CALIFORNIA CHILD WELFARE COUNCIL
DATA LINKAGE AND INFORMATION SHARING COMMITTEE
MEETING MINUTES
December 14, 2011

I. Welcome/Introductions

II. Review/Comments of October 21, 2011 meeting notes – minutes were reviewed, there were no comments, and the minutes were approved

III. Reconfirm Committee Presentations/Guest Speakers for March 2012 Meeting
   • Scheduled for next meeting: Health Information Exchange (Overview), "Meaningful Use" of Health Information Exchange, and the Alameda County Data Warehouse Linkages Project. Will Sanson will check back in with proposed Health Exchange presenters to ensure that they’re available for March 14 (Don Edwards is available).
     o Receiving encouragement regarding California using Health Exchange funding. The state’s “audacious” goal for HIE is to ensure access to a personal health record for foster care children
   • Dennis Culhane and his team (to discuss their project in Los Angeles on former foster youth in Los Angeles) for the June meeting – Will Sanson will confirm that he is available
   • Agreed to post the results of the survey so that people can continue to reflect and revise as needs or interests of the committee change

IV. Debrief on October 2011 Data Exchange Symposium and Technology Summit in Sacramento
   • Vernon Brown from Stewards of Change presented on the symposium and provided a copy of the agenda and a draft of the executive summary, which was prepared for the committee (see attached)
   • All the materials from the conference are posted on NICOP website (see attachment for information on address and access). For more information about how to access the site: vbrown@stewardsofchange.com or dstein@stewardsofchange.com
   • Discussion of posting our materials and best practices on data sharing on the NICOP site to create a central location for committee members although the site would need to be public (not password protected). Vernon indicated that it could have open access
   • There are updates to FERPA (Family Education Rights and Privacy Act) regulations – don’t have to redact PII data. Will Sanson will send the link regarding these updates.

V. ACTION ITEM: Finalize draft Statement on Standardization for Improved Data Sharing and Committee vote on moving it forward to Council agenda as Discussion Item
   • Reviewed the statement, made final edits, and the committee approved this draft (attached).
   • Barbara will run the statement by Sylvia for her to determine whether and how it should be moved forward to the council before the next meeting.

VI. Adjournment
Executive Summary
Advancing Information Sharing Across California to Improve Outcomes for Children Served by the Child Welfare System & the Courts Symposium

Introduction

To further the work started by the Administrative Office of the Courts (AOC), the Child Welfare Council (CWC) and initiatives supported by the Stuart Foundation (Stuart), Stewards of Change (Stewards) was awarded a contract to help build consensus amongst the juvenile court and child welfare partners to create a statewide strategy for improving information sharing on behalf of children in foster care. The process included interviews with leaders in information sharing throughout California on a local, county and state level in the areas of child welfare, the judiciary, technology and research.

County Convening's

Through discussions with AOC and Stuart representatives, as well as interviews with the CWC Data Sharing Committee representatives, it was agreed that Stewards would facilitate county convening’s on information sharing best practices in Sacramento, Orange, Alameda, San Diego, Ventura and Fresno Counties. The purpose of the county meetings was to gain a deeper and broader understanding of the issues, challenges and opportunities associated with information sharing between the courts and child welfare, and as appropriate more broadly to other human services stakeholders. The goal of the convening’s was to elicit and record each counties' respective perspective and view on information sharing as a as a framing for a statewide conference that would help craft a statewide strategic plan.

The county meetings were arranged through the presiding dependency and delinquency judges and the county child welfare or human services director. Child welfare stakeholders were invited to the county meetings including representatives from the juvenile court, child welfare, probation, health and behavioral health (mental health and drug and alcohol), education, private providers, and legal advocates for all the child welfare parties, and information technology leaders from the juvenile court and child welfare agency. Participation levels in the county meetings ranged from 15 – 35 participants.

Each of the county meetings was divided into a presentation on Stewards’ theory of change on how a customer-centric focus in human services can be created, develop a common language for change, introduce practical approaches to interoperability and current federal initiatives supporting information sharing. Interactive exercises engaging the participants followed each presentation eliciting current information-sharing initiatives in the county (“As Is”) which benefit child welfare, and a future look (“To Be”) at how information sharing could improve the outcomes for children and youth served by the child welfare system. In addition, a graphic artist was present at each of the county meetings to memorialize the current county and future initiatives in information sharing to benefit children in placement.

