



MEMORANDUM OF AGREEMENT

BETWEEN

**LOS ANGELES COUNTY
CHIEF EXECUTIVE OFFICE,**

DEPARTMENT OF HEALTH SERVICES,

DEPARTMENT OF MENTAL HEALTH,

PROBATION DEPARTMENT,

DEPARTMENT OF PUBLIC HEALTH,

DEPARTMENT OF PUBLIC SOCIAL SERVICES

SHERIFF'S DEPARTMENT,

THE ECONOMIC ROUNDTABLE

SKID ROW HOUSING TRUST

LAMP COMMUNITY

LOS ANGELES HOMELESS SERVICES AUTHORITY

for

SKID ROW COLLABORATIVE HOMELESS COST AVOIDANCE STUDY

March 2009

I. PURPOSE

This Memorandum of Agreement (MOA) outlines the agreement entered into by the Chief Executive Office, Service Integration Branch-Research and Evaluation Services (CEO-SIB-RES), Department of Health Services (DHS), Department of Mental Health (DMH), Probation Department, Department of Public Health (DPH), Department of Public Social Services (DPSS), Sheriff's Department, the Economic Roundtable (ERT), the Skid Row Housing Trust (SRHT), Lamp Community (Lamp) and Los Angeles Homeless Services Authority (LAHSA) for the purpose of conducting the Skid Row Collaborative Homeless cost avoidance study.

This MOA sets forth the parameters for allowing CEO-SIB-RES and the Economic Roundtable to use administrative and service utilization information from DMH, Probation, DPH, Sheriff's, SRHT, Lamp, and LAHSA to prepare the Skid Row Collaborative Homeless cost avoidance study. The confidentiality of all County service participants will be safeguarded.

II. TERM OF AGREEMENT

- 1.0 This MOA is effective for each party on the date of signature by that party and expires on June 30, 2010. This MOA is a non-financial agreement.
- 2.0 Any party that has executed this MOA may terminate its participation in MOA without cause provided written notice is given at least 30 days in advance.
- 3.0 This MOA may be amended by mutual written consent of all parties that have executed it.

III. CONFIDENTIALITY

- 1.0 The signatories to this MOA agree that the sharing of de-identified information and records described in this MOA is needed in, and directly connected to, the administration of the public social services programs of the County of Los Angeles. Furthermore, the signatories to this MOA agree that the use of information and records described in this MOA is needed in, and directly connected to, the operations of DHS, DMH, Probation, DPH DPSS, and Sheriff's. CEO-SIB-RES and the Economic Roundtable, their employees, agents, and subcontractors, shall maintain the confidentiality of all records obtained from DHS, DMH, Probation, DPH, DPSS and Sheriff's under this MOA in accordance with Welfare and Institutions Code (*W&I Code, Sections 5328, 10850 et seq. and 17006, Health Insurance Portability and Accountability Act of 1996, the Americans*

with Disability Act, California Civil Code Sections 56-56.16) and all other applicable federal, State, or local laws, ordinances, regulations, and directives relating to confidentiality.

- 2.0 The data linkage and privacy protection protocol meets Health Insurance Portability and Accountability Act (HIPAA) requirements and was approved by County Counsel and the County of Los Angeles, Chief Privacy Officer. The process of obtaining client information for data linkage and subsequently removing identifiable client information from the collected data prior to leaving a department's premises is permitted by HIPAA, as long as the CEO research team receives HIPAA Privacy Rule training and the current MOA is in effect.

IV. DATA LINKAGE AND PRIVACY PROTECTION PROTOCOL

- 1.0 All linkage processing will take place at the departments.
- 2.0 Data linkage will not be conducted directly with original data sets.
 - 2.1 Data linkage will be conducted using data sets that contain only the data required for establishing the links.
- 3.0 CEO will not have access to each of the department's data systems. Department client and service files will be extracted by the departments in advance. The data sets required for the linkage will be loaded by CEO staff on a dedicated processor at each department site.
- 4.0 CEO will bring a participant file which will only include a random project ID (PID) and statistical linkage keys (SLK) to match this file to the client files of the departments and a crosswalk back to personal identities will not be maintained.
- 5.0 SLK of the participant file will be generated by CEO in advance using special software. SLK are produced by applying special algorithms to various identification fields such as names, social security numbers, and birthdates. They are composed of special characters.
 - 5.1 SLK are anonymous and irreversible so that no identifiable information is included.
- 6.0 All CEO staff that will perform linkage at the departments have been trained and certified on HIPAA compliance procedures.
- 7.0 CEO will construct SLK for the department client files using the same algorithms. Department client files will be extracted in advance by the

departments and will only include department ID (ID) and client fields required to generate the SLK.

- 8.0 Linkage will be accomplished matching SLK at the department sites.
 - 8.1 The linkage will be conducted at departmental sites on a CEO dedicated processor that will contain the participant file with the SLK field required for the matching and the departmental file with the SLK and the ID.
 - 8.2 After linking the participant file to the department client file, SLK will be stripped.
 - 8.3 Linked files will be merged with the department service file which will be extracted by the departments in advance for all clients. This file will include the ID and service fields such as service types and dates.
 - 8.4 After merging the linked file to the department service file, the ID will be stripped.
 - 8.5 All intermediate files generated during the linkage procedure will be deleted.
 - 8.6 The final analysis file will include only the PID and the department analysis fields and this file will be returned to CEO. CEO will load these files to a secure data warehouse at CEO for further analysis.
 - 8.7 The initial SLK generated from the original participant file will be permanently deleted immediately after all the departmental service files are linked, making the anonymous linkage permanently irreversible.

