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

**Thursday, May 26th, 2016**

3:00 p.m. – 5:00 p.m.

Betty Easley Conference Center, Room #182

4075 Esplanade Way, 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 Vangalis Zepp, Florida Children and Youth Cabinet Member
* Celeste Sanders, Agency for Persons with Disabilities
* Melanie May, Office of Early Learning
* Jeff Fulcher, Department of Juvenile Justice
* Greg Ramsey, Guardian ad Litem

Guests in attendance:

* Maureen Olson, Agency for State Technology
* Deborah Stevens, Agency for State Technology
* Dr. Patty Babcock, Institute for Child Welfare

Guests via Phone:

* Dr. Heather Flynn, Associate Professor and Vice Chair of Research, Florida State University
* Sandy Neidert, Office of State Courts Administrators

Staff in attendance:

* Tim Parson

Meeting Start Time: 3:05 p.m.

Meeting End Time: 4:50 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 Tim Parson and a quorum was confirmed.

Tim Parson reviewed the minutes of the last meeting.

Chair Zepp recapped the previous Children and Youth Cabinet meeting and expressed her excitement in how the Cabinet’s overall goals also identified their subsequent need for data.

The first priority the Cabinet established was to examine and focus on the first 1000 days of a child’s life and ways to prioritize data sharing to improve services provided. The next priority included the headline indicators and ways the Cabinet can help turn the curve with these measures. And lastly, the third priority was to create a task force to focus on suicide prevention. The Chair then stated that it is imperative the workgroup review how we gather data and how we use it and then ways we can use it to address the Cabinet’s priorities. She pointed to the three uses or consumers of agency data: 1) daily agency duties 2) the citizenry and 3) third parties, including universities.

The Chair also discussed the need for a dashboard that could be used as a portal by the state that its citizenry can use to access data. She further stated that the dashboard could be used by the Cabinet as a “landing page” of sorts to offer a provider portal that will allow data to be presented to the public. Additionally, as pointed out by Greg Ramsey, it could be used as a central repository for public records requests. Chair Zepp and Maureen Olson of AST, both cited examples of similar projects, including MyFlorida.com. While the workgroup would not have to design the portal, there are rules of engagement that should be considered and might include the Communications Workgroup.

**Action item #1: Have a discussion with the Governor’s Office regarding the dashboard and what rules and recommendations for creating a dashboard exist.**

**Presentation by Dr. Heather Flynn on the Statewide Suicide Prevention Task Force**

Dr. Flynn discussed the state of suicide in Florida and what can be done by Florida’s partners to pull together actionable data. She stated the importance of identifying “hot spots” and identifying the limitations that currently exist. The first step was to determine the existing sources of data and as we uncover these sources, make additional determinations regarding how useful and accurate it is. The next step is to look at what can be done strategically to gain more accurate data and then move towards unclustering suicide attempts data. Dr. Flynn continued by pointing out that they have researched other states and looked at their models but each state is different in how they customize their data.

The Chair reiterated the need for a data dictionary as an effective way to understand core competencies. A data dictionary provides a descriptive list of names, definitions, and attributes of data elements to be captured in an information system or database. It describes the definitions or the expected meaning and acceptable representation of data for use within a defined context of data elements within a data set, including what values it may contain. Basically, this guides what the data item means and how its used in real-world terms across all identified databases, including outlines best practices for maintaining data integrity to help ensure data accuracy. Greg Ramsey informed the workgroup that the Guardian ad Litem program has a data dictionary as well as the Office of Early Learning.

**Review of the Qualtrics Logic Electronic Data Interface/Exchange Inventory**

Dr. Patty Babcock discussed the logic for the Qualtrics template and how the dropdown menu should be filled in by each agency. She also clarified the need for both the send and received file sections of the logic. Celeste Sanders, APD, pointed out that if you have the framework for agencies participating, it makes it that much simpler to complete the analysis. Deborah Stevens followed by stating that it helps with existing interfaces if there are gaps.

**Action item #2: There is a deadline to complete the template by Friday, June 3 at which time Dr. Patty Babcock will schedule interview times for agencies to finalize the drop down menus with what we know.**

**Discussion on the Development of a Workgroup Charter**

Chair Zepp described the importance of a charter and how it can be used by the workgroup to state the purpose, reason, scope and responsibilities of the workgroup. Maureen Olson pointed out that an organizational charter can be used to establish the scope as well as to help the group remain focused on its priorities by providing a mechanism to review proposals that are submitted to the workgroup. Chair Zepp added that not only does a charter bring on a renewed focus but also awareness through a clear, concise and to the point message. She suggested that we use what is in statute to create the charter.

Deborah Stevens made the point that with a workgroup charter, the team can use it to ensure alignment to the Cabinet’s priorities. However, we should also create separate project charters to detail our plans to achieve our stated priorities. She continued that we should define our “success criteria” as to how we can track our accomplishments. Chair Zepp recommended that we use milestones as way to gauge and evaluate our progress.

**Action item #3: The Workgroup will create a charter based upon what is in statue as well as project charters and can review and edit the charters at the next meeting on June 17th.**

**Public Comment**

No members of the public wished to speak.

**Adjournment**

With no other business and an announcement that an agenda will be provided in advance of the next meeting the meeting was adjourned at: 4:55 p.m.