**Data Evaluation Committee Meeting**

Friday, November 6th, 2020

8:30– 10:00am

**In attendance: Kathy, Cynthia, Paige, Jonathon, Shaundell, Michele**

**Updates**

* Point in Time (PIT) Count – the annual count of all persons experiencing homelessness in shelters and unsheltered usually happens at the end of every January. HUD has indicated they might postpone the unsheltered count but have not confirmed for months. We reached out to last year’s PIT count workgroup and the group wants to wait to see what HUD decides before starting to plan a PIT count, although other communities have gotten started
* HMIS Procurement –We are in the middle of procuring a new data collection system for our funded homeless service providers and unfunded partners such as local shelters and outreach projects. We released the request for proposals (RFP)! Waiting phase now, still a few options if this doesn’t lead to a contract.
* Data Quality Work- have hired a consultant to do a data quality cleanup project with a few projects and may be expanding that work
* HUD reporting – LSA, the Longitudinal Systems Analysis, is due by the end of November, vaguely, there is no official due date currently. It is a system-wide report that looks at performance measures such as how many people exit a housing program to permanent housing or how many people return to homelessness after entering permanent housing.

**Privacy and Security Plan**

* The remainder of the meeting was spent going through the privacy and security plan to make edits to wording and policies. A copy of the version as edited by the committee is included in the email these notes were sent out with.
* The feedback from project staff is essentially that the plan, as it currently stands, requires too much of projects.

-How often should projects review internal policies? It is currently Bi-annually. Jon points out this is very important for data security because hackers can move/update/learn new vulnerabilities/etc. very quickly.

It was brought up if this requirement should be quarterly instead? Michele/Kathy- partner agencies probably can’t do quarterly. Sticking with bi-annually as this is primarily about reviewing policies. Kathy- will need to be simplified

-Discussion about keeping this piece or not: “Collaborate with other local agencies to improve service coordination” ? Kathy, points out that providers need to sometimes disclose things with other local agencies, usually not without an additional disclosure

-May need to make changes to our ROI? We want to keep in mind that our plan and our release of information should align (and all of our data sharing agreements). Thanks to Cynthia for going over the release as we were working on the plan!

-One of the project staff we shared the plan with asked if there was a difference between when law requires the sharing of PPI and when a judge, law enforcement or admin agency orders? The committee decided yes, one is written in law, one is an ad hoc order.

There was also debate over keeping the following reason for *refusing* to release someone’s own PPI:

1. Information compiled in reasonable anticipation of litigation or comparable proceedings,

We decided to keep it in and change to client case files instead of PPI – but the consensus was to probably ask Brad. PPI vs case files

-Privacy statement and keeping track of changes to partner agency privacy statements- Kathy mentioned that it’s very difficult to track all of the changes… maybe say that statement is available and prior versions may be available? Best effort to keep copies of old statements?

Jonathon suggests that moving forward, could agencies track the changes? Kathy- I would have a folder going forward of each version

Processes may depend on agency, may come back to this.

-In this plan each agency must have a Lead Security Officer, as determined by HUD and the CoC as a whole must have a lead security officer. Michele will likely act as the CoC Lead Security Officer as the HMIS admin but that could change if someone else in an appropriate role volunteers.

Partner agency Security Officer- Kathy asks that the CoC sends partner agencies things they need to be thinking through, send something early, send guidelines- good reminder!

-This plan also requires a partner agency workstation audit- Kathy mentions that quarterly is too much, most important to get workstations set up right in the beginning, can we reduce workstation audits?

Jon points out that it’s also very important to get these updates, from a security standpoint you’d want to make sure this happens quarterly or this leaves you open to risks

Kathy- help us and the security officer to understand this and we can get it in there

Michele will work on a checklist and requirements for the currently theoretical workstation audits so the committee can review how much work/time it will require.

We got a little over halfway through the document during this meeting- we’ll continue working on it in 2021 but in the meantime please feel free to send Michele additional feedback!

**Our next meeting would be January 1st at 8:30am! Michele is sending out Doodle poll to find a new time.**