

CHIN Governance Committee
January 12, 2015
Meeting Minutes

Present: Matt Alexander, Debbie Bailey, Jennie Conner, Kim Crawford, Nicole Dewitt, Darryl Kosciak, Tina Krause, Andrea Kurtz, Shana Overdorf, Cecilia Peers, Rebecca Pfeiffer, Jamie Rohe, Corey Root, Tia Sanders-Rice, Matt Schnars, Bob Silber, Bob Taylor, Dee Taylor, Tim West, Paulette White

Others Present: Thurston Alexander-Smith, Gerry Leslie, Mike Lindsay, Danielle Progen, Barb Ritter, Libby Stanley

CoCs Absent: Asheville/Buncombe, Gaston/Lincoln/Cleveland

Approval of Minutes [Bailey, Pfeiffer]

CHIN Status Report

- System administration
 - Not every agency has an agency admin, going forward every agency will need a person with this license level; CoC leads will become system admin I level
 - CoCs will determine who has agency administrator licenses this month
 - “System News” in ServicePoint will be used by MCAH to communicate HMIS information
 - Governance Committee approved an update for social security number security protocols [Kosciak, Overdorf]
 - Remove the ability for end users to see full SSN info from HMIS after initial entry
 - Agency administrators and higher license levels will be able to view/change SSNs if needed
 - To start Feb 1 2015
 - Communication group will draft language about this change and include in FAQ
 - An ART upgrade occurring next week means that all CHIN custom reports need to be reviewed for accuracy
 - This should be added to CHIN work plan
 - Data Subcommittee will discuss and report back ramifications to full Governance Committee
- Budget
 - Barb recommends that CHIN creates a separate budget line for Bowman costs to isolate Bowman costs from other budget line items
 - ~\$40,000 remains in transition budget
 - ICF/HUD will ask CHIN to furnish detailed grant spend-down information for CoC/Governance Committee review
 - Governance Committee requests details on CoC fees received/outstanding balances
 - Andrea will develop CHIN budget questions

Data Subcommittee

- 2015 PIT
 - NC requires information on “Prior Residence” a field not included in the Bowman PIT report. Barb, Tia and CHIN will develop a new, separate report.
 - Governance Committee approved all end users using the Data Completeness Report Card to check data quality prior to the 2015 PIT. CoC Leads/super users will help RRH projects with “move-in date” by using the Raw Data Entry report. [Bailey, Schnars]
- Governance Committee approved an HMIS Modification: adding 5 new options to the drop-down menu for the “reason for homelessness” (Relocation, Family Break up, Aged out of Foster care, Insufficient income for housing, Other (specify)) [Bailey, Pfeiffer]

Transition Subcommittee

- New/changed meetings
 - Transition Subcommittee regular meeting moved from Friday to Monday
 - Governance Committee new 2-hour conference call meeting added on 4th Mondays, starting Jan 26, 2015
- MCAH is hiring new NC staff by mid-March; job description will be posted soon
- Governance Committee approved MCAH Transition Budget covering Jan-July 1, 2015 [Kosciak, Pfeiffer]
 - Revised total of \$163,061
 - During discussion added \$3833 for .5 FTE support staff for NC HMIS Director (mid-April - June 30)
 - Privacy plan: \$5000 included in budget; if person donates time this cost can be removed
 - MCAH will divide “Visiting MCAH Staff” budget line into 2 lines
 - travel costs (air, rental car, hotel)
 - staff costs (salary, stipend, etc)
 - Help desk- budget reflects 25 hours for TA (line 33) + one hour a week from original proposal prorated (line 53)
 - MCAH will not charge more for Help Desk even if more time is used
 - MCAH will document hours and only charge for actual hours
- Governance Committee requested future budget reports include a summation of the following, with costs broken out by CoC
 - CHIN budget (through May 2015)
 - MCAH transition budget (Jan – June 2015)
 - MCAH ongoing budget (July – Dec 2015)
 - Bowman costs (May – Dec 2015)
 - Local costs (Jan – Dec 2015)
 - Any other costs CoCs need to pay in 2015
- Statements of Work (SOWs) that MCAH will complete during transition (through June 30, 2015)
 - Organize group to look at existing MCAH reports
 - Populate NC HMIS with selected MCAH reports
 - Reports may not be correct due to workflows
 - Develop archiving plan for each CoC
 - Research ramifications of “Enter data as” function
 - Bowman may be able to move the data to the correct “level”
 - Unsure if this fix applied case-by-case
 - If too expensive, begin aging out clients

- Server evaluation: determine if servers have enough bandwidth for efficient system access
 - Bowman will do this for free, give NC a recommendation and cost for potential improvements

Communications Workgroup

- The goal of this group is to coordinate communications with end users, CoC Leads, executive staff, new users, system administrators, and any other HMIS stakeholders
- FAQ document drafted
 - Will be posted on NCCEH website
 - Workgroup requests GC review and provide feedback on draft ASAP

Next meeting: January 26, 2015 from 1-3PM