

Connecticut Joint Juvenile Services Strategic Planning Data & Information Management Subcommittee

**Connecticut Juvenile Training School
1225 Silver Street
Middletown, CT 06457
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**7/21/05
2:00 PM – 4:30 PM
Minutes**

Welcome

Christy Sharp called the meeting to order. The timeline for completion of the strategic plan was shared. (see attached) All subcommittee findings and recommendations are to be complete by the August 18th meeting. A draft copy of data subcommittee findings will be made available for member review between September 19th and 22nd, 2005.

NOTE: The final subcommittee meeting will be held September 22nd, 2005 from 2:00 pm – 5:00 pm. This is a change from the regular meeting held on the third Thursday of the month.

Shared Data Elements

Jeff Davis and Vickie Descouteaux discussed the results of Population Management Meeting held earlier during the day. This is a regularly held meeting where time was set aside on the agenda to discuss information sharing. The group discussed the same questions utilized in the survey:

1. Which data elements/information in the existing data systems needs to be shared across agencies.
2. Which data elements/information are needed for case management of youth across systems?
3. How is information currently shared?
4. What barriers exist to sharing information?

The responses to the discussion appear to be similar to those responses from the survey. In general staff are able to access/share most of the information needed for case planning and management. Most information is shared in verbal (phone or in person) or written (FAX or mail) format. Electronic and technological means are rarely utilized. Also, staff are uncertain of the laws, regulations and policies that govern sharing information. Most information is shared informally. Staff often struggle to make case by case decisions regarding sharing information because of a conflict between “need to know” and the “best interest” of the child.

The group reviewed the elements considered for the CONDUIT/CMIS interface. In a previous meeting the group selected some additional elements to be considered for the interface. Joan Twiggs will contact Cindy Butterfield to explore this further.

Discussion of Aggregate Data Reports/Enhancement

There is a limited capacity to analyze the available data in a meaningful way. Data analysis should inform policy making. While the capacity to answer specific questions, such as the number of arrests in a given time period is available, specific data sets are not analyzed on a regular basis to inform management decisions. The group discussed the use of data to inform decisions and categorized the use of data into 4 categories:

1. Pathways into the system.
2. Characteristics of the population served.
3. System response to and outcomes for children referred.
4. Respond to inquires from external stakeholders as needed to describe how resources are used or what additional resources may be needed.

The group recommended that additional infrastructure is needed to develop uses for the available data and how to analyze the information in a meaningful way so it is useful to management. A small workgroup will be established to explore this recommendation further and to develop action strategies.

Data analysis and program evaluation capacity of the two agencies may be strengthened through the development of external resources. This external capacity could include partnerships with researchers and institutions of higher learning like the University of Connecticut and Yale University. Internal capacity could also be strengthen through informing managers of effective ways to use data to make decisions and act appropriately. Joan Twiggs and Peter Kochol agreed to work together over the next month to develop a goal and action strategies to address this finding. They will present this information to the group at the August meeting.

The next meeting is August 18th, 2:00 – 5:00 at CSSD.