

## **DATA ADVISORY COMMITTEE APPLICATION FORM INFORMATION**

*(application begins on p. 3)*

### **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**

In order 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 data; recommend to Governing Board for approval prior to 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 15 members, and no fewer than 9, 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 draw lots to 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.*

### DATA ADVISORY COMMITTEE POPULATION OR SERVICE AREA

Eligible candidates must be able to demonstrate they can adequately represent the vacant population- or service-specific area identified below. Please check all that apply:

- Person with lived experience of homelessness:** It is important to incorporate the experience of people who are currently or formerly homeless in the work of committees. The CoC Governance Charter outlines that each committee should include at least 1 seat for a person with lived experience in homelessness.
- Veterans:** Anyone who has ever been on active duty in the armed forces of the United States, regardless of discharge status or length of service or an individual from an agency that provides services to Veterans.

*HMIS Project type representative:*

- Prevention:** A housing category targeting households facing housing instability who have not yet lost their housing. Prevention includes community-wide interventions aimed at changing systems and structures that perpetuate housing instability; cross-sector collaboration and coordination to reduce the prevalence of homelessness; and targeted interventions including financial and legal assistance to help households maintain their housing.

### 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. *(This includes volunteer and paid experience as well as experience receiving services.)*

2. Do you have at least one year of experience in housing and homeless services in Charlotte-Mecklenburg? If yes, how many years of experience do you have? *(This includes volunteer and paid experience as well as experience receiving services.)*

## 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 other week; 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