

CHIN Governance Committee
February 9, 2015
Meeting Minutes

Present: Brian Alexander, Debbie Bailey, Heather Dillashaw, Tina Krause, Andrea Kurtz, Lora Moree, Denise Neunaber, Shana Overdorf, Rebecca Pfeiffer, Jamie Rohe, Corey Root, Tia Sanders-Rice, Lloyd Schmeidler, Matt Schnars, Robert Silber, Bob Taylor, Dee Taylor, Tim West, Paulette White

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

CoCs Absent: Gaston/Lincoln/Cleveland

Approval of Minutes

- January 26th minutes approved as presented [Overdorf, Bailey].

CHIN Status Report

- Budget
 - CHIN drafted a contract between NCHC and MCAH for a higher amount than the GC previously approved. MCAH has not signed the contracts due to this discrepancy.
 - Motion to approve Eric Hufnagel, MCAH executive director, to sign contracts between NCHC and MCAH for transition costs and bill up to contracted amount of \$43,923 [motion: Schnars, second: Dillashaw, abstain: Neunaber].
 - Sonia Ensenat presented a Jul-Dec 2014 P&L Budget vs Actual statement and a accounts receivable aging accounts statement.
 - Past-due Jul – Dec 2014CoC fees = \$33,667.62
 - CHIN spending was under the approved budget by \$67,290.10 for the Jul-Dec 2014 (assuming past due amounts will be paid).
 - A CHIN Budget Resolution Work Group was created to establish how to close out with NCHC. Members include: Sonia Ensenat, Tina Krause, Mike Lindsay, Denise Neunaber, Rebecca Pfeiffer and Tim West.
 - Will work to resolve financials such that NCHC is sound and CoCs/agencies are OK within HUD parameters.
- Sonia Ensenat presented CHIN's work plan with a status report.
 - MCAH staff noted they will draft a data quality plan
 - Many in progress items are waiting on Bowman
- A Document Retention Work Group was established to create a list of documents that will need to be secured by the GC from CHIN. Work group members are: Shana Overdorf, Thurston Alexander-Smith, and Mike Lindsay.

Data subcommittee

- Recommendations to GC from subcommittee:
 - Modification to enrolled clients report with time in program; work estimated to take 1 hour.
 - Remove the following elements from RHYMIS screen (they are duplicate elements):
 - Primary reason for homelessness
 - Highest level of education attained
 - Employment status
 - Modify Community Link report

- Barb will review this report; report may be re-engineered to be useful to other agencies.
- Heather Dillashaw seconded recommendations from data subcommittee; Motion carries.

Transition Subcommittee

- A Hiring Work Group of 5 representatives from 5 different view points was established to assist MCAH in hiring NC coordinator.
 - Big CoC: Shana Overdorf (chair)
 - Small CoC/user: Bob Taylor
 - Small CoC/user: Lora Moree
 - SysAdmin: Debbie Bailey
 - State-level: Denise Neunaber
- A Financial Work Group has been set up to work through financials + transition (Tim and Denise)
 - HUD shared their monitoring letter for the BoS HMIS grant that NCHC administers with Denise and Martha in their BoS collaborative applicant role. Key concepts from the letter are helpful as guidance moving forward. Letter will not be shared broadly, will be shared on as needed basis. Governance Committee members may ask to see a copy.
- Mike and Danielle will provide education on foundational governance issues. The goal will be to create a set of by-laws for Governance Committee establishing the CoCs relationships with each other and an MOU with the lead administrative agency (MCAH).
 - Mike and Danielle are available to have one-on-one conversations with GC members.
 - All GC members should plan to watch 1 of 2 webinars (same info on both) in advance of the next in-person Governance Committee meeting
 - Feb. 17th, 3 PM or March 4th, 2 PM
- The Communications workgroup is continuing and beginning to work on March communication needs and a long-term communication plan.
 - MCAH is presenting a webinar to discuss HMIS transition will be held on Thursday, Feb 26 10-11:30AM. GC members are encouraged to send out info to CoC members
 - An FAQ is posted to the HMIS transition webpage on NCCEH's website and can be updated.
 - The group is drafting 3 letters (to end users, executive directors, and stakeholders in community) to inform of HMIS transition in progress.
 - GC decided that this workgroup should continue current work and develop up a communication plan.
 - Work group has standing meeting via conference call every Friday from 2-3. Corey has taken over as chair of this work group as Andrea has stepped off.