V. CEO RESPONSIBILITIES

CEO-SIB-RES shall:

- 1.0 Designate a contact person. The contact person is:

Manuel H. Moreno, Ph.D.
County of Los Angeles
Chief Executive Office
Service Integration Branch
Research and Evaluation Services
222 South Hill Street, 5th Floor
Los Angeles, CA 90012

Telephone: (213) 974-5849

Fax: (213) 620-7131

E-mail: mmoreno@ceo.lacounty.gov

- 2.0 Ensure participating staff receives HIPAA Privacy Rule training prior to implementing the data linkage process.
- 3.0 Use DHS, DMH, Probation, DPH, DPSS, Sheriff's, ERT, SRHT, Lamp and LAHSA data for the sole purpose of this research project as indicated in this MOA.
- 4.0 Match data from individual Departments employing each Department's preferred format (.txt, .xls, .dbf, etc.).
- 5.0 Match ERT, SRHT, Lamp and LAHSA data to DHS service utilization data at DHS, remove personal identifiers, retain unique PID which cannot be associated with a specific person by any of the agencies participating in the study, verify deletion of confidential information from the project file (See Attachment B), and transport the files to the CEO-SIB-RES office.
- 6.0 Match ERT, SRHT, Lamp and LAHSA data to DMH service utilization data at DMH, remove personal identifiers, retain unique PID which cannot be associated with a specific person by any of the agencies participating in the study, verify deletion of confidential information from the project file (See Attachment B), and transport the files to the CEO-SIB-RES office.
- 7.0 Match ERT, SRHT, Lamp and LAHSA data to DPH service utilization data at DPH, remove personal identifiers, retain unique PID which cannot be associated with a specific person by any of the agencies participating in the study, verify deletion of confidential information from the project file (See Attachment B), and transport the files to the CEO-SIB-RES office.
- 8.0 Match ERT, SRHT, Lamp and LAHSA data to DPSS service utilization data at DPSS, remove personal identifiers, retain unique PID which cannot be associated with a specific person by any of the agencies participating in the study, verify deletion of confidential information from the project file (See Attachment B), and transport the files to the CEO-SIB-RES office.
- 9.0 Match ERT, SRHT, Lamp and LAHSA data to Probation service utilization data at the Probation Department, remove personal identifiers, retain unique PID which cannot be associated with a specific person by any of the agencies participating in the study, verify deletion of confidential information from the project file (See Attachment B), and transport the files to the CEO-SIB-RES office.

- 10.0 Match ERT, SRHT, Lamp and LAHSA data to Sheriff's service utilization data at the Sheriff's Department, remove personal identifiers, retain unique PID which cannot be associated with a specific person by any of the agencies participating in the study, verify deletion of confidential information from the project file (See Attachment B), and transport the files to the CEO-SIB-RES office.
- 11.0 Merge ERT, SRHT, Lamp and LAHSA data with DHS, DMH, Probation, DPH, DPSS and Sheriff's data to create a master file for data analyses.
- 12.0 Not distribute any de-identified information obtained through this agreement to outside entities without the appropriate written authorizations and except to the extent permitted by law.
- 13.0 Not share or distribute any matched administrative data obtained for the purpose of this research project between DHS, DMH, Probation, DPH, DPSS and Sheriff's.
- 14.0 DHS, DMH, Probation, DPH, DPSS Sheriff's, SRHT, Lamp and LAHSA shall review and comment on all major draft reports that result from using administrative data. This administrative review will occur within a three-week period, prior to the final release or publication of any such reports.
- 15.0 During the three-week review and comment period, DHS, DMH, Probation, DPH, DPSS, Sheriff's, SRHT, Lamp and LAHSA will identify factual mistakes or misinformation and provide feedback. If mutual agreement is not reached, a disclaimer stating the Department's disagreement must be included in the final published report.
- 16.0 Provide DHS, DMH, Probation, DPH, DPSS and Sheriff's with electronic copies and a pdf copy of each final Skid Row Collaborative Homeless cost avoidance study report produced using administrative data.
- 17.0 Manage all contracts between CEO-SIB-RES and the Economic Roundtable for services related to this MOA consistent with applicable County and State requirements. If any contracted providers are utilized to perform services specified in this MOA, CEO-SIB-RES shall coordinate and monitor all contracts on a quarterly basis to ensure that agreed requirements are met.
- 18.0 Ensure the linking of service information across departments will not raise confidentiality issues, such as HIPAA compliance, by using matching algorithms based on statistical linkage key that will protect the confidential information (See Attachment A, The Development of Record-Linkage Methodology).

VI. DHS RESPONSIBILITIES

DHS shall:

1.0 Designate a contact person. The contact person is:

Irene Dyer

Department of Health Services

313 N. Figueroa St. Room 912

Los Angeles, CA 90012

Telephone: (213) 240-7761

Fax: (213) 481-0503

E-mail: idyer@dhs.lacounty.gov

2.0 Inform CEO-SIB-RES of the data format used by DHS at least one week in advance of the scheduled match.

3.0 Provide administrative data such as names, social security numbers, addresses, and birthdates to CEO-SIB-RES on site that will be matched against persons participating in the Skid Row Collaborative supportive housing program to identify those participants receiving services from DHS. In addition, DHS will provide data fields indicating services types and dates at minimum and these fields will be determined during the discussion of business requirements with DHS. All data used will be based on the use of encrypted statistical linkage keys as described in the Research Proposal (See Attachment A, The Development of Record-Linkage Methodology).

