

NEVADA COALITION TO PREVENT THE COMMERCIAL SEXUAL EXPLOITATION OF CHILDREN

DATA COLLECTION, ANALYSIS AND SHARING SUBCOMMITTEE

APPROVED WORK PLAN

The **objectives** of the Data Subcommittee are to:

1. Develop and implement a plan for collecting statewide data and/or a comprehensive statewide CSEC database.
2. Support the reporting requirements for P.L. 113-83.
3. Identify methods in which data can be collected, analyzed, stored and shared that allow for continuous quality improvement of services and supports to victims, while demonstrating prevalence and other key indicators related to commercial sexual exploitation of children.

The **strategies** and steps to meet these objectives are presented below.

Strategy 1. Review Coalition partners' existing data systems and elements that relate to CSEC victims, and evaluate their capacity, including their legal authority to collect and ability to share both identifiable information and de-identified data.

Step	Responsible Parties	Target Date	Resources	Measures of Success	Status
1a. Generate summary report of data collection measures in NV, to include: <ul style="list-style-type: none"> • Data systems of agencies serving CSEC, including interfaces • Data elements related to CSEC, highlighting those that are required 	Co-chairs	Dec 2017	CSEC partners: <ul style="list-style-type: none"> • Child welfare • Juvenile Justice • Court systems • Mental health • NV Dept. of Education 	Report of data systems of agencies serving CSEC including: <ul style="list-style-type: none"> • Data systems of agencies serving CSEC, including interfaces • Data fields related to CSEC, highlighting those that are required 	<i>In process</i> Data systems related to agencies serving CSEC identified Identification of data elements underway

Step	Responsible Parties	Target Date	Resources	Measures of Success	Status
1b. Identify gaps in current data systems for tracking data required by PL 113-183.	Agency representatives	Dec 2017	Data systems in the state PL 113-183 data requirements	Summary report of gaps in current data systems of CSEC partners for tracking data required by PL 113-183	<i>In process</i>
1c. Present report to the Coalition regarding the current state of CSEC partner data collection measures to include: <ul style="list-style-type: none"> • Data systems • Data elements collected by each • Gaps in tracking PL 113-183 required data elements 	Co-chairs	Jan 2018	See 1a and 1b	Report presented to Coalition regarding the current state of CSEC partner data collection measures to include: <ul style="list-style-type: none"> • Data systems • Data elements collected by each • Gaps in tracking PL 113-183 required data elements 	

Strategy 2. Review other states’ methods for joint data collection.

Step	Responsible Parties	Target Date	Resources	Measures of Success	Status
2a. Learn from other jurisdictions how they collect data.	Subcommittee	Apr 2017	Research of other jurisdictions’ practices	Presentation to Subcommittee of other states’ joint data collection methods	COMPLETED
2b. Generate 1-page summary of practice examples in other jurisdictions including recommendations.	Co-chairs	Sep 2017	See 2a MSC-TTA	1-page summary of practice examples of joint data collection presented to Subcommittee	COMPLETED 11/2016

Strategy 3. Identify ways partners can enhance their capacity to capture information and generate reports that meet federal CSEC mandates and statewide data-collection objectives.

Step	Responsible Parties	Target Date	Resources	Measures of Success	Status
3a. Identify data points to be captured by all partners.	Subcommittee wkgrp	Dec 2017	<ul style="list-style-type: none"> • PL 113-183 requirements • Data list generated by Subcommittee 	List of data points to be captured by all partners	<i>In process</i>
3b. Include data points from screening tool.	Subcommittee wkgrp	Dec 2017	Coalition-approved screening tools	Screening tool data points included in list of data points to capture	<i>In process</i>

Step	Responsible Parties	Target Date	Resources	Measures of Success	Status
3c. Obtain input on data collection recommendations by circulating to agencies working with victims.	Subcommittee wkgrp	Mar 2018	<ul style="list-style-type: none"> • See 3a • CSEC partners 	Data collection recommendations revised, as needed, based on feedback	
3d. Create a data code book with sample ideal report for partners.	Subcommittee wkgrp	Mar 2018	Examples from other jurisdictions	Data code book recommendation approved by Subcommittee	
3e. Recommend frequency of reporting and explore unified timing.	Subcommittee wkgrp	Mar 2018	Input from CSEC partners	Data reporting guideline recommendation approved by Subcommittee	
3f. Present recommendation to Coalition regarding the capture of CSEC data and generation of reports, to include: <ul style="list-style-type: none"> • Data elements • Data code book with sample ideal report • Frequency and timing of reporting 	Co-chairs	Apr 2018	See 3a, 3d and 3e	Recommendation approved by Coalition regarding the capture of CSEC data and generation of reports, to include: <ul style="list-style-type: none"> • Data elements • Data code book with sample ideal report Frequency and timing of reporting	

Strategy 4. Review and recommend revisions to policies and procedures of partners, as needed, to ensure accurate CSEC data entry.

