

DATA ADVISORY COMMITTEE APPLICATION FORM INFORMATION

DATA ADVISORY COMMITTEE GOVERNANCE

The Data Advisory Committee (DAC), a committee of the Continuum of Care (CoC), is responsible for ensuring that reliable and timely data about homelessness in the geographic area of the CoC is available through the Homeless Management Information System (HMIS) and other data sources, that the HMIS is meeting the needs of users, and that privacy and security of HMIS data is maintained. Reliable and timely data is the foundation upon which goals, strategies and advocacy efforts to achieve the CoC's vision are built.

DATA ADVISORY COMMITTEE ROLES & RESPONSIBILITIES

To ensure that the CoC has the data needed to develop plans and goals, assess progress, monitor system and project performance, report to funders, service providers, and the public, assure client privacy, and meet user needs, the DAC responsibilities shall include:

- Review data quality, security and privacy policies; recommend to CoC Governing Board for approval
- Review and troubleshoot CoC data quality issues
- Review Point in Time Count & Housing Inventory Count data; recommend to Governing Board to approve its submission.
- Review other HUD-required CoC report data, including System Performance Measures, Longitudinal Systems Analysis, etc.; DAC Chair will present HUD-required CoC report data to Governing Board at the next Governing Board meeting following report submission.
- Review program and/or System Performance monitoring data on a quarterly basis to determine areas for improvement and report recommendations to the Governing Board.
- Review program and/or System Performance monitoring data on an annual basis and recommend program and System Performance targets to the Governing Board for approval.
- Develop and maintain CoC policies related to requests for HMIS data.
- Review and make recommendations regarding research requests for CoC data
- Review compliance with data use agreements
- Provide guidance and feedback regarding HMIS
- Annually evaluate the HMIS Lead; report results to the Governing Board for approval

- Select an HMIS Lead and software, as required; recommend results to Governing Board for approval

DATA ADVISORY COMMITTEE COMPOSITION

The DAC will consist of no more than 11 members, and no fewer than 7, all of whom will have one vote. Committee members may represent more than one constituency, as described below.

DATA ADVISORY COMMITTEE ELECTED ROLES

HOMELESS SERVICES PROJECT TYPE REPRESENTATIVES:

- Permanent Supportive Housing/Other Permanent Housing
- Rapid Rehousing
- Transitional Housing
- Emergency Shelter
- Coordinated Entry
- Street Outreach
- Prevention/Diversion
- Victim Services Provider

POPULATION TYPE REPRESENTATIVES:

- LGBTQI+
- Veterans
- Families
- Unaccompanied Children and Youth
- Chronically Homeless
- Single Adults who are not chronically homeless

EXPECTATIONS OF DAC MEMBERS AND DAC MEETINGS

It is expected that DAC members participate fully in all aspects of the DAC, attend at least 75% of the meetings. Attendance will be reviewed quarterly. The meeting schedule will be determined by the Chair, in consultation with members and HMIS Local System Administrator(s). Meetings are open to the public. Minutes will be posted on the CoC website.

TERM LENGTHS AND LIMITS

Committee members will serve staggered terms of three years so that approximately one-third of members will transition off the DAC or go through a nominating process each year to ensure continuity of membership. A committee member may serve up to four consecutive terms.

In the first year, newly confirmed committee members will determine the length of their term—one, two, or three years.

PROCESS FOR MEMBER SELECTION

Nominations will be collected and reviewed by the CoC Membership / Nominating Committee with input from the DAC.

DATA ADVISORY COMMITTEE APPLICATION FORM

The purpose of this form is to collect information for interested applicants to serve in an open, elected seat on the Data Advisory Committee. Elected seats represent either a population- or service-specific area. Information about the Data Advisory Committee, including governance, composition, roles and responsibilities and term lengths are also provided.

NAME: _____ CONTACT #: _____

EMAIL ADDRESS: _____

TYPE OF COC MEMBERSHIP: ORGANIZATION: _____ INDIVIDUAL

APPLICATION QUESTIONS

Eligible candidates must submit written responses to the questions below.

1. Please describe your personal and/or professional experience working with HMIS or data within the field of housing and homelessness.
2. Give an example of how you have used data to inform a policy or practice change.
3. Why are you interested in serving on this committee?

COMMITMENT & SIGNATURE

Data Advisory Committee members must also be a full member of the Continuum of Care (CoC) and are required to attend 75% of meetings, which take place every month; fully participate and engage in all aspects of the committee; and complete external committee work as required.

Effective committee members possess good communication and problem-solving skills; are flexible and open to change; and can balance the need for systemic solutions with consistent and fair policies and procedures.

By signing below, you indicate you are a member of the CoC, aware of the commitment and qualities required, and agree to serve as a fully participating and engaged committee member.

Signature

Date

Print Name