4.0 DHS shall review and comment on all major draft reports that result from using administrative data. This administrative review will occur within a 10 working day period, prior to the final release or publication of any such reports.

5.0 During the 10 working day review and comment period, DHS will identify factual mistakes or misinformation and provide feedback. If mutual agreement is not reached, a disclaimer stating DHS disagreement must be included in the final published report.

VII. DMH RESPONSIBILITIES

DMH shall:

1.0 Designate a contact person. The contact person is:

Mary Marx

District Chief

Department of Mental Health

1925 Daly Street, 2nd Floor

Los Angeles, CA 90031

Telephone: (323) 226-4744

Fax: (323) 223-8380

E-mail: mmarx@dmh.lacounty.gov

2.0 Inform CEO-SIB-RES of the data format used by DMH at least one week in advance of the scheduled match.

3.0 Provide administrative data such as names, social security numbers, addresses, and birthdates to CEO-SIB-RES on site that will be matched against persons participating in the Skid Row Collaborative supportive housing program to identify those participants receiving services from DMH. In addition, DMH will provide data fields indicating service types and dates at minimum and these fields will be determined during the discussion of business requirements with DMH. All data used will be based on the use of encrypted statistical linkage keys as described in the Research Plan.

4.0 DMH shall review and comment on all major draft reports that result from using administrative data. This administrative review will occur within a 10 working day period, prior to the final release or publication of any such reports.

5.0 During the 10 working day review and comment period, DMH will identify factual mistakes or misinformation and provide feedback. If mutual agreement is not reached, a disclaimer stating DMH's disagreement must be included in the final published report.

VIII. ECONOMIC ROUNDTABLE RESPONSIBILITIES

The Economic Roundtable shall:

- 1.0 Designate a contact person. The contact person is:

Patrick Burns

Telephone: 213-892-0216

Fax: 213-892-8105

E-mail: patrickburns@economicrt.org

- 2.0 Inform CEO-SIB-RES of the data format used by Economic Roundtable at least one week in advance of the scheduled match.
- 3.0 Obtain administrative data such as veteran status, incarceration history, mental health history, substance abuse history, education, employment history, use of private hospitals during past five years, and homeless history.
- 4.0 The Economic Roundtable will provide data fields indicating service types and dates at minimum and these fields will be determined during the discussion of business requirements with the Economic Roundtable. All data used will be based on the use of encrypted statistical linkage keys as described in the Research Proposal (See Attachment A, The Development of Record-Linkage Methodology).
- 5.0 The Economic Roundtable shall provide a draft report, that results from using administrative data, to departments for review. This administrative review will occur within a 10 working day period, prior to the final release or publication of any such reports.
- 6.0 During the 10 working day review and comment period, the Economic Roundtable will revise the study based on feedback provided by departments. If mutual agreement is not reached, a disclaimer stating the Economic Roundtable disagreement must be included in the final published report.

IX. PROBATION DEPARTMENT RESPONSIBILITIES

The Probation Department shall:

- 1.0 Designate a contact person. The contact person is:

Randall Pineda

Probation Department
9150 East Imperial Highway
Downey, CA 90242
Telephone: (562) 940-2525
Fax: (562) 658-4770
E-mail: randall.pineda@probation.lacounty.gov

- 2.0 Inform CEO-SIB-RES of the data format used by Probation at least one week in advance of the scheduled match.
- 3.0 Provide administrative data such as names, social security numbers, addresses, and birthdates to CEO-SIB-RES on site that will be matched against persons participating in the Skid Row Collaborative supportive housing program to identify those participants receiving services from the Probation Department. In addition, the Probation Department will provide data fields indicating service types and dates at minimum and these fields will be determined during the discussion of business requirements with the Probation Department. All data used will be based on the use of encrypted statistical linkage keys as described in the Research Proposal (See Attachment A, The Development of Record-Linkage Methodology).
- 4.0 The Probation Department shall review and comment on all major draft reports that result from using administrative data. This administrative review will occur within a 10 working day period, prior to the final release or publication of any such reports.
- 5.0 During the 10 working day review and comment period, the Probation Department will identify factual mistakes or misinformation and provide feedback. If mutual agreement is not reached, a disclaimer stating the Probation Department disagreement must be included in the final published report.

X. DPH RESPONSIBILITIES

DPH shall:

1.0 Designate a contact person. The contact person is:

Linda G. Dyer

Department of Public Health
Alcohol and Drug Program Administration

1000 South Fremont Avenue

Building A-9 East, 3rd Floor

Alhambra, CA 91803

Telephone: (626) 299-4109

E-mail: ldyer@ph.lacounty.gov

2.0 Inform CEO-SIB-RES of the data format used by DPH at least one week in advance of the scheduled match.

3.0 Provide, administrative data such as names, social security numbers, addresses, birthdates to CEO-SIB-RES on site that will be matched against persons participating in the Skid Row Collaborative supportive housing program to identify those participants receiving services from DPH. In addition, DPH will provide data fields indicating service types and dates at minimum and these fields will be determined during the discussion of business requirements with DPH. All data used will be based on the use of encrypted statistical linkage keys as described in the Research Proposal (See Attachment A, The Development of Record-Linkage Methodology).

