

Technology Subcommittee of the Governor's Council on Food Security
Minutes [DRAFT]
March 27, 2019

The Technology Subcommittee of the Governor's Council on Food Security held a public meeting on March 27, 2019 beginning at 1:00 P.M. at the following locations:

Division of Public and Behavioral Health
4150 Technology Way Room 303
Carson City, NV 89706

Health Care Quality and Compliance
4220 S. Maryland Parkway.
Building D, Suite 810
Las Vegas, NV, 89119

Board Members Present

Jodi Tyson, Vice President of Strategic Initiatives, Three Square Food Bank (Carson City)
Aurora Buffington, Faculty Instructor, University of Nevada Cooperative Extension (UNCE) (Phone)
Regis Whaley, Business Support Manager, Three Square Food Bank (Las Vegas)
Marcia Blake, Executive Director, James Seastrand Helping Hands of North Las Vegas (Phone)
Crystal Johnson, Community Services Block Grant (CSBG) Program Director, Office of Community Partnerships and Grants (OCPG), Department of Health Human Services (DHHS) Director's Office (Phone)
Jenny Yeager, Director of Programs, Food Bank of Northern Nevada (FBNN) (Phone)

Board Members Not Present

Annmarie Feiler, Executive Director, Urban Seed Foundation (Phone)

Staff Present

Karissa Loper, MPH, Deputy Bureau Chief, Bureau of Child, Family and Community Wellness (CFCW), Division of Public and Behavioral Health (DPBH) (Carson City)
Lori Follett, Social Services Specialist III, OCPG, DHHS (Carson City)
Laura Urban, Food Security and Wellness Manager, Office of Food Security (OFS), CFCW, DPBH, DHHS (Carson City)
Cathy Wright, Administrative Assistant III, Women, Infants and Children Program (WIC), CFCW, DPBH (Carson City)

Others Present

Kenneth Osgood, MD, Board of Health, Southern Nevada Health District (SNHD) (Las Vegas)
Elika Nematian, Intern, Three Square Food Bank (Carson City)

1. Call to Order, Roll Call, and Announcements

Jodi Tyson, Chair, called the meeting to order at 1:00 P.M.

Roll call was taken, and it was determined a quorum of the Technology Subcommittee of the Governor's Council on Food Security (GCFS) was present.

2. **ACTION ITEM: Approve minutes from the February 25, 2019 Meeting**
MS. TYSON ENTERTAINED A MOTION TO APPROVE THE MINUTES FROM THE FEBURARY 25, 2019 MEETING. A MOTION TO APPROVE WAS MADE BY MARCIA BLAKE. REGIS WHALEY SECONDED THE MOTION WHICH PASSED UNANIMOUSLY WITHOUT PUBLIC COMMENT.

3. **INFORMATIONAL: Discuss the Health Insurance Portability and Accountability Act (HIPAA) regulations and compliance**

Ms. Tyson stated the Nevada DHHS Southern Nevada Adult Mental Health Services HIPAA Privacy Officer was unable to attend the meeting but offered to address the Technology Subcommittee's HIPAA questions via email. Ms. Tyson requested Subcommittee members share HIPAA-compliance-related questions with Laura Urban.

4. **ACTION ITEM: Present, discuss, and make recommendations regarding the *Client-Tracking Database Report, Matrix, and Recommendations* draft**

Ms. Tyson stated Chair Fisher created the Technology Subcommittee to address a lack of technology being used to track community services addressing food insecurity and poverty statewide. In the past, Feeding America's national study, [Hunger in America](#), was used to identify Nevada and national food insecurity trends related to need, services provided, and demographics of those served via Three Square's and FBNN's service networks. Feeding America no longer conducts the Hunger in America Study, leaving a need for statewide service data to continue successfully addressing food insecurity in Nevada.

Ms. Tyson presented the [Client-Tracking Database Report, Matrix, and Recommendations](#) draft, summarizing the information presented on seven (7) databases over the past two (2) Technology Subcommittee meetings.

Ms. Urban welcomed edits/suggestions to the report and matrix. She stated Crystal Johnson confirmed the eLogic license is \$525 and the limited license is \$225. Additionally, there is a one-time agency implementation fee starting at \$1,500, which varies per agency size.

