

Date: 4/4/2022

Attendance: Nicole Purdy, Bonnie Harper, John Apol, Cherisse Hughes, Hanaleah Hoberman, and Malcolm White. Lloyd Schmeidler joined in lieu of Hanaleah leaving early.

Adriana Diaz attended to provide staff support.

- **Introductions**
 - Subcommittee members provided an introduction of themselves, the agency they are working with and the project types they are familiar with.
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- **Level setting-why are we here/purpose**
 - The HMIS Configuration Subcommittee guides the development of system configuration changes to the HMIS. The subcommittee will recommend configuration changes to improve the implementation. The subcommittee will also consider requests for configuration changes from the HMIS Lead or HMIS Advisory Board members. Participating agencies seeking updates to the configuration may make a request directly with the HMIS Lead or through their CoC Lead who sits on the HMIS Advisory Board. The subcommittee will provide recommendations to the HMIS Lead for consideration and implementation. In cases where recommendations require changes to the HMIS Operating Policies and Procedures, the HMIS Lead will bring the recommended updates to the HMIS Advisory Board for approval.
- **Decision making plan**
 - The subcommittee will make decisions by consensus, considering potential changes to HMIS configuration. Decide what we do and don't want to address or if other folks are most appropriate.
 - Nicole shared a model of a basic consensus decision-making process for the subcommittee to follow.
- **Frequency of meeting**
 - Nicole asked the group how often they would like to meet and if there was a preference for ad hoc times or a regular time. Malcolm asked if they could get a sense of the workload before deciding. Nicole shared the points below to explain workflows and estimated workload.
 - Malcolm asked how frequently the HMIS@NCCEH Advisory Board meets and if there is a timeline for decisions by the Configuration Subcommittee to report to the Advisory Board. Nicole answered that anything that requires a change to the policies and procedures goes to the Advisory Board but there is no set timeline or deadline for the priorities listed below.
 - The subcommittee decided to start with a monthly meeting and plan on meeting for an hour. The subcommittee will send out a poll to figure out a regular monthly meeting time.

- **Topic priorities – listed in order of the group’s decision in deciding top priorities**
 1. Social Security Numbers (SSNs) - security and visibility and updates
 2. Reason for Leaving – considering if the entire HMIS@NCCEH implementation wants to require a reason for leaving and considering if the picklist can be changed into something more usable.
 3. Removing the 3.08 disabling condition from interim and exit. Leaving only 4.04-4.10 specific sub-assessment box.
 4. Non-Cash Benefits \$ amount; removing the specific amount and/or making it not required?
 5. Configuration setting feedback for pop-ups:
 - a. Inform User of Current System Date When Entering Client Record
 - b. Automatically Exit Back Date Mode When Leaving Client Record
 - c. Prompt Users to Create Households when Creating Clients
 - d. Prompt Users to review Household Information after editing Household Members or Household Type
 6. Assessment headers and suggestions/tips wording change/suggestions?
- **Preparing for meetings**
 - Nicole will gather information ahead of time for upcoming meetings and the priorities discussed during each meeting. She requested that if subcommittee members have information to share that they send it to her at least a week ahead of time.
 - Bonnie noted that this was a great way to gather information from local agencies and share that input during meetings.
 - Lloyd added that information gathered from local folks could inform the decision-making process as well.
 - Nicole will share any pertinent documents via email or by attaching it to the meeting calendar events.
 - The subcommittee will continue using Google Meet as their meeting platform.
- **Notes/follow-up**
 - Adriana is taking notes for the subcommittee. Notes will be sent out afterwards and to the HMIS@NCCEH Advisory Board for general updates.
- **Remote input option-can't attend meeting**
 - Nicole suggested implementing an option for members who cannot attend meetings to still be able to provide input. She suggested sending out the notes and an outlined description of any recommendations or decisions and allow for review and comments. The subcommittee can then have further discussion at the next meeting. A deadline for reviews will be created to ensure the process is not hindered.