

HMIS Advisory Board Meeting Minutes

Monday, November 29, 2021, 1-3 PM

Call-in info (audio): 1 218-382-7174

PIN: 583 198 445#

Web: meet.google.com/qaz-bmus-eea

WELCOME AND INTRODUCTION

ONE	<p>Chair: Brian Alexander</p> <p>Brian called the meeting to order at 1:05 PM and welcomed everyone to the virtual meeting.</p> <p>Members present: Brian Alexander (Chair, Bal. of State, NCCEH), Rachel Waltz (Vice-Chair, Orange, Orange County Hsg Dept.), Lloyd Schmeidler (Secretary, Durham, City of Durham CDD), Donna Biederman (At large, Duke U School of Nursing), Kat Weis (Orange, Orange County Hsg Dept.), Andrea Carey (Data Center), Ashley VonHatten (Bal. of State, NCCEH), Nicole Wilson (At large, Durham VA Medical Center), Valaria Brown (Durham, Housing for New Hope), Kristen McAlhane (At large, UCCS), Mike Fliss (At large, UNC-Chapel Hill), Bettie Teasley (At large, NCHFA).</p> <p>Members Absent: Erika Walsh (At large, NC DHHS), Hanaleah Hoberman (Durham, City of Durham CDD), K'leigh Mayer (At large, NC 2-1-1).</p> <p>Also present: Abby Burgess (ICA), Katie Wiseman (ICA), Tonya Freeman (ICA), Ryan Fehrman (NCCEH), Nicole Purdy (NCCEH), and Adriana Diaz (NCCEH) joined us.</p>
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APPROVAL OF MINUTES

TWO	<p>Presenter: Lloyd Schmeidler</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Goal: <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input checked="" type="checkbox"/> Make Decisions</td> <td style="width: 40%;">Formal Approval Needed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> </table> <p>Lloyd presented the minutes of the September 27, 2021 Advisory Board meeting and asked for their approval. Rachel moved for their approval, and Mike seconded the motion. The minutes were approved unanimously.</p> <p>Supporting Material:</p> <ul style="list-style-type: none"> Draft September 27, 2021 minutes emailed prior to the meeting. Going forward, all meeting materials will be posted on the NCCEH.org website following each meeting. 	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
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HMIS@NCCEH UPDATES

THREE	<p>Presenter: Andrea Carey</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Goal: <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input type="checkbox"/> Make Decisions</td> <td style="width: 40%;">Formal Approval Needed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</td> </tr> </table> <p>Andrea provided the following updates about the Data Center's work since our last meeting:</p> <p>Federal Updates</p> <ul style="list-style-type: none"> The Data Center is in the midst of federal reporting season, which runs for about nine out of the twelve months of the year. <ul style="list-style-type: none"> The Data Center is in the process of submitting preliminary data for the Longitudinal System Analysis (LSA) report. The Data Center will get feedback from HUD and work with CoC Leads to address any questions HUD has, errors, or discrepancies. Andrea noted that the LSA report is ultimately sent to Congress and allows HUD to look at year over year data and outcomes, and that HUD built an accompanying tool known as Stella Performance that can help the Data Center identify some patterns in the data. Andrea reported that the Data Center is on schedule to submit the LSA report. The Data Center is working on System Performance Measures simultaneously with LSA data. The deadline to submit System Performance Measures is February 28th. The Data Center will complete 	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
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this work by the end of the year, and there may be report updates that need to be taken into account in January and February.

- In addressing the LSA report and System Performance Measures, the Data Center will do client-level corrections, engaging with agencies around specific metrics. This year, the Data Center has identified over 8,000 potential flags between the three CoCs in HMIS@NCCEH (BoS, Orange, and Durham). They have received confirmation fixing about 7,000 of the flags. Some of those are carried over from last year's confirmations.
- The Data Center is beginning preparation for the Point-in-Time (PIT) Count and Housing Inventory Count (HIC) with agencies, holding check-ins and confirming some basic information for federal reporting. For non-HMIS participating agencies, the Data Center published a resource for Victim Service Providers (VSPs) and has been engaging with VSPs to assess if they are using a comparable database to help measure coverage for HMIS and manage the database for HUD.

