PIT Team #3
Notes from the Meeting

February 9, 2009

I.   Approve Minutes of January 5, 2009 – deferred to next meeting

II. Update on Environmental Threats Policy & Form

B.W. from IT Services demonstrated the Environmental Threat Alert test site created for DHS casework staff.

The following information was shared regarding the current test site set up and protocols for use:

- Access to the Environmental Threats site will initially be through the Intranet.
- The County eventually will cease use of the intranet and all programs will be accessed at that point through the internet. Data staff may need authorization for access through VPN access may be needed will be combined may need VPN access.
- Data staff will enter information as prompted by supervisor/caseworker.
- Site is not directly interactive with KEA. Staff will need to log into KEA to update changes, i.e. change in address.   Upon entering information into KEA, the Environmental Threats site will automatically update.
- Threats are entered under address unless a direct threat is made to a staff member at which time the threatening individual's name would be listed.
- In the future, IHSIS will replace KEA for the offices of OCYS and I&R at which point:
  - OCYS and I&R staff will be able to make any updates/changes directly into Environmental Threat site.
  - A schedule of each caseworker's visits will be maintained in IHSIS which will prompt a reminder to enter Environmental Threat information or click on "no threats" when updating case notes.
- Information will include any verbal, physical and/or sexual threats made to staff.
- Data and user stamp will be included within site information.
- Searches can be conducted by name, address or DHS #.
- Statistics i.e. how many animal cases, # of threats entered, etc. will be able to be gathered.
- When a search is performed and a threat exists, the first item to be displayed will be imminent alerts.

B.W. and/or J.B. and V.R. will address the following items identified/suggested:

- At what point will the data and user stamp be viewable on screen?
- Determination will need to be made on what staff should have access to enter information into site, i.e. supervisors, individuals other than data staff where an office has insufficient staff or data staff do not exist (Crisis Unit).

- Need to put process in place to change imminent that are no longer in that category.
- Definitions of the following need to be identified:
    - Imminent
    - Not imminent
    - Active
    - Inactive (are inactive and case closed definitions identical)
- Does closing a case initiate closing a threat in Environmental Threat screen or does threat remain in system? Is threat closed when case closed or should it stay in system?
- Who determines a threat no longer exists and at what point is this determination made?
- How will threat information be handled should a client move? Does the threat remain with them or does it change, i.e. vicious dog?
- Who has authority to update screens?
- Should possible threat information gathered prior to home visit be entered into system immediately or following the actual home visit, i.e. drug activities indicated through telephone conversation(s).
- How can JPO and police department(s) safety information be integrated into the DHS Environmental site?
- What search protocol can be put in place to identify the correct threat or if a threat exists on a specific client when clients have the same first and last names?

Direct TASKS assigned:

J.B.   - Draft instructions and protocol for use of site.

J.B. & V.R.   - Develop detailed work flow.
                         - Provide training to data entry staff and caseworkers.

B.W.   - Link KEA and Environmental Threat site so that when a new case
                            is entered into either system both are updated automatically.
                         - Add alert to initial search screen "remember to also search by
                            address for threats"
                         - Check if aka's can be identified through client name(s).
                         - Turn off case sensitive.
                         - Create three individual fields, i.e. Last Name/First Name/Middle
                            Initial.
                    -    Grant V.R. and J.B. access to the test site.

B.W. shared with the group two similar websites: More.lehighcounty.org – More for Children project and sharepoint.lehighcounty.org.

III.   Training Updates

A.   January 28th Safety Training Feedback

The January 28, 2009 Safety Training that was cancelled due to inclement weather will be rescheduled.

B. Scheduling of Confidentiality Training – no report

C. Determination on Cross Training

K.C. will be scheduling a second meeting of the planning group.

IV. Other - none

V. Next Meeting Date: Monday, March 2, 2009
9:30 a.m. in Room 524

prepared by K.C.