



**Sonoma County HMIS/Data Committee
Agenda for December 9, 2024
10:00 AM – 11:00 AM Pacific Time**

Virtual Public Meeting Information:

<https://sonomacounty.zoom.us/j/98153122625?pwd=71rV1795pPRxvzP84-LOeXiG1hf8Qw.9dH13vPP-WRsmPID>

Passcode: 915059

Or Telephone: 669-900-9128

Webinar ID: 981 5312 2625

#	Agenda Item	Presenter	Approx. Time
	Welcome and roll call.	Chair	
1.	Update on HMIS Policies & Procedures- Privacy Plan Changes – Lead Agency Findings and Recommendations (Action Item)	Chair	15 mins
2.	Discussion on HMIS Participation User Fee Structure (Follow up)	Staff	30 mins
3.	Updates on Other Ongoing HMIS Topics	Staff	15 mins
4.	Public comment for items not on the agenda.	Chair	

PUBLIC COMMENT:

Public Comment may be made via email or during the live zoom meeting. To submit an emailed public comment to the Board email daniel.overbury-howland@sonoma-county.org. Please provide your name, the agenda number(s) on which you wish to speak, and your comment. These comments will be emailed to all Committee members. Public comment during the meeting can be made live by joining the Zoom meeting using the above provided information. Available time for comments is determined by the Committee Chair based on agenda scheduling demands and total number of speakers.



**Sonoma County HMIS Data Committee
Agenda Item Report**

Item No: 1

Subject: HMIS Privacy Plan Policy Update- Lead Agency Findings and Recommendations

Meeting Date: December 9, 2024

Staff Contacts: Adam Siegenthaler, Adam.Siegenthaler@sonoma-county.org
Daniel Overbury-Howland, Daniel.Overbury-Howland@sonoma-county.org

Summary- At the request of the Committee Chair, a review by the HMIS Lead Agency staff on the committee's proposed adjustments to the language contained in the HMIS Privacy Plan was completed on November 12, 2024.

In concert with Homelessness Services Division director and the Health Care Privacy and Security Officer, Lead Agency Staff presented the committee's recommendations:

1. Clarify an existing workflow for anonymous enrollments of de-identified client information into the HMIS database.
2. Add a programmatic process within the Privacy Plan requiring coordination between the sub-regional By Names List (BNL) and HMIS Partner Agency Staff to mitigate duplication of de-identified client information.

A determination was reached by the HMIS Lead Agency that clarification of the existing workflow can be accomplished within the Privacy Plan in conjunction with current instructions existing outside of the HMIS Policies & Procedures. The inclusion of a programmatic process of coordination was concluded by the HMIS Lead Agency to be unduly burdensome on the HMIS Partner Agencies and delaying anonymous enrollment and entry of de-identified client information in HMIS.

Action Item: Approve the addition of the following language to the Privacy Plan Section of Sonoma County HMIS Policies & Procedures: *"If a client elects not to complete the HMIS Client Release of Information, the partner agency can choose to complete an anonymous enrollment with de-identified client information into the HMIS database when that data is expected to be useful for organizing, providing, or evaluating the delivery of housing or housing-related services."*