

DEPARTMENT TASK FORCE CHARTER

#9

INFORMATION RESOURCES ADVISORY COMMITTEE

AUTHORIZED BY: \_\_\_\_\_

THOMAS P. EICHLER

**Secretary**

DATE: \_\_\_\_\_

**1. OBJECTIVE**

The Information Resource Advisory Committee is hereby appointed to:

- Develop and review policies, plans, and priorities related to information resources; Educate management on the value of information systems resources; Ensure that the Department's information resources needs are identified, goals are set to meet those needs, and goals are achieved; Monitor the effectiveness of the Department's information resources.
- To assure appropriate access to information for planning, analysis and management, the Committee is responsible for developing the security and confidentiality policies of the Department, supporting production reports and analyses, and mediating information access and sharing.

**2. POLICY DEVELOPMENT**

- Develop and monitor procedures that ensure the quality of information contained in FACTS and other electronic databases.
- Review Department policy around confidentiality of data.
- Develop Departmental policy and Divisional procedures for data archiving and records retention.
- Establish procedures for the ongoing review of electronic data sets to maximize data sharing and integration and identify and recommend ways to eliminate unnecessary duplication.

**3. SUPPORT PRODUCTION REPORTS AND ANALYSES**

- Establish a process for review and approval of tools for analysis of data.
- Evaluate Departmental needs for information from all electronic data sources.
- Develop criteria for prioritizing Departmental analyses and reports.
- Identify and advocate for sufficient resources to support the production of reports and analyses

**4. INFORMATION ACCESS**

- Establish and oversee a directory of reference tools to facilitate access to and use of data.
- Evaluate and support external requests for information and review responses for release.

**5. MEDIATE INFORMATION SHARING**

- Establish forums (manual and electronic) to facilitate information sharing within the Department.

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- Provide briefings to Department management on the availability and use of Department information and information about technologies.

**6. INFORMATION RESOURCES ADVISORY COMMITTEE MEMBERS**

Members of the Information Resources Advisory Committee include:

- Suzanne Markel-Fox, Chair
- Carla Bloss, Management Analyst, Division of Family Services
- Donna Dossett, Management Analyst, Division of Youth Rehabilitative Services
- Robert Greback, Management Analyst, Division of Management Services
- Julia Brady, FACTS Liaison, Division of Family Services
- Dave Rabian, FACTS Liaison, Division of Management Services
- Paul Russell, FACTS Liaison, Division of Child Mental Health Services
- April Schmitt, FACTS Liaison, Division of Youth Rehabilitative Services
- Bob Lindecamp, Program Manager, Division of Family Services
- Russ Morris, Program Manager, Division of Management Services
- Rick Shaw, Program Manager, Division of Youth Rehabilitative Services
- Roberta Ray, Deputy Director, Division of Child Mental Health Services
- Nancy Widdoes, Managed Care Systems Administrator, Division of Child Mental Health Services