



## Commission on Improving the Status of Children in Indiana Committee/Task Force Minutes

<b>Committee/Task Force:</b>	Data Sharing & Mapping		
<b>Date of Meeting:</b> (MM/DD/YYYY)	06/22/2017	<b>Time:</b>	3:00P-4:30P
<b>Minutes Prepared By:</b>	Ruth Reichard	<b>Location:</b>	30 South Meridian Street, Room 9003, Indianapolis, IN 46204
<b>1. Meeting Objective(s)</b>			
Obtain results of survey of task forces' & committees' data needs; update on status of MOU collections; update on ISG; obtain a report on progress of MPH & INK merger.			
<b>2. Standing Members</b>			
<b>Name</b>	<b>Organization</b>	<b>In Attendance (X indicates present)</b>	
Julie Whitman, Chair	Indiana Youth Institute	X	
Ashley Aiken	Indiana Criminal Justice Institute	X	
Tony Barker	Indiana Office of Technology		
Sirrilla Blackmon	Division of Mental Health & Addiction		
Michael Commons	IOCS	X	
Mary DePrez	Trial Court Technology		
Matthew Hagenbush	IOCS	X	
Leah Hemze-Mills	Department of Child Services		
Jeff Hudnall	Indiana Network of Knowledge	Joined via telephone	
Devon McDonald	Indiana Criminal Justice Institute		
David Murtaugh	Indiana Criminal Justice Institute		
Deward Neely	Indiana Office of Technology		
Sarah Schelle	Department of Correction		
Barbara Seitz de Martinez	Indiana Prevention Resource Center	Joined via telephone	
Susan Smith	Casey Family Programs		
Lisa Thompson	Trial Court Technology	X	
Doris Tolliver	Department of Child Services		
Don Travis	Department of Child Services		
Tamara Weaver	Office of the Attorney General	Emily Crisler attended for TW	
<b>3. Staff/Guests</b>			
<b>Name</b>	<b>Organization</b>		
Ruth Reichard	IOCS		
<b>4. Updates/Old Business</b>			
<b>Topic</b>	<b>Main Points</b>	<b>Recommendations/Decisions</b>	
<b>Approval of minutes from previous meeting</b>		Approved by consensus.	
<b>Update on status of action items from previous meeting</b>	All action items from the 4/27/17 meeting minutes have been accomplished, with the exception of the item related to the IYI newsletter.	This will be a standing agenda item from now on.	



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<b>Update on Capstone Project/ISG</b>	<ul style="list-style-type: none"> <li>Lisa Thompson reported on the 5/1-6/1 metrics for the mobile application.</li> <li>Michael Commons reported on plans to update the white paper and then the app, as well as to re-survey constituents to measure whether the ISG is making a positive difference.</li> <li>Matt Hagenbush raised the issue of who “owns” this project and is thus responsible for the labor associated with it, noting that staff leadership at the courts believes the Committee should own the project.</li> </ul>		<ul style="list-style-type: none"> <li>Lisa/TCT will prepare a one-page summary of the metrics for each Committee meeting. We will use the projector in the room to view as a group.</li> <li>We will probably use the same survey questions as we did in 2015, but add questions about the white paper’s &amp; app’s efficacy.</li> <li>We will reach out to the same attorney partners for the legal update process, and send the updated sections to the AG’s office for vetting before finalizing the white paper and app.</li> <li>We may add tiles/paths to the app for the child’s JD attorney (as part of the IPDC’s OJJDP grant) &amp; for foster parents.</li> <li>Regarding the division of labor/responsibility/ownership of the ISG, after discussion we decided that MOUs with member agencies may be necessary.</li> </ul>
<b>5. New Business/Presentations</b>			
<b>Topic</b>	<b>Main Points</b>	<b>Recommendations/Decisions</b>	
<b>Update on MPH/INK</b>	Jeff Hudnall gave a report on the practical effect of the passage of HEA 1470, which merged INK & MPH. INK will be a program within MPH & the director of MPH will be the Chief Data Officer. INK will become EWD (Education & Workforce Development). It should be possible to combine EWD data with other agencies’ data to enhance analysis. MPH will collaborate with agencies for analytics and help inform policies with data.	Jeff will reach out to Darshan Shah, head of MPH, to set up a meeting with Julie to discuss his joining the committee and the possibility of presenting to the Commission..	
<b>Report on Survey of Task Forces’ &amp; Committees’ Data Needs</b>	Julie Whitman surveyed all task forces & committees. The only request for data came from the Educational Outcomes Task Force, which would like data on educational outcomes of system-involved youth. We discussed how to achieve this. All agreed it would be ideal for Darshan and Julie to present to the Commission on how MPH could be used to answer this question, and ask the Commission to support an information-sharing agreement among the relevant agencies (DOE, DCS, Courts).	Jeff will ask Darshan to meet with Julie to discuss his possible role on the Committee as well as a potential presentation to the Commission.	



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<b>Update from MOU Subcommittee</b>	Ashley Aiken reported that she & Tamara Weaver met and reviewed 5 sample MOUs; all were good, and all were different--there was no one perfect template that would fit all situations/agencies. They compiled a list of key points to be included in any data-sharing MOU.		Committee members need to review the model MOUs. Ashley will draft a list of essential elements of information-sharing MOUs. We may link to that document in the drop-down menu of the ISG app under "best practices."
<b>(Not on the agenda) Membership</b>	Julie Whitman observed that our membership should contain the data/information systems personnel from each member agency. This would mean someone new representing DMHA, and also filling a gap from DOE. We will wait until we have a specific data need before re-inviting someone from ISDH.		Julie will reach out to John Keller, Chief Technology Officer for DOE, to identify the correct staff member.  Julie will contact Serrilla Blackmon about the most appropriate staff member from DMHA.



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<b>6. Action Items (Include recommendations/queries for Executive Committee)</b>					
<b>Action</b>	<b>Responsibility</b>		<b>Due Date</b>		
Check if ISG has been mentioned in the IYI newsletter.	Julie Whitman		August 3, 2017		
Make list of who should be the ISG partners & what the roles & responsibilities of each partner should be, including with what frequency these roles/responsibilities will be performed. This will be the basis of the MOUs we hope to draft clarifying the "ownership" of the ISG, white paper, & mobile app.	Michael Commons		Mid-July 2017		
Schedule a meeting to discuss a timeline for updating the white paper & app.	Michael Commons		Mid-July 2017		
Send sample MOUs to Ruth, for distribution to entire committee membership.	Ashley Aiken		Mid-July 2017		
Review sample MOUs before next meeting.	All members.		August 3, 2017		
Draft "MOU essential elements" document.	Ashley Aiken		August 3, 2017		
Speak with Darshan Shah & set up meeting with Julie.	Jeff Hudnall		July 24, 2017		
Contact DMHA & DOE about appropriate staff members for our Committee.	Julie Whitman		July 24, 2017		
<b>7. Adjournment</b>					
<b>Action</b>					<b>Time</b>
Meeting adjourned.					4:17P
<b>8. Next Meeting</b>					
<b>Date:</b> (MM/DD/YYYY)	08/03/2017	<b>Time:</b>	3:00-4:30P	<b>Location:</b>	30 S. Meridian Street, Suite 500 Atrium Conference Room, Indianapolis, IN 46204
<b>Topics/Objective(s):</b>	Update on ISG. Update on MOU project. Update on MPH. Explore possible means of obtaining data on educational outcomes of system-involved youth.				