Data Evaluation Committee Notes

7.28.21

Present: Shaundell, Kathy, Paige, Matt, Michele

**New HMIS Implementation Updates-** All of our agencies have been built out in the new HMIS and now we are working on building out the projects within those agencies. So far only projects in agencies without many have been completed because we are also waiting to hear back from some of the agencies with a larger number of projects to confirm the information needed to create them. We looked through what creating a new client looks like, talked about some of the differences between ETO and Clarity, and looked at some system configuration options we’ll need to decide on.

**Planning Our HMIS User & Agency Agreements, Privacy and Security Plan –** Michele spoke with Eric Gammons about our privacy and security plan and he clarified a few details for us. The plan DOES need to apply equally to all users in the system even non-mandated ones but the role of “partner agency security lead” doesn’t have to be a staff person at the partner agency. For smaller agencies and non-mandated ones, we could appoint people from the Data Eval Committee to take on that role. The key thing is to make sure that roles and responsibilities are clearly identified. Eric has a lot of time left for his HUD contracted work to help MA CoC’s with vendor transitions and HUD is thinking of switching those remaining hours for Eric to provide TA to help us with our HMIS documents like the plans we’re working on now. We’ve asked to be included in the proposal and hope to be notified soon of what’s happening. Eric would possibly be coming to visit in September or October if this happens. (He also mentioned that our HMIS implementation team was much larger and more invested than most CoCs decision and implementation!)

Eric also mentioned that since a lot of HUD’s HMIS privacy/security requirements were written in 2004, they’re out of date and don’t all strictly need to be adhered to. PKI and IP whitelisting for example, if we ask Eric to ask HUD, it will become real and we will need to do it. If we put it in our plan, we need to do it. If we don’t put it in our plan, there’s a chance that HUD could monitor us and see it’s missing and then tell us to implement it. Eric says that if our IT department thinks it isn’t needed, it’s unlikely HUD will come looking for it but if the IT department says it could be an issue then we should put something in place.

**Data Quality Plan** – Have a very rough draft in place for us to start looking through... saved on another computer. Have HUD’s worksheet to help determine DQ policies filled in with what was identified by this committee in 2019 around timeliness. We spent the remainder of the meeting going through some of the decisions on the worksheet which we need to make to incorporate in the plan. Not a high turnout today so we would definitely like to get more feedback on some of these from the wider group and then our partners who use HMIS.

**Next Meeting- August 25th, 3-4:30pm**

A question came up if we should we meet more often since there’s a lot to get done before November/December for the new HMIS

Plan is to reconvene as usual next month, back on Zoom, hopefully with a larger group and take stock of whether or not we feel we need to schedule another meeting before the winter to get everything in place for the new HMIS