4.0 DPH shall review and comment on all major draft reports that result from using administrative data. This administrative review will occur within a 10 working day period, prior to the final release or publication of any such reports.

5.0 During the 10 working day review and comment period, DPH will identify factual mistakes or misinformation and provide feedback. If mutual agreement is not reached, a disclaimer stating DPH's disagreement must be included in the final published report.

XI. DPSS RESPONSIBILITIES

DPSS shall:

1.0 Designate a contact person. The contact person is:

Michael Bono, Ph.D.

Department of Public Social Services
12820 Crossroads Parkway South-West Annex
City of Industry, CA 91746
Telephone: (562) 908-5877
Fax: (562) 692-9339
E-mail: michaelbono@dpss.lacounty.gov

- 2.0 Inform CEO-SIB-RES of the data format used by DPSS at least one week in advance of the scheduled match.
- 3.0 Provide, administrative data such as names, social security numbers, addresses, birthdates to CEO-SIB-RES on site that will be matched against persons participating in the Skid Row Collaborative supportive housing program to identify those participants receiving services from DPSS. In addition, DPSS will provide data fields indicating service types and dates at minimum and these fields will be determined during the discussion of business requirements with DPSS. All data used will be based on the use of encrypted statistical linkage keys as described in the Research Proposal (See Attachment A, The Development of Record-Linkage Methodology).
- 4.0 DPSS shall review and comment on all major draft reports that result from using administrative data. This administrative review will occur within a 10 working day period, prior to the final release or publication of any such reports.
- 5.0 During the 10 working day review and comment period, DPSS will identify factual mistakes or misinformation and provide feedback. If mutual agreement is not reached, a disclaimer stating DPSS's disagreement must be included in the final published report.

XII. SHERIFF'S DEPARTMENT RESPONSIBILITIES

The Sheriff's Department shall:

- 1.0 Designate a contact person. The contact person is:

Karen Dalton

Sheriff's Department
450 Bauchet Street, Room E806
Los Angeles, CA 90012
Telephone: (213) 473-6591
Fax: (213) 687-1124
E-mail: ksdalton@lasd.org

- 2.0 Inform CEO-SIB-RES of the data format used by Sheriff's at least one week in advance of the scheduled match.
- 3.0 Provide administrative data such as names, social security numbers, addresses, and birthdates to CEO-SIB-RES on site that will be matched against persons participating in the Skid Row Collaborative supportive housing program to identify those participants receiving services from the Sheriff's Department. In addition, the Sheriff's Department will provide data fields indicating service types and dates at minimum and these fields will be determined during the discussion of business requirements with the Sheriff's Department. All data used will be based on the use of encrypted statistical linkage keys as described in the Research Proposal (See Attachment A, The Development of Record-Linkage Methodology).
- 4.0 The Sheriff's Department shall review and comment on all major draft reports that result from using administrative data. This administrative review will occur within a 10 working day period, prior to the final release or publication of any such reports.
- 5.0 During the 10 working day review and comment period, the Sheriff's Department will identify factual mistakes or misinformation and provide feedback. If mutual agreement is not reached, a disclaimer stating the Sheriff's Department's disagreement must be included in the final published report.

XIII. SKID ROW HOUSING TRUST RESPONSIBILITIES

The Skid Row Housing Trust shall:

- 1.0 Designate a contact person. The contact person is:

Katherine Hill

Supportive Services Program Director

Telephone: 213-683-0522, ext. 120

Fax: 213-683-0781

E-mail: katherine@skidrow.org

- 2.0 Inform Economic Roundtable of the data format used by Skid Row Housing Trust at least one week in advance of the scheduled match.
- 3.0 Provide the Economic Roundtable with administrative data, such as names, social security numbers, addresses, birthdates, service types, and dates. These fields will be determined during the discussion of business requirements with the Skid Row Housing Trust. The data will be transferred to CEO-SIB-RES by the Economic Roundtable, and all data used will be based on the use of encrypted statistical linkage keys as described in the Research Proposal (See Attachment A, The Development of Record-Linkage Methodology).
- 4.0 The Skid Row Housing Trust shall review and comment on all major draft reports that result from using administrative data. This administrative review will occur within a 10 working day, prior to the final release or publication of any such reports.
- 5.0 During the 10 working day review and comment period, the Skid Row Housing Trust will identify factual mistakes or misinformation and provide feedback. If mutual agreement is not reached, a disclaimer stating the Skid Row Housing Trust disagreement must be included in the final published report.

XIV. LAMP COMMUNITY RESPONSIBILITIES

The Lamp Community shall:

1.0 Designate a contact person. The contact person is:

Shannon Murray
Deputy Director
Lamp Community
527 Crocker Street
Los Angeles, CA 90013
213.488.9559 x47

- 2.0 Approve the inclusion of data it has provided to the Skid Row Collaborative and Skid Row Housing Trust in this data linkage project and homeless cost avoidance analysis.
- 3.0 Provide any additional data such as names, social security numbers, addresses, birthdates, service data, and case management information that it identifies for inclusion in this study to the Skid Row Housing Trust. After the data is handed off from the Skid Row Housing Trust to the Economic Roundtable, and from the Economic Roundtable to CEO-SIB-RES, all data used will be based on the use of encrypted statistical linkage keys as described in the Research Proposal (See Attachment A, The Development of Record-Linkage Methodology).
- 4.0 Lamp shall review and comment on all major draft reports that result from using administrative data. This administrative review will occur within a 10 working day period, prior to the final release or publication of any such reports.
- 5.0 During the 10 working day review and comment period, Lamp will identify factual mistakes or misinformation and provide feedback. If mutual agreement is not reached, a disclaimer stating Lamp disagreement must be included in the final published report.

