

HMIS@NCCEH Advisory Board Meeting Agenda

Monday, July 28, 2025, 1 PM – 3 PM
HMIS@NCCEH Advisory Board Meeting

WELCOME

ONE	Presenter: Colin Davis	Estimated Time: 5 min
	Colin called the meeting to order at 1:05 PM.	
	Executive Committee 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), Jessica Aldavé (Secretary, Inter-Faith Council for Social Services, Orange CoC), Erin Gaskin (Partners Behavioral Health, NC BoS At large),	
	At-Large Members Present: Katelin Christiana (at large, Orange County Housing Department), Bettie Teasley (at large, NC Housing Finance Agency, Shanise “Kielana” Ham (at large, The REACH Center), Lola Johnson (at large, Urban Ministries), Dr Mike Fliss (at large member, UNC/DHHS Injury and Violence Prevention)	
	Others present: Joanne Cain (NCCEH BoS Project Director), Dr. Latonya Agard (NCCEH Executive Director), Elliot Rhodes (NCCEH Project Specialist), Teresa Robinson (NCCEH Project Specialist), Mia Phillips (NCCEH Project Specialist), Rachelle Dugan (NCCEH Project Specialist), Mira Sanderson (NCCEH)	
	Absent: Danielle DeCaprio (Orange County CoC), Nicole Wilson (at large, Durham VAMC),	

APPROVAL OF MINUTES

TWO	Presenter: Colin Davis	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
	Andrea motioned to approve May 2025’s Meeting Minutes. Bettie seconded. The motion passed with one abstention (Anthony).	

POLICY AND PROCEDURES OVERVIEW AND INTRODUCTION TO ANNUAL UPDATES

THREE	Presenter: Andrea Carey	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
	The Policy and Procedures PowerPoint can be found on our website using the link below in “Supporting Materials.”	

Discussion Summary:

- **Executive Order & PII Concerns:**

Bettie raised a recent executive order and asked if anyone had considered its implications or if people were waiting for guidance. Andrea responded that there has been ongoing discussion, but historically, HUD has not requested personally identifiable information (PII). She added that this may be a good opportunity to proactively address any concerns in our policies and procedures.

- **Mike's Input on PII:**

Mike commented in the chat that, "For what it's worth, the federal consolidated emergency department data (National Syndromic Surveillance Program – NSSP) follows similar protocols; PII is not sent to CDC centrally and therefore 'can't be used' to identify individuals—at least not directly. However, I have personally conducted data linkage projects that could effectively reidentify datasets, so there's nuance."

- **Anthony's Notes:**

Anthony pointed out that the new executive order references privacy, but the Annual Performance Report (APR) is already defined by HUD, limiting what specific information can be included. He also suggested adding a disclosure in the document stating that some HUD links may currently be unavailable but could be reinstated in the future.

- **Privacy Policy Updates:**

- The privacy definition was updated to distinguish between the *use* and *exposure* of private information.
- Efforts are underway to consolidate the "Privacy Plan" and "Privacy Notice" sections into one cohesive section.
- Formatting and links have been updated throughout the document.

- **Grievance Policy:**

Mike noted that the current CoC grievance policy seems appropriate for those outside NCCEH. However, grievances specific to NCCEH (and not tied to a CoC) might need their own clarification.

- **Release of Information (ROI):**

- The group discussed whether ROIs should be required and how enforcement could work.
- Erin shared that in Region 5, staff are not uploading ROI attachments but simply checking "yes" in the system.
- Andrea clarified that while verbal consent is accepted during check-ins, a paper ROI is required at the initial meeting.
- Jessica added that for unsheltered clients, paper ROIs are often collected physically and sometimes uploaded by case managers. She noted it's important not to create unnecessary barriers.
- Katelin asked whether written ROIs are required for Coordinated Entry (CE). Andrea confirmed they are currently required but reminded the group that this is a chance to review and revise.
- Nicole expressed concern that a seven-day deadline for collecting a written ROI is too short, especially when trying to build trust with clients. She supports verbal ROIs for street outreach and suggested consulting a Street Outreach team for guidance.

