

Data Advisory Committee Meeting

2/5/2020



Agenda Items:

1) Introductions

2) Update on Data Definitions

- a) **Supported Housing Definitions and Checklist** – please review the supported housing definitions check list in the resource list (<https://oceact.org/wp-content/uploads/2020/02/Operationalizing-the-DOJ-definition-of-supported-housing.pdf>). This has the OPP supported housing definition and a check list at the bottom to help you determine if someone could be considered living in supported housing. If you can check “yes” to every item, then you can report them as living in supported housing. If someone owns their own home, then we would not consider it supported housing.
- b) **Referral Denial Reasons** – New referral denial reason added to drop down menu “lack of funding or insurance issues”. Also, the ‘specify other’ box will always be available now for the referral denial reason instead of only when you select ‘other’. This will allow you to select a reason offered in the drop down menu and still clarify or add a further explanation if you feel like you need to.
- c) **Aid and Assist variable export** – The aid and assist variable in the referral section was not exporting into the excel file previously. That is now fixed, so when you pull your referral report, you will see the aid and assist variable.

3) ACT Teams Share Data Collection Processes

- a) Please review tools shared on our website: <https://oceact.org/data-advisory-committee/>
- b) Telecare shared 4 ways they manage and collect data for their large urban team.
 - i) Spreadsheet with outcomes – team leads track data as it occurs – transferred to OAD at the end of the quarter.
 - ii) Spreadsheet with referrals and client information – when the referral is sent in, the referral spreadsheet is updated with information from the referral and if they get enrolled, as they learn more information they can fill in the client information spreadsheet. This is then transferred to OAD.
 - iii) EHR has ‘key even tracking’ for any data that may get missed on the spreadsheet
 - iv) Morning meeting discussing each person and any new data is tracked – team meeting notes are shared in emails and when any new information occurs that is relevant to reporting they have created an email that is specifically for reporting and they CC that email so at the end of the quarter, all that data is compiled in one email inbox.

- c) Yamhill County ACT teams shared tracking tools and a synopsis on how they track and collect data
 - i) Review synopsis to see when and how data is collected and verified.
 - ii) An example of the scheduling and tracking tool for morning meeting was shared – any new outcomes are added to OAD daily as they occur
 - iii) Collateral contacts tracking tool. Each team member gets a collateral contact tracking tool where they are responsible for tracking their contacts throughout the quarter. At the end of the quarter, their admin assistant collects these tracking sheets and then adds them up to enter into OAD.

4) Alyssa Providing Extended OAD Data Analysis

5) Review ACT Quarter 3 2019 Report

2:15 – 2:30 Questions/Close

Next Meeting May 6th, 2020 at Broadway Commons, China Room 1:00 – 2:30 pm