

Data Sharing/OTIs Subcommittee Minutes

Meeting Date | 11/17/2020 3:00pm | Meeting location *Virtual (Zoom)*

Co-Chairs	Connie Kostelac Medical College of WI
	Megan Jones WI Department of Corrections
Staff	Matt Raymer Heather Kierzek Dennis Powers Lara Kenny

Attendees

Megan Jones, Michael Thompson, David Harvey, Bryan Huebsch, Milda Aksamitauskas, Mandy Potapenko, Brenda Ray, Derek Veitenheimer, Erika Schoot, Sara Ward-Cassady, Chris Henning

Absent

Jean Bousquet, Ousmane Diallo, Michael Schwendau

AGENDA TOPICS

Approval of Meeting Minutes

A motion was made by Derek Veitenheimer and seconded by Connie Kostelac to approve the 6/23/2020 minutes. The motion was approved.

A motion was made by Megan Jones and seconded by Milda Aksamitauskas to approve the 8/25/2020 minutes. The motion was approved.

Follow-up on Demographic Data Working Session

The demographic data spreadsheet was reviewed. The spreadsheet tracks several data points including how demographic data is being collected, the source of the data, the tracking data system, and where data is transmitted. Members discussed how the initial identification happens (driver's license, observation, self-report). Internal changes being made at DOC to collect more accurate demographic information were discussed. The initial law enforcement contact seems to be the driver of demographic information throughout the system. The demographics data workgroup will continue to clean up the documents and finalize with the subcommittee by the end of the year.

Data Documentation/Dictionary Tools

Agencies reported on the various stages they were in regarding data documentation. Some agencies are procuring data dictionary tools to assist with data documentation and ensure data is utilized appropriately and understood. This may have some benefits for data sharing across agencies.

- DOC has purchased Alation and is starting a formal data governance council.
- DOJ is procuring MetaCenter and has a data oversight committee.
- DWD is working to design an internal data warehouse.

- DOT is building a data dictionary surrounding crash data.

A discussion was also held on the challenges of utilizing data for research purposes from administrative systems that were designed as case management systems (CCAP, PROTECT). The data is now being used for a wider variety of purposes, so it is important to identify ways to overcome or address these challenges.

Committee Priorities

Various committee members will work on reaching out to other states to discuss their data sharing process and potentially present to the committee.

Member Responsible for Contact	State
Connie Kostelac	Oregon
Derek Veitenheimer	Minnesota
Chris Henning	Georgia
Sara Ward-Cassady	Pennsylvania

There was general agreement to focus data sharing efforts on racial/ethnic disparities and building support for data sharing across agencies. One suggestion is to develop key data indicators that could only be collected through data sharing. An action item determined for subcommittee members is to think about key indicators and bring ideas to the December meeting.

Veitenheimer discussed developing a platform for research at DOJ through the Justice Reinvestment Initiative grant; however, this has been hampered by the state hiring freeze. A draft action plan has been developed and will include a broad timeline. This plan will be submitted to the committee within the next few weeks so it can be finalized and submitted to the TA providers and funding agency.

Aksamitauskas is continuing to work on a template Memorandum of Understanding (MOU) or Data Use Agreement (DUA) that could be utilized across agencies. The template will be vetted through the legal entities at various agencies. Connie suggested discussing this at the next State CJCC meeting to gain support across agencies for the purpose and benefit of developing standard documents to facilitate data sharing.

Additional Discussion

The next meeting is scheduled for 12/15/2020 from 3:00-4:30 pm. A meeting schedule for 2021 will be discussed. There was general agreement to plan bi-monthly meetings with smaller workgroups formed as necessary.

The demographics data workgroup meeting is scheduled for 11/23/2020.

Public Comment

Chris Henning shared information on a research brief he authored regarding date of birth data. A draft copy of the report will be uploaded to Sharepoint.

The meeting ended at 4:15 pm.