Privacy Work Group Recommendations

- The model MCAH is presenting is a best practice, but there are other options. Think about how local conversations/situations fit with models.
- On sharing:
 - Done for the purposes of coordinating care for clients.
 - Agencies develop sharing agreements.
 - Only done when there is a business need to know.
 - Can reduce data entry burden.

- Good data can be overwritten with bad data.
 - Data will be reflected in reports.
- Important findings from MCAH evaluation:
 - Unstable informed consent; number of opt-outs varied around state.
 - Global defaults observed on search screen and assessments
- Recommendations from workgroup to GC:
 - Base privacy rules on HIPAA guidelines. Recommendation seconded by Matt Schnars. Motion carried.
 - Move to implied consent. Recommendation seconded by Debbie Bailey. Motion carried.
 - Motion to require all agencies to follow the rule of implied consent as defined through the HIPAA guidelines made by Brian Alexander; seconded by Matt Schnars; motion carried.
 - Basis of sharing is a business need to know. Recommendation seconded by Rebecca Pfeiffer. Motion carried.
 - Move to a sharing plan in which the agency determines what data is shared and with whom. Recommendation seconded by Shana Overdorf; motion carried.
 - CoC serves as coordinator in data sharing. Recommendation seconded by Debbie Bailey; motion carried.
 - Sharing Plan- Client: Client is told what is shared, with whom, and given option to say “no.” Client can opt out of sharing with certain agencies within agency sharing plan. Recommendation seconded by Debbie Bailey; motion carried.
 - Sharing type system- restricted except for search screen. Recommendation seconded by Heather Dillashaw; motion carried.
 - Sharing plan presented to client with script. Recommendation seconded by Brian Alexander; motion carried.
 - PPI on search screen is global with a partial mask on SSN and DoB- approved in previous GC meeting.
 - Client may choose to close or use an un-named record. Recommendation seconded by Heather Dillashaw; motion carried.
 - Assessment information no longer global and shared on the basis of a business need to know. Recommendation seconded by Brian Alexander; motion carried.
 - An integrated release that includes general and protected information. Client able to say yes or no to sharing to all or no information. Recommendation seconded by Brian Alexander; motion carried.
 - Service transaction data is shared with a business need to know. Recommendation seconded by Brian Alexander; motion carried.
 - Defer decision on ROI (leave as a live release of information) and re-visit in one year. Recommendation seconded by Lloyd Schmeidler; motion carried.
 - Agency partners with local SA to set up privacy for particular pages. Recommendation seconded by Brian Alexander; motion carried.
 - Remove encryption from HMIS. Recommendation seconded by Matt Schnars; motion carried.

Other issues noted

- HIC Supplement will not return PIT/HIC data requested by HUD for RRH programs. Bowman working with HUD to develop more reporting guidance for CoCs.
- Governance Work Group

- A work group to assist with establishing the new governance structure was established. The work group will assist in preparing for the March 9 meeting and will assist in creating documents after the GC makes key decision at that meeting.
- Heather Dillashaw will serve as chair. Other GC members volunteered to serve on the work group: Kim Crawford , Andrea Kurtz, Denise Neunaber, Shana Overdorf, Rebecca Pfeiffer, Lloyd Schmeidler, Matt Schnars, and Lloyd Schmeidler.

Next meeting: February 23, 2015 from 1-3PM