



**HMIS Oversight Committee
Agenda
Wednesday, October 14, 2020
9:00 a.m.-11:00 a.m.
[Join Zoom Meeting](#)
Phone: 669 900 6833
Meeting ID: 816 4803 2953
Passcode: 832681**

Meetings are public. Homeless and formerly homeless Alameda County residents are encouraged to attend. Public Comment will be taken at the beginning of each meeting and is limited to 2 minutes per person. [Click here to learn more about the public participation policy.](#)

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| 1. Welcome | 9:00-9:05AM |
| 2. HMIS Oversight Public Comment | 9:05-9:15 AM |
| 3. Coordinated Entry Updates | 9:15-9:35 AM |
| • Management Entity and HMIS Changes | |
| • BitFocus Contract | |
| 4. HMIS Oversight Committee Membership | 9:35-9:55 AM |
| • Transitions | |
| • Review Current Committee Roster | |
| • Plan to fill additional seats | |
| 5. HMIS Privacy and Security Update | 9:55-10:15 AM |
| • Update from Jessica Hansard and Working Group | |
| 6. HMIS Lead Monitoring Tool | 10:15-11:00 AM |
| • Review Draft from Working Group | |
| • Approve tool and determine next steps | |

HMIS Oversight Committee

Responsibilities include supporting and protecting the rights and privacy of service users ensuring compliance with federal requirements, reviewing data quality, recommending a quality improvement program to the HUD COC Committee, and taking appropriate action to ensure accountability and improved performance per approved program. This committee collaborates with the HMIS Lead on all policies the HMIS Lead is required to develop including, but not limited to, Privacy and Security, Data Quality, user policies and conducts an annual review of HMIS performance and functionality, using the HMIS work plan to measure progress.

Name	Organization	Stakeholder group	Term Expiring
Josh Jacobs	City of Berkeley		End of 2021
Tunisia Owens	Family Violence Law Center	HUD COC Committee	End of 2022
Nic Ming	City of Oakland	Coordinated Entry Lead	End of 2021
Juliana Juarez	Abode Services	Coordinated Entry Lead	End of 2020
Mike Keller	EOCP	Technical/DQ Staff	End of 2021
Laurie Flores	City of Fremont	End User/Data Entry	End of 2022
Jonathan Russell	BACS	End User/Data Entry	End of 2020
Suzanne Warner	HCD	County Funding Lead	End of 2020
Robert Ratner	HCSA	HCSA/AC3	End of 2022

Membership: HUD CoC Committee recruits and seats the HMIS Oversight Sub-Committee and ensures the following stakeholder groups are represented: member(s) of the HUD COC Committee, Coordinated Entry Lead Operator(s), Data Quality Staff, End User/Data Entry Staff, and Alameda County Funding Lead(s).

HMIS Privacy & Security Program Refresh Status for week ending 10/9/20

Review, strengthen and update the AC HMIS Privacy and Security Program to align with the HMIS Data Standards and the AC Care Connect SHIE/CHR.

Attention Needed



- Transition and project planning w/ new Client Lead (revisit vision, scope, and schedule)
- Engage Legal Advisor

Accomplishments



- ✓ Discussed and clarified Privacy Policy in first two workgroup meetings
- ✓ Drafted deliverables
 - Privacy Policy
 - Privacy Notice
 - Consumer Notice (sign)
 - Acknowledgement of Receipt (Privacy Notice)
 - Security Policy
- ✓ Researched consent models of several CoCs

Next Steps

- Pin down client lead & plan re: Robert's transition
- Continue to facilitate collaboration and analysis on draft Privacy Policy in weekly workgroup meetings
- Consult other CoCs on background behind chosen consent model and connection to WPC cross-sector data exchange (pending inquiries to SF and SD)
- Seek legal council on inferred consent model, HIPAA and hybrid scenarios, etc.

Deliverables	Workgroup Alignment	Legal Review	Oversight Approval	Live
Privacy				
Privacy Policy	ACTIVE			
Privacy Notice				
Acknowledgement of Receipt				
Public Consumer Notice				
Security Policy				
Data Quality Monitoring Plan				
HMIS P&P Manual				
Enrollment				
Enrollment Workflow				
Blind Enrollment Workflow				
Release of Information				
Revocation Form				
Incident Reporting				
Privacy Breaches				
Security Incidents				
Grievances/ Complaints				
Agreements				
Partnership Agreement				
User Agreement				
Coordinated Services Agreement				
Interorganization Data Sharing..,				
Training Modules (online)				
Closure & Transition Plan				

