

Data Advisory Committee Meeting

6/18/2024

Present: Thurston Alexander-Smith (chair), Peter Morris, Alexis Hampton, Frank Baldiga, Will Hartye, Kathy Johnson, Arlene Smith, Kristin Morris, Regina Abadajos (BitFocus), Erin Flynn (CoC Coordinator)

Updates

- Coordinated Access Meeting/ Coordinated Entry: discussion about configuring coordinated entry better to
- 2023 System wide Data to CoC website including 2024 PIT/HIC: in process
- Sharing PIT/HIC Data with NCCEH: once the data is published it is available for use with approved messaging; when the requests is made messaging will be included and brought before the DAC for recommendation to Governance Board.
- Data left to Migrate from Community Services:

Policy for Cross CoC Client Data Requests

The NC-505 reached out to obtain homelessness history for a client formerly served in Wake. Typically, the client requests the data themselves or gives explicit consent to share their data. A release of information procedure is needed to address cross CoC client data requests.

A draft document was shared for review. There was discussion about current policy and procedures for individual access to their own data.

- Potential addition to access to records about an individual being able to access their own service history report.
- Addition to document: process for request to include contacting administrators and notifying HMIS lead
- Who would attach the ROI document to client record? Recommendation is Coordinated Entry lead staff would be responsible for attaching the executed document.

Language to address proposed additions will be drafted and sent to the committee for approval via electronic vote.

Data Quality Plan

DQ document in shared folder. Data clean-up needs to be implemented on an ongoing basis.

Current Concerns:

- Training needs
- Annual assessments
- Data entry timeliness

Thurston posed writing up a preliminary data quality document for committee review.