

HMIS@NCCEH Advisory Board Meeting Agenda

Monday, March 31, 2025, 1 PM – 3 PM
 HMIS@NCCEH Advisory Board Meeting

WELCOME

ONE	Presenter: Colin Davis	Estimated Time: 5 min
	<p>Colin will begin the meeting.</p> <p>Members Present: Colin Davis (Chair, Durham, City of Durham CDD), Anthony Henderson (Durham, City of Durham CDD), Jenny Simmons (NC BoS, NCCEH), Andrea Carey (HMIS Lead Agency, NCCEH), Lola Johnson (at large, Urban Ministries), Heather Mountz (at large, Duke University), Jessica Aldave (at large, Inter-Faith Council for Social Services),</p> <p>Others present: Dashia Shanks (NCCEH Project Specialist), Rachelle Dugan (NCCEH Project Specialist), Elliot Rhodes (NCCEH Project Specialist), Dr. Latonya Agard (NCCEH Director), Teresa Robinson (NCCEH Project Specialist), Mia Phillips (NCCEH Project Specialist), Katelin Christiana (at large, Orange County Housing Department), Bettie Teasley (at large, NC Housing Finance Agency)</p> <p>Absent: Dr Mike Fliss (at large member, UNC/DHHS Injury and Violence Prevention), Nicole Wilson (at large, Durham VAMC), Shanise “Kielana” Ham (at large, The REACH Center),</p>	

APPROVAL OF MINUTES

TWO	Presenter: <i>[Secretary role vacant]</i>	Estimated Time: 5 minutes
	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
	Minutes were not available to approve. Approval of January and March Minutes will happen during May’s meeting.	

ADVISORY BOARD – MEMBERSHIP

THREE	Presenter: Orange CoC, NC BoS CoC	Estimated Time: 10 minutes
	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>New member from Orange CoC, new role for Jessica Aldave of Orange CoC, and NC BoS CoC replacement for Brian Alexander.</p> <p>Jessica Aldave will be joining the HMIS Advisory Board Executive Committee as Secretary. Katelin Christiana is joining as an at large member from Orange CoC (Team Lead of Housing Help Line).</p>	

	Jenny Simmons shared that NCCEH is announcing nominations for the BoS replacement at tomorrow's Steering Committee meeting for two weeks, which will then be voted on at May's Steering Committee Meeting.
	Supporting Materials: N/A

DATA REQUEST FOR INFORMATION DATA WAREHOUSE

FOUR	Presenter: Andrea Carey	Estimated Time: 10 minutes
	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>Review Statewide HMIS Data Warehouse RFI revisions suggested by Charlotte/Mecklenburg CoC</p> <p>HUD TA has established an email for reviewing and receiving submissions. The ultimate goal is to develop a de-duplicated HMIS data warehouse with aggregated data by county, which will be beneficial both locally and across the CoC.</p> <p>Bettie noted that recognizing gaps in her knowledge is reassuring, as they reflect broader knowledge gaps across the team. She inquired whether updates on interim data movement could be provided before the data is transferred. Andrea responded that she believes the answer is no. Bettie also asked about the HUD TA provider, which is ICF, and confirmed that the contract is still in place.</p> <p>Andrea suggested having a representative from this meeting attend a DHHS session to discuss the significance of the data.</p> <p>Additionally, vendors are being asked to submit proposals on how they can meet the needs of an HMIS data warehouse for North Carolina. The team wants to ensure they are on track and aligned in continuing the search. Colin asked if any changes had been made since December. Andrea shared that a meeting was held with Charlotte regarding potential modifications, but the only change was the capitalization of a letter "E." The Board agreed no vote was required.</p> <p>Jenny provided the following suggestions in the chat: "Page 4, bottom of page, item number 2 - Supporting cross-system data governance has a question mark at the end. I presume that question mark shouldn't be there. And then the heading on page 5 - Submission instructions/Contact Info. I would capitalize the I in instructions and page 6 the Stella/LSA heading has a question mark at the end."</p>	
	<p>Supporting Materials:</p> <ul style="list-style-type: none"> Attached in an email reminder sent prior to the meeting. 	

DEVELOPMENT OF FY24-25 ANNUAL STRATEGIC GOALS

FIVE	Presenter: Colin Davis	Estimated Time: 45 minutes
	Goal: <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input type="checkbox"/> Make Decisions	Formal Approval Needed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Colin and Andrea led the discussion of each strategic goal	

- Goal #1: Strategic Planning on Finances
 - o Identify multi-year funding needs for big projects like data warehousing, dashboards
 - o Continued analysis of funding sources for HMIS and sustainability
- Goal #2: HMIS Implementation Evaluation and Improvement
 - o Set plan for future HMIS Lead monitoring
 - o Notify the HMIS Lead and provide checklist of required materials and expected deadlines
 - o Use data to evaluate the HMIS Lead and the implementation per HUD guidance and the HMIS@NCCEH Governance Charter and policies and procedures
- Goal #3: End-User and Community Improvements
 - o Increase homeless system representation of folks with lived experience around HMIS implementation, data analysis, and training
 - o Improve timely responses to HMIS Helpdesk and project configurations in HMIS
 - ☐ Meet goals for timely HMIS Helpdesk responses
 - ☐ Establish a goal for timely project configuration
 - o Improving training on HMIS Reporting
 - ☐ Create new Custom Reports for community evaluation:
 - ☐ Returns to homelessness (regardless of project type)
 - ☐ CE evaluation like diversion, shelter referrals, permanent housing referrals, and move-on services
 - o Continue to increase attendance and engagement with System Updates meetings and Monthly Trainings
 - o Continuing to increase Engagement with other NC HMIS implementations: Collect Point-In-Time and Housing Inventory Count data from all 12 NC CoCs

