



PARTNERS IN CARE & BRIDGING THE GAP

Oahu & Hawaii Balance of State Continuum of Care



Statewide Data Committee Meeting

Tuesday, July 27, 2017 10:00 AM – 11:30 AM

Location: Catholic Charities Hawaii, 1822 Keeaumoku Street, Honolulu, HI 96822

Attendees:

In Person: Elizabeth Anderson (KPHC), Eric Englin (PHOCUSED), Erin Rutherford (CCH), Alex Wade (PIC), Carlos Peraro (CPC), Paul Ruddell (HPO), Tom McDonald (ASI), Darlene Pires (PACT), Maude Cumming (FLC), Phil Acosta (Alea Bridge), Jina Rabago (Hawaii)

By Phone: Denise Oguma (Hope Services), Debra DeLuis (CCH), David Nakama (Maui County), Chris Pitcher (ICF)

MINUTES

Agenda Topic	Discussion	Outcome/Action
Approval of minutes	Approval of Minutes for 6/27/17 Statewide Date Committee Meetings	Minutes were approved
Updated SDC Documents	<p>Policy and Procedures Revisions: SDC voting members invited to a 2 hour webinar session to begin revision of HMIS P&P on 7/18/17. Tuesday 8/1 next webinar session for P&P updates.</p> <p>Policy Update #1: HIV/AIDS Data Management for CES RHY not changed but Alex pointed out this has come up in Youth CES meetings. If they are under 18, we cannot share their data. How do they integrate into CES? Because there is a separate CES for Youth, the data can be managed and does not necessarily have to be within HMIS.</p> <p>Carlos wanted to know if there are any state requirements for prohibiting HIV/AIDS sharing. Gregory House has said as long as a client is consenting to share data, under the Hawaii state law it would be an allowable disclosure.</p> <p>Revisions requested: -“HIV/AIDS, mental health, and substance user providers can share data with appropriate informed consent.” -We need to add HIV/AIDS back to consent form.</p> <p>Policy Revision #2: HMIS and/or CES access requests: Discussion on organizations agreeing and committing to certain level of accountability (i.e Data quality, timeliness, standards, etc.) Do we need the CoC chairs to approve? Why not just SDC. Phil suggested not creating too many layers of approval Discussion on how we need to figure out in the future costs associated for users, project set up, etc. Also brought up issue of how HPO cannot accept money for these services.</p> <p>Revisions requested: -Add language “basic organization set up” on first bullet point -Add bullet point that states “The Organization is willing to sign an agreement committing to meeting expectations for HMIS participation and accountability.” -Remove language regarding CoC executive member approval. Only SDC needs to do final approval. -Remove language for electronic vote.</p>	<p>-Policy Update #1 Approved by voting members with revisions -Erin to work on notification to send to all HIV/AIDS providers</p> <p>-Policy Update #2 Approved by voting members with revisions</p> <p>Paul to draft an agreement regarding organizations expectations for participation and accountability</p>



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	-Carlos suggested a standard request form	Erin and Carlos to develop standard request for access form that includes the details listed in P&P
HMIS system admin team report	Per Carlos: -New Training Policies and Procedures draft. SDC members to review training p&p draft and email comments to Carlos. Make sure you highlight changes or use track changes. Reminder to review monthly monitoring report and to follow up with your agency internally. Thresholds for Universal Program Data Elements: Note we did not have time to get to this today.	SDC members to review training p&p draft and email comments to Carlos Will keep this on agenda for August's meeting
HPO Report	Nothing to add after what has already been discussed.	
Data Specialist Group	Has had 2 meetings thus far. Has identified issues and they have been communicated to HPO. Next meeting is still TBD.	
Open discussion	Nothing mentioned.	
Next Meeting	8/22/17 10:00am, Location AUW	