The county meetings reached consensus on the following issues:
1. Breaking down the silos that impede information sharing was an important step in improving outcomes for children and youth served by the foster care system. There were specific examples of counties doing so but greater effort to create and formalize new communication strategies and agreements was recognized as a goal.

2. Technology advancements can assist in information sharing. Counties shared a variety of new technology initiatives that were improving shared information across the spectrum of health and education with the judiciary. Counties identified emerging technologies that could be shared across the state.

3. Confidentiality, security and trust remain as key issues to work on and resolve. Counties shared best practices that were addressing barriers to information sharing due to the interpretation of laws, regulations and opinions on confidentiality. An ongoing collaborative meeting of all stakeholders was cited as imperative to build trust.

The county meetings recorded an array of current initiatives underway in information sharing. The summary of the most promising initiatives are attached below.

**State Conference**

The 3-day statewide symposium occurred during October 24th – 26th, 2011. Attended by more than 110 persons representing state and county child welfare and judicial system representatives, the symposium was designed to disseminate information sharing learned from the county meetings to help the AOC and the California Department of Social Services (CDSS) leadership inform, communicate and implement a pragmatic action plan for information sharing for children in the foster care system to the wider judicial and child welfare systems. The 3-day meeting was designed to be a highly engaging, interactive and solution-oriented strategic planning meeting.

The first day began by presenting the most compelling and potentially scalable innovations and “lessons learned” from the county meetings. These initiatives were then considered in the statewide environment for information sharing through various perspectives including the state’s Health and Human Services Agency, CDSS, the County Welfare Directors Association, and the AOC and through the opportunities from a federal level through a presentation by the Administration for Children and Families (ACF) of the United States Department of Health and Human Services. Last, the symposium participants engaged in an iterative and interactive series of exercises to discuss remaining barriers to information sharing.

The second day presented confidentiality, privacy and security issues in a “Can Do” expert panel presentation, sharing vehicles for legally and safely developing and expanding interoperability and information sharing. The symposium participants then worked on identifying high-impact information sharing initiatives for rapid expansion and implementation across the state. These initiatives which are summarized at the end of this document included:

1. Foster Focus/FY-SIS
2. School Connect
3. Health Shack
4. SSIRS  
5. Accountable Care Community  
6. Health Link  

These six (6) initiatives were selected to be presented to the additional technology leaders who were joining the symposium on the third day, requesting these experts to help the group move the agenda of information sharing to scale statewide.

The third day was a technology summit, beginning with a presentation of the initiatives and plans of the California Health and Human Services Agency’s Health Information Technology and a technical overview of key federal information technology initiatives through the Affordable Care Act, Health Information Exchange, and Service Oriented Architecture (SOA) to improve information sharing and interoperability. Using this state and federal background, the six (6) selected initiatives were presented for discussion and review. The participants worked on next steps (short-term and long-term) to move the initiatives to scale on a statewide basis and how the technology field can work together with the child welfare and judicial systems to achieve these goals.

The findings and the comments from the statewide symposium can be summarized as follows:

1. Stakeholders across the judicial, educational, health and child welfare systems have a clear desire to work together to increase information sharing that will provide a comprehensive view of the child and his or her family as decisions are made in the juvenile or dependency courts and as services are being provided.;  
2. There is emerging agreement that to overcome barriers of confidentiality, privacy and security shared strategies at county and state levels can be accomplished;  
3. The information and learning shared at the symposium needs to be disseminated to an even broader audience statewide;  
4. There was agreement that the “scaling” of at least one of the solutions presented from counties at the symposium should be pursued over the next 6 – 12 months.
Overview of High Impact Information Sharing Practices from County Meetings

Sacramento County:

**Foster Focus (Educational Stability Database)**

Foster Focus is a web-based database that tracks school information for children in foster care. Created by the Sacramento County Office of Education, with funding support from the Stuart Foundation, it now services more than 20 counties statewide, including some of the largest (including Orange County and San Francisco Unified), servicing more than 10,000 children and youth in foster care across California. The database tracks students’ grades, credits, course schedules, residential history, immunization records, attendance, individual Education Plans (IEPs), the name of the child’s social worker and other information. Avoids students who are in the foster care system from being often placed in an incorrect grade level or classes they had already completed when they enroll in a new school and decreases the frustration foster youths experience when they find themselves enrolled in a subject matter for the second or third time or waiting extended periods of time to be enrolled in a school. Also efficient and avoids having to mail or fax copies of school records from one school to another or staff from one county having to go to another to obtain the records of the youths from different school sites.

