



CHILDREN'S TRUST
OF ALACHUA COUNTY

DATA TECHNICAL ADVISORY COMMITTEE AGENDA

June 30, 2022 at 9:30 AM

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

Welcome (1 minute)

Roll Call (1 minute)

Introduction (1 minute)

Topics for Discussion

1) Recap (30 minutes)

Informing Participants

Required Data

Data Sharing

2) Data Security (40 minutes)

-How will we protect information?

Public Comments (10 minutes)

Close (2 minutes)

Supporting Documents

- Powerpoint
- Draft Minutes from DTAC Meeting on May 26, 2022

Virtual Meeting Information

1. Zoom Link to Register: https://us02web.zoom.us/webinar/register/WN_SNnpd438ScKsmD6b1y08gg
2. View or listen to the meeting: https://www.youtube.com/channel/UCpYNq_GkjCo9FQo3qR5-SOw
3. Public Comments: Submit online at <http://www.childrenstrustofalachuacounty.us/commentcard>

File Attachments for Item:

1. Powerpoint



Item 1.

Data Technical Advisory Committee

Children's Trust of Alachua County

June 30, 2022

Topics for Discussion

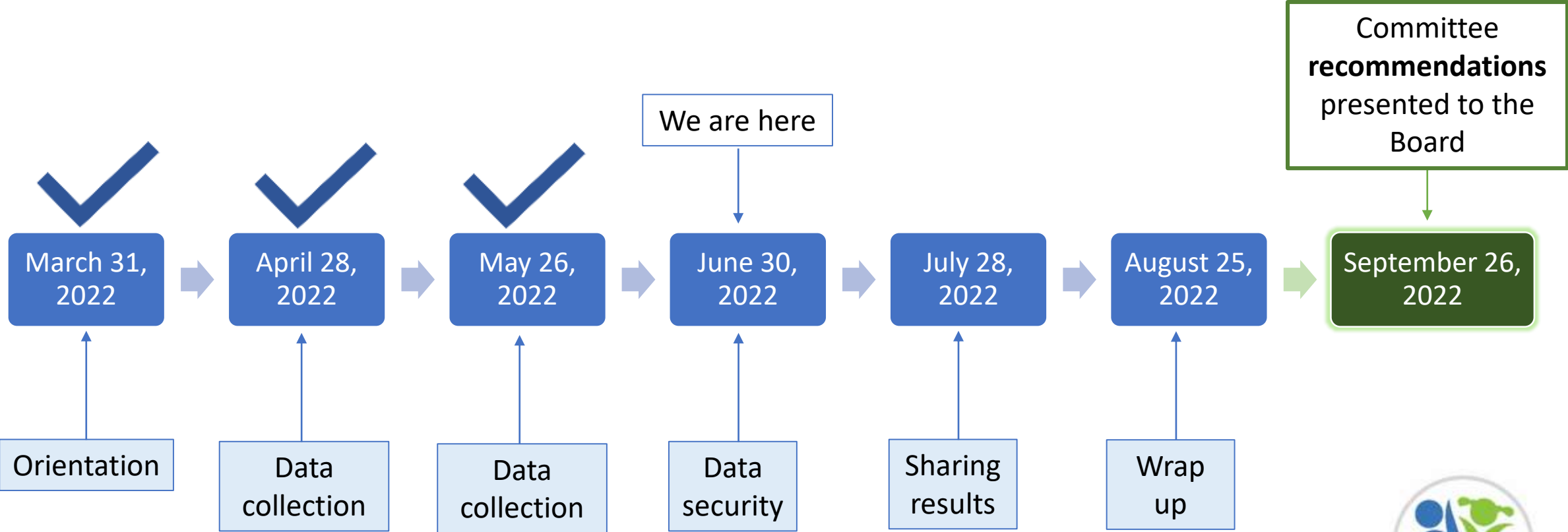
1) Recap (30 minutes)

- Informing Participants
- Required Data
- Data Sharing

2) Data Security (40 minutes)



What is next?



Informing Participants

- ✓ Providers collecting personally identifiable information (PII) from children and families to submit to the Trust shall obtain consent, from a person legally authorized to give consent, to collect and provide it to the Trust.
- ✓ The Trust will have 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.
- ✓ Our full data collection and management policy will be available on the Children's Trust website.

Required Data

- ✓ There is not an opt-out option of data elements required for accountability purposes as the Trust must be able to verify services were rendered.
- ✓ 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.

Data Sharing

- ✓ Develop a clear purpose and intention for any external data sharing which weighs benefits alongside risks,
- ✓ Minimize risk through implementing appropriate data security safeguards,
- ✓ Any research or evaluation performed by third parties using Trust data is conducted with deidentified data,
- ✓ 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, pseudoIDs, or other tokens.

