



## DATA TECHNICAL ADVISORY COMMITTEE MINUTES

May 26, 2022 from 9:30 AM – 11:00 AM

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

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### Welcome

Board member, Lee Pinkoson, welcomed committee members and called the meeting to order. CTAC staff, Bonnie Wagner, invited committee member to join the Menti platform, briefly reviewed the agenda and topics for the current and future meetings.

### Roll Call

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

*Members Absent:* Lauren Levitt and Shirley Watts (virtual).

### Meeting Topics

#### 1) Recap

##### - What data is collected?

DTAC committee members validated the summary provided on what data CTAC would collect from funded providers. An additional suggestion was to include program cost. The finalized version is displayed below.

CTAC data collection should include:

- amount and duration of services,
- program cost,
- key characteristics of participants,
- benefits and effectiveness of funded services,
- ways to potentially link with other systems, and
- an identified purpose and ways to meaningfully use and communicate findings.

## **- How is data collected?**

DTAC committee members validated the summary provided on how data is collected from CTAC funded providers. The finalized version is displayed below.

Personally identifying data requested by the Trust on children and families who enroll, participate, or receive services will be collected:

- via a secure data system where all individuals have a unique identifier,
- on which providers would receive training, and
- an established consent process that informs participants why information is being collected and how it will be used.

Committee members were interested in specifics of the informing participants and consent process (discussed as the next topic) and data security (to be discussed in the June meeting).

## **2) Informing Participants**

Generally DTAC members agreed having an informed consent process where participants acknowledge and provide permission for their information to be shared with the Trust. One concern expressed was that the consent process and forms are a barrier and burdensome to families, and might even be misinterpreted as consenting to a research study, rather than program evaluation where the consent process may not be necessary. DTAC members were in agreement the consent process should be concise and understandable. Members expressed having a short consent statement that would include the following components: (1) why the information is being collection, (2) how it will be used, (3) how it will be protected.

## **3) Required Data**

The committee also discussed the distinction between data required for accountability that participants are not able to “opt-out” of if receiving funded services versus data collection efforts related to evaluation, which with respect to a provider’s contract would be required, but participants have the right to “opt-out”.

Required data elements for accountability would typically include enrollment/registration, eligibility documentation, and attendance or participation. These data need to be collected to account for services being rendered and confirm dollars were used for a public good as specified in the contract.

Additional data elements for evaluation would be required of providers to conduct and encourage participants to take part in, although, participation is voluntary and participants may refuse to participate. Examples might include focus groups, interviews, and other qualitative data collection, programmatic assessments *not* associated with eligibility, and consent to release personally identifiable data to/from third parties. Because data is most valuable when it

is representative and complete, the Trust would like to see high completion rates. Rates lower than 70% of eligible participants taking part of evaluative efforts would be noted as an area for improvement.

#### **4) Data Sharing**

DTAC members were in support of data sharing, however with some caveats to ensure that information is not mishandled or private information is not inappropriately released. Suggestions included: 1) developing a clear purpose and intention for any external data sharing which weighs benefits alongside risks, 2) risks are minimized through implementing appropriate data security safeguards, 3) any research or evaluation performed by third parties using Trust data is conducted with deidentified data, and 4) if there is an interest in linking Trust data with external dataset to examine program or system impacts that the analysis is done by the Trust and the amount of identified information released is the minimum required to make the match, and potentially done so by using IDs, pseudIDs, or other tokens.

Participants who receive Trust funded services and are legally authorized to provide consent, may provide permission for sharing their identified personal information for the purposes for referral, service coordination, research and evaluation.

#### **Public Comments**

*None.*

#### **Close**

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

802 NW 5<sup>th</sup> Ave, Gainesville, FL 32601

#### **Non-Committee Members in Attendance:**

*CTAC Staff Attendance:* Bonnie Wagner (Research, Planning, and Evaluation Coordinator), Kristy Goldwire (Acting Executive Director), Daniel Douglas (Communications Manager), and Ashley Morgan-Daniel (Executive Assistant & Clerk of the Trust).

*Others in Attendance:* Bob Swain (Deputy County Attorney).



**CHILDREN'S TRUST**  
OF ALACHUA COUNTY

## CHILDREN'S TRUST MEETING MINUTES

May 26, 2022 at 9:30 AM

Children's Trust of Alachua County, 802 NW 5th Ave., Gainesville, FL 32601

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### 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 26th day of May, 2022.

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

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 May 26, 2022, as approved by the Board on July 11, 2022.