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)

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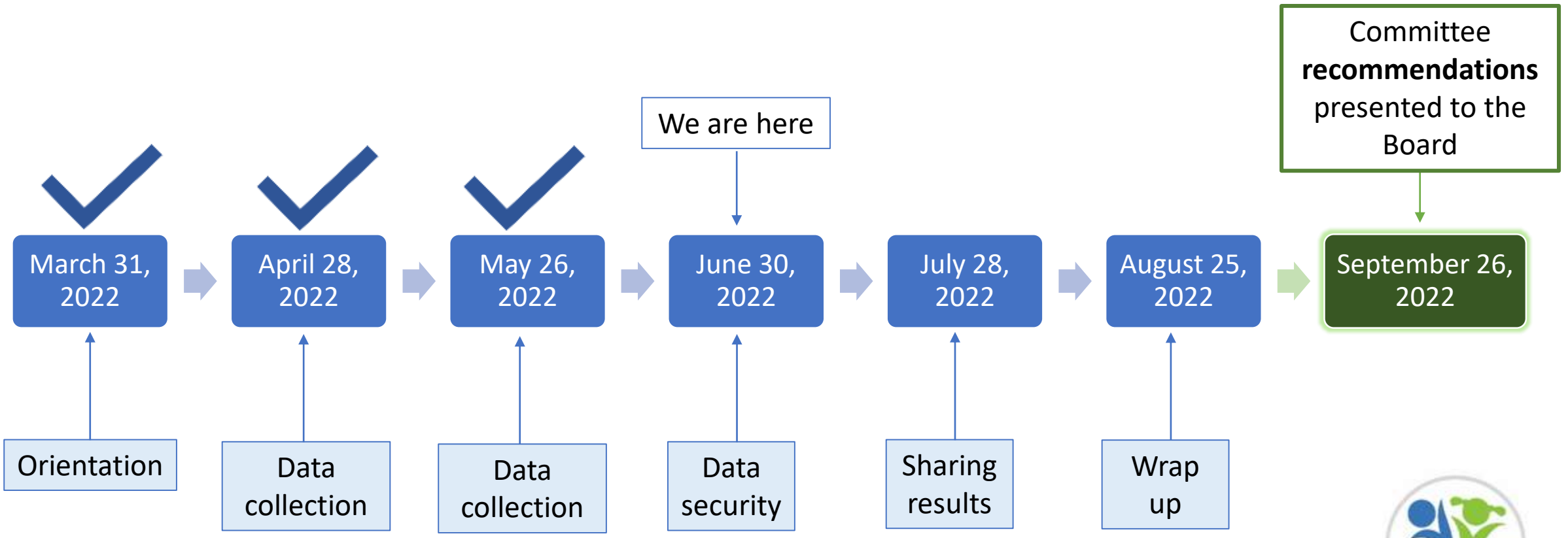
What is next?



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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

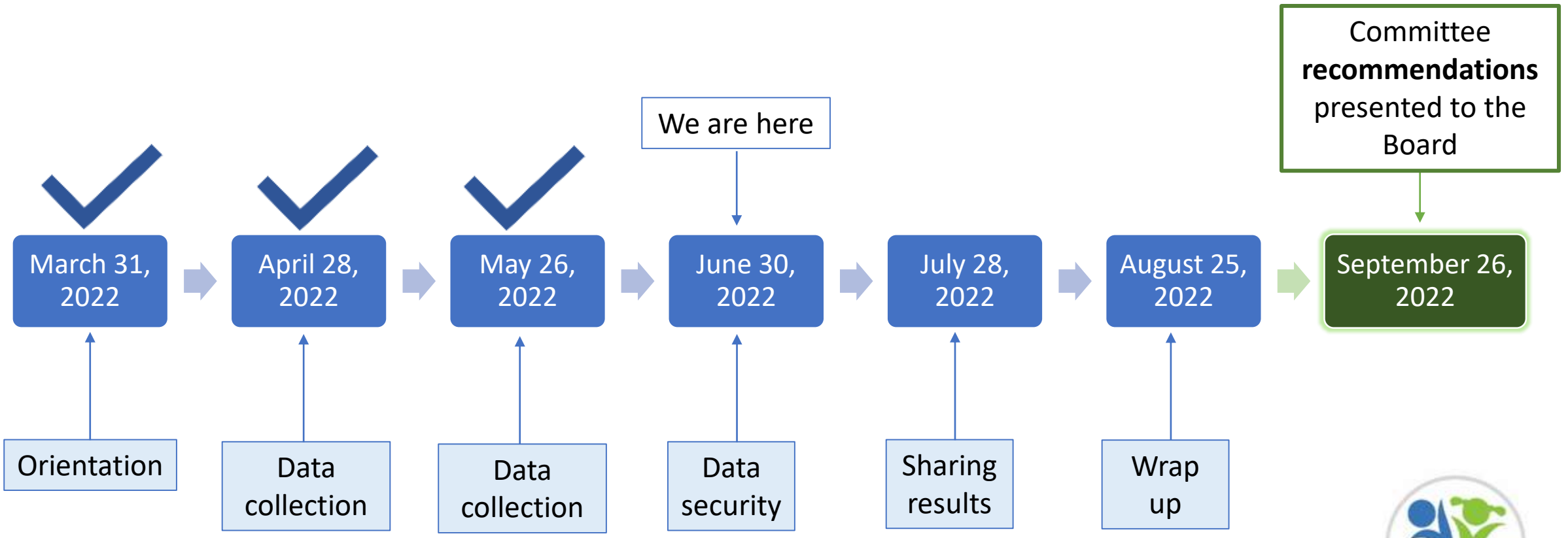
Individuals who receive data system access to in order to carry out their official functions must protect the data in a manner that does not permit the personal identification of program participants by unauthorized persons.

- 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?



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