

Texas Balance of State Continuum of Care

Data Committee Meeting

October 27, 2020, at 1 p.m. by webinar

NOTES

Topic	Discussion Summary	Action/Next Steps
Introduction and Agenda	VL led intro and agenda	N/A
Texas Balance of State CoC Short Orientation	VL led orientation	N/A
Committee Member Introductions: “What is home to you?”	VL led introductions	N/A
What is the purpose of the Data Committee?	<ul style="list-style-type: none">-VL led purpose-Purpose- committee members take the lead on the direction of how we address different data and policy issues-Function- as a learning collaborative to help each other understand best practices and better serve participants-Guidelines- respect at all times from each data committee meeting-Poll questions- looking at comfort level of HMIS and excel as well as what tools use for analysis	Have members think about what are some tools or materials that would be helpful for VL and AN to provide the members with to make sure feel comfortable using HMIS and/or certain analysis tools
Committee Processes: Consent Agendas and Virtual Voting Practices	<ul style="list-style-type: none">-AN led committee processes-Provided context on how members will be voting on data committee recommendations-The purpose of the data committee is to make recommendations to the CoC board. The committee will not be charged with making any funding decisions but will ultimately develop recommendations to pass onto the CoC board for final say.	N/A

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<p>Data Committee Nominations</p>	<ul style="list-style-type: none"> -VL led nominations -Explained the data committee structure -Reni Bavikati self nominated for Chair and Michelle Yates seconded the nomination -Veronica G Hernandez self nominated as Secretary and Michelle Yates seconded the nomination 	<p>Include nomination information in follow-up email</p>
<p>HMIS Policies and Procedures Document</p>	<ul style="list-style-type: none"> • VL led P&Ps doc • Roles and Responsibilities- no comments/suggestions • Implementation Policies and Procedures- <ul style="list-style-type: none"> ○ Question- What are participation fees and who pays for them? ○ Question-Will the ROI information signed by the consumers have an expiration date or should the consumer sign one every time he comes back after disappearing on us. ○ Suggestion- I would like to see outside sources in our system. Is that possible? I seem to be limited to what I can see of available connections. • Security Policies and Procedures- no comments/suggestions • Client Informed Consent and Privacy Rights <ul style="list-style-type: none"> ○ Question-Consumer does not have the mental capacity to provide written consent. How do we obtain consent? • Data Policies and Procedures- no comments/suggestions • Data Reporting, Use and Disclosure, and Release- no comments/suggestions 	<ul style="list-style-type: none"> • Client Informed Consent and Privacy Rights <ul style="list-style-type: none"> ○ Question-Consumer does not have the mental capacity to provide written consent. How do we obtain consent? <ul style="list-style-type: none"> ▪ Members suggested that make this point in training but does not need to be a separate policy in this document.

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Law Enforcement in HMIS	<ul style="list-style-type: none"> -VL led special topic -Purpose- discuss the topic to see if members have any questions or concerns about the PD having access to client level data in HMIS -The role of the Data Committee can help to shape any policy around this topic and help THN determine if this is something that we should permit. 	<ul style="list-style-type: none"> -The team will address comments and concerns that were brought up about this topic. -THN staff will share materials with the members -This group will continue to speak about this topic in the next meeting
Benefits of HMIS and Available Tools	Did not get to topic during the meeting	-Include materials in follow-up email

Members in Attendance: Need to get from Adobe roster

Members Absent

Staff in Attendance: Victoria Lopez, Ann Nguyen, Kristin Zakoor

Informational Reads and Resources

Next Meeting: Date Time Location