Data Evaluation Committee Notes

10/27/21

Present: Matt Attesi, Owen Wallace, Kathy Keeser, Michele LaFleur, Pauge Dolinski, Shaundel Diaz

Went through some questions around the Privacy and Security Plan, especially in preparation for Thursday’s New Policies & Procedures Overview-

Do existing projects/agencies need to go through security audits prior to using the HMIS? Can we assume they meet standards if have gone through agreements with DHCD? If they do need to happen, can they be after gaining HMIS access?

Owen- haven't been doing this yet, not reducing our security measures yet by not doing this. Maybe try to prioritize newer projects first and then those who have more experience doing these things on going. Can loop back and work on these with everyone around frequency

Decided on holding the meetings still but don’t have to conduct them prior to getting agency hmis access

Discussed inclusion of HMIS Site Administrators of some kind to act as an executive level designee to sign off on documents and term used- Partner agency HMIS Site Administrator, Partner Agencey HMIS Agency Administrator, etc.

Kathy- in current system had to choose depending on who needed that HMIS access role.

Decided on an HMIS Signatory kind of term- signing off on agreements, not specific access role

The rest of the meeting was spent working on finalizing the first draft of our Data Quality Plan, a version is included in the email these notes were sent out with.

1. To promote the security of HMIS and the confidentiality of the data contained therein, access to HMIS will be available only through approved workstations. Approved workstations are technology which were distributed by the agency, include all required security measures, and are subject to subjected to the agency workstation review.

-added the second line to define approved workstations

Timeliness- emergency shelters didn’t respond about an acceptable time frame for ES programs, might be shocked to see what’s there now but it’s a starting place and can be changed.

Data completeness- keeping the same, in line with HUD’s expectations

Incentives and Enforcement – Primarily training

Trainings- once or twice a year as opposed to the original monthly suggestion

Owen- these can also probably be held virtually or recorded in many cases

Shaundell- for new people coming on can you do onboarding trainings, maybe offer onboarding trainings quarterly or when there are new people. Been looking at different model, would you do all four together, or RRH and PSH, then TH and emergency shelter?

Owen- could see TH and PSH grouped in training, probably close enough to warrant being in same training

Decided on a PH/RRH/TH training, an ES training, a Coordinated Entry training, a reporting training, and a privacy and security training with quarterly or as needed onboarding trainings

Do we want an implementation plan?

Matt- might be nice to have a general framework. Would be nice to see very general, rollout of training, space for project to get used to using the system, feel out how it works, but would be good to have a hard timeline for when this is in place.

Is 6 months reasonable time to have these in plan?

Matt- don't think the clock should start until agencies get access to HMIS

Owen- make sure agencies are aware there will time to shift agency’s policies and procedures towards this and there will be support from the CoC in implementing.

Most of the requirements don’t need access to HMIS first but still want to give plenty of time to prepare, asking for these new items to be implemented by June 1st, 2022

Next meeting: Scheduled for Wednesday 24th but Michele is off that day, will reach out over email to ask if we want to reschedule or cancel.