**Data Evaluation Committee**

Friday, May 7th, 2021

8:30– 10:00am

**Present: Cynthia, Shaundell, Owen, Michele**

**Updates**

* HMIS Procurement – we have a new HMIS! We have signed with Bitfocus, a relatively new HMIS vendor based in Nevada, for their HMIS product Clarity Human Services. We have a kick off call on May 18th from 2:30 – 3:30pm with our “Bitfocus BFF” to start the implementation process, will probably know more after that meeting!
* We signed a 36-month contract for 2 system administrators, 5 managers, and 78 “enterprise” licenses for a cost of $46, 320 each year. In addition, there are is a one-time implementation and data migration cost of $21,250 for a first-year total of $67,570. We received a $40,000 discount on one-time implementation and migration costs, a free training site for at least one year, free system administrator training, the annual platform license fee is waived, the two system administrator licenses are free, 20 enterprise users were donated entirely and the remaining 58 were discounted for $45/month/user as opposed to 65/month/user for a total of $13,920 off between the 58 licenses, and one-time activation costs for enterprise users were waived.
* Our next steps are to begin the design process of our system- which projects should be included, how should they be set up, and how much of their data should we migrate to the new system? The longest back we can likely go is 2012 since there were significant data standards changes that took place that year which makes data before that time hard to look at now. The CoC must keep data for 7 or 8 years after client’s exit a program.
* The HMIS implementation workgroup will continue to meet as needed to help with decision-making and reviewing Bitfocus’ work as the implementation is put in place.
* This committee has been working on the privacy and security plan and data quality plans and our goal is to have both of these complete by the time we begin getting accounts to staff – these documents will form the basis of the HMIS user guide and agreements which staff will sign off on before being granted access to the HMIS. This process may need to be different for non-CoC funded projects using the HMIS but Michele will dig deeper to find out.

**We are looking for a co-chair!** If anyone is interested in co-chairing the Data Evaluation Committee, please reach out to Michele for more information. Primary responsibilities would include help determining agendas, taking notes, and maybe occasionally running meetings.

**Who else should be invited?**

Meeting attendance has been a little low and we would like to invite some new members into our committee work. A couple of agencies have recently begun working with the CoC as part of the Youth Homelessness Demonstration Program, making it a perfect time to reach out to staff at those projects and ask if anyone would like to join us.

Owen- when Michele sends out outreach email for data eval committee to recruit more people, I can do a reply all and encourage people to join. Reminding and informing people they have power to make decisions and changes!

**Privacy and Security Plan**

* All of the changes and decisions made by this committee so far were incorporated into the document and it was shared with project leadership and the CoC board. There wasn’t really any feedback but there has been some concern about the level of additional work for projects to take on. The primary question that came up was whether or not projects would have help and guidance getting the requirements for the new plan in place, and the answer is yes!
* There are a few last items we need to determine and our own version of the workstation checklists to create.

\*The next portion of the meeting was spent finalizing the last questions we had around the Privacy and Security plan. In order to review the questions and make changes in the document itself I did not take notes during that conversation but a copy of the updated document is included. Some of the key decisions made were aimed at reducing the time partner agencies will need to devote to meeting the plan’s requirements such as reducing audit frequency for larger organizations and changing the expectation that the CoC will physically audit all workstations annually. Other items included decreasing mandatory password changes from every 45 days to every 90 and clarifying wording. Additionally, mentions of DHCD and the MAHMIS have been removed or replaced with the CoC’s new Clarity HMIS. Michele still needs to determine if Public Key Infrastructure is necessary, confirm that end users in the new HMIS will be able to reset their own passwords, and modify the checklist for Three County’s uses.

Owen- how do we roll this out without alarming everyone? There’s so much going on with case management, what’s the least intrusive ay we can enact all of these security policies? As much as we can do as a committee without asking people to do a lot of extra work

How do we roll this out?- We can detail pieces that we can write in another way, explain what each agency needs to be doing, create a condensed version in the email and attach the document. Send out privacy and security plan ahead of time, let everyone know it’s coming with the new HMIS. Email that breaks down what agency has to do.

What about non-funded projects? Do they have the same expectations?

Owen- can we add the caveat that agencies who use the system a certain amount they only need to adhere to a certain level of the capabilities or a lower level?

We aren’t quite sure but Michele will ask Eric what we should do!

**Data Quality Plan**

* We haven’t done much work around a Data Quality Plan yet, we can begin reviewing guiding documents/resources from HUD to incorporate into a Data Quality plan we will likely pull from another CoC.

**Closing & Next Meeting**

-Do we want to change or keep our meeting day/time?

Fridays tend to be difficult for many people so there is an interest in changing days/times. Michele will send out a Doodle poll for us to look into new day/time but may wait until after hearing if any new members wish to join to gauge their availability as well.