Continuum of Care
Data and Performance Management Committee Meeting

July 12, 2018
1:30 – 3:00

CASA Training Room
Village on 17th
1505 E 17th. St.
Santa Ana, 92705

Notes

1. CoC Board Report
   a. Narrative page
      Erin shared the CoC Board Narrative with the D&PM committee and stated that the narrative provides detail with high level context that is important to understand the data from the CoC Board Reports. The committee stated that the narrative will be helpful and suggested it be uploaded to the Board Reports for background information.
   b. Quarterly report
      Erin shared the newly created Q2 Quarterly Report with the committee. The quarterly report is for the months of April – June 2018. The committee provided feedback and asked several clarification questions. Erin will incorporate all feedback into the report and stated that moving forward Board Reports will be emailed to the group before the meeting for review.

2. HMIS Policies and Procedures – Data Release Section
   a. The CoC Board requested that the HMIS Policies and Procedures be updated to incorporate the Board’s recommendations and shared with the D&PM before the next Board Meeting. Erin presented the slide that contained the recommended updates to the committee. See slide 3. Organizations seeking HMIS data must fill in out the Data Request Form. The request will be evaluated by the D&PM and it will be consolidated and presented to the CoC Board for approval. HMIS participating agencies can receive aggregate system level data without approval. De-identified client level data, data for research, data to be used for media release or other
public use, and ongoing data requests will require CoC Board Approval. Organizations not participating in HMIS will need CoC Board approval for all data requests.

b. HMIS Participating Agencies on Consent Form
   i. HMIS participating agencies are being trained on how they can share the list of agencies participating in HMIS with their clients. Erin shared an example of what it would look like on the HMIS website. See slide 6. Language was added to the Client Consent Form to inform clients of this right.

c. Police Departments in HMIS.
   i. The D&PM recommends that police departments should only have access to the client’s profile data, but will restrict history, shelter locations, VISPDATs, and case notes. The committee also recommended that police departments seeking access to HMIS must receive CoC Board approval if they are not receiving federal funding that requires HMIS participation.

d. P & P Acknowledgement
   i. The committee decided that the Policies and Procedures Acknowledgement should be combined with the HMIS User Agreement Form.

3. Data Requests
   a. OCUW Monthly Request
   b. Family Solutions Collaborative Analysis

Current data requests come from OC United Way and the Family Solutions Collaborative Analysis. Jim Wheeler from the County of Orange recommended that both requests present at the next CoC Board Meeting for approval.

4. Clarity Migration Update
   a. Erin provided an update about the Clarity Custom Data Migration in regards to Case Notes and Coordinated Entry. See slide 10.

Next Meeting Date: August 9, 2018, 1:30 – 3:00