XV. LAHSA RESPONSIBILITIES

LAHSA shall:

- 1.0 Designate a contact person. The contact person is:

G. Michael Arnold

Chief Operating Officer

Los Angeles Homeless Services Authority

453 S. Spring Street, 12th Floor

Los Angeles, CA 90013

213-683-3333

marnold@lahsa.org

- 2.0 Inform CEO-SIB-RES of the data format used by LAHSA at least one week in advance of the scheduled match.
- 3.0 Provide administrative data such as names, social security numbers, addresses, and birthdates to CEO-SIB-RES on site that will be matched against persons participating in the Skid Row Collaborative supportive housing program to identify those participants receiving services from the LAHSA. In addition, LAHSA will provide data fields indicating service types and dates at minimum and these fields will be determined during the discussion of business requirements with LAHSA. All data used will be based on the use of encrypted statistical linkage keys as described in the Research Proposal (See Attachment A, The Development of Record-Linkage Methodology).
- 4.0 LAHSA shall review and comment on all major draft reports that result from using administrative data. This administrative review will occur within a 10 working day period, prior to the final release or publication of any such reports.
- 5.0 During the 10 working day review and comment period, LAHSA will identify factual mistakes or misinformation and provide feedback. If mutual agreement is not reached, a disclaimer stating LAHSA disagreement must be included in the final published report.

Memorandum of Agreement between Los Angeles County Chief Executive Office and DHS, DMH, Probation, DPH, DPSS, Sheriff's, ERT, SRHT, Lamp and LAHSA for the Skid Row Collaborative Homeless cost avoidance study

IN WITNESS HEREOF, the parties hereto have executed this MOA of the Skid Row Collaborative Homeless cost avoidance study of this ____ day of _____, 2009.

Chief Executive Office

WILLIAM T FUJIOKA
Chief Executive Officer

Memorandum of Agreement between Los Angeles County Chief Executive Office and DHS, DMH, Probation, DPH, DPSS, Sheriff's, ERT, SRHT, Lamp and LAHSA for the Skid Row Collaborative Homeless cost avoidance study

IN WITNESS HEREOF, the parties hereto have executed this MOA for the Skid Row Collaborative Homeless cost avoidance study as of this ____ day of _____, 2009.

Department of Health Services

JOHN SCHUNHOFF, Ph.D.

Interim Director

Memorandum of Agreement between Los Angeles County Chief Executive Office and DHS, DMH, Probation, DPH, DPSS, Sheriff's, ERT, SRHT, Lamp and LAHSA for the Skid Row Collaborative Homeless cost avoidance study

IN WITNESS HEREOF, the parties hereto have executed this MOA for the Skid Row Collaborative Homeless cost avoidance study as of this ____ day of _____, 2009

Department of Mental Health

MARVIN J. SOUTHARD, D.S.W.

Director

Memorandum of Agreement between Los Angeles County Chief Executive Office and DHS, DMH, Probation, DPH, DPSS, Sheriff's, ERT, SRHT, Lamp and LAHSA for the Skid Row Collaborative Homeless cost avoidance study

IN WITNESS HEREOF, the parties hereto have executed this MOA for the Skid Row Collaborative Homeless cost avoidance study as of this ____ day of _____, 2009

Probation Department

ROBERT B. TAYLOR
Chief Probation Officer

Memorandum of Agreement between Los Angeles County Chief Executive Office and DHS, DMH, Probation, DPH, DPSS, Sheriff's, ERT, SRHT, Lamp and LAHSA for the Skid Row Collaborative Homeless cost avoidance study

IN WITNESS HEREOF, the parties hereto have executed this MOA for the Skid Row Collaborative Homeless cost avoidance study as of this ____ day of _____, 2009

Department of Public Health

JONATHAN E. FIELDING, M.D., M.P.H.

Director of Public Health and Health Officer

Memorandum of Agreement between Los Angeles County Chief Executive Office and DHS, DMH, Probation, DPH, DPSS, Sheriff's, ERT, SRHT, Lamp and LAHSA for the Skid Row Collaborative Homeless cost avoidance study

IN WITNESS HEREOF, the parties hereto have executed this MOA for the Skid Row Collaborative Homeless cost avoidance study as of this _____ day of _____, 2009.

Department of Public Social Services

PHILIP L. BROWNING

Director

Memorandum of Agreement between Los Angeles County Chief Executive Office and DHS, DMH, Probation, DPH, DPSS, Sheriff's, ERT, SRHT, Lamp and LAHSA for the Skid Row Collaborative Homeless cost avoidance study

IN WITNESS HEREOF, the parties hereto have executed this MOA for the Skid Row Collaborative Homeless cost avoidance study as of this _____ day of _____, 2009

Sheriff's Department

LEROY D. BACA

Sheriff's

Memorandum of Agreement between Los Angeles County Chief Executive Office and DHS, DMH, Probation, DPH, DPSS, Sheriff's, ERT, SRHT, Lamp and LAHSA for the Skid Row Collaborative Homeless cost avoidance study

IN WITNESS HEREOF, the parties hereto have executed this MOA for the Skid Row Collaborative Homeless cost avoidance study as of this ____ day of _____, 2009.

Economic Roundtable

DANIEL FLAMING, Ph.D.

