

Hartford  
**OPPORTUNITY YOUTH**  
Collaborative

**Steering Committee Meeting**

**July 19, 2017**

**8:00am – 9:30am**

**Parker Memorial Center**

**2621 Main Street, Hartford**

**AGENDA**

- |  |                                 |         |
|--|---------------------------------|---------|
| <b>1. Introductions</b>                          | Pamela Tonello                  | 8:00 am |
| <b>2. Welcome from the Chair</b>                 | Mayor Bronin                    | 8:10 am |
| <b>3. Committee Reports</b>                      |                                 |         |
| <b>a. Hartford Data Collaborative</b>            | Ron Schack<br>& Alex Langley    | 8:15 am |
| <b>b. Career Pathways Subcommittee</b>           | Kelly Fitzgerald                | 8:40 am |
| <b>4. Reflections from Boston</b>                | Juan Colon                      | 8:50 am |
| <b>5. Policy Discussion: Budget Implications</b> | Jim Boucher<br>& Pamela Tonello | 9:00 am |
| <b>6. Partner Updates &amp; Next Steps</b>       | All                             | 9:20 am |
| <b>7. Adjournment</b>                            | Mayor Bronin                    | 9:30 am |



# Strengthening Pathways and Data Systems

Steering Committee Meeting  
July 19, 2017

## Introductions

Pamela Tonello

# Welcome

Mayor Luke Bronin

## Today's Agenda

- Introductions and Welcome
- Committee Reports
  - Data Update and Discussion
  - Pathways Committee Update and Discussion
- Reflections from Boston
- Policy Discussion- Federal and State Budget
- Partner Updates and Next Steps

# Data Update and Discussion

Ron Schack and Alexandra Langley



## Data Intake, Aggregation, Integration and Reporting: *Universal Intake Platform*



## What is Universal Intake?

Universal Intake is an “open source” platform for:

- Common intake across multiple organizations
- Data sharing between providers
- Referral tracking
- Reporting
- Scheduling
- Client interface
- Community impact measurement



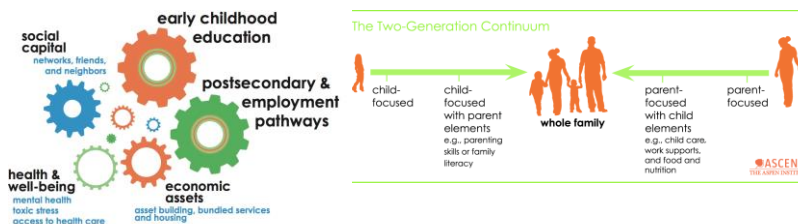
## What does Universal Intake do?

Created to solve the following problems:

- Referral tracking
- Comprehensive picture of services across multiple providers
- Scheduling Duplication
- Family unit tracking
- Burden of mandatory funding and regulatory reporting

## CAT What is the history of Universal Intake?

Designed as a platform to support 2Gen, Promise Zone, and other multi-generational, multi-organization initiatives.



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[www.ccat.us](http://www.ccat.us)

## CAT Multi Organization Programs



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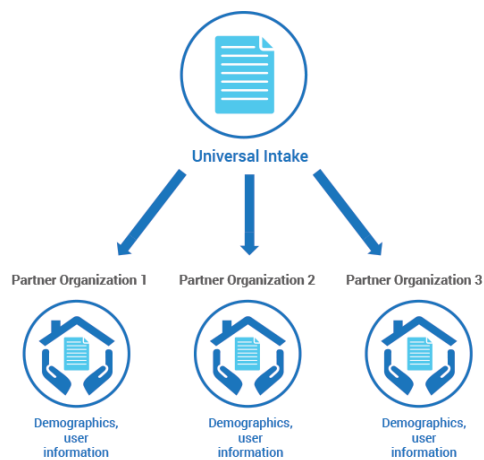
## Traditional Intake Process



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## Universal Intake Process



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Hartford Data Collaborative (HDC):

- Is a multi-collaborative effort (HOYC, P3 , 2Gen, GenWorks, Promise Zone, etc.)
- Is focused on creating an approach and infrastructure in order to integrate data from different providers and data systems
- Has developed a common data dictionary, a memorandum of agreement for release 1 pilot agencies

