

HMIS@NCCEH Advisory Board Meeting Minutes

Monday, May 18, 2026, 1 PM – 3 PM
HMIS@NCCEH Advisory Board Meeting

Executive Committee Members Present: Anthony Henderson (Durham, City of Durham CDD), Andrea Carey (HMIS Lead Agency, NCCEH), Danielle DeCaprio (Orange County CoC), Jessica Aldavé (Secretary, Inter-Faith Council for Social Services, Orange CoC), Erin Gaskin (Partners Behavioral Health, NC BoS CoC), Audrey Dooley (Thrive, NC BoS CoC)

At-Large Members Present: Shanise “Kielana” Ham (at large, The REACH Center), Katelin Christiana (at large, Orange County Housing Department), Dr Mike Fliss (at large member, UNC/DHHS Injury and Violence Prevention), Lola Johnson (at large, Urban Ministries), Bettie Teasley (at large, NC Housing Finance Agency), Nicole Wilson (at large, Durham VAMC), Priscilla Ward (at large, Place of Grace)

Others (non-voting members) present: Zaira Raz (City of Durham, Data Manager), Dr. Latonya Agard (NCCEH Executive Director), Dashia Shanks (NCCEH Project Specialist), Teresa Robinson (NCCEH Project Specialist), Elliot Rhodes (NCCEH Project Specialist), Mia Phillips (NCCEH Project Specialist), Mira Sanderson (NCCEH Project Coordinator)

Absent: Colin Davis (Chair, Durham, City of Durham CDD)

Full Membership

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Jessica called the meeting to order at 1:02 PM.

Attendees took a moment to introduce themselves and welcomed several new participants to the Advisory Board and related work. New Advisory Board members included Audrey Dooley, serving as the NC BoS CoC Executive Committee Representative, and Priscilla Ward, joining as an at-large member from the NC BoS CoC. The group also welcomed new participants, Heather Dillashaw, providing HUD Technical Assistance, and Zaira Raz from the City of Durham.

APPROVAL OF MINUTES

Priscilla Ward motioned to approve the March 2026 HMIS@NCCEH Advisory Board Meeting Minutes as is. Danielle DeCaprio seconded the motion. The motion passed unanimously.

HUD TECHNICAL ASSISTANCE – HEATHER DILLASHAW

Heather facilitated a discussion focused on HMIS governance structure, HMIS Lead Agency responsibilities, and development of Memorandums of Understanding (MOUs) across CoCs. Heather shared recommendations regarding HMIS Lead Agency designation terms, noting that annual reviews are not recommended and that a three-year designation period tends to provide an effective balance between stability and flexibility. She explained that while HUD does not provide formal guidance on designation periods, the recommendation is based on practices observed across communities.

The group reviewed the core responsibilities of the HMIS Lead Agency, including day-to-day management of HMIS operations, system security, compliance monitoring, reporting support, policy and procedure development, user training and technical assistance, data quality oversight, and maintaining adequate staffing. Heather emphasized that implementation structures may vary among CoCs depending on local capacity and staffing needs, making MOUs particularly important for clearly defining responsibilities and expectations.

Heather also shared that examples of HMIS MOUs from Utah and Richmond, Virginia would be distributed as reference materials. The group discussed the need for individual conversations with each CoC to better understand local structures and decision-making processes. These discussions will help inform both about the development of CoC-specific MOUs and future updates to the governance charter.

Dr. Latonya Agard raised questions regarding the authority and decision-making role of advisory boards within each CoC. Specifically, she asked for clarification on whether advisory boards function primarily in a recommendation capacity or whether certain decisions are binding. Heather acknowledged that current governance structures do not clearly define these responsibilities and explained that future MOUs should establish a clearer framework identifying decisions that can be made at the advisory board level, those requiring CoC committee input, and those requiring governing board approval.

Danielle DeCaprio invited Heather and Mark to participate in Orange County CoC's Performance and Data Committee meeting on June 8. Additional coordination will occur with Durham and Balance of State CoC representatives to determine next steps and participants.