**School Connect (Linking of individual foster family homes and schools)**

Database compiles all of the exact addresses of individual foster family homes (public and private provider) and schools across the county, making it easier for child welfare social workers to place students in foster family homes near their school of origin. Helps children who need to be placed maintain their education connections and helps determine social workers in their placement decisions. This database is continually updated as to addresses of current public and private provider foster homes; group homes and other placement types will be added in the near future.

**Health Shack (Electronic Health Record for Homeless Youth)**

Web-based program enables homeless youth (one-third are youth in the process of emancipation from the foster care system) to control access to health information and to control what information is included in the record. Funded through foundation contributions, Health Shack links with health care providers who can access up-to-date timely information about a homeless youth, including but not limited to recent examinations and treatments, immunization records, medications and allergies. The system also enables homeless youths to maintain safely important documents such as a birth certificate and education records.
**Avatar (Behavioral Health Interoperability Project)**

A five-phase, five-year plan, the Sacramento Health Information Exchange (SacHIE) Project is developing an integrated information system designed to improve integrated services that are client and family driven and to meet the needs of the target populations (including foster care children). The plan also coordinates efforts toward achieving the federal objectives of meaningful use of Electronic Health Records (E.H.R.) to improve client care and meets all applicable federal and state regulatory and privacy standards. The five phases include requirements development for the E.H.R. and E-Prescribing for mental health and alcohol and drug service providers, electronic order entry and electronic Medication Administration Record (eMAR), requirements and development of consent management tools for privacy and security enhancement, development and deployment of electronic information exchange for client registration, eligibility, billing and state reporting for providers, and enhancing current access of clients and family members to personal health records to include potential partners such as child welfare, primary health, probation, schools, and other State and local agencies.

**Orange County:**

**Orange JUICE (Juvenile Information Content Exchange)**

Web-based system to provide a technology architecture solution for juvenile data to be collected between justice partners, including but not limited to the Juvenile Court. It will provide a self-service system, with controlled access, timely outcomes and a reduction of manual data entry. Using the Global Federated Identity and Privilege Management (GFIPM) provides a secure mechanism to open the doorway to exchange case information by establishing a technical infrastructure to allow as much or as little information as agreed upon by interoperable agencies and allow the ability to control access at the agency level once the policy decisions are established. The goals of “JUICE” is to enable a regional data exchange using nationally-accepted standards, improve the information sharing capacity with partner agencies, establish privacy policies for information exchange and access, create efficiency with timely, accurate and accessible information, create a technology architecture solution following industry standards to enable federated, secure access, provide technical advancement internally, and provide a source of technical assistance for future implementation. The short-term projects include developing an information-rich case information sheet, developing a dynamically and printable case docket, improving system efficiency, calendar functionality, and data input validation, providing an application portal for timely delivery of information, enabling Smart Forms, providing Juvenile Electronic Legal File (ELF), and creating reports. The longer term includes a JUICE Portal for the county social service agency, the Office of the District Attorney, the Public Defender and the Probation Department, county counsel, the county health care agency, the education department, court and collaborative courts, and other dependency agencies.
Alameda County:

**SSIRS (Social Services Integrated Reporting System)**

Enterprise-based reporting model breaks down silos by moving legacy systems into a “container” that enables real time sharing of information for five major county departments: economic benefits (TANF), employment services (welfare to work), children and family services (child care, child welfare, adoptions and juvenile probation), adult and aging, and county administration and finance. With the assistance of private foundation funding and through memorandums of understanding between the programs, court, education and health care, SSIRS provides a “single point of enrollment” and enables the agencies to see the “whole client” using a system that crosses program boundaries and “connects the dots” using family, health, justice and in-home information. The reporting system integrates, aligns and tracks departmental performance to key strategic objectives, increases the ability to respond quickly to ever-changing work environments and new mandates, fills gaps between actions required and taken, and assures authorization, privacy and confidentiality. Soon to be added includes structured decision making (SDM), birth and death records, income eligibility verification, employee database, postal address (and change of address) verification, and local housing authority. On the horizon are including Medicaid downloads from the state, child support, driving and motor vehicle, Alameda County Office of Education (17 school districts), adult probation and the sheriff.

