Regional Data Lead Policy and Procedure

Each region of the Indiana Balance of State Continuum of Care will be allowed to designate one individual as HMIS Regional Data Lead. This individual will be given access to the Reports Only Workgroup in HMIS. This position and all policy related to it is specific to the HMIS instance of ClientTrack maintained by IHCDA as the HMIS Lead agency for the Indiana Balance of State CoC. It is **NOT** applicable to DV ClientTrack the HMIS Comparable Database for Domestic Violence Service Providers maintained by IHCDA. The Reports Only Workgroup is set up to run the following reports:

- CSV CAPER
- CSV APR
- CSV Export
- APR / CAPER Review

This list of reports may be expanded but only with the approval of the CoC Board and no less than 30-day notice to all HMIS Participating Agencies.

The pages to run these reports have all been customized by IHCDA for the Reports Only Workgroup so that they will only produce aggregate or deidentified versions of the reports or exports. The Reports Only Workgroup is specifically designed to prevent any Personally Identifiable Information from being visible while logged into HMIS or included in any reports.

Agency Participation

Each HMIS participating agency within a Region can opt into having data from their agency accessible to the HMIS Regional Data Lead. It is the responsibility of the Regional Planning Council to secure the ***Agency Access for the Regional Planning Council HMIS Data Lead Memorandum of Understanding*** for agencies within their region. These signed MOUs will need to be provided to the IHCDA HMIS Team for the HMIS Regional Data Lead to be given access to an agency within the Indiana Balance of State HMIS. This MOU can be terminated, in writing, by either party at any time. If the agreement is terminated, the termination must be communicated immediately to IHCDA HMIS Staff so that access to the agency can be removed from the HMIS Regional Data Lead.

Selecting an HMIS Regional Data Lead

The HMIS Regional Data Lead should be selected by the Regional Planning Council in a method of their choosing and pursuant to any policy already established for the selection of Regional Leadership Positions. It is strongly encouraged that the HMIS Regional Data

Lead be an employee of an agency that is already participating in HMIS and has an active agency agreement with IHCDA. Exceptions to this may be considered by the HMIS Manager on a case-by-case basis but will, at minimum, require an agency agreement with the HMIS Regional Data Lead's employer.

The HMIS Regional Data Lead will be required to sign the ***HMIS Regional Data Lead User Agreement and Code of Ethics***.

Usage of Data

The usage of regional data falls under the ***HMIS Notice and Posting of Security Practices*** and all provisions of that policy must be adhered to.

The goal of the Regional Data Lead position is to empower the regions comprising the Indiana Balance of State Continuum of Care by providing them with on-demand access to local data for regional planning purposes. Some suggested uses of the data are: monitoring data quality, tracking outcomes, producing annual reports, creating data dashboards.

The Regional Planning Council of each region should come up with a ***Regional Data Usage Plan*** on how they intend to use data pulled by the HMIS Regional Data Lead. This plan should be made available to all participating agencies and agencies should be notified of any new ways in which their data will be used with no less than 30-day notice. The contents of any press release or public reporting of regional data should either be covered in the ***Regional Data Usage Plan*** or reviewed and approved by the RPC as a whole prior to publication. IHCDA recommends that no data on a single project or agency be published or shared publicly without their express written permission.