2016.

Florida Children and Youth Cabinet Inter-Workgroup Collaboration

Grendy Henry, Agency for Persons with Disabilities, updated the workgroup on the status of the process mapping project. They have received completed process map surveys provided by each agency represented on the FCYC. Additionally, each agency was asked to review and make recommendations to confirm that the project team questions are appropriate toward ensuring that the right data is captured on the data interface. Lastly, they are establishing appropriate "touch points." Grendy shared that their team plans to meet in one week to

discuss next steps toward issuing a recommendation to the full Children and Youth Cabinet.

Chair Zepp and Maureen Olson posed several questions to Grendy regarding the process maps, including its level of detail, how does it depict eligibility, does it tie back to statute and does it contain a data map? Gendy pointed out that they did not look at data but thought it would be a good opportunity to blend it in. Everyone agreed that a data map would be useful.

***Action Item: Produce a data map that could be used to assist the technology workgroup its efforts to eliminate technological barriers between agency databases.**

Joe Wright, Department of Health, pointed out that agencies also have multiple data sharing agreements with entities outside of state agencies. He suggested that it would be useful to reach out to identify examples of data exchanged between agencies and outside entities. Chair Zepp agreed that this type of public/private partnership is important and in the transfer valuable data elements that we're unable to access may already be included in the transfer, yet goes unidentified and ignored.

Jan Wright, Department of Juvenile Justice, inquired as to how best to determine, identify and define "non-agency". Furthermore, Maureen Olson stated defining what entities constitute "State of Florida" would also be important.

Melanie May mentioned that it may be useful to depict a data interchange schedule on a daily, monthly and quarterly basis.

Chair Zepp closed the meeting by encouraging members to review one of their data agreements and see what should be added to the template. She also recapped the need for this workgroup to identity relevant user cases and offered that it could be useful to run a case through the template to ensure core identifying factors are being considers. Members were invited to provide feedback with Tim to then share with the Chair.

Public Comment
Public comment was solicited with no members of the public wishing to speak.

Adjournment
Chair Zepp discussed that the next meeting date is April 15th. An agenda and meeting materials will be provided in advance, when available.

Meeting was adjourned.