Strategic Goal #1 Updates

- Lola Johnson raised concerns regarding confusion with duplicate data collection in HMIS. Andrea suggested incorporating this topic into monthly training sessions.
- Bettie Teasley emphasized the importance of understanding the end goal and tracking progress through different stages. Andrea proposed creating a tactical map for distribution.
- Regarding the general timeline, Andrea stated that there is currently no established timeline.

Strategic Goal #2 Updates

- Anthony's subcommittee will evaluate HMIS lead agency in May.

Strategic Goal #3 Updates

- Spanish translation forms for all data collection have been published on the NCCEH website.
- The NCCEH website has been fully updated, making information more centralized. Efforts are ongoing to incorporate infographics.

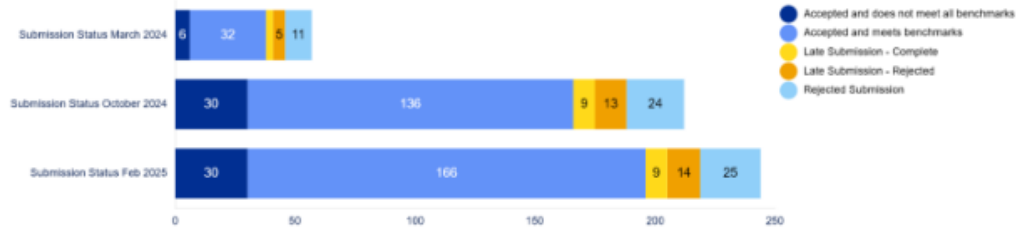
Data Quality Submission Updates

Data Quality Submissions:

The Data Center has been tracking data clean-up efforts by reviewing Data Quality Monitoring Report submission participation. This submission has a 54% complete submission rate indicating that users have been diligent in cleaning and maintaining their data quality. We've had a 15% increase in submissions since last fall! (32 more than 212)

Submission Status	Submission Status March 2024	Submission Status October 2024	Submission Status Feb 2025
Total	Count 57	Count 212	Count 244
▶ Submission Status Feb 2025 Accepted and does not meet all benchmarks	Count 6	Count 30	Count 30
▶ Submission Status Feb 2025 Accepted and meets benchmarks	Count 32	Count 136	Count 166
▶ Submission Status Feb 2025 Late Submission - Complete	Count 3	Count 9	Count 9
▶ Submission Status Feb 2025 Late Submission - Rejected	Count 5	Count 13	Count 14
▶ Submission Status Feb 2025 Rejected Submission	Count 11	Count 24	Count 25

Data Quality Tracker March 2025: Comparison



Lola Johnson raised a question regarding an error appearing on her personal report related to exits. Dashia explained that the report flags these cases for re-evaluation; however, some may still be valid. For those that are accurate, team members should add a comment to confirm their validity.

System Updates

Work is underway on Community Dashboards, which will be updated for improved utilization. The customized snapshot is expected to be up to date next week and will be sent to CoC Leads.

Supporting Materials:

- [Final 2024-2025 Strategic Goals & Strategies](#)
- [HUD's HMIS Lead Evaluation Matrix](#)

DATA CENTER UPDATES

SIX	Presenter: Andrea Carey	Estimated Time: 15 minutes	
	Goal: <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input type="checkbox"/> Make Decisions	Formal Approval Needed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	We will discuss the new NCCEH website, Spanish translation forms, SPM and PIT/HIC progress, and results from the Data Quality Plan reports submission.		
End of April, early May for additional licenses – approximately \$270 each and within budget.			

	<p>Colin asked a question regarding the fiscal entity. Andrea responded that there is currently no designated entity.</p> <p>A discussion followed about whether the CoC or HMIS implementations would vote to grant the oversight committee decision-making authority or if decisions would ultimately revert to the CoC board. There is no resolution to this question at this time. Additionally, the extent of the oversight committee’s authority over the data warehouse, particularly in managing the contract, remains unclear.</p> <p>Andrea plans to share more information with the group regarding the purpose and role of the oversight committee.</p> <p>Jenny inquired whether HUD TA provides guidance on this type of governance. Andrea confirmed that HUD TA has helped frame these discussions. Jessica agreed with concerns regarding decision-making protocols.</p> <p>Dr. A provided a link to an example, which can be accessed here: California Homeless Data Integration System</p>
	<p>Supporting Materials</p>

Meeting was adjourned at 2:15 PM.

Next HMIS Advisory Board Meeting: Scheduled for May 19, 2025, from 1-3 PM.