

Data Advisory Committee Meeting

08/20/2024

Present: Thurston Alexander-Smith (chair), Arlene Smith, Willy Hartye, Onia Royster, Jennie-Ann Cole, Peter Morris, Kristin Morris, Cheryl Cozzi, Regina Abadajos (BitFocus),

Welcome to a new member, Onia Royster, Triangle Family Services.

Updates

- Coordinated Access Meeting – The Coordinated Entry P&P have been finalized to include addendums.
- Adding 2023 System wide data to COC website, PIT/HIC – will carry to next meeting.
- Data left to migrate from community services – no additional updates at this time (regarding VI-SPDAT data)

Policy for Cross CoC Client Data Request

- Documents are approved.
- Presented to CoC membership on 8/19/2024.
- Official edits to the ROI need to be made. It is recommended that Erin Flynn, CoC Coordinator make the edits once the document.
- A multi-faceted approach will be used to inform agencies of the new ROI. Peter will send the update to lead contacts of the agencies. It will also be added to the CoC newsletter and BitFocus will send out an email blast to all users and linking the new form.
- Presently, ROI requests go to Oak City Cares via email. This may need to be revisited.

Data Quality Plan Check-In

- Data Quality Review - Information about data quality went out agencies on July 22, 2024. At last review, five agencies had done clean-up and contacted BitFocus. DAC decided a second round of emails will be sent.
 - Peter will send an email informing agency contact leads to expect an email from BitFocus that requires agency action.
 - BitFocus will send the follow-up email with the data quality issues.
 - Agencies will have 2 weeks to do data clean-up and inform BitFocus. BitFocus is available for consultation with agencies on clean up.
- Peter will schedule monthly meetings for agency points of contact to discuss data quality elements. Jennie-Ann will collaborate with Peter on this effort.

HMIS Policies and Procedures

- DAC to work from an existing template to update the P&P. The Michigan template is an option. Regina (BitFocus) will send additional example templates to consider. All templates to be considered will be in the shared folder. The Michigan template is HIPAA compliant.
- The original P&P are in the folder and DAC should review and make comments. Please have initial comments in by next meeting.

NC-507 representation in state-wide meetings

DAC discussed who should represent the community. Peter posed the committee consider what the role of the representative is in each meeting. HMIS lead, Wake County and Thurston will meet and bring recommendations back to the DAC at next meeting. Thurston has been serving as representation at below noted meetings.

- Statewide collaboration meetings and data Warehouse working group
- BitFocus weekly meetings
- Applied to be on Interagency Council for Coordinating Homeless Programs
- Familiar Faces

Peter provided additional information regarding data quality. The mid-July notice included an individual email to each agency with detailed information on how to do data clean-up. There are contract options through BitFocus that could assist in improving data quality.

Next Meeting: September 17, 2024, 9am