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## HMIS & Data Committee Agenda

Thursday, January 14, 2021 || 10:00 AM – 11:30 AM

[Zoom Meeting](#) Meeting ID: 885 3572 5390 Passcode: 671646

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Agenda Item	Presenter(s):	Time	Item Type
<b>I. Welcome &amp; Introductions</b>	Erica Plumb & Jameson Parker, (Co-Chairs)	10:00 AM (5 minutes)	Informational
<b>II. Security Audit Report Back</b>	Tina Wilton, SSF HMIS Manager	10:05 AM (30 minutes)	Informational & Discussion
<b>III. HMIS Recertifications Report Back</b>	Tina Wilton	10:35 AM (5 minutes)	Informational
<b>IV. Committee 2020 Accomplishments &amp; 2021 Goals for CoC Annual Meeting</b>	Co-Chairs & Michele Watts SSF CPO	10:40 AM (30 minutes)	Discussion
<b>V. LSA &amp; Data Quality Monitoring Plan Proposal</b>	Tina Wilton	11:10 AM (15 minutes)	Discussion
<b>VI. Meeting Adjourned</b> <b>Next Quarterly HMIS Data Committee Meeting: Thursday, April 8, 2021</b>			



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## HMIS Data Committee

### Meeting Minutes

Thursday, October 8<sup>th</sup>, 2020

10:00AM-11:30AM

#### Attendance:

Member	Organization	Present
Anna Bilik,	DHA	present
Benjamin Uhlenhop	Next Move	present
Cynthia Hunt	Cottage Housing, Inc.	present
Erica Plumb	Mercy Housing	present
Ibra Henley	SHRA	present
James Landreth	SHRA	present
Jameson Parker	Midtown Business Association	present
Jill Fox	Volunteers of America (VOA)	present
Joshua Arnold	Volunteers of America (VOA)	present
Lorrie Lorell	Hope Cooperative	present
Robynne Rose-Hayman	Wind Youth	present
Tami Davenport	SHRA	present

Staff	Organization
Michele Watts	SSF CPO
Scott Clark	SSF Systems Performance Analyst
Tina Wilton	SSF HMIS Manager
Hamid Bashiri	SSF Senior Data Analyst
Keri Arnold	SSF HMIS Coordinator
Peter Bell	SSF Coordinated Entry System Manager
Michelle Hulshof	SSF Continuum of Care Coordinator
Ya-Yin Isle	SSF Chief Strategic Initiatives Officer

#### Meeting Purpose:

To inform members of the results of the first Annual HMIS Re-Certification Quiz, the Data Security Audit Implementation Plan, the Data Quality Implementation Plan, and

the 2020 HMIS Data Standards changes, including the new Coordinated Entry Data Elements.

I. Welcome and Introductions		
Co-Chair Erica Plumb called the meeting to order at <u>10:04AM</u> .		
II. August 13 <sup>th</sup> , 2020 Meeting Minutes	Presenter: Erica Plumb	Action
Motion by Cynthia Hunt (Cottage Housing, Inc.) and seconded by Lorrie Lorell (Hope Cooperative) to approve the August Minutes as written. Approved.		
III. Data Quality Plan, HMIS Privacy & Security Plan <ul style="list-style-type: none"> <li>Recap Process</li> <li>Highlighting areas for suggested editing</li> </ul>	Presenter(s): Michele Watts, SSF CPO Tina Wilton, Data Administrator	Information
<p>Recap: Overview of process and the role the HMIS &amp; Data Committee plays in approving process provided by Michele Watts.</p> <p><b>Timeline: Suggested edits to be reviewed today, approved by HMIS &amp; Data Committee, then submitted to the full CoC Board for approval in November 2020.</b></p> <p style="text-align: center;"><b><u>Data Quality Plan:</u></b></p> <ul style="list-style-type: none"> <li>Tina then provided a comprehensive overview of the first document, the Data Quality Plan. Suggested revisions/omissions were reviewed with the HMIS &amp; Data Committee in detail. Key revisions/omissions noted below: <ol style="list-style-type: none"> <li>Removal of AHAR from the Data Quality Plan, as the AHAR has been replaced by the LSA <b>(agreed)</b></li> <li>Per the Data Quality Plan, reviews of project set-ups within HMIS are to be reviewed on an annual basis. At this time, this is not being done. Tina suggested implementing this measure, as it will be beneficial to review services assigned to individual programs and to ensure all programs listed as “Active” in HMIS are still operating.</li> </ol> <p><b>Questions/Feedback: Erica Plumb suggested annual program review could be included in annual review of program inventory (HIC). Tina stated that, for housing projects, this could make sense; however, Outreach/SSO project types will need to be done at a different time. Tina suggested reviews begin in the second quarter. Joshua Arnold stated that does not seem to make sense. Cynthia Hunt agreed with Erica Plumb and stated there are benefits in reviewing programs.</b></p> <p><b>ACTION ITEM: Tina may add a field in the HIC that prompts providers to supply two different dates and times that they might be available for</b></p> </li> </ul>		

**a program review. Tina may also try to build a report to see which assigned services are accessible to a program at any given time.**

- c. Timeliness: Proposed edit to the “Timeliness” report mandate, as, at this time, there is no Timeliness Report available in HMIS. Instead, change to **HUD-Based Report: HMIS Data Quality Report. (no objections)**  
**Questions/Feedback:** Hamid touched on the importance of timely data entry for data integrity. Joshua Arnold then pointed out the discrepancy in time allowed for data entry between Emergency Shelters and housing projects/SSOs. Erica Plumb asked if there is a data standard for timeliness dictated by HUD, to which both Tina and Michele said they did not believe so. If there is no HUD standard, time allowed for data entry will be three (3) days, regardless of program type.
- d. Tina suggested editing the guidance that HMIS Administration will post quarterly dashboards, as, at this time, there is no capacity to do so unless a “report card dashboard” were built. Would also require time for review in each HMIS & Data Committee meeting.  
**Questions/Feedback:** Tina suggested that we start with canned reports and provide trainings to empower providers to monitor their data, then, if needed, revisit creating reports to fill in the gaps (no objections)  
**ACTION ITEM:** Tina to draft language regarding the use of existing tools (e.g. canned reports). Keep quarterly dashboard, but label it as a “Work Plan.”