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Release 1 Agencies include:

- CWP, OPP, Urban League, BHCA, CLP, and CREC

HDC will issue a data request to the release 1 agencies for data on:

- Enrollment
- Customer characteristics
- Services provided

When HDC receives these files, we will:

- Manually integrate to identify matching issues and to analyze the data
- CCAT will test their data integration architecture using the same files

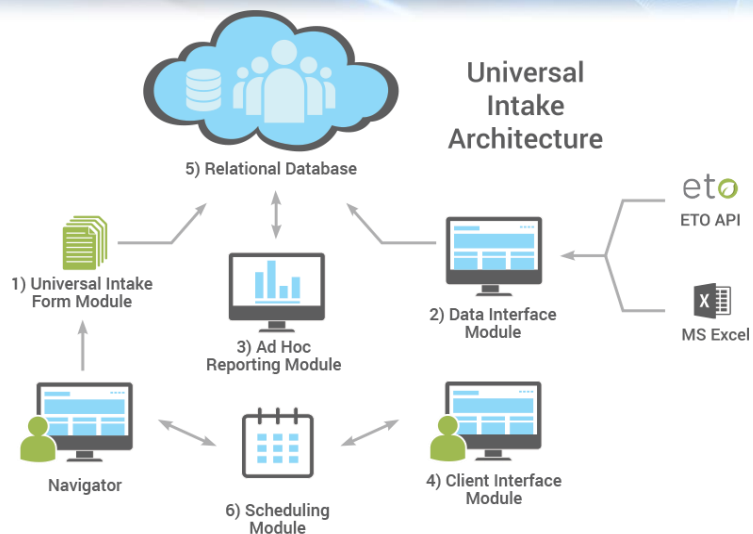
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## How does Universal Intake work?



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## Intake Module

### Intake Module

- Allows the building of custom forms using a form designer
- Enables the collection of data in a common intake form library
- Utilizes a matching feature to consolidate data

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## Data Interface Module

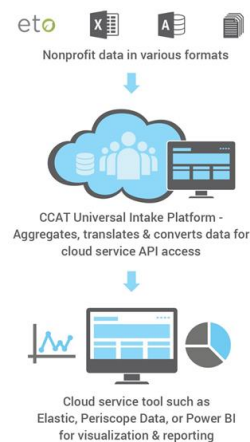
### Data Interface Module

- The data interface module allows for data to be imported and exported to and from internal systems.
- Currently supported platforms
  - Efforts to Outcomes (ETO)
  - MS Excel

## Ad-Hoc Reporting Module

### Ad-hoc reporting module

- A drag and drop report designer where service providers are able to design custom reporting templates.
- A report generator that allows for ad-hoc and scheduled reporting






### **Client Interface Module**

- Interface for individuals in the system to view their aggregated data
- Users can set permissions/allowances on individual data items for service provider use
- Data updating



### **Relational Database**

- Master User & Permission Database (UDB)
- Dedicated database for each service provider (SDB)

The header banner features the CAT logo on the left, which consists of a blue circle with the letters 'CAT' inside. To the right of the logo, the text 'Scheduling Module' is written in a blue, sans-serif font. The background of the banner is a light blue gradient with abstract, glowing blue lines and shapes.

## CAT Scheduling Module

### **Scheduling Module**

- Connect service providers in a common space and schedule
- Refer and schedule clients with other navigators
- Import Outlook calendar invitations
- Automate reminder emails and text messages

The header banner features the CAT logo on the left, which consists of a blue circle with the letters 'CAT' inside. To the right of the logo, the text 'Privacy & Security Considerations' is written in a blue, sans-serif font. The background of the banner is a light blue gradient with abstract, glowing blue lines and shapes.

## CAT Privacy & Security Considerations

- Privacy and security are critical considerations for an application that will contain personally identifiable information, health information, social security information, financial information, and information about children and their families.
- By default, data will not be shared with any unapproved persons
- The core data architecture will respect HIPAA, FERPA, PCI and data will be encrypted at rest and in transit using industry standard encryption.



