



P20 WIN Data Governing Board Meeting - Minutes

Friday 11/19/21, 8:30am – 9:30am

Teams Meeting

1. Public Comment

No one from the public was present at the meeting.

2. Attendance

Present: Ram Aberasturia (OHE), Bob Barry (DAS-BITS), Linda Casey (CCEH), Patrick Flaherty (DOL), Scott Gaul (OPM), Ajit Gopalakrishnan (SDE), Dan Sokol (UConn proxy for Lauren Jorgensen), Jan Kiehne (CSCU), Rachel Leventhal-Weiner (OEC), Treena Mazzotta (DCF), Maura Provencher (CCIC), Susan Smith (DSS), Jenn Widness (CCIC)

Guests present from Participating Agencies: Rob Bongiolatti (DOL), Laurie Colbourn (DOL), Kathy Marioni (DOL)

Linda announced that she is leaving her position at CCEH and will no longer be on the P20 WIN Data Governing Board. Her last day is December 3, 2021. Lindsay Boudreau will be taking her place on the Board.

3. Incident Response Plan

Bob Barry reviewed the latest draft of the Incident Response Plan.

BITS is responsible for all executive branch agency incidents. The best way to help is through contacting the help desk, which will trigger the incident response process. Help Desk contact information is included in the Plan.

Because P20 WIN does not own any data our role is to assist when incidents arise. An incident could be something minor like someone losing a laptop. If determined to be larger than a lost laptop, a call to the help desk will trigger the process. There are different levels of severity and security and, therefore, different levels of response.

The role of the DGB is to assist data owners and help make connections to data requestors. Members of the DGB also function as liaison to the appropriate person at an agency if there is an incident. It was recommended to add a section or flow chart that shows the process or order of notification of a data incident to the Operating Group to specific data owner at a participating agency.

P20 WIN agency contacts are in the current draft. It was suggested that if contacts will be included in the IRP, there needs to be a plan and process to make sure names and contact information are up-to-date. This should be reviewed and updated annually. It was also suggested that we include a separate table of contacts.

An updated draft will be reviewed by working group and then shared with the DGB.

4. Executive Board Update

We had a good meeting on Tuesday. I will be sending out minutes and posting the recording of the meeting soon for those of you weren't there.

The Children's Behavioral Health Plan presented their plan and recommendations to the Executive Board. DCF Deputy Commissioner Williams talked about how important this initiative is for his agency. Their recommendations include adding more state agencies to P20 WIN in order to facilitate better data sharing across agencies to produce something similar to the Legislative Report Card.



The presentation led to good but short discussion about evolving our research agenda into a learning agenda that includes important questions and priorities for member agencies.

DGB members discussed the Overcoming Barriers research agenda topic. The questions are not direct enough or solutions-based. Agencies need to raise questions about quality of services – idea of overcoming barriers still too divorced from policy making.

Possible topics and questions that could be added to the Barriers research topic would involve looking at quality of programs and service delivery and Home Visiting and child welfare (OEC/DCF). It was mentioned that well-being outcomes are priorities but there are limited to no resources or capacity to engage in analysis.

5. SLDS Annual Survey

The SLDS Annual Survey is due December 10, 2021. Katie and the DAPA intern will be reaching out to different agencies to review which data are, are not, or might be collected.

6. Updates

The group reviewed the Data Request Calendar. There are four incoming requests that we know of.

Subject-matter specific Data Sharing Agreements, for the most part, have been reviewed by their respective agencies. Most drafts should be completed and approved by the end of the calendar year.

7. Next Steps

The next meeting is December 17, 2021 at 8:30am.