San Diego County:

**FY-SIS (Foster Youth Student Information System)**

Web-based information sharing system stores education information for children and youth under the jurisdiction of the Superior Court of California, County of San Diego, Juvenile Division (Juvenile Court). Such information includes demographic information (including foster care placement, name and contact of child’s social worker or probation officer and person holding education rights), health information (immunization), and education information (including prior school placements, attendance, grades, names and addresses of education providers, start and leave dates, current class schedule, home language survey results, education rights holder information, and Health and Education Passport information). This systems allows for transfer of information in a timely manner to those who need it to provide necessary services to this vulnerable population. It obtains information from juvenile court records, juvenile probation records, child welfare services/case management system, and education. Memorandum of Agreement (MOA) for education records for children and youth in foster care identifies what information is shared and to whom while maintaining the necessary confidentiality and privacy rights of individuals. Ensures that education and school placements are appropriate for foster youth, providing checklists for the determination of “best interest” for educational reasons and feasibility of placement of a child/youth in the school of origin, form court order regarding
parent’s right to make educational decisions and form court order appointing educational decision-maker.

**Accountable Care Community (Beacon Health Care Information Sharing Project)**

This health information exchange, based on the Beacon communities, provides a family-centered and proactive system between the county health agencies, the University of California-San Diego, local hospitals and community clinics to provide accurate, current information to make more effective and efficient health care decisions. It will help identify potential health issues of clients earlier by providing a whole health picture of the individual so that treatment can be more effective and less dramatic and intrusive. It is building an enterprise platform based on decision-making structures. The County is investing in the technological infrastructure to enable service delivery changes. It is not just about the availability of information, but how the different systems use such information in the daily provision of services and planning for shared clients and families. There is an agreement at the “vision” level and now are working at the “granular” level regarding details, including how data will be used and by whom. The system players are together in a working relationship and have begun sharing immunization registry information and will continue to build on this platform to add additional current data information.

**Ventura County:**

**Health Link**

Public-private partnership towards designing and implementing an electronic system to share social services and health data amongst authorized users and caregivers to children and youth living. Through financial and other support from The Children’s Partnership, the County of Ventura Health Care Agency, the County of Ventura Human Services Agency, Believe Health, LLC, the Ventura County Medical Resource Foundation and Verizon Foundation, and high level leadership and vision, system appropriately and securely will share health-related information in order to improve care coordination and enhance care related decision-making about this particularly at-risk population. A start-date of January 1, 2012, Health Link will provide real-time access to information to caseworkers and health providers by linking existing independent state and county data systems used in health and child welfare to generate summary records of health needs and conditions of individual children living in foster care. Goal is to improve health outcomes for children and youth in foster care through better information-sharing and to ensure that appropriate, cost-effective health services are provided. Each health care provider can have an understanding of the whole child, both at a single point in time and over time. The model includes the creation of a Master Patient Index (MPI) and Record Locator Service (RLS), which serves as a search engine, generating a query to all the authorized databases it is connected to when a name in the MPI is searched. The data itself resides within each primary institution where the institution will “push” only that data which is allowed to be shared. Initially, information will be available electronically to health providers and caseworkers through
a web-based portal, and by paper to caregivers. In a second phase, the system could be connected to a Personal Health Record and could be built out to include services beyond health and child welfare (for example, juvenile justice and education). Health Link will provide an electronic healthcare passport, including information from child welfare, juvenile justice, health and behavioral health agencies, private providers, and education. The State of California has included Ventura County’s Health Link in the State Medicaid Health Information Technology (HIT) Plan for 90/10 federal match funding. The 10% matching funds is being supported by the Verizon Foundation, the County of Ventura, and other foundations.

