

MEMORANDUM

To: The Collaborative on Affordable Housing and Homeless Issues – Executive Committee
From: Rachel Wright, Stanford University
Date: August 9, 2011
Subject: Use of HMIS data for Santa Clara County Nonprofit Outcomes Measurement Project PILOT STUDY

Introduction to Santa Clara County Nonprofit Outcomes Measurement Project: This collaborative, community-wide, and client-centered project is a unique opportunity to gather information on how the nonprofit sector impacts the quality of life of low-income clients and their families, and how client participation may affect these impacts. At present, I propose answering these questions by recruiting participation from a representative sample of nonprofits focused on serving low-income people in Santa Clara County and subsequently surveying a random sample of clients in each about the material and social benefits they gain from interaction with the sector. This research will benefit nonprofits in the community by helping to raise awareness, uncovering particularly successful combinations of programs and services, and enhancing advocacy and fundraising efforts by providing data on outcomes rather than outputs.

Purpose: The proposed survey for Rachel Wright's dissertation and the *Step Up Silicon Valley* (SUSV) Santa Clara County Nonprofit Outcomes Measurement Project is currently modeled off HMIS. Prior to investing time and energy in data collection, a pilot study of current HMIS data will provide preliminary evidence as to whether the proposed survey can detect sufficient variation and provide reliable, valid data for research questions including:

1. Do clients achieve different outcomes?
2. Which mixes of services accessed yields the best results for low-income clients?
3. Does the optimal mix of services differ by client type?

Pilot analysis will serve only as a guide to make well-informed methodological decisions on subsequent projects.

Responsibilities: CTA will transfer all data collected on the self-sufficiency matrix from its HMIS database to Rachel Wright for analysis by August 31, 2011. These analyses will be completed by October 31, 2011. Rachel Wright is not responsible for any analysis beyond that which is necessary for pilot purposes.

Rachel Wright may refer to pilot analysis, and general trends in the results in proposals to Stanford committees and funders but detailed results will not be utilized in any publication or University project. Rachel Wright will summarize results for The Collaborative and CTA in a memo of 1-2 pages. Publication/dissemination of such results by either party will require a separate MOU and is not guaranteed. This agreement does not bind Stanford University.

Use of Research materials: The data will be stored on a password protected Stanford server. The identities of individuals in the data will be masked using a unique identification number. All names any other unique identifying data (social security and driver's license numbers, names of family etc) will be deleted prior to transfer. Demographic features such as race, gender and birth year, zip code of residence will be retained as necessary controls for the analysis. Organization names will be preserved in the data, but all results will be presented in the aggregate such that characteristics of single organizations and individuals will not be made evident.

MEMORANDUM OF UNDERSTANDING

Project: Pilot Analysis of Homeless Management Information System – Santa Clara County (HMIS) data collected by The Collaborative on Affordable Housing and Homeless Issues and managed by Community Technology Alliance (CTA)

Purpose: The proposed survey for Rachel Wright’s dissertation and the Step Up Silicon Valley (SUSV) outcomes evaluation project is currently modeled off HMIS. A pilot study of current HMIS data will provide preliminary evidence as to whether the proposed survey can detect sufficient variation in outcomes across clients and provide reliable, valid data for research questions posed in the *SUSV Outcomes Measurement Proposal DRAFT 7/19/11*. Pilot analysis will serve only as a guide to make well-informed methodological decisions on subsequent projects.

Responsibilities: CTA will transfer all data collected on the self-sufficiency matrix from its HMIS database to Rachel Wright for analysis by July 31, 2011. These analyses will be completed by October 31, 2011. Rachel Wright is not responsible for any analysis beyond that which is necessary for pilot purposes.

Rachel Wright may refer to pilot analysis, and general trends in the results in proposals to Stanford committees and funders but detailed results will not be utilized in any publication or University project. Rachel Wright will summarize results for The Collaborative and CTA in a memo of 1-2 pages. Publication/dissemination of such results by either party will require a separate MOU and is not guaranteed. This agreement does not bind Stanford University.

Use of Research materials: The data will be stored on a password protected Stanford server. The identities of individuals in the data will be masked using a unique identification number. All names and specific address information, birth date, and any other unique identifying data (social security and driver's license numbers, names of family etc) will be deleted prior to transfer. Demographic features such as race, gender and birth year, zip code of residence will be retained as necessary controls for the analysis. Organization names will be preserved in the data, but all results will be presented in the aggregate such that characteristics of single organizations and individuals will not be made evident.

We the undersigned agree to abide by the purposes, responsibilities and uses of research materials as outlined in this document.

Representative
The Collaborative on Affordable Housing and Homeless Issues

Date

Jen Padgett
Executive Director - Community Technology Alliance

Date

Rachel Wright
PhD Candidate - Sociology and Public Policy
Stanford University

Date