

**BROWARD COUNTY  
CHILDREN'S SERVICES ADMINISTRATIVE DIVISION  
ONE COMMUNITY PARTNERSHIP  
MANAGEMENT INFORMATION SYSTEMS MEETING**

**Governmental Center Conference Room A337**

**MEETING DATE: May 18, 2007; MEETING TIME: 11:00am**

<b>Present:</b> Michael Houghtaling, Smith CMH; Julie Shapiro, Henderson MHC; Steve Strickland, 211 First Call; John Bowman, OCP Gov Brd; Willie McKinney, Friends of Children;			
<b>Staff/Administration Team:</b> Matthew Constantine, OCP/HS; Genevieve Earle, OCP; Beverly Wilkinson, OCP/MHA; Tamara Moore, OCP/Smith CMH;			
Agenda Item	Discussion	Cttee Action	Follow-up
<b>Item # I</b>  Welcome & Introduction		Matthew Constantine called the meeting to order at 11:10am.  Each person was asked to introduce themselves for the record. He then welcomed the family representative Beverly Wilkinson.	
<b>Item # II</b> Review and Approval of Minutes		Michael Haughtaling motioned for the approval of the minutes. Seconded by Steve Strickland. Motion was carried.	

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<p><b>Item # III</b> CSMS Overview</p>	<p>Matthew Constantine gave a brief report on CSMS explaining its functions and how it will benefit all the providers and families. He then gave a visual presentation on CSMS, its application, how to input the data that is being collected, and how to access these data.</p> <p>The tool shows confidential/personal information regarding individual families: their address, schools attended, services received, access approvals, medical history, and client consent.</p> <p>Matt further informed the team that a release form has to be signed by the clients before the providers, case managers, etc. can gain access to client information through CSMS. A provider can gain access to client information only if their agency's director signs an access form giving them access to these client data. This is to make sure that the entire client's information remains confidential.</p>		
<p><b>Item # IV</b> Discussion on Common Assessment/ Intake/Screening Tool</p>	<p>Beverly Wilkinson expressed her concerns, as a parent, regarding whether or not CSMS will allow all 13 providers who have signed the contract to have access to the client's information; this concern is due to a negative experience she had with different providers.</p> <p>She was informed that CSMS only allow a provider to view data for clients that the provider has a release for. If the provider is caught viewing a client's data that they do not have a release for, they will be stripped of their agency privileges.</p>		

Agenda Item	Discussion	Cttee Action	Follow-up
	<p>On the Common Assessment Tool form, Beverly suggested including the following:</p> <ul style="list-style-type: none"> <li>• Who the child lives with</li> <li>• What kind of contact they have with an absent parent</li> </ul> <p>Clients' data is kept in archive after the release expires and will be seen as inactive. No one will have access to the file until it is reopened and is marked active; that's when it can be updated.</p>		
<p><b>Item # V</b> Adjourned</p>	<p>Next meeting is scheduled for Friday, June 15 at 11:00am.</p>	<p>Meeting adjourned at 12:00pm</p>	