DATA QUALITY PLAN – ANDREA CAREY & DASHIA SHANKS

Andrea introduced the annual review process for the HMIS Data Quality Plan, explaining that NCEH reviews the plan each year, proposes updates, and brings recommendations to the Advisory Board for review before seeking approval from participating CoCs. Andrea described the Data Quality Plan as a framework that establishes expectations around data completeness, timeliness, accuracy, and validity. She noted that lessons learned from quarterly monitoring submissions and experiences throughout the year informed several proposed changes.

Dashia presented a summary of proposed revisions to the Data Quality Plan. Proposed updates included renaming the "Data Center" to the "Data Team" and revising language from "Data Quality Standards" to "Data Quality Benchmarks" to improve consistency and clarity. Additional updates included adding emergency shelter night-by-night and day shelter pilot projects to the plan, clarifying distinctions between shelter project types, and outlining data collection requirements based on HUD, HMIS, and CoC-specific expectations. The proposed revisions also identified when specific data elements should be collected.

The group also reviewed proposed changes to required data elements, including removing "Gender" and replacing it with "Sex." Andrea explained that although HUD had recently indicated changes to prior requirements, NCEH still recommended moving forward with this update due to concerns around

client privacy, clarity in data collection, and minimizing potential future risks. Proposed benchmark updates included adjusting acceptable error rates for several data elements and setting zero-percent benchmarks for fields considered straightforward to complete, such as annual assessments and county service data.

Balance of State proposed collecting Current Living Situation information every 90 days and at exit for shelter projects. Members discussed the balance between obtaining more consistent and timely homelessness data and the potential impact on staff workload and capacity. Anthony Henderson shared that Durham has been exploring more frequent updates to support local data initiatives and Build for Zero reporting efforts. Andrea noted that more consistent Current Living Situation data could improve system-wide reporting and create more meaningful discussions during case conferencing, while also acknowledging that communities may require flexibility based on local needs.

The group continued reviewing Coordinated Entry benchmark proposals, including adjustments to Social Security Number, Date of Birth, Exit Destination, and income-related error thresholds. Members discussed whether the proposed Date of Birth benchmark should allow additional flexibility, with Priscilla Ward raising concerns based on her experience with Coordinated Entry and challenges obtaining information during outreach and Point-in-Time activities. Audrey Dooley and Jessica shared perspectives supporting the distinction between collecting birthdates and collecting Social Security numbers, noting that Social Security information can often be more difficult to obtain. After clarification regarding current versus proposed benchmarks, participants agreed that maintaining the existing 5% Date of Birth threshold was appropriate, with the understanding that benchmark adjustments could be revisited in the future if trends indicate a need for change.

Jessica made a motion to approve the [2026 Data Quality Plan](#), and Danielle seconded the motion. Anthony Henderson abstained from voting, noting that he would like additional time to review the information with his team before making a decision. The motion to approve the 2026 Data Quality Plan passed.

Andrea shared that with Advisory Board approval complete, the Data Team would move forward with presenting the approved 2026 Data Quality Plan to the participating CoCs for review and consideration.

DATA STANDARDS UPDATES – ANDREA CAREY

Andrea Carey provided updates on statewide HMIS collaboration efforts and ongoing system improvements. She shared that a statewide workgroup of CoC system administrators continues exploring development of a data warehouse that would allow HMIS data to be connected across North Carolina. Following an RFP process, demonstrations with Green River and CaseWorthy were selected to move forward. Andrea explained that the goal is not client-level access, but rather improved statewide reporting, system analysis, and the ability to better understand homelessness trends across communities. Bettie Teasley and Mike Dolan Fliss highlighted how connected statewide data could strengthen research, advocacy, and policy decision-making efforts.

Andrea also provided an update on the HMIS software evaluation workgroup, which recommended submitting findings to WellSky and requesting a response during a June meeting. Priority areas identified by the group included mobile accessibility, improved workflows, household management, alerts, electronic signatures, and enhanced reporting capabilities. Danielle DeCaprio noted that improved notification systems could also support staff with data quality requirements and ongoing client updates.

Additional updates included plans to begin sharing grant drawdown information in written reports and a review of April data quality reporting results. Andrea shared that submissions reached a 79% completion and on-time rate, and staff continue working to improve reporting accessibility and dashboard visibility for Advisory Board members.

The meeting adjourned at 2:31 PM.

Next HMIS Advisory Board Meeting: Scheduled for May 18, 2026, from 1-3 PM.