President

Memorandum of Agreement between Los Angeles County Chief Executive Office and DHS, DMH, Probation, DPH, DPSS, Sheriff's, ERT, SRHT, Lamp and LAHSA for the Skid Row Collaborative Homeless cost avoidance study

IN WITNESS HEREOF, the parties hereto have executed this MOA for the Skid Row Collaborative Homeless cost avoidance study as of this _____ day of _____, 2009.

Skid Row Housing Trust

MIKE ALVIDREZ

Executive Director

Memorandum of Agreement between Los Angeles County Chief Executive Office and DHS, DMH, Probation, DPH, DPSS, Sheriff's, ERT, SRHT, Lamp and LAHSA for the Skid Row Collaborative Homeless cost avoidance study

IN WITNESS HEREOF, the parties hereto have executed this MOA for the Skid Row Collaborative Homeless cost avoidance study as of this ____ day of _____, 2009.

Lamp Community

CASEY HORAN

Executive Director

Memorandum of Agreement between Los Angeles County Chief Executive Office and DHS, DMH, Probation, DPH, DPSS, Sheriff's, ERT, SRHT, Lamp and LAHSA for the Skid Row Collaborative Homeless cost avoidance study

IN WITNESS HEREOF, the parties hereto have executed this MOA for the Skid Row Collaborative Homeless cost avoidance study as of this _____ day of _____, 2009.

Los Angeles Homeless Services Authority

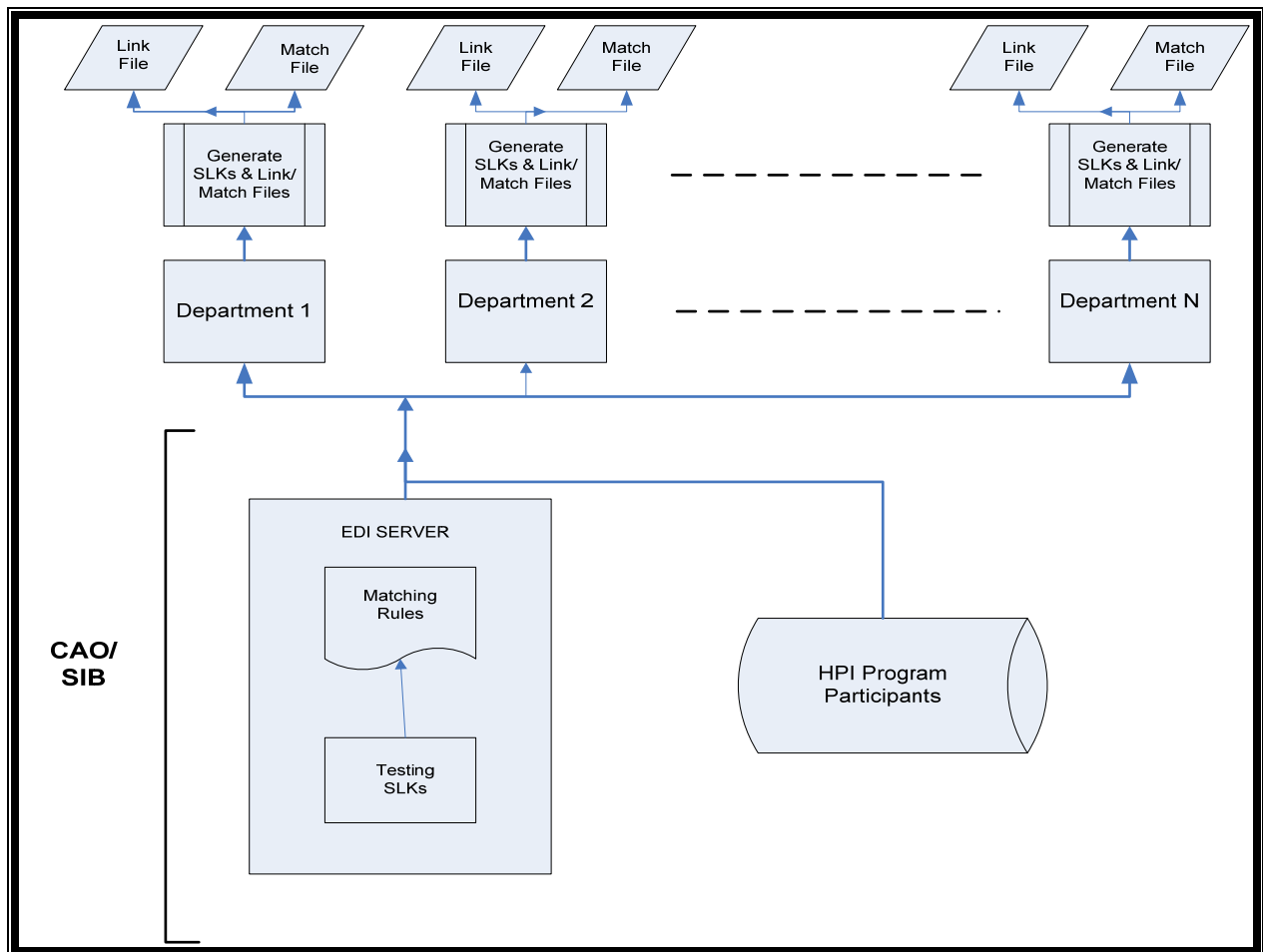
REBECCA ISAACS

Executive Director

The Development of Record-Linkage Methodology

A record-linkage methodology will be developed to link the Skid Row Collaborative supportive housing program participants across departments. The development will be done using match keys that, for the purposes of this proposal, can be referred to as the “statistical linkage key” (SLK). The SLK is an accurate representation of all versions of the same data-such as different spellings of a name or an address. Alternative matching rules will be tested to come up with the most accurate algorithms to link supportive housing program participants across departments. After the final matching rules and SLKs are determined, these algorithms will be transported to participating departments for the purposes of conducting the record-linkage process as shown in Figure 1.

