

# **MEMORANDUM OF AGREEMENT**

**BETWEEN**

**SKID ROW HOUSING TRUST**

**LAMP COMMUNITY**

**JWCH**

**ECONOMIC ROUNDTABLE**

**April 2009**

**I. PURPOSE**

This Memorandum of Agreement (MOA) outlines the agreement entered into by the Skid Row Housing Trust (SRHT), Lamp Community (Lamp), JWCH Institute, Inc. (JWCH), and the Economic Roundtable (ERT) for the purpose of conducting the Skid Row Collaborative Homeless cost avoidance study.

This MOA sets forth the parameters for allowing the Economic Roundtable to use administrative and service utilization information from SRHT, Lamp, and JWCH to prepare the Skid Row Collaborative Homeless cost avoidance study. The confidentiality of all 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 In addition to this Memorandum of Understanding, this study is governed by the following seven policies, protocols and agreements that specify standards and procedures for safeguarding the confidentiality of information about individuals who are subjects of the study:
  - 1.1 Economic Roundtable policy on protection of human subjects
  - 1.2 Economic Roundtable confidential data policy
  - 1.3 Research protocol for the Skid Row Collaborative study submitted to and approved by the Economic Roundtable Institutional Review Board
  - 1.4 Informed consent document prepared and approved by Los Angeles County Counsel
  - 1.5 Contract with the Los Angeles Homeless Services Authority
  - 1.6 Subcontract with the Los Angeles County Chief Executive Office
  - 1.7 Memorandum of Agreement among Los Angeles County departments providing data for the study
- 2.0 The research protocol for this study meets Health Insurance Portability and Accountability Act (HIPAA) requirements and was approved by the Economic Roundtable Institutional Review Board.

#### **IV. 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 Comply with all policies, protocols and agreements for protecting human subjects and safeguarding confidential data specified in Section 1.0 of this agreement.
- 3.0 Collaborate with members of the Skid Row Collaborative in obtaining informed consent from participants in the Skid Row Collaborative, residents of the Skid Row Housing Trust, and participants in Project 50 to release their records for use in this study.
- 4.0 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.
- 5.0 Provide a draft report that results from using administrative data, to members of the Skid Row Collaborative for their 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.

**V. 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 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, subject to the provisions for protecting human subjects and safeguarding confidential data specified in Section 1.0 of this agreement.

3.0 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.

4.0 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.

## **VI. 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  
E-mail: ShannonM@lampcommunity.org

- 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 subject to the provisions for protecting human subjects and safeguarding confidential data specified in Section 1.0 of this agreement.
- 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.

## VII. JWCH INSTITUTE RESPONSIBILITIES

JWCH shall:

2.0 Designate a contact person. The contact person is:

**Paul Gregerson, MD**  
Chief Medical Officer  
JWCH Institute, Inc.  
1910 W. Sunset Blvd., Suite 650  
Los Angeles, CA 90026  
213.484.1186  
E-mail: pgregerson@jwchinstitute.org

3.0 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.

4.0 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 subject to the provisions for protecting human subjects and safeguarding confidential data specified in Section 1.0 of this agreement.

6.0 JWCH 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.

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

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

**Skid Row Housing Trust**

---

**MIKE ALVIDREZ**  
Executive Director

---

**Date**

**Lamp Community**

---

**CASEY HORAN**  
Executive Director

---

**Date**

**JWCH Institute, Inc.**

---

**Alvaro Ballesteros**  
Chief Executive Officer

---

**Date**

**Economic Roundtable**

---

**DANIEL FLAMING, Ph.D.**  
President

---

**Date**