**Data Advisory Committee**

**11/28/2023**

**Present:** Thurston Alexander-Smith, Vanessa Kopp, Arlene Smith, Cheryl Cozzi, Peter Morris, Frank Baldiga, Kristin Morris, Kathy Johnson

**Approval of HMIS Lead RFP**

* It will go before the membership for approval at the December 11th meeting. It will remain posted.
* Request the Governance board to send the RFP to the membership in advance (10 days) of the vote for information.
* Peter proposed an addition of statement that will allow for not selecting an applicant from proposals received. In such a situation, the RFP would be reopened, or it would allow for discussion with an entity to bid in whole DAC committee has agreed.
* Discussion of how to get the RFP in front of as many appropriate entities as possible.

**RFP Release Process**

* Release Date will remain 12/19/2023.
* Proposal due by Friday, February 16 @ 3pm.

**Timeline and assignments of RFP Tasks**

* **Scoring committee**
	+ Who: DAC representatives, committee members who have served as agency administrators.
	+ Median of scoring
	+ 8-10 members
* **Scoring rubric**
	+ DAC to have a scoring card ready for COC final approval at the February membership meeting.

**LSA**

* Haven House has HDX2.0 access.
* Discussed Stellavising

**HMIS related documents**

* BitFocus moving forward with last approved P&Ps (March 2022)
	+ Will need to be reviewed after the RFP process is complete.
* Review of HMIS set up is needed. Priority areas to start:
	+ Updated executed sharing agreement in addition to agency use of ROI.
	+ Privacy - Visibility restrictions

Cheryl provided that conversations with BitFocus are happening concerning privacy and confidentiality.

* Thurston will provide language for asking about security precautions for RHY, HOPWA programs for the meeting with BitFocus on 11/28/2023.

Kathy brought forth the committee sending a recommendation to the COC Governance board to restrict access for the programs that fall under the categories.

**PIT/HIC**

* Vanessa is on the workgroup.
* If the workgroup would like to have the DAC review the survey questions, the committee will send the questions before December 19th.
* Previously engaged with Elizabeth to work on de-duplication of last year’s data.

**HMIS User Roles**

* BitFocus shared that our COC has far more system administrator licenses. The license is costly. In Clarity, system administrator license has full access/visibility to all clients. This permits access to COC wide data. There may be a lower level of license that will allow access to the data with less visibility access. Thurston has asked about this.

**Action Items**

* + Peter provided the statement below used by Wake County.
		- Wake County reserves the right to reject any or all bids and to waive informalities and irregularities.
	+ Thurston will draft a call for RFP scoring committee members for the Governance board review.
	+ Vanessa and Thurston will look for example of score cards.
	+ Peter will ask BitFocus about Salvation Shelter data export.
		- Kristin will connect with Haven House staff who have HDX access to complete the next steps.
	+ New committee applicant information will be sent via email for committee voting on approval. If there are follow-up questions, voting will be pushed to the December meeting.
	+ Following the feedback regarding security precautions, the committee will move forward accordingly regarding visibility restriction vote.
	+ December Agenda items to be added.
		- LSA
		- BNL update