Figure 1. Record-Linkage Methodology



Data Linkage Process

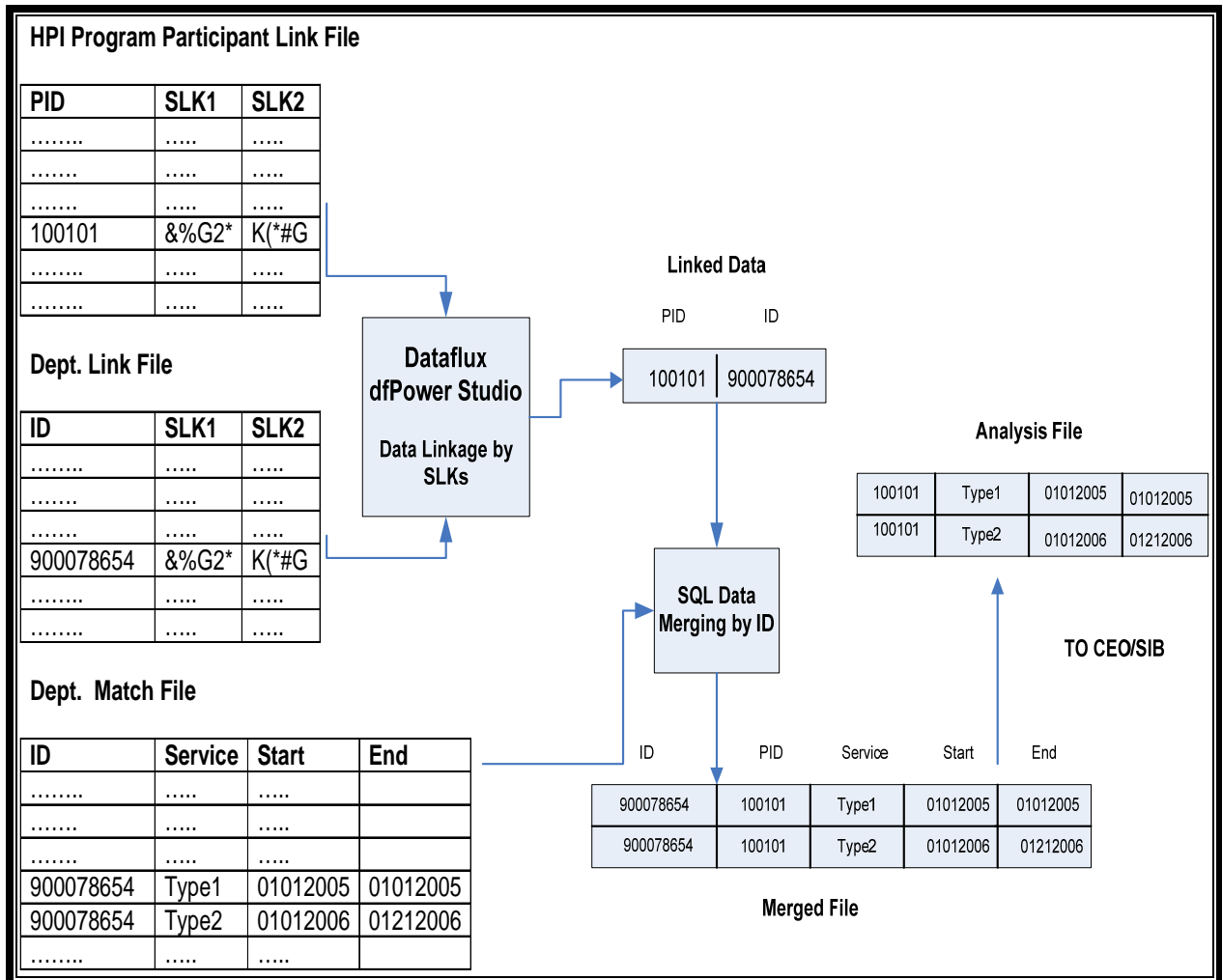
CEO-SIB-RES will consolidate supportive housing program participants who entered the selected programs by the end of a given period of time, such as the end of 2007. After matching rules are determined and SLKs are generated, these data will be loaded to a Windows-XP workstation to be transported to the departmental sites for the purposes of linking cohort data to departmental data. A flow-chart of this step is presented in Figure 2.

The supportive housing program participant data will only include a random PID and the SLKs to match the supportive housing program participant file to the departmental data files. The workstation will include software to match data at the departmental site. The same matching rules will be applied to both source (supportive housing program participant) files and reference (departmental) files. Consequently, the same SLKs will be produced for multiple records of a given client served by different departments.

The matching of the supportive housing program participant file to the departmental link files will generate linked data files that include two data fields—supportive housing program PID and the ID. Using SQL script, these linked data files will be merged by the departmental match files to append selected analysis fields, such as service dates and service types. The ID will be dropped and the final analysis files will be delivered to SIB with the departmental service fields.