Section I- HMIS Governance Standards		
Question	Score	Scoring Detail
Has the HMIS Lead developed a Data Quality Plan with set benchmarks, that clearly identifies the entity responsible for monitoring data quality for the CoC? (MOU section B.6)		0= No. HMIS Lead has not developed written Data Quality Plan. 1= Partial. HMIS Lead has created a Data Quality Plan with some of the described elements. 2= Yes. HMIS Lead has developed written Data Quality Plan with all of the described elements. <i>If "yes", attach.</i>
Has the Data Quality Plan been approved by by the CoC Board (known locally as the HUD CoC Committee)? (MOU section B.6)		0= No. No Data Quality Plan has not been approved by the CoC Board. 1= Yes. Data Quality Plan has been approved by the CoC Board. <i>If "yes", provide documentation of approval including date.</i>
Does the HMIS Lead ensure the Data Quality Plan is reviewed at least annually to ensure it meets community needs and is compliant with HUD requirements? (MOU section B.6)		0= No. Data Quality Plan is not reviewed annually and not compliant. 1= Partial. Data Quality Plan is reviewed annually but is not compliant. 2= Yes. Data Quality Plan is reviewed annually and is compliant.
Has the HMIS Lead developed a Data Security Plan ? (MOU section B.6)		0= No. HMIS Lead has not developed written Data Security Plan. 1= Partial. HMIS Lead has developed parts of a Data Security Plan. 2= Yes. HMIS Lead has developed written Data Security Plan. <i>If "yes", attach.</i>
Has the Data Security Plan been approved by by the CoC Board (known locally as the HUD CoC Committee)? (MOU section B.6)		0= No. No Data Security Plan has not been approved by the CoC Board. 1= Yes. Data Security Plan has been approved by the CoC Board. <i>If "yes", provide documentation of approval including date.</i>
Does the HMIS Lead ensure the Data Security Plan is reviewed at least annually to ensure it meets community needs and is compliant with HUD requirements? (MOU section B.6)		0= No. Data Security Plan is not reviewed annually and not compliant. 1= Partial. Data Security Plan is reviewed annually but is not compliant. 2= Yes. Data Security Plan is not reviewed annually and is compliant.
Has the HMIS Lead developed a Data Privacy Policy that has 1)Data collection limitations, 2)Data collection purpose , 3)Limitations of the use of data collected in HMIS, 4) Description of database openness, 5)Data access and correction standards, 6) Accountability standards 7) Protections for victims of domestic violence, dating violence, sexual assault and 8) Disclosures? (MOU section B.6)		0= No. HMIS Lead has not developed written Data Privacy Policy. 1= Partial. HMIS Lead has created parts of a Data Privacy Policy. 2= Yes. HMIS Lead has developed written Data Privacy Policy. <i>If "yes", attach.</i>
Has the Data Privacy Policy been approved by by the CoC Board (known locally as the HUD CoC Committee)? (MOU section B.6)		0= No. No Data Privacy Policy has not been approved by the CoC Board. 1= Yes. Data Privacy Policy has been approved by the CoC Board. <i>If "yes", provide documentation of approval including date.</i>
Does the HMIS Lead ensure the Data Privacy Policy is reviewed at least annually to ensure it meets community needs and is compliant with federal, state, and local laws that require additional privacy or confidentiality protections including HIPAA and VAWA? (MOU section B.6)		0= No. Data Privacy Policy is not reviewed annually and not compliant. 1= Partial. Data Policy Privacy is reviewed annually but is not compliant. 2= Yes. Data Privacy Policy is not reviewed annually and is compliant.
Does the HMIS Lead have a written and accessible Policies and Procedures Manual for all Contributing HMIS Organizations in the Continuum of Care that incorporates Roles and Responsibilities, a Data Quality Plan, Privacy Policy and Security Plan?		0= No. The HMIS Lead does not have written and accessible policies and procedures. 1= Partial. The HMIS Lead has written policies and procedures but they are not accessible in a manual. 2= Yes. The HMIS Lead has written policies and procedures that are accessible in the form of manual. <i>If "yes", attach.</i>
Does the HMIS Lead ensure HMIS Policies and Procedures Manual are reviewed at least annually and are in compliance with HUD requirements?		0= No. HMIS policies and procedures are not reviewed at least annually and are not compliance with HUD requirements. 1= Partial. Some HMIS policies and procedures are reviewed at least annually and are in compliance with HUD requirements.
Section Scoring		
Total Score for Section (#)	0	
Total Score for Section (%)	0%	