

Maricopa County Ad Hoc Data Sharing Committee: 2.24.2016 Decisions

Release of Information & Client Consent

Priority: **Urgent**

- Create a baseline standard release that details what data you collect, with whom you will share that data and for what purposes. Additionally, consider clause language as follows:
 - “we collect your information in HMIS and share with all Maricopa County providers within HMIS your basic demographic information”
 - “we may also need to collect 3rd party documentation or verification to confirm eligibility for our programs. We are seeking your permission to contact or obtain the following information:
 - Employment Verification
 - Disability Documentation
 - Non-cash Benefit Documentation (including DHS)
 - Criminal Records”
- The PSDQ Committee should develop a new ROI or Client Consent and work with the local RHBA to determine if we can combine release of information or client consent documentation to reduce paperwork and streamline any community process.
- The new ROI or Client Consent should mention the use of comparable database(s) that are held to the same standards established for HMIS and be written in plain language, concise, descriptive rather than technically detailed.

Privacy Posting & Privacy Notice

Priority: **Urgent**

- Develop a short and concise Privacy Posting that explains to the client that their data is collected and shared within HMIS, with whom and for what purposes. The PSDQ Committee shall ensure that all agencies and programs have this posting in all intake locations no later than 4.1.2016.
- Develop a thorough Privacy Notice that includes the defined global data elements that are shared throughout HMIS. The Privacy Notice should also include the data elements that each Affinity Group shares within HMIS.

Global Data Management

Priority: **Completed**

- Develop a list of the global data elements and enlist the PSDQ Committee to review and edit this list at least annually. This list should be included in the privacy notice and the HMIS Policies and Procedures.
- The HMIS Lead will provide a list of current global data elements to aid in the review of global data elements.

Affinity Group Data Management

Priority: **Important**

- Develop a list of the affinity group data elements and enlist the PSDQ Committee to review and edit this list at least annually. This list should be included in the privacy notice and the HMIS Policies and Procedures.

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- The PSDQ Committee will review and verify, at least annually the affinity groups within HMIS. Should new affinity group requests be submitted, the PSDQ Committee will review and approve or disapprove these requests.
- The PSDQ Committee will make a recommendation to allow 2 affinity groups in HMIS: 1. Standing Strong for Families and 2. Heart. The PSDQ Committee will make recommendation to fold I-HELP into Heart, disapprove the creation of the City of Tempe affinity group and determine if the Youth affinity group shall continue. The rationale for affinity groups has been dedicated by the function of the various coordinated entry systems within the community.
- The PSDQ Committee will recommend that the distinction of affinity groups with households with children and households and individuals without children (see above for involvement of HEART and SSFF). Special consideration was given to the Youth affinity group to share information beyond the scope of either affinity group (specifically RHY-specific data), however youth below the age of 18 will not be shared in HMIS and youth 18-24 will fall into existing affinity groups depending if they are households with children or households and individuals without children.
- The PSDQ Committee will develop a policy to manage what documents are uploaded into HMIS and shared within affinity groups. There are some documents that are critical to share for coordinated care and others that are not necessary and the PSDQ Committee will make recommendations on these attachments.
- The PSDQ Committee will develop a policy to determine affinity group membership with input from SSFF and HEART based on the population of focus of the agency. There will be organizations and programs that are members of both affinity groups based upon the service provision to each population.
- The PSDQ Committee will review feedback from the affinity groups regarding the universe of client-level data that will be shared amongst the members of the affinity groups. The universe of client-level data was grouped into 9 categories:
 - Full SPDAT Assessment
 - VI-SPDAT/F-VI-SPDAT/TAY-VI-SPDAT Surveys and Scores
 - All PSDE
 - Project Specific Data Elements (PATH, RHY, SSVF, CoC, ESG, HOPWA)
 - Services and Referrals (data quality needs to be tightened to realize benefits of sharing this data type)
 - Case Notes and Case Plans (allow programs to opt out of this data type)
 - Incidents
 - Case Manager (data quality needs to be tightened to realize benefits of sharing this data type)
 - Attachments and Documents (need to develop a policy to manage this data sharing)
- **If Board and PSDQ doesn't approve existence of affinity groups, it is recommended that the VI-SPDAT added to the global data elements.**

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Attachment A

Global Data Elements

- Name
- Name Data Quality
- Alias
- Social Security Number
- Social Security Number Data Quality
- Date of Birth
- DOB Data Quality
- Primary race
- Secondary race
- Ethnicity
- Gender
- Other gender specified
- Veteran status
- Disabling condition
- Residence prior to project entry
- Other residence specified
- Length of stay in prior residence
- Zip Code of last permanent address
- Relationship to head of household
- Client location (CoC code)
- Length of time on street, Emergency Shelter or Safe Haven
- Entering project from street, ES or SH
- If yes, approx. date started
- Number of times in streets, ES or SH in past 3 years
- Number of months in streets, ES or SH in past 3 years
- Length of time homeless documented
- Homelessness primary reason
- Reason for leaving
- Destination
- Notes about exiting client
- Project Entry Date
- Project Exit Date
- Unique Person Identification Number (System Generated)
- Unique Household Identification Number (System Generated)
- Household composition and type
- Photo
- Head of Household y/n
- Date joined household
- Date left household
- Date and type of interim review

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- Date and type of follow up
- Attachments associated with entry/exits

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