	<ul style="list-style-type: none"> • System Use and Reminders: Mike recommended adding a screenshot of the “trash” button and a reminder that deleted entries cannot be undone, as a safeguard and educational note. <p>Timeline for Feedback:</p> <ul style="list-style-type: none"> • 7/22: Data Center recommendations sent to full Advisory Board • 7/28: Advisory Board meets and reviews recommendations • 8/15: Send comments by the 15th to ensure inclusion in Executive Committee review • 8/25: Executive Committee review/revision • 9/15: Final version sent to Advisory Board • 9/29: Advisory Board votes on formal approval of changes
	<p>Supporting Materials:</p> <ul style="list-style-type: none"> • NOTE: Word Document copies of the Data Center's specific recommendations were sent to the Advisory Board for review via email before the meeting. • Presentation: https://ncceh.org/hmisncceh-policies-and-procedures-summary-2025/ • NAEH Statement on Recent Executive Orders: https://endhomelessness.org/media/news-releases/national-alliance-to-end-homelessness-statement-on-trump-administrations-executive-order-on-homelessness/

STRATEGIC GOALS UPDATES

FOUR	Presenter: Colin Davis/Andrea Carey	Estimated Time: Majority
	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
	<p>Colin and Andrea led the discussion of each strategic goal</p> <p>Goal #1: Strategic Planning on Finances</p> <ul style="list-style-type: none"> - We secured external funding from PNC, which supported costs related to the learning management system and dashboard acquisition. - For the warehouse dashboard, we have not incurred any costs yet, but we received cost estimates of around \$120,000. - Strategic conversations are ongoing with the ESG Office regarding the potential for sustainable funding sources. <p>Goal #2: HMIS Implementation Evaluation and Improvement</p> <ul style="list-style-type: none"> - The Evaluation Subcommittee has remained on schedule in developing the evaluation tool. The tool is now finalized, and testing is currently underway. - Testing is expected to be completed by August 8, with full deployment of the tool planned for August 15. - Anthony noted that the evaluation should be ongoing, especially since HUD has expressed interest in continuous assessment. - He also emphasized that while all CoCs are using the same evaluation tool, we will focus on analyzing our own CoC’s data separately to gain deeper insights. He suggested setting a goal for the HMIS Lead to evaluate the HMIS software vendor as part of this process. <p>Goal #3: End-User and Community Improvements</p> <ul style="list-style-type: none"> - We have not made significant progress in increasing the representation of individuals with 	

	<p>lived experience. Currently, there are no individuals with lived experience serving on the Advisory Board or engaged in a formal process with the CoC's Lived Experience groups.</p> <ul style="list-style-type: none"> - The average response time for HMIS Helpdesk inquiries has improved significantly. - Engagement with HMIS reporting trainings has increased. We will continue to expand available trainings through the Learning Management System (LMS). - Attendance at the System Updates meetings has improved compared to last year, averaging around 50 participants. While this is still below our target, there is more consistent attendance throughout the year—not just during the PIT/HIC season. <p><u>Draft 2025-26 Goals:</u></p> <ol style="list-style-type: none"> 1. Strategic Planning on Finances <ol style="list-style-type: none"> a. Identify multi-year funding needs for big projects like data warehousing, dashboards b. Continued analysis of funding sources for HMIS and sustainability c. Prepare non-federal funding plan for implementation 2. HMIS Implementation Evaluation and Improvement <ol style="list-style-type: none"> a. Set plan for future HMIS Lead monitoring b. Notify the HMIS Lead and provide checklist of required materials and expected deadlines c. Use data to evaluate the HMIS Lead and the implementation per HUD guidance and the HMIS@NCCEH Governance Charter and policies and procedures d. HMIS Lead evaluate HMIS Software Vendor 3. End-User and Community Improvements <ol style="list-style-type: none"> a. Increase homeless system representation of folks with lived experience around HMIS implementation, data analysis, and training b. Improve timely responses to HMIS Helpdesk and project configurations in HMIS <ol style="list-style-type: none"> i. Meet goals for timely HMIS Helpdesk responses ii. Establish a goal for timely project configuration c. Improving training on HMIS Reporting <ol style="list-style-type: none"> i. Create new Custom Reports for community evaluation: <ol style="list-style-type: none"> 1. Returns to homelessness (Regardless of project type) 2. CE evaluation like diversion, shelter referrals, permanent housing referrals, and move-on services d. Continue to increase attendance and engagement with System Updates meetings and Monthly Trainings e. Continue to increase Engagement with other NC Implementations: <ol style="list-style-type: none"> i. Develop plan to advise State actors if federal funding is transferred to the state through block-grants. For example if State ESG office was to implement all federal funds. ii. Contract for Data Warehousing with other CoCs <p>Supporting Materials:</p> <ul style="list-style-type: none"> • Data Center Updates – July 2025: https://ncceh.org/data-center-updates-july-2025/
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DATA CENTER UPDATES

FI >	Presenter: Andrea Carey	Estimated Time: 10 minutes
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	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 did not have time to review the July 2025 Data Center Updates during the meeting; however, Andrea has uploaded the document to our website and requests that Advisory Board members review it at their convenience.	
	Supporting Materials: https://ncceh.org/data-center-updates-july-2025/	

The meeting was adjourned at 2:59 PM.

Next HMIS Advisory Board Meeting: Scheduled for September 29, 2025, from 1 – 3 PM