

HMIS Advisory Board Meeting Minutes

Thursday, April 22, 2021, 2-3:30 PM

Call-in info (audio): 1 321-586-0844

PIN: 171 490 172#

Web: meet.google.com/thn-exzu-ynq

WELCOME AND INTRODUCTION

ONE	Presenter: Brian Alexander	
	Information: Chair Brian Alexander welcomed all to the meeting.	
	Committee Attendance: Brian Alexander, Lloyd Schmeidler, Corey Root, Hanaleah Hoberman, Ashley VonHatten, Donna Biederman, Melissa McKeown, Talaika Williams, Nicole Wilson, Erika Ferguson, Andrea Carey Committee Absences: Debra Vestal Others Present: Abby Burgess, T.C. Burnett (Associate Director of Actionable Intelligence for Social Policy at the University of Pennsylvania)	

APPROVAL OF MINUTES

TWO	Presenter: Lloyd Schmeidler	
	Goal: <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input type="checkbox"/> Make Decisions	Formal Approval Needed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Information: Due to the absence of NCCEH staff member Adrianna Coffee, who has been drafting minutes for Lloyd’s review and approval, no minutes were available for presentation and approval.	

HMIS@NCCEH UPDATES

THREE	Presenter: Abby Burgess and Andrea Carey	
	Goal: <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input	Formal Approval Needed? <input checked="" type="checkbox"/> No
	Information: Abby and Andrea provided the following updates about the work of NCCEH Data Center: <ul style="list-style-type: none"> • ICA’s two team members have been successfully embedded into the Data Center and have “hit the ground running,” providing assistance with responding to Help Desk tickets and preparing PIT Count and HIC data. The partnership with ICA is going well. • Planning is underway to organize and systematize the various tasks and procedures of the Data Center. • HUD’s schedule for its various reports, i.e. Longitudinal System Analysis (LSAs), System Performance Measure (SPMs), and PIT Counts & HIC, have been challenging. • WellSky continues to meet “our revised expectations.” ART receives less and less support, but Qlik is not yet ready for widespread use in more complex HMIS implementations like ours. WellSky also will be transitioning “ShelterPoint” to “Unit Manager” later in 2021. • ICA is working on a tool that would allow us to extract HMIS data into a “custom HUD CSV format,” including “County of Service” that could then be used to develop visualizations in software like Tableau. The NC Balance of State CoC is using this tool to develop a public-facing “CoC Dashboard.” 	

HMIS/COVID VACCINE MANAGEMENT SYSTEM DATA PROJECT

F O	Presenter: Erika Ferguson and T.C. Burnett	
	Goal: <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input checked="" type="checkbox"/> Make Decisions	Formal Approval Needed? <input checked="" type="checkbox"/> Yes

Information: Erika explained that the NC DHHS is requesting HMIS@NCCEH data to better understand and improve rates of vaccination among people experiencing homelessness. The integration of information from HMIS, COVID-19 Vaccine Management System, NC DHHS, CoCs, and homeless service agencies would allow service providers and NC DHHS to support successful vaccination of people experiencing homelessness in NC. Erika presented two sharing options for the Board to consider approving:

1. HMIS@NCCEH would enter into a Data Use Agreement (DUA) with NC DHHS that would allow the Data Center to regularly (weekly or monthly) send NC DHHS a “CSV” file containing the First Name, Last Name, and Date of Birth (DOB) of the people experiencing homelessness who have client records in the HMIS. NC DHHS would cross reference these client records with the client information contained in the State’s Coronavirus Vaccine Management System (CVMS) and provide reports back to the Data Center and the participating CoCs on the percentage of people experiencing homelessness who have received a COVID vaccine. This information then could be used at the CoC-level to drive initiatives to get more people experiencing homelessness vaccinated against COVID.
2. HMIS@NCCEH would enter into a DUA with NC DHHS that would allow NC DHHS to regularly provide reports to HMIS@NCCEH and the CoCs with specific information on which people with records in the HMIS have received the COVID vaccine and which ones have not been vaccinated.

After discussion, Donna made a motion to approve entering into a DUA with NC DHHS for Option #1 as described above. Melissa seconded the motion, and the motion was unanimously approved by the Board.

2021-2022 HMIS@NCCEH GOALS

FIVE	Presenter: Brian Alexander	
	Goal: <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input checked="" type="checkbox"/> Make Decisions	Formal Approval Needed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<p>Information: The Board reviewed and discussed the prioritized 2021-2022 HMIS@NCCEH goals and suggested strategies for achieving the goals. The board agreed with Brian’s suggestion that we work to accomplish the goals by the end of contract year 2021-2022 or June 30, 2022.</p> <p>Goal 1: Concerning feedback and evaluation of the Data Center’s Help Desk: We agreed that the Data Center staff would be the “owners” of this goal and its strategies with oversight by the Advisory Board.</p> <p>Goal 2: Concerning development of a plan for evaluating the HMIS implementation using HUD’s “HMIS Lead Improvement” document: We agreed to form an Evaluation Committee to own the implementation of the strategies associated with this goal.</p> <p>Due to time constraints, discussion of Goal 3 concerning end user engagement and participation was tabled/postponed until the May meeting.</p>	

After agreeing to reschedule the next meeting of the Advisory Board to May 24, 2021 from 1-3 PM, the meeting adjourned at approximately 3:35 PM.

Respectfully submitted,
Lloyd Schmeidler, Secretary