

## **CCP Data & Information Management Minutes**

**Date:** 8/11/23

**Scheduled Time:** 10:00 am to 12:00 pm

**Meeting Facilitator:** Alameda County Deputy District Attorney Jason Sjoberg on behalf of District Attorney Pamela Price.

### **Attendees:**

Rodney Brooks, Alameda County Public Defender's Office  
Karen Chin, Justice Reinvestment Coalition  
Ayana Cruz, Building Opportunities for Self Sufficiency  
Nancy French, Alameda County Probation Department (ACPD)  
Alexandria Garcia, ACPD  
Masanao Morimoto, Alameda County District Attorney (ACDA)  
Grant Quinones, National Alliance on Mental Illness (NAMI)  
Joe Rose, NAMI  
Shadeequa Smith, ACPD  
Gina Temporal, ACPD  
Jenica Wilson, ACPD  
Alexa Young, ACPD

### **Meeting minutes:**

1. Call to order and introductions by comment.
2. Review of 7/14/23 meeting notes.
3. Adoption of 7/14/23 meeting notes.
4. Further discussion of Joe Rose's suggestions to use an industrial engineer to assist with the work of the Data and Information Management Workgroup.
  - a. Further explanation of Industrial Engineer job description by Joe Rose
    - i. Discussion of a voluntary position for assistance with the workgroup's charge; suggestion of a graduate student currently enrolled in the Industrial Engineer program at UCB.
    - ii. Shadeequa Smith cautions that there is no data sharing agreement in the county which may be needed to streamline the progress of gathering information.
    - iii. Karen Chin agrees that the person would need to have data access to be able to effectively assist with the work of the group.

- iv. Alexis Garcia confirms that such a position would necessitate a data sharing agreement in place depending on the data that is being collected and shared; notes that the project is going to be a “considerable lift”.
  - v. Joe Rose adds that privacy issue may be involved as well, especially when addressing healthcare data.
  - vi. Joe Rose suggests that the position should be limited in scope.
  - vii. Likely not possible until Spring, 2024, semester.
  - viii. Discussion over current data sharing agreement in Alameda County
    - 1. Gina Temporal explains that a data sharing agreement is currently being discussed, but additional details need to be discussed before it is adopted.
    - 2. Corrine Lee is the contact person for current data sharing agreement
    - 3. Ms. Temporal should be able to share data sharing agreement with the group next month.
5. Discussion with Tyler Zatcoff from ACPD Reentry Services Coordinator tabled for this meeting:
- a. Client “quits” discussion tabled.
  - b. Coordination with HMIS data integration.
  - c. January-July 2023 available in report.
  - d. Focus of discussion on participant quits as defined by probation in prior meetings.
6. Discussion of the charge of the Data and Information Management Workgroup (2016)
- a. Overall charge: Design and Develop a Comprehensive Integrated Management System that allows tracking of individuals, outcomes and costs.
    - i. Questions discussed:
      - 1. Is there a timeline associated with the charge?
      - 2. Is the charge aspirational and perhaps unrealistic?
    - ii. Rodney Brooks explains history of the CCP workgroups charges.
    - iii. Question presented:
      - 1. Does this workgroup have representation from all of the other partner agencies?
      - 2. Is there anyone else who we need to bring to the table to analyze the issue of persons being provided housing assistance who are being release from Santa Rita Jail?

- iv. Discussion of representatives from CBOs as necessary to the charge of the group.
  - v. Noted that discussion of AB109 eligible persons being afforded housing assistance when being released from Santa Rita Jail as it relates to those individuals re-arrested on probation violations.
7. Explanation of current application of the workgroups charge to housing data currently being discussed (slide presented).
- a. Discussion of Element A: Clearly define data elements needed to track clients and document and service delivery and outcomes.
    - i. Questions presented:
      - 1. Should we be tracking the data elements?
      - 2. Does this effect the integrity of the RFPs?
      - 3. Should the workgroup begin by first identifying general data elements based on best practices?
    - ii. Discussion of how this is currently being accomplished by the workgroup.
    - iii. Questions presented:
      - 1. Is a comprehensive data management system need to address the issue (overall charge/Element D)?
      - 2. Is it possible for the workgroup to establish and manage an integrated management system?
      - 3. What would be the scope of such a system?
      - 4. Suggestion this would necessitate a “vendor portal” if Enterprise system is used.
    - iv. Group discussion synopsis:
      - 1. Find out what data is currently being collected.
      - 2. Find out what barriers prevent collection.
      - 3. Identify the missing data.
      - 4. Integrate missing data and determine if additional data points are necessary.
    - v. Grant Quinones suggests that a survey should be provided to CBOs to help address these issues.

- b. Noted that scope of the workgroup is limited to persons obtaining services pursuant to AB109.
  - c. Ayana Cruz, BOSS, can provide data points currently being collected by BOSS.
- 8. Public Comment.
- 9. Meeting adjourned.