### HMIS Privacy & Security Plan

- Tina provided a comprehensive overview of the HMIS Privacy & Security Plan. Suggested revisions/omissions were reviewed with the HMIS & Data Committee. Key revisions/omissions noted below:
  - a. Tina touched on SSF’s decision to seek legal counsel for review of existing consents. Legal counsel will [likely] review whether current documentation covers data requests to ensure we are ethically communicating data intent to all clients. Tina informed HMIS & Data Committee that revisions to consents may come to Committee in the imminent future.
  - b. Current language in HMIS Privacy & Security Plan has discrepancy in whether agencies need to post Privacy Statement on website.  
**Questions/Feedback:** Michele Watts suggested that, barring any barriers, all agencies must have Privacy Statement posted on their website. Erica Plumb reported issues with posting on website, as their agency is a national agency. Robynne indicated they were okay with publicly posting notice.  
**CONCLUSION:** After much discussion, the current plan is to post on our respective agency websites. If this is not feasible, the Privacy Statement

**must be publicly posted on premises. Furthermore, the agency must have copies on hand to give to clients should they request it.**

- c. Tina suggested the removal of requirement that users submit their IP addresses, as, in the age of COVID, many folks are working remotely. This would be a huge ask and may be difficult to satisfy, as it is no longer just businesses that would need to submit their IP addresses.

**Questions/Feedback: Erica Plumb agreed. No objections made.**

- d. HIPAA-compliant cloud storage solution, as outlined in HMIS Privacy & Security Plan, is not attainable at this time.

**Questions/Feedback: Michele Watts suggested that SSF may want to consult with legal counsel regarding this matter. In the interim, all agreed to remove it from the HMIS Privacy & Security Plan.**

**ACTION ITEM: SSF to consult with legal counsel regarding this matter.**

- e. Semiannual Partner Agency Self-Audits were approved by the CoC Board, per Michele Watts.

**ACTION ITEM: Remove Semiannual, change to Annual. (no objections).**

**Motion to Approve aforementioned edits, as well as others not noted, proposed by Jameson Parker. Motion to approve all edits seconded by: Jameson Parker, Cynthia Hunt, Benjamin Uhlenhop, Erica Plumb, Joshua Arnold, and Anna Bilik.**

<p><b>IV. Data Security Audit Implementation Plan</b></p> <ul style="list-style-type: none"> <li>• Data Security Audit moved to November 2020</li> <li>• New Reports</li> </ul>	<p>Presenter(s): Tina Wilton, Data Administrator</p>	<p>Action</p>
<p><b>Note: Due to time constraints, several people had to leave meeting and did not hear updates.</b></p> <ul style="list-style-type: none"> <li>• Tina indicated that the Data Security Audit needed to be moved to November 2020.</li> <li>• Summary of new reports that are being custom built within HMIS provided. These reports will be accessible to all providers <b>(Report Types: Four ROI reports, Two Staff Reports).</b></li> </ul> <p><b>ACTION ITEM: Tina to send out emails pertaining to above.</b></p>		
<p><b>V. Annual HMIS Recertification Quiz Implementation Plan</b></p> <ul style="list-style-type: none"> <li>• Access Role Changes</li> </ul>	<p>Presenter(s): Tina Wilton, Data Administrator</p>	<p>Information</p>

<ul style="list-style-type: none"> <li>• Report</li> </ul>		
<ul style="list-style-type: none"> <li>• Tina reported changes made to Access Roles within HMIS. The language for the new, revised HMIS Certification has not yet been drafted, but will be. An email was already sent out to all HMIS users regarding Access Role changes. <b>ACTION ITEM: HMIS Team will prepare language for new quizzes, email will be sent out regarding what each Access Role entails.</b></li> <li>• New Staff Report will show providers who has access to their programs and at what access level. Zoom trainings will be provided regarding all the changes to the Access Roles, as well as the newly developed reports.</li> </ul>		
<p><b>I. Longitudinal Systems Analysis (LSA) and Data Quality Implementation Plan</b></p> <ul style="list-style-type: none"> <li>• Timeline for submission</li> <li>• Open Office Hours</li> </ul>	<p>Presenter(s): Tina Wilton, Data Administrator</p>	<p>Information</p>
<ul style="list-style-type: none"> <li>• First submission for the LSA is due on October 19<sup>th</sup>, 2020. The final report will need to be submitted to HUD on December 31<sup>st</sup>, 2020. Meetings have been set up to discuss reports and any potential data issues specific to an agency.</li> <li>• Open Office Hours will be instituted beginning in November 2020. Open Office Hours will be held via Zoom every Tuesday and Thursday, from 1:00PM-2:00PM. The purpose of this is to help problem solve data concerns specific to a provider.</li> </ul> <p><b>Questions/Feedback: Joshua Arnold asked if the Zoom-based trainings could be recorded and posted on the SSF website. Per Tina, some can be, but, since a few of the reports pull client-level data, those reports cannot be posted publicly.</b></p> <p><b>ACTION ITEM: SSF to discuss posting trainings publicly on SSF website.</b></p>		
<p><b>VIII. Meeting Adjourned</b></p>		
<p>Co-Chair Erica Plumb adjourned the meeting at: <u>11:49AM</u></p>		