

Dear CoC Community Members,

The purpose of this email is to issue a call for letters of interest to serve on the Continuum of Care (CoC) Performance Standards and Data Quality work group (PSDQ). **Letters of interest are due on March 7, 2016 by 5:00 p.m.**

PSDQ reports to the CoC Board and is in alignment with the work of the CoC Committee. The role of PSDQ is to:

- set HMIS/data policy
- provide overall HMIS project oversight
- be accountable to CoC Board for effective HMIS/data system
- oversee creation of system-wide performance measures reports
- analyze system-wide performance, recommend action to CoC Board based on data

PSDQ will prioritize applicants who will fill seats in the areas of:

- CoC-funded provider representative
- Community member with data evaluation experience
- Funder
- CoC or community stakeholder with HMIS background
- Coordinated Entry System provider

People interested in applying for membership on PSDQ are required to submit a brief letter of interest, no more than one page, outlining why they are interested in serving and their experience with HMIS or data analysis. **Applicants should include the priority area(s) for which they qualify.**

Letters are due to Anne Scott by March 7, 2016 at 5:00 p.m. Please submit the letters by email to ascott@azmag.gov, fax to (602) 254-6490, or mail to 302 N 1st Avenue, #300, Phoenix, AZ 85003 by the deadline. Late submissions will not be accepted.

Please contact Anne Scott with questions at (602) 254-6300. Please feel free to forward this email to others who may be interested in submitting letters of interest.

Sincerely,

The **Performance Standards and Data Quality (PSDQ)** group is a membership committee of the Continuum of Care (CoC) and reports directly to the Board. PSDQ works with the CoC Committee, Coordinated Entry Oversight Workgroup (CEOWG), the ESG Collaborators group, and other relevant stakeholders or community initiatives, to use data to inform system-wide performance measures.

The objectives of PSDQ are to:

- Develop system-wide performance measures and dashboard, in collaboration with the CoC Committee
- Collaborate with CoC stakeholders to develop a comprehensive data share plan
- Conduct analysis, and perform research as needed, per the direction of the CoC Board

Primary roles of the PSDQ group are:

- Oversee implementation of HMIS Action Plan
- Measure and report on system-wide metrics for HEARTH performance monitoring and community standards
- Develop and implement system-wide data sharing policy in collaboration with CoC stakeholders
- Advise HMIS Lead Agency on project budget and project capacity
- Evaluation of HMIS Lead Agency
- Propose/recommend policies and procedures for all data systems in use
- Establish grievance process for project and client data as related to HMIS policies, data sharing, performance measures, HMIS Lead Agency or other relevant issues
- Assess technical capacity of HMIS database (HUD approved technical assistance)
- Conduct analysis and research
- Ensure HMIS Lead Agency and other relevant providers are compliant with HUD, State and local legislative requirements and policy objectives
- Other duties as outlined in roles and responsibilities or directed by CoC Board

Membership Structure:

PSDQ Membership should be at least 7 seats with no more than 13 at any given time. If membership drops below 7 outside of the identified solicitation of new members, the group will send out a request for members in collaboration with the Collaborative Applicant and pending Board approval.

Membership selection:

PSDQ will seek letters of interest from community stakeholders and distributed to the CoC distribution list. PSDQ will present a slate of proposed candidates to the Continuum of Care Board including the names of those candidates not selected for membership. Upon Board adoption, members will serve on the PSDQ work group. If membership falls below 7 a request for candidates will follow the same process and letters of interest will be released.

Leadership:

PSDQ will have two leadership positions. Each seat will be for a term of two years with the secondary leadership position succeeding the primary leadership position at the end of the term. Leadership will be selected by the members of PSDQ at a regularly scheduled PSDQ meeting. PSDQ will have at least 7 members prior to selecting leadership positions.

Agendas and Meeting Schedule:

Month	Date	Time	Location
February	22	10:00 a.m.	MAG, 2 nd floor, Palo Verde Room
March	7	10:00 a.m.	MAG, 2 nd floor, Palo Verde Room
March	21	10:00 a.m.	MAG, 2 nd floor, Palo Verde Room
April	4	10:00 a.m.	MAG, 2 nd floor, Palo Verde Room
April	18	10:00 a.m.	MAG, 2 nd floor, Palo Verde Room
May	2	10:00 a.m.	MAG, 2 nd floor, Palo Verde Room
May	16	10:00 a.m.	MAG, 2 nd floor, Palo Verde Room
May	30	10:00 a.m.	MAG, 2 nd floor, Palo Verde Room
June	13	10:00 a.m.	MAG, 2 nd floor, Palo Verde Room
June	27	10:00 a.m.	MAG, 2 nd floor, Palo Verde Room

Attendance and Participation:

The PSDQ has a robust workload and requires members to be active and engaged participants. Members who miss three (3) consecutive meetings or fail to meet the expectation of the group may be asked to step down from the group. Proxy member participation is not applicable to the PSDQ.

Members are expected to follow the established code of conduct for the CoC Board.

<u>Category</u>	<u>Number of Seats (Maximum)</u>
ESG Recipient Agency	1
CoC-funded Provider Representative	4
Community Member (with data/evaluation experience)	2
Funder	1
CoC or Community Stakeholder with HMIS background	3
CES Provider Representative	2

Definition of PSDQ Membership Categories:

ESG Recipient Agency	Individual representing and ESG recipient in Maricopa County.
CoC Funded Provider Representative	An agency that operates a Continuum of Care Program funded homeless assistance program.
Community Member (with data/evaluation experience)	Individual representing relevant agencies with a connection to homelessness services and knowledge of HMIS. Including but not limited to, representatives from public housing authorities, universities, jails/re-entry programs, hospitals, businesses, non-profit organizations, or others as identified by PSDQ or CoC Board. Preference for individuals with a background in data analysis or program evaluation.
Funder	Individual designated by State or local agency providing funding for homelessness services in Maricopa County.
CoC or Community Stakeholder with HMIS background	Individual representing relevant agencies with a connection to homelessness services and knowledge of HMIS. Including but not limited to, representatives from public housing authorities, universities, jails/re-entry programs, hospitals, businesses, non-profit organizations, or others as identified by PSDQ or CoC Board. Preference for individuals with a strong background in HMIS report writing, and/or ServicePoint system administration.
Coordinated Entry Service (CES) Provider Representative	Individual designated by one of the Board-approved CES operators.