

HMIS@NCCEH Advisory Board

May 10, 2019

In-Person Meeting

Community Development Department, 516 Rigsbee Avenue, Durham

Members Present:

NC-502-Lloyd Schmeidler; NC-503 - Brian Alexander, Bagé Shade (via conference call); NC-513 Corey Root, Debra Vestal; NCCEH – Denise Neunaber

Members Absent:

NC-502-Matthew Walker

Others Present (via conference call)

NCCEH-Amy Sawyer, Nicole Purdy; ICA – Abby Burgess

Call to Order, Welcome & Introductions

- Brian welcomed everyone, reviewed the day's agenda and attendees introduced themselves.
- Lloyd presented March 20, 2019 meeting minutes for approval.
 - *Motion to approve minutes as presented (Neunaber, Vestal). All in favor, none opposed-motion passed.*

Financial Report

Denise presented the financial report:

- NCCEH is still negotiating with WellSky about cost for the new contract year. The amount in the budget represents the last known amounts.
- Actuals are lower than projected because NCCEH's Data Center is currently understaffed. NCCEH plans to hire a Project Director and Data Analyst in the near future. Brian is currently directly supervising HMIS staff with Denise supporting.
- Numbers in the presented report are rounded for presentation purposes.
- NCCEH based the projected budget on what it currently knows. NCCEH does a calendar year agency budget and the projected HMIS budget goes 6 months beyond the approved agency budget. At this point, NCCEH does not know if it will have access to further ESG funding past December 31, 2019.
- The projected budget does not show significant changes from the 2018-2019 budget.
- This budget is a good estimate of where the implementation is and how it has been operating, however it does not consider if we want to change software, do something different, or if the credit from WellSky changes. It will be important to get the fees set so contracts can go out in July and a budget can be approved. However, the board needs to be prepared to revisit the budget and approve a budget amendment if something changes in the future.
- After June 2019 financials are finalized, the board can look at the budget again.
- Members suggested that it would be helpful to have the financial report breakdown budget vs. actual expenses.

- NCCEH does not plan to give money back to the CoCs, but rather to roll funds over to the next year to reprogram them. There are no issues with audits, and it is consistent with HUD (when the NC Housing Coalition was audited for this same pattern of spending).
 - Corey is not sure if rolling funds over works for the Orange CoC and will check with her accounting department to make sure this is allowable.
- Corey needs the contract amount for year 18-19. Denise will respond to this.
- *Motion to approve budget as presented (Schmeidler, Root). All in favor, none opposed – motion passed.*

HMIS@NCCEH Status Update

- NCCEH has found improved visibility in the most recent demo site. Recent script changes fix the problem where the data appears in the site, but agency users could not see it. NCCEH and ICA believe that the level of data in the site is appropriate to move forward. Any remaining visibility issues in the new site can be fixed by staff or, if needed, by a different script.
- Next week, NCCEH will make a decision of whether to move forward with the current demo site and initiate the transition notification.
 - A two-week notice will be provided to agencies and users. The script will be started after the June 5th SSVF upload deadline and the plan is to go live after June 14th.
 - NCCEH will inactivate Durham, Orange and NC BoS CoC users so they cannot accidentally enter data before the new site goes live.
 - Users will have five days of downtime in which they will not be able to enter data. It will take three days for WellSky to run the script to create the new site. NCCEH will need two additional days to set-up the new site. NCCEH is working with WellSky to run the script over the weekend to minimize the impact on agencies.
 - NCCEH will monitor deadlines for the 2018 LSA and, if needed, ask HUD for an extension.
- Policy and Procedure document review:
 - Looked at MCAH's Policies & Procedures, including previously provided feedback and comments from Lloyd and the Data Center, and compiled them.
 - Lloyd has reviewed the current draft and provided comments already via an emailed document. Substantive comments include: For the terms section: updating the language around By-Name List, clarifying HMIS Bed Coverage (the percentage of beds using HMIS in the CoC), adding definitions and an acronym key for Housing Inventory Count, defining point-in-time in the document, clarifying SSO and SO, omitting Shelter Plus Care, adding Day Shelter/Other to list of HUD programs, removing AHAR as a legacy term since HUD will be using LSA. Also, page 14 seems to have some editing issues and partial information, and on page 19, "Vendor" could be substituted for "WellSky."
 - Next Steps: Brian will finalize his review, using the copy that Lloyd sent out with his comments. Corey will review it next and send it to Debra on Friday. Denise will collate all comments, turn them into edits for review, and Brian will email to members for final approval.

Request from ESG Office to Provide Data

- NCCHE received a request for permission for MCAH to pull two state-wide 0640 reports and All Client Demographics reports for project types: Emergency Shelter, Street Outreach, Rapid Re-housing and Homelessness Prevention programs for all programs in NC HMIS and the exclusively ESG-funded programs. They want to compare ESG CAPER vs. state-wide HMIS data.
 - This is aggregate data for internal to the ESG Office use only.
 - After some discussion, the HMIS Advisory Board agreed to the request.
- This experience underscores the need to have a clear way for people to ask for data so the implementation knows what is being requested and can provide context.
- The implementation may also need to consider how to handle data that will be left in HMIS when NC HMIS gets requests for statewide reports. HMIS@NCCHE needs to disallow the use of reporting without a process. Denise will draft a letter to MCAH informing them they cannot pull data for the Durham, Orange, and NC BoS CoCs to include in reports.

Membership:

- Three people have said yes to joining the HMIS Advisory Board and one more member is needed for July 1.
 - Donna Biederman
 - Melissa McKeown
 - Erika Ferguson
- Members discussed types of members it would want to consider as HMIS Advisory Board members:
 - Another active provider
 - Epidemiologist at public health
 - People doing research in RTI
 - People with software/database expertise
 - Expert user
 - Someone representing the DV world
 - Representatives from government departments (NC HFA; VA)
- The Board will invite Nicole Wilson from the VAMC and Talaika Williams from Trillium to join as members. Corey will reach out to Nicole and Brian will reach out to Talaika to gauge their interest.
- The HMIS Advisory Board will approve new board members at the July meeting after approving minutes with the new members present.
- Brian will schedule a longer time for the July meeting and put orientation on the agenda.

Subcommittee/Workgroups:

- The idea is to have the board meet less frequently and subcommittees meet more frequently to work on specific issues and topics.
- Subcommittees/Workgroups could include: Data Engagement, System Configuration, Training & User Reports, New Software, and the Executive Committee (to review budget, etc.).
- The board does not need to have all groups up and running at once or immediately.
- The board needs to spell out the possible sub-committees and have the full group prioritize them in July.

Next Meeting:

- July 17th will be 4 hours from 12:30pm-4:30pm for lunch. First hour will be getting to know each other and moving to visioning and planning with current and new members. This meeting will be held at NCCEH offices in Raleigh.

Respectfully submitted,
Lloyd Schmeidler, Secretary