DATA TECHNICAL ADVISORY COMMITTEE MINUTES

April 28, 2022 from 9:30 AM – 11:00 AM

CTAC, 802 NW 5th Ave, Gainesville, FL 32601

Welcome

Board member, Lee Pinkoson, welcomed committee members and called the meeting to order. CTAC staff, Bonnie Wagner, briefly reviewed the objectives of the Data Technical Advisory Committee (DTAC) and topics for the current and future meetings.

Roll Call

Member Attendance: Anne Koterba, Fred Posner, Janet Bente Romero, Lauren Levitt, Michael Bowie, Shane Andrew, Shirley Watts, Taylor Gilfillan, and Lee Pinkoson.

Members Absent: none.

Meeting Topics

1) What is our data strategy?

CTAC staff detailed how CTAC is is currently approaching data collection, what data is collected, how it is being collected, and how it is being used. Each provider has unique data collection requirements based on the type of service they provide. More specifically, data collected specifically addresses the anticipated participant demographics, services, and performance measures which are individualized for each contract. For instance, data collected and performance measures for a program serving pregnant women is different than a summer youth employment program. CTAC staff reviewed the Pathway to Improve Child Outcomes to demonstrate the variety of programs being funded and how these programmatic efforts are aligned with the organizational strategies and goals.

The group expressed a desire to measure what is happening in our programs and its impact including demographic information of program participants. Several group members expressed curiosity and interest in being able to measure participants over time and across programs as well as being able to link with information from external data systems (i.e., school system, etc). DTAC members were given the opportunity to provide individual responses on what they'd like to see in the Trust's policies in terms of what data is collected. Below are the themes and raw responses received:

What data is collected?

Themes: data collection should include (1) the extent to which services are being participated in, (2) key characteristics of participants, (3) benefits and effectiveness of funded services, (4) have an identified purpose and ways to meaningfully use and communicate findings, and (5) ways to potentially link with other systems.

Actual responses:
- Taxpayers would appreciate knowing how Children's Trust is impacting the overall community.
- # of children receiving services who hadn't before, # who receive services elsewhere.
- Not just measurements of numbers and % attendance, but qualitative data.
- Participation in previous CTAC program? (yes or no)
- How many programs used/taken?
- Program involvement, level of involvement, duration of involvement, start date, discharge date, gauge of outcome.
- Create a geographic dashboard that allows general public to select different areas (Zip, city) and see metrics for just that area.
- If the child left the county.
- Reconsider metric benchmarks we used to compare to; where does comparing against Alachua County population make sense? (highlighting disproportionality). Roughly 33% of kids in Alachua County are Black.
- What questions do you want to answer and what info do you want to provide to the public? That should guide data collection.
- Name, gender, race, residence to the zip code, school, grade
- Participant needs assessment via survey, etc.
- % of participants at 150% below poverty level
- Homeless populations if identified as such, could also have a column, which can have "CSE" generated ID number.
- Create and use a Florida Dept. of Education student ID # to use from providers to graduation.
- Name/Age (UUID)
- Other numbers (not CTAC) 1. School number, 2. Program number, 3.) DOC #
- Any data field collected should explicitly state how or in what way it will be shared in aggregate with the community / general public.
- Any data field collected should explicitly (in a table) state which metrics or purposes it will serve. (ex. [field] race [purpose] disaggregated metrics in indicators, grant reports)

2) How do we gather information?

The group discussed advantages of having a data system to allow for greater efficiency, continuity, and useful features. Several members spoke in favor of the Trust acquiring a data system as a collection interface with providers to document services, participants, and measure contract deliverables. DTAC members were given the opportunity to respond individually on what they'd like to see in the Trust's policies in terms of how data is collected. Below are the themes and raw responses received:

How is data collected?

Themes: Data should be collected (1) via a secure data system where all individuals have a unique identifier, (2) on which providers would receive training, and (3) have an established enrollment procedure including a consent process that informs participant why information is being collected and how it will be used.

Actual responses:
- Assign # based upon the individual.
- Identifiers for computerized tracking of students from infants to college
- Policy – Use a secure encrypted system that generates a CTAC number per person.
- Use a data-base platform rather than Google Drive – reports, security, provider training and professional development.
- Better data system
- This would require training of CTAC agencies to ensure name and birthdates are entered appropriately to prevent new CTAC numbers.
- Linkage between schools and out of school providers
- Enrollment process and procedures, school ID # and show services to specific areas and school zones. Create and use a Florida DOE student ID #.
- Enrollment application/assessment; POT surveys (to confirm data); discharge report.
- On/In Database Platform: grants, proposals, financial, provider, participant, etc.
- Incentives to get data – offer grants (small) for organizations that track and send data based upon Children's Trust application.
- A disclosure for parents/guardians should clearly and simply explain CTAC policy for use and sharing.
- For all data points collected, you should be able to explain why it's needed.
- Specifically, why do you need PII? Is it only to track how many CTAC programs an individual participates in?
- Program/Systems to consider: Laserfiche (by Canon), form management, automated data collection processes, ACPS Finance and Data Analytics depts use it.

Public Comments

Addison Staples – Executive Director of Aces in Motion, shared thoughts and considerations he had during the meeting, including: (1) what type of information will be adequate or sufficient for voters to validate the Trust's existence, (2) it is unrealistic to expect that CTAC or its programs will be able to change community level goals it aspires to, especially since within these community level indicators there are many individuals not touched by these programs; a more realistic expectation would be asking the right program-specific questions, (3) CTAC is a funder and not charged with following youth longitudinally, (4) the data collection requirements and outcomes should be aligned with the level of funding, and (5) would like to see more strengths-based indicators.

Herman Knopf – Senior Research Scientist from the Anita Zucker Center for Excellence in Early Childhood Studies at the University of Florida, shared he thought a good discussion was had in

the meeting and heard that the DTAC was leaning towards procuring a data system to track those who are enrolling, participating, and receiving services. He suggested that the data system Trust procures incorporates fluid functionality and is intuitive. In terms of participant information he encouraged we focus more on salient characteristics that we can intervene on (i.e., what services they would like to benefit from, and the ability to benefit from service).

Close

Next meeting is May 26, 2022 at 9:30am-11am at the Children's Trust office.

802 NW 5th Ave, Gainesville, FL 32601

Non-Committee Members in Attendance:

CTAC Staff Attendance: Bonnie Wagner (Research, Planning, and Evaluation Coordinator), Kristy Goldwire (Acting Executive Director), Elizabeth Cayson (Community Engagement Coordinator), and Ashley Morgan-Daniel (Executive Assistant & Clerk of the Trust).

Others in Attendance: Bob Swain (Deputy County Attorney), Herman Knopf (Anita Zucker Center), and Addison Staples (Aces in Motion).

CHILDREN'S TRUST
OF ALACHUA COUNTY

CHILDREN'S TRUST MEETING MINUTES

April 28, 2022 at 9:30 AM

Children's Trust Offices, 802 NW 5th Ave., Gainesville, FL 32601

Signature Page

Approval of Meeting Minutes

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Data Technical Advisory Committee of the Children's Trust of Alachua County, held on the 28th day of April, 2022.

I further certify that the meeting was duly called and held and that a quorum was present.

CHILDREN'S TRUST OF ALACHUA COUNTY
By:_____
Dr. Margarita Labarta, Chair

CHILDREN'S TRUST OF ALACHUA COUNTY
By:_____
Kristy Goldwire, Acting Secretary

Please provide your signature to confirm these minutes are a true representation of the CTAC meeting on April 28, 2022, as approved by the Board on June 13, 2022.