## Development Timeframe

1. Develop Universal Intake Platform (*Complete*)
2. Develop Data Integration Architecture (*Present*)
3. Pilot Data Integration (*Late Summer*)
4. Test Universal Intake Form (*Early Fall*)
5. Test Upload of Release 1 Data (*Early Fall*)
6. Integrate Q1 Data (*Mid Fall*)
7. Create Ad Hoc Reporting Module (*Mid Fall*)
8. Universal Participant Facing Dashboard (*Late Fall*)
9. Training Series (*Early 2018*)
10. Develop Extended Reporting Capabilities (*Spring 2018*)

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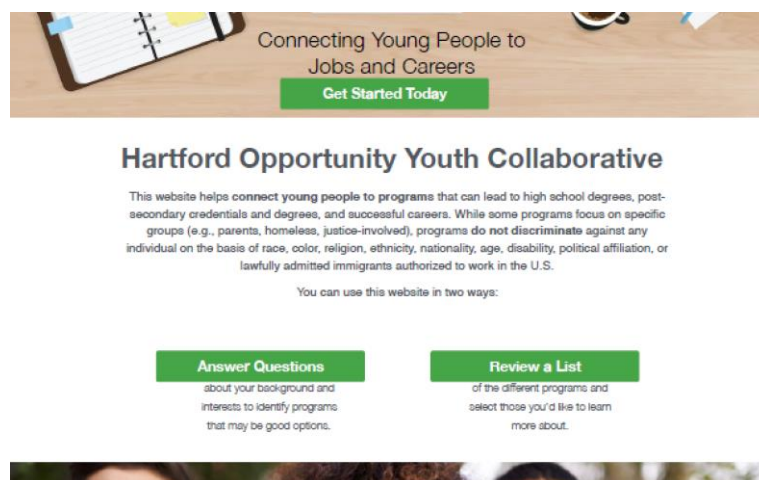
# Pathways Committee Update

Kelly Fitzgerald

# Navigation Tool

- Continue to explore best options for implementation.
  - Initial discussion with web designer – Sealworks – to create an on-line tool to help staff and Opportunity Youth find career pathway programs and youth resources
  - Finalizing funding source
- Pathways Committee will meet to:
  - Identify organizations / staff to beta-test the tool with youth

# Sample Web Pages [via Sealworks]



# Sample Web Pages [via Sealworks]

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## Where do you live?

Hartford

In Connecticut, but not Hartford

Outside of Connecticut

Start Over

# Sample Web Pages [via Sealworks]

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Program Name:

## Summer Youth Employment & Learning Program

Organization: Various organizations

Contact Person: Kelly Fitzgerald

Address: 1 Union Place, Hartford, CT 06103

Phone: 860-899-3444

Email: [Send Email](#)

Website: [VIEW](#)

The Capital Workforce Partners Summer Youth Employment and Learning Program is a tier structured 5-6 week, summer "work and learn" experience in July and August designed for students between 8th – 12th grades.

General Eligibility Criteria: In-school youth ages 14 to 21

Start Dates for Program Cycles: July

Program Length: 5 weeks

Information last updated on: 6/1/2016

[Update Program Information](#)

[Report a Issue with Information](#)

# Beta-Testing the Navigation Tool

- Who should beta-test the navigation tool?
  - HOYC members and WIOA Youth Programs
  - Homeless Youth Navigator
  - Youth Liaison at the American Job Center (AJC)
  - HPS Guidance Counselors
- How can we publicize the tool?
  - Partnership with 211 (search term, eLibrary paper)
  - City of Hartford Family Resources Directory

# Pathways Committee Agenda

- Quality Improvement
  - Committee looking at ways to develop community of practice for frontline staff
  - Generation Work developing academy for workforce leaders
- Integrated Youth-Adult System
  - Youth Liaison at American Jobs Center started in February
- Address Obstacles to Participation – develop in fall 2017



# Reflections from Boston

Juan Colon

# Policy Discussion: Federal, State and Local Budget

Jim Boucher and Pamela Tonello

# Partner Updates and Next Steps

Pamela Tonello

The next collaborative  
meeting will be in  
August, date TBD