Ms. Tyson stated two (2) matrices were developed; the original matrix was split up to bring attention to the differences among the databases. All but one (1) system claimed to include an outcome tracking feature. Ms. Tyson suggested the Subcommittee assess each system's outcome tracking capabilities in more detail.

Jenny Yeager stated the Subcommittee must identify a specific target audience for the system recommendations. For example, food pantry partners may not need more detailed or in-depth service data which the larger agencies and service programs do require.

Ms. Johnson stated funders look at data collection differently; outcome data is necessary to assess the impact of funding used to provide services beyond just numbers served. OCPG will require more outcome-based data from subawardees to describe the impact of funding to the Legislature. She suggested the Subcommittee recommend the use of systems which can be customized to meet the specific needs of various agencies, so the indicators collected can be as simple or complex as needed. She further stressed the importance of being able

to track and describe wrap-a-round social services, other than food services, intended to help clients out of poverty.

Dr. Osgood stated outcomes may be different for each funded agency/organization. Customizable outcome reports are necessary to meet the participating agency/organization's specific needs.

The Subcommittee discussed outputs versus outcomes and the importance of each. The group agreed the systems recommended must be customizable to track the various outputs and outcomes of different agencies. It was mentioned tracking outcomes may not be necessary if service/output data is aggregated among funded agencies/organizations.

Ms. Johnson stated she is concerned the database costs reflected in the matrix may not be accurate once database customization is pursued. She is also concerned the Subcommittee may not have enough detailed information about the different systems' outcome tracking capabilities.

Subcommittee members agreed with Ms. Johnson and requested Ms. Urban collect screen shots and additional information regarding the outcome tracking capabilities of the database systems to be prioritized for recommendation. The Subcommittee also requested Ms. Urban gather the data dictionary for each database as well as the data elements collected currently by agency members of the Subcommittee.

Ms. Tyson stated the Subcommittee must eliminate some databases listed in the matrix to begin the process of identifying the databases to be recommended to GCFS.

The Subcommittee agreed to eliminate SAMS, Apricot360, and GoodGrid from the list of databases to be recommended to GCFS.

The Subcommittee agreed to continue to assess the capabilities and cost of Clarity, Oasis Insight, E-Logic, and Link2Feed.

The Subcommittee agreed to issue a statewide survey to various partners to gather feedback about the costs of the database(s) used by their agencies. This information can be cross-walked with the information currently outlined in the matrix.

Ms. Tyson tasked Regis Whaley and Ms. Urban with survey development and dissemination to partners.

Ms. Johnson stated she issued a similar survey to eLogic users; she will share the survey questions with Mr. Whaley and Ms. Urban.

Dr. Osgood asked how many total users are anticipated if a statewide system recommendation is identified and implemented. According to estimates from Ms. Tyson, Ms. Yeager, and Ms. Blake, he estimates upwards of 300 statewide users. The total number of users must be identified to estimate the total cost of implementing a statewide database.

Ms. Urban stated determining the cost of implementing a statewide database may be difficult, as the total cost will vary pending any customization needs.

Ms. Johnson agreed with Ms. Urban. The customization costs will vary depending on the specific data needs of a participating agency/organization.

Ms. Tyson stated an estimated total cost will eventually be necessary when/if the recommendations for a statewide database are presented to DHHS Director Whitley and/or the Legislature. At this point, a cost estimate for statewide use may be premature.

The Subcommittee agreed with Ms. Tyson's assessment.

Ms. Tyson reviewed the action items to be completed prior to the fifth Technology Subcommittee meeting:

- 1) Ms. Urban will gather more detailed information regarding outcome tracking for the Clarity, Oasis Insight, E-Logic, and Link2Feed databases, in addition to the data dictionary for each;
- 2) Mr. Whaley and Ms. Urban will develop a statewide survey to gather feedback on and cost of databases used, per Ms. Johnson's example, and will issue the survey to partners; and
- 3) Ms. Urban will summarize the service indicators currently collected by Technology Subcommittee members.

Ms. Tyson stated the information to be collected will be used to strengthen the matrix and provide more details for the remaining four (4) databases being considered.

The Subcommittee agreed to present their findings and recommendations at the July 17, 2019 GCFS meeting.

Ms. Tyson stated Ms. Urban will issue a poll to assess the fifth meeting date. The Subcommittee agreed to schedule the meeting in mid-June 2019.

5. **ADJOURNMENT**

Ms. Tyson adjourned the meeting at 2:47 P.M.