

# Texas Balance of State Continuum of Care

## Data Committee Meeting

10/13/2022, 3 pm - 4:30 pm,

Meeting Minute NOTES

Topic	Discussion Summary	Action/Next Steps
Acceptance of July Meeting Minutes	<p>Quorum met; vote taken                      Motion entered by Megan Ball, seconded by Tina Tetacatl                      Yes- Wallace Revalee, Michelle (La Posada), Megan, Tina                      No-</p>	
Committee Updates	<p>New Members/ Updates addressed: Megan Ball. Rachel Pollay – team member of Wallace Revalee. Aubrey Fetzer (HMIS Data Analyst @ THN)</p> <p>Discussed both Chair and Secretary roles.</p> <p>Megan Ball volunteered for Chair position. Motion entered by Michelle, seconded by Wallace Revalee.                      Yes – Wallace, Michelle, Megan, Tina                      No –</p> <p>No one volunteered or was nominated for Secretary at this time.</p>	<p>Megan is now new Data Committee Chair.</p>
Data Committee New Member Policy	<p>Additional eligibility requirements: must be active HMIS user, and have been for at least one year. Current members are grandfathered in regardless.</p> <p>Motion entered by Megan, seconded by Michelle                      Yes – Wallace, Tina, Megan, Michelle, Kristina                      No -</p>	<p>Motion passed to approve new requirements added to Data Committee New Member Policy</p> <p>Might need to revisit length of time as a HMIS user in the future if it turns out to be a barrier</p>

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<p>HMIS ROI- removal of client information policy</p>	<p>Discussion of Removal of Client Information Policy: Addendum added for HMIS users to discuss with clients that info cannot be deleted from the system, but ROI access can be changed/removed at any time.</p> <p>Motion entered by Wallace, seconded by Michelle          Yes – Kristina, Megan, Michelle, Tina, Wallace          No -</p>	<p>Motion passed to add the new Addendum to Removal of Client Information Policy</p> <p>Will clean up document to make look more formal, and post to website. After, will send form to HMIS user agencies. Will communicate process on how to complete and submit form.</p>
<p>Law Enforcement Policy Discussion – Led by Megan Ball</p>	<p>Current policy – hmis only accessible to homeless outreach team within Law Enforcement. Homeless outreach teams have write, view, and edit access, but only view access to CE purposes.</p> <p>Megan Ball - wondering about expanding write, view, and edit access for CE purposes to homeless outreach teams.</p> <p>Wallace - if police officers are apart of the homeless outreach team and start asking CE related questions, the client is not protected if they give incriminating evidence because they were not in custody.</p> <p>Kristina – had experiences where law enforcement would volunteer with the homeless outreach team, there was concern that clients would give false information bc of rapport not built w/ police officer or worry for police using information as incriminating evidence later.</p> <p>Wallace – concern is about perception of those experiencing homelessness. They might not believe us that officers won't have access to that info, or just not be able to build rapport. Especially considering that homelessness is basically a crime.</p>	<p>Requested Megan provide specific info of LPC outreach worker working w/ law enforcement (title, any successes, barriers, etc) example that she has to further discuss</p> <p>THN Data Team staff will share material on history of this discussion in TX BoS for more context</p>

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	Kristina – interested in looking more into law enforcement/helping professionals’ partnerships and access to CE if it has actually shown positive results in another community	
Open Discussion	Seeing issues with individuals being entered as family members, then later seeing that some family members have separate cases/households (ie Duplicate clients). Wanting to know if THN has a data quality plan to help clear out duplicate clients	<p>Have discussion topic for next meeting as how to ensure and encourage better training and data quality throughout our system in the BoS</p> <p>Discuss the most common mistakes we see in hmis/ how to better our training process to elevate this. Plus, finding more ways to share how hmis can useful to our users.</p> <p>How to roll out the HPL tool (help for SC team’s work)</p>

**Members in Attendance:** Megan Ball, Rachel Pollay, Tina Tetecatl, Wallace Revalee, *Phone number 956 area code*, Cosme Dominguez, Lindsay LaGrange, Aubrey Fetzer, Michelle (from La Posada), Kristina Garcia

**Informational Reads and Resources:**

**Next Meeting:** February 2023, Date TBD