**Data Evaluation Committee Minutes**

**6.22.22**

**Present**: Cynthia DiGeronimo, Amanda Sawyer, Michele LaFleur

**Sharing settings issue update**- currently waiting on Bitfocus to finalize a SOW to move some programs that shouldn’t share all data to a new agency. Working with DialSelf to make records for minors private prior to the move.

Have reached out to a couple of contacts to ask for more information around making sure we cover everything necessary to put out this substantially different release, waiting to hear if Rob or Eric have any suggestions or advice

Going through edits to our release of information today, Michele sent out a first round of edits after the previous meeting and Owen and Cynthia followed up with suggestions

**Other updates**- Michele began drafting an HMIS agency agreement that consists of elements from the data quality plan, HMIS charter, and Privacy and Security Plan. Once a first draft is complete it will be sent out to the committee for review.

A point in time count report for the 2022 count is close to being finalized if there is an interest in reviewing that data and seeing if we can learn anything.

**New release of information edits**-

Starting with going through Cynthia’s suggestions, changing from “staff will not” to ”staff are not authorized” to explain better. Not a need for section around sharing data when required by law as it’s implied by other statements in the ROI.

Amanda- we're way overstating things, keep saying we have policies in place but we state those at top of the document. Why keep re-iterating what we say at the beginning? Ultimately data sharing will only give a small snippet of information

Maybe #4 would be the one we want to modify, is it really about streamlining the intake process or the ability to receive services? Might be semantic but the intake process vs want to provide services, someone might go from one agency to another, not necessarily about just intake. We limit ourselves by referring to just intake process.

Cynthia- like the focus on accessing services. Intake is just a piece of that, mentioning services makes it more meaningful.

Amanda- the part we can access and see is limited, but if we know DS has worked with someone, this release is about working with someone and not just getting the demographic information

Streamlining the process for obtaining services across multiple agencies. Separating out last sentence to say that you can opt out so it’s clearer on its own for those who don’t read the whole paragraph.

What about adding section for sharing data with outside researchers? Think this can be combined in existing sections.

Maybe we should add a section that we need to provide information to the state?

Cynthia- The state has prepared a separate release, should put it out there that there’s another release related to state access of the data and use of the data.

Amanda- we're telling clients everything about how we do things rather than just what we do. Feels like a lot of overload.

Cynthia- there are places where when we go back around to this, we could just refer to the state and not the specific agencies like DHCD and EOHHS

We would like to discuss with the larger group around keeping as is or streamlining some wording and explanations.

Cynthia- #5 is very brief. If we want to be less specific but still clear, it might be possible to merge this section into one of the earlier ones.

Amanda- maybe should remove the Confidentiality section as those are outlined in the policies which are referenced at the beginning?

Maybe, but there might be pushback on that. We can think of other places to include it or ways to simplify maybe?

Amanda- wouldn't want to make modifications to the release if HUD says we shouldn’t use releases anyways, other agencies might feel differently but don’t think it would be wise to modify a form that may or may not be necessary. Need to be sure that policies do say these confidentiality pieces regardless of if they’re removed here.

Cynthia- could make #1-5 an addendum and go straight from the first couple of paragraphs into confidentiality and authorization, near the personal data listed.

Amanda- could list the reasons and not give the paragraph detail of what each mean or how they are in great detail, that extra detail could be later. Maybe this page is the fact sheet, and maybe the statement about confidentiality is pulled at the top without the bullet points.

A one pager that says if you want more information about who receives data, this is the list, etc.

For ex- 2. we report to our funders and then bullet out DHCD and EOHHS. More like a “fact sheet”

What about adding back in the code me option? Not sure, may make data messier and not be able to be used by other agencies. Could maybe add an option for coding to funders?

At the end of the meeting we determined that Michele would incorporate some of the edits discussed into the current release and put together a draft version which simplifies quite a bit, referring more to an optional fact sheet for those who would like more information. Both of these versions will go out with these notes for review by committee members.

Next Meeting- We realized that the event invitation for our committee meetings had reached the end. Michele will send out a new event invitation to everyone with a new Zoom meeting link. Our next meeting is scheduled for July 20th, 3-4:30om.