Step	Responsible Parties	Target Date	Resources	Measures of Success	Status
<p>4a. Identify best practices from other states for data sharing polices and examples of policies and procedures for sharing private data.</p>	Subcommittee wkgrp	Feb 2018	Research of other jurisdictions	Document outlining policy considerations and recommendations	<i>In process</i>
<p>4b. Identify limitations in sharing data on victims among CSEC partners (including service providers).</p>	Subcommittee wkgrp	Feb 2018	Privacy/confidentiality requirements of agencies serving CSEC MSC-TTA resource materials	Summary report of legal barriers for CSEC partners to share required/desired data	<i>In process</i>
<p>4c. Collect policies from CSEC partner agencies related to their data sharing requirements/ limitations.</p>	Subcommittee wkgrp	Feb 2018	Policies of CSEC partner agencies	Data-sharing policies of CSEC partners are submitted to archive – see 6c	<i>In process</i>
<p>4d. Identify one secure system for all agencies to use to enter consistent data, or alternative strategy.</p>	Subcommittee wkgrp	Mar 2018	CSEC partner agencies Executive Committee	Single secure system identified, or alternative strategy	

Step	Responsible Parties	Target Date	Resources	Measures of Success	Status
<p>4e. Create language for sample MOUs or similar agreements required to share data with other CSEC partners.</p>	Subcommittee wkgrp	Mar 2018	<ul style="list-style-type: none"> • Samples from other jurisdictions • Input from legal partners 	Sample data-sharing language recommended for MOUs provided to cross-subcommittee wkgrp creating draft MOU	<i>In process</i>
<p>4f. Identify suggested policies for CSEC data-sharing, and outline considerations for developing/ implementing data-sharing policies.</p>	Subcommittee wkgrp	Mar 2018	<ul style="list-style-type: none"> • Samples from other jurisdictions • Input from legal partners • MSC-TTA materials 	Sample CSEC data-sharing policies and summary of data-sharing considerations while developing/implementing policies approved by Subcommittee	
<p>4g. Present recommendations to Coalition for policies and procedures to allow data-sharing, to include:</p> <ul style="list-style-type: none"> • Identification of single secure data process • Suggested data-sharing policies & procedures (<i>cont. on next page</i>) 	Co-chairs	Apr 2018	See 4d, 4f	<p>Recommendations approved by Coalition regarding policies and procedures to allow data-sharing, to include:</p> <ul style="list-style-type: none"> • Identification of single secure data process • Suggested policies and procedures related to data-sharing • Considerations for developing/ implementing P&Ps 	

Step	Responsible Parties	Target Date	Resources	Measures of Success	Status
<ul style="list-style-type: none"> • Considerations for developing/ implementing P&Ps 					

Strategy 5. Identify key areas for program evaluation at the provider level including level of training and education, use of mandated protocol(s), and outcomes.

Step	Responsible Parties	Target Date	Resources	Measures of Success	Status
5a. Coordinate with Training Subcommittee for any evaluation needs they may have.	Co-chairs	May 2018	<ul style="list-style-type: none"> • Training Subcommittee • Training objectives • Research of training evaluations in other jurisdictions 	Summary document outlining training evaluation needs	
5b. Create a template to evaluate CSEC trainings that incorporates best practices.	Subcommittee wkggrp	Jun 2018	<ul style="list-style-type: none"> • Research • Continuing education requirements across disciplines 	Template approved by Data and Training Subcommittees	
5c. Present recommended template for evaluating CSEC trainings to Coalition.	Co-chairs	July 2018	See 5b	Template for evaluating CSEC trainings approved by CSEC Coalition	

Step	Responsible Parties	Target Date	Resources	Measures of Success	Status
5d. Coordinate with Care Coordination Subcommittee for any program/service evaluation needs.	Co-chairs	May 2018	<ul style="list-style-type: none"> • Care Coordination Subcommittee • Program/service objectives • Research of service evaluations in NV and other jurisdictions 	Summary document outlining program/service evaluation needs	
5e. Create a template to evaluate CSEC programs/services that incorporates best practices.	Subcommittee wkgrp	Jun 2018	See 5e Research of best practices	Template approved by Data and Care Coordination Subcommittees	
5f. Present recommended template for evaluating CSEC programs/services to Coalition.	Co-chairs	July 2018	See 5b	Template for evaluating CSEC programs/services approved by CSEC Coalition	

Strategy 6. Consider and recommend a long-term plan to collect, analyze and evaluate statewide data.

Step	Responsible Parties	Target Date	Resources	Measures of Success	Status
<p>6a. Create a 1-, 3- and 5-year vision of what data should be available in a statewide report.</p>	<p>Subcommittee wkgrp</p>	<p>Mar 2018</p>	<p>Strategies 1 – 5 Research of other jurisdictions</p>	<p>Document outlining 1-, 3- and 5-year vision of data available in statewide report</p>	
<p>6b. Identify a collector for the data, to maintain, analyze and report out on data collected.</p>	<p>Subcommittee wkgrp</p>	<p>Mar 2018</p>	<p>CSEC partners Executive Committee</p>	<p>Lead agency for data collection and analysis identified</p>	
<p>6c. Create an archive of MOUs, policies or procedures needed for data collection, maintenance and analysis.</p>	<p>Subcommittee wkgrp</p>	<p>Apr 2018</p>	<p>CSEC partners Executive Committee See 4c</p>	<p>Lead agency to maintain archive of data-collection-related MOUs, policies and procedures identified</p> <p>Existing documents provided for archive</p>	<p><i>In process</i></p>
<p>6d. Present a recommendation to the Coalition for a long-term plan for statewide data collection, analysis and reporting.</p>	<p>Co-chairs</p>	<p>Apr 2018</p>	<p>6a, 6b, 6c</p>	<p>Coalition approves plan for data collection, analysis and reporting</p>	

Strategy 7. Ensure membership on the subcommittee represents both geographic and multi-disciplinary diversity, and is reflective of and receives the input of stakeholders who are affected by the subcommittee’s work, including CSEC survivors.

Step	Responsible Parties	Target Date	Resources	Measures of Success	Status
7a. Review subcommittee membership.	Subcommittee	Every 6 months	Subcommittee member list CSEC stakeholders	Diverse Subcommittee, representative of CSEC partners	<i>Ongoing</i>
7b. Ensure deliverables are relevant for both government and non-government entities.	Subcommittee	Near end of process	CSEC partners Subcommittee recommendations	Deliverables revised, as needed, based on input	