Data Evaluation Committee

Notes

9/22/2021

Present: Matt, Michele, Paige, Owen, Shaundell, Kathy

**Updates:** Annual meeting tomorrow, 9/23, new HMIS data standards October 1, training Friday and Wednesday

**Going over updates from Eric:**

Eric Gammons has been assigned to us as HMIS technical assistance from HUD as part of the transition from using DHCD’s HMIS to our own implementation. He’ll be hosting three sessions with us this fall and winter-

(This date will likely change) October 28th 2-4 EDT “HMIS Overview” including CoC HMIS responsibilities, Why Use HMIS, Who Uses HMIS, Types of Data, Privacy and Security, Data quality, and Reporting.

Audience is all HMIS users, contributing agency program managers/supervisors, and the data committee.

December 10th A 5 hour HMIS strategy meeting to review operational roles and responsibilities.

The target audience is the data committee and any strong HMIS agencies.

January TBD 2 hours “HMIS Governance” including Designating HMIS software and HMIS Lead; privacy plan, security plan, and data quality plans; HMIS participation; HUD HMIS compliance; developing and annually updating a governance charter.

Audience is CoC board and HMIS Lead

**Data Quality Plan:** Spent majority of the meeting going over our Data Quality Plan and made a few key decisions. Changed frequently of which Agency HMIS Managers should review agency data quality reports from monthly to at least once every two months, changed frequency of client file spot checks from every DQ review to one or twice a year (may need to revisit to clarify), made a plan to define what client file spot checks should entail, changed frequency of CoC data quality reviews from every month to every 3-6 months (may need to revisit to clarify), changed data quality dashboard to produce bi-annually and be included in the CoC’s upcoming quarterly newsletter (need to confirm that we’re able to produce these in Clarity still), started refining timeliness expectations- extended Coordinated Entry, Emergency Shelter, and Street Outreach from 1 day to 1-3 days, extended Transitional Housing from 3 days to 3-5 days, extended Permanent Supportive Housing and Services Only/Other Project Types from 5 days to 5-7 days (will need to get other’s opinions and come back to this, plan to reach out to shelters and probably CE partners).

Do we need to meet prior to next scheduled meeting? Next meeting is October 27th, planning on training on new HMIS policies and procedures October 28th

Decided to keep meetings as is! Going to try and focus on finishing DQ Plan during next meeting so that we have both plans in place for when the new HMIS is ready to go live and we need to have end users and agencies sign HMIS agreements.