



**CHILDREN'S TRUST**  
OF ALACHUA COUNTY

## **DATA TECHNICAL ADVISORY COMMITTEE MINUTES**

June 30, 2022 from 9:30 AM – 11:00 AM

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

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### **Welcome**

CTAC staff, Bonnie Wagner, welcomed committee members and meeting participants, invited committee members to join the Menti platform, briefly reviewed the agenda topics for the current and future meetings.

### **Roll Call**

*Member Attendance:* Anne Koterba, Fred Posner, Janet Bente Romero, Michael Bowie, Shirley Watts, Taylor Gilfillan, and Lauren Levitt (virtual).

*Members Absent:* Lee Pinkoson, and Shane Andrew.

### **Meeting Topics**

#### **1) Recap**

##### **- Informing Participants**

DTAC committee members validated the summary provided for the May discussion on informing participants including the adoption of an informed consent process. DTAC members agreed the consent process should be concise and understandable. Specifically, a short consent statement would include why information is collected, how it will be used and protected. Members were also in favor of having the data collection policy available on the Children's Trust website where individuals could access more detailed information and have a staff contact listed to respond to any questions, concerns, or grievances.

The Trust strives to keep participants informed about our data collection and management through the following practices:

- 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 provide a short consent statement to include the following: (1) why the information is being collection, (2) how it will be used, (3) how it will be protected.
- The Trust’s data collection and management policy will be available on the Children’s Trust website along with a staff contact listed to express any questions, concerns, or grievances.

**- Required Data**

Two committee members expressed concerns about not allowing for an opt-out option for data elements needed for accountability purposes indicating that some individuals may refuse services because they do not want to provide their information, or are reluctant to submit information to meet eligibility requirements due to associated stigma. Deputy County Attorney Bob Swain reiterated that data needed for determining eligibility and to prove services were rendered must be collected. Other committee members and meeting participants were in agreement that this was reasonable and necessary. Discussion was had on tracking the extent to which families refuse services due to data collection requirements, and also how providers could communicate with families about how information will be used and protected will be important in alleviating these concerns.

Committee members expressed concerns about having completion rates of 70% or higher, though desirable, might be challenging in certain circumstances and for some programs. The Trust staff will continue to work with each provider to establish reasonable goals and targets for contracts that are achievable, consistent with the program model, and intensity of services.

Revisions based on the discussion appear below and will be discussed in July DTAC meeting:

- 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.
  - Providers will communicate with families why and how information is used and protected and emphasize their information would *only* be used for these specific purposes. Providers will report to the Trust on any individual who refuses services due to data collection requirements and along with their specific concerns.
  
- Providers would be required to help administer and encourage participants to take part in data collection activities to assess program performance and outcomes. Examples might include surveys, focus groups, interviews, other qualitative data collection, and consent to release data to/from third parties. Participation of program participants is voluntary, and participants may refuse to participate.
  - The Trust seeks to hear from as many participants as possible and have data be representative and complete to increase credibility and confidence about findings drawn from the data. The Trust would like to see completion rates of 70% or higher for participants taking part in evaluative efforts. The Trust staff works with each

provider to establish reasonable goals and targets that are achievable, consistent with the program model, and intensity of services.

Required data elements for accountability typically includes 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 and as specified in the contract.

### **- Data Sharing**

DTAC committee members also validated the summary provided for May discussion on external data sharing and were in agreement that data sharing is permissible when carried out using specified practices and safeguards in place, which are detailed below.

The Trust may enter into agreement with organizations for whom we partner for data sharing in order to achieve mutual goals to benefit children and families. The data sharing agreement would outline and engage in the following practices:

- Develop a clear purpose and intention for any external data sharing which weighs benefits alongside risks,
- Minimize risks through implementing appropriate data security safeguards,
- 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, and other tokens.

## **2) Data Security**

DTAC committee members were in support of the recommendations of CTAC staff specified for data security, which recognizes the role of the Trust and its staff, funded providers, and IT/software vendors in protecting PII. A suggestion made about having IT/software vendors complete a third-party/external security audit was added. A summary of the recommendations are outlined below:

The Trust will require IT and software vendors adhere to the following practices in order to safeguard data collected on children and families:

- ✓ Data is encrypted while at rest and in transit.
- ✓ Routinely complete an external security audit.
- ✓ Audit trail of system access.

- ✓ Configure system access to each user's specific role.
- ✓ Apply industry-standard best practices to protect PII from disclosure, through system security settings, including:
  - A strong password
  - Identity authentication (such as, multi-factor, network/user validation)
  - Password expiration
  - System lock out after multiple failed login attempts
  - Inactivity timeout
  - Login inactivity suspension

The Trust will require providers and its staff adhere to the following practices in order to safeguard data collected on children and families:

- ✓ All data system users will commit protect the data in a manner that does not permit the personal identification of program participants by unauthorized persons and will complete a Data System User Agreement at initial log in and every year thereafter.
- ✓ All data system users will participate in training on how to use the system.
- ✓ Report and/or terminate data system access immediately upon staff separation from employment.
- ✓ Devices used for data system access must have a password.
- ✓ Report any device theft, or account compromise.

### **Public Comments**

*None.*

### **Close**

Next meeting is July 28, 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), Elizabeth Cayson (Community Engagement Coordinator) and Ashley Morgan-Daniel (Executive Assistant & Clerk of the Trust).

*Others in Attendance:* Bob Swain (Deputy County Attorney) and Herman Knopf (University of Florida Anita Zucker Center)