**Fresno County:**

**“FYKE” (Foster Youth Knowledge Engine)**

FYKE builds on the Foster Focus information to share data between its schools, school districts and child welfare system. Board of Supervisors held special meetings with all of the school superintendents which resulted in a signed “vision statement” agreement, including individual minute orders to facilitate the implementation of the system. Through an interoperable architecture, the change will include a Fresno County data aggregation process where real time information will flow from the schools to the school district to the Fresno County Office of Education. The Fresno County Office of Education will then connect to Foster Focus in Sacramento. In this way, the information will then be accessible to the Fresno education, child welfare, probation and judicial systems. Fresno County has already seen graduation rates and school test scores improve for children in foster care, and improved educational stability for youth in the child welfare system. Also, the system has reduced the delays to provide education services to children in foster care when they transfer to new schools. The juvenile court is getting accurate school information and the child welfare and probation offices are able to use the education information as one tool to work with older youth and parents on case planning.
How to Access the NICOP Site and California Conference Materials

We invite you to join or revisit the National Interoperability Community of Practice (NICOP) site, where you can access a vast repository of interoperability and information-sharing videos, articles, graphics and links, share best practices and case studies, and collaborate with colleagues from education, health and human services agencies nationwide.

To log in: Go to www.stewardsofchange.com and click on “Client Login” at upper right.
Enter username: SOC/NICOP    Enter password (case sensitive): Steward!

From the NICOP home page you can access a wealth of interoperability resources, post announcements and start your own discussions. Click on the NICOP charter link to find out more about how NICOP supports a national vision and strategy for interoperability and information sharing, to improve client outcomes across education, health and human services systems.

To find materials specific to the October 2011 conference Advancing Information Sharing Across California to Improve Outcomes for Children Served by the Child Welfare System & the Courts, click on “California Information Sharing Conference” in the left navigation bar on the NICOP home page, or in the conference box at bottom right.

In addition to the complete agenda for the California information-sharing conference, you’ll find an essential collection of videos, articles and links all focused on conference topics, including confidentiality and privacy, technology and more. Click on the items in the conference box at bottom right.

Send comments, questions and suggestions about NICOP and the California conference site to info@stewardsofchange.com.
How to Access, Download or Delete Files on the NICOP Site

Follow the step-by-step instructions in the following examples to access and download the documents you need.

Access a File

NICOP Home Page

1. Let’s say you want to access the Allegheny County Data Release Agreement. Click on the California Information Sharing Conference link in the left nav bar on the NICOP home page.

State-wide Meeting Page

2. Click on State-wide Meeting link in the left nav bar on the California Conference Landing Page.

3. Click on the Confidentiality Articles folder.

4. Click on the document named Allegheny County Data Release Agreement in the folder to open it.

Download a File

Select the name of the file you want to download. An arrow will appear at the end of the file name. Click on the arrow and drag to Send To > Download a Copy.

Delete a File

To delete an outdated file, select the name of the file. An arrow will appear at the end of the file name. Click on the arrow and drag to Delete.

Send comments, questions and suggestions about NICOP and the California conference site to info@stewardsofchange.com.
How to Upload Files and Create Folders on the NICOP Site

Follow these step-by-step instructions to upload files and create folders to share with your colleagues.

Upload a File to the Shared Upload Folder

1. Click on the Background Materials link in the left nav bar on the California Information Sharing Conference page.

Upload Button

3. Click on the Upload button in the blue ribbon above the list of document items.

Upload Document Dialog Box

4. When the Upload Document dialog box appears, browse until your file name appears in the text field, then click OK. You should now see your file listed with the other documents in the Shared Upload Folder.

Create a Folder

1. Open the Shared Upload Folder and click on the New button in the blue ribbon and drag to select New Folder. Name your folder in the dialog box that appears, then click OK.

Folder Name Dialog Box

2. Name your folder in the dialog box that appears, then click OK.

Send comments, questions and suggestions about NICOP and the California conference site to info@stewardsofchange.com.
How to Start or Join a Discussion on the NICOP Site

Follow the step-by-step instructions in the following examples to launch or participate in conversations with your colleagues.

**Start a New Discussion**
California Conference Landing Page

1. Let’s say you want to start a conversation related to the California Information Sharing Conference. Click on the California conference link in the left nav bar on the NICOP home page. Then click on General Discussion in the left nav bar.

2. Click on the New button in the blue ribbon and drag to select Discussion.

3. Enter your discussion Subject and Body, then click OK.

4. Your New discussion will appear in the general discussion list.

**Add to a Discussion**
Conversation Box on California Conference Landing Page

1. Click on the Discussion you want to join.

2. A discussion thread will appear on your screen.

3. Click on the Reply button at the end of the post to which you want to respond.

4. Enter your reply in the Body field, then click OK. (On a Mac, delete the contents of the Body field before entering your reply.)

Send comments, questions and suggestions about NICOP and the California conference site to info@stewardsofchange.com.