As shown in Figure 2, the record-linkage will be accomplished without using any identifiable information on the clients. The supportive housing program PID field is a random ID independent of the clients so that the identities of clients will not be traced back through this field. SLKs are composed of special characters which are not recognizable. Strict data confidentiality requirements of County departments will therefore be met through this technology. Since the identity of individuals is not important and not retained in the project, departments do not see the identities of cross-agency clients. Linked data are not returned to source departments and the departments will not be able to acquire further information on linked participants for client management purposes. Moreover, data linkage will take place at departmental sites so that departments do not release their databases to outside agencies.

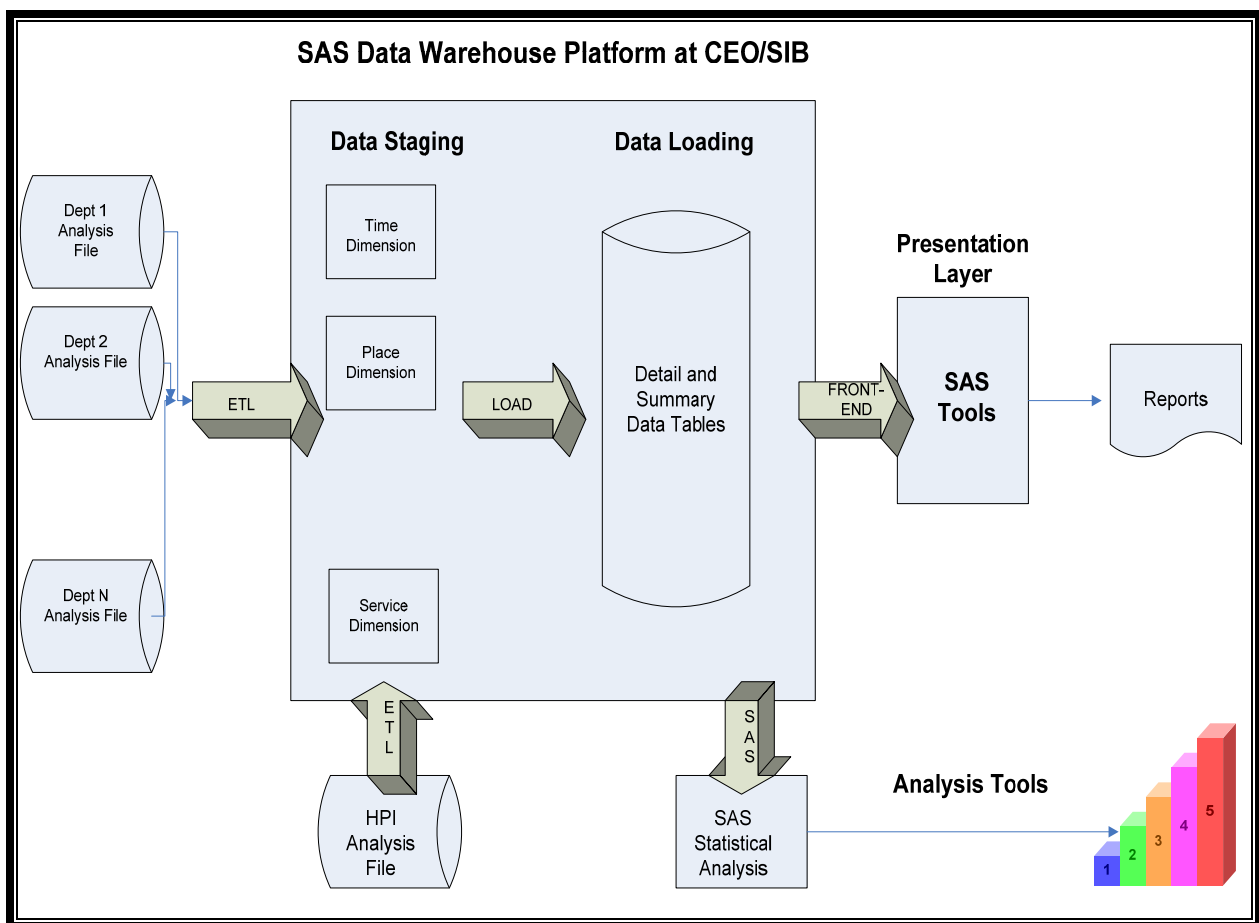
Figure 2. Data Linkage Process



Data Warehousing Platform

When all linked data is received from participating departments, these data will be loaded to a data warehouse so that all agency data files will be integrated for study and analysis. This step will include cleaning and transforming data, loading data to detail and summary tables in the data mart, and generating end use access and presentation tools. A flowchart of the data warehousing solution is shown in Figure 3.

Figure 3. Data Warehousing Development



DATA LINKAGE PROCESS VERIFICATION

This is to confirm that on _____ the data linkage process was conducted
by the Chief Executive Office, Services Integration Branch-Research and Evaluation
Services (CEO-SIB-RES) to match Department of Public Social Services (DPSS) data
to _____ data as described in the Memorandum of
Agreement for the Skid Row Collaborative Homeless cost avoidance study project.

Date

(Department)

This also verifies that all confidential information was removed from the project file.
By signing this document, I verify that all confidential information was removed from the
project file.

Name: _____
(Department Representative Signature) (Title)

By signing this document, I verify that all confidential information was removed from the
project file.

Name: _____
(CEO-SIB-RES Representative Signature) (Title)

Date verified: _____

Original: Department
Copy: CEO-SIB-RES