How do we secure information?

Everyone has a role in data security:

- (1) The Trust and its staff,
- (2) Funded providers, and
- (3) Software and IT vendors.



Data Security: System Requirements

- Data is encrypted while at rest and in transit.
- Access to the data system requires:
 - A strong password (i.e., uses a combination of letters, numbers, cases, symbols, and a minimum of 12 characters)
 - Passwords are changed every 90 days
 - Multifactor authentication (MFA) – validation in addition a correct password to verify a user’s identity (i.e., a push to a cell phone, or email verification code)
- Audit trail of system access.



Data Security: System Access

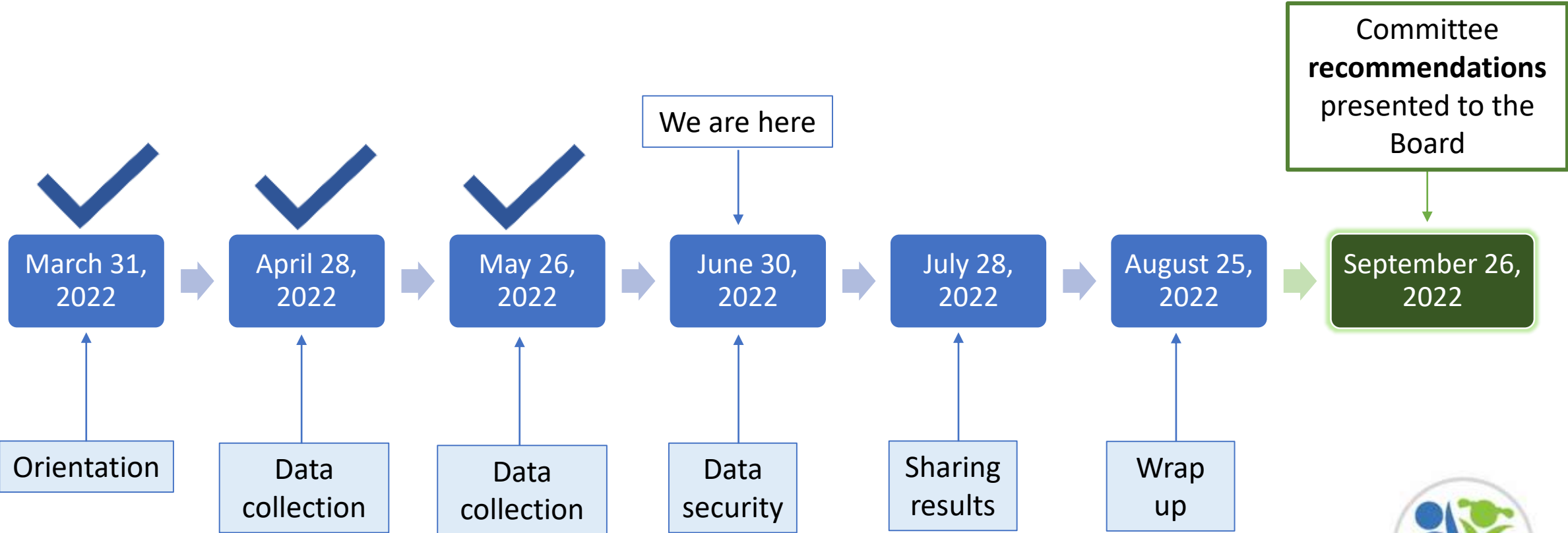
Individuals who receive data system access to in order to carry out their official functions must protect the data in a manner that does not permit the personal identification of program participants by unauthorized persons.

- System access will be configured to each user's specific role.
- All data system users will complete a user agreement and receive training on how to use the system.
- Providers will report and/or terminate staff's data system access immediately upon separation from employment.
- Devices used for data system access must have a password.
- Providers will report any device theft, or account compromise.

System Security Settings:

- Timeout after 15 mins of inactivity.
- Password expires in 90 days.
- After 3 failed login attempts you get locked-out.
- A strong password (i.e., uses a combination of letters, numbers, cases, symbols, and a minimum of 12 characters)
- Users that have not logged in within the last 40 days will have their account automatically suspended for inactivity.
- Users must accept a Data System User Agreement at initial log in and every year thereafter.

What is next?



File Attachments for Item:

2. Draft Minutes from DTAC Meeting on May 26, 2022



DATA TECHNICAL ADVISORY COMMITTEE MINUTES

May 26, 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, 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 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), Daniel Douglas (Communications Manager), and Ashley Morgan-Daniel (Executive Assistant & Clerk of the Trust).

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