HMIS Lead Updates

- The Data Center is working on launching the Learning Management System (LMS) for active HMIS users. The Data Center is planning on launching the LMS on Thursday, December 2, 2021. Andrea explained that the LMS is a portal for all HMIS users to access training resources, quizzes and document finding resources. The initial launch will be just for active users to cover the annual privacy training requirements and check-in on the 2022 Data Standards by taking a short quiz. Andrea highlighted that the launch of the LMS will benefit staff as they will be able to track the progress of users, support users and better streamline support.
- Kat asked if any teams were able to test the LMS before its launch as a "beta" test. Andrea responded that the launch on Thursday acts as a form of beta testing because the bulk of the trainings in the LMS will be for new users, so having active users complete the annual privacy training through the LMS will help the Data Center see what is working.
- Kat also asked if the Data Center has estimated how much time a user would spend on the training and quizzes. Andrea answered that the Data Standards quiz is about 5 questions, and the security and privacy training is about 30 minutes long, and the accompanying quiz is 10 questions. Both quizzes are due on January 10th.
- Valaria asked, if once the LMS is launched, will it be used as a refresher training as well. Andrea said that is the goal of the LMS and explained that the Data Center is working with ICA to transfer all the trainings that have been posted on YouTube into the LMS. Once the new user standards training is complete, the Data Center can then introduce new users to the LMS. Andrea pointed out that it would not make sense to have users complete trainings that are located in different places, so as trainings are re-recorded and re-evaluated, the new users will be using current trainings for the time being.
- NC HMIS has reached out to HMIS@NCCEH to have conversation about working together around reporting. A meeting has been scheduled for January. Brian noted that there have been ongoing conversations with some CoCs to answer questions about the HMIS@NCCEH implementation. HUD has notified HMIS@NCCEH that they will be providing TA for the implementation. Brian expects to be hearing back from HUD for more details on the TA process in about 2 to 4 weeks.
- Lloyd asked who from NC HMIS will be part of the meeting in January. Andrea shared that they will be consulting with Brian Hahne from Partners Ending Homelessness in Greensboro, the current NC HMIS Governance Committee chair.

Helpdesk

- The Data Center is working 536 outstanding issues/tickets to get essential items clarified and to double-check key outcomes.
- The Data Center is contracting with ICA to help with recruitment hiring.

System Configuration Updates

- There will be a significant update to the Advanced Reporting Tool (ART), which is embedded in ServicePoint. Abby added that the big change Wellsky is making to ART is that they are no longer choosing which features of Business Objects to bring to users, and opening Business Objects as a vendor so that users can use all the things Business Objects has to offer.

- Andrea announced that ServicePoint has changed its name to Community Services.

SYSTEM SHARING

FOUR	Presenter: Brian Alexander and Andrea Carey	
	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>Brian shared that NCCEH and the Data Center receive many requests for information and conversations regarding various topics. Recently, there has been an increase in requests for outreach and engagement around using HMIS data in various ways from research institutions and other organizations. Brian and Andrea have held discussions with a group from the MITRE Corporation and the Centers for Disease Control (CDC) for the last couple of months and are intrigued mainly due to the possible opportunity to obtain statewide data through the system being set up by MITRE in conjunction with the CDC. Brian noted that he does not believe NCCEH@HMIS is ready to bring someone in from MITRE, which is the group that is overseeing the process, to ask for an approval to move forward with sharing HMIS@NCCEH data with the consortium of groups involved in the data sharing project.</p> <p>There has been encouragement from Brian and Andrea for MITRE to reach out to NC HMIS so that conversations can begin about system sharing from them as well. Brian turned the conversation over to Andrea so she could go into more detail regarding the project.</p> <p>Andrea presented the Community Data Initiative (CODI) slide deck that was shared with the HMIS@NCCEH Advisory Board before today's meeting. CODI started as a public health initiative around obesity in young people and has now expanded to include clinical and community data. Andrea summed up the first couple of slides, explaining that people are receiving services in a variety of places from different types of providers in their communities, particularly for public health purposes. There is an opportunity to bring these people together organizationally and set up a structure for governance, the technology for protecting data, and to support queries and improve outcomes and health equity. The proposal from MITRE and the CDC entails that CODI aims to build this framework for the Triangle region and be able to link individual records so that research can be done to look at public health in a broader manner. The project also seeks to track individuals throughout their engagement with the community over their own lifetimes. The partners already engaged in the project include Duke and UNC hospitals, Lincoln Community Health Center, Piedmont Health and the Parks and Recreation Departments in Durham, Chapel Hill and Raleigh. Andrea highlighted that one benefit in setting up an infrastructure where new partners can join while already having some governance and technology allows HMIS@NCCEH to share information on that governance and technology. She also noted the opportunity to utilize data in more meaningful ways and use evidence-based practices.</p> <p>In terms of privacy, MITRE utilizes a process called Privacy Preserving Record Linkage. Through this process, HMIS@NCCEH would keep the data in its database and send it when queries are made. The data would go through a hashing process to omit individual identifiers. As a participant in this project, HMIS@NCCEH would take on the role of "data owners" in the sense that the three participating CoCs have the data that would be linked and used in queries.</p> <p>Mike asked if there are potential benefits for communities outside the Triangle region. Brian answered that if both the HMIS@NCCEH and NC HMIS implementations are involved in the governance of this project, it should streamline the ability to share information back and forth and outside the Triangle region, as well as with more objectivity. The intent is to expand the project to other statewide entities. MITRE wants to start with the Triangle region because they have several immediate commitments from organizations in the region.</p> <p>Valaria asked if the CODI initiative is similar to NCCARE360. Brian responded that it is not similar, but that NCCARE360 could share data, and the initiative is like a data sharing consortium. Providers and organizations that sign up to be a part of this group can query around their own data and the populations being served, as well as be able to access data from other systems outside their own</p>	

sector. It is more research-based than service-based.

Andrea added that, as of now, MITRE is just requesting joint discussions. These are short meetings to look at MITRE’s assumptions about the data and to assess how HMIS@NCCEH’s data could connect with more healthcare-minded clinical databases. MITRE will support the technical implementation of mapping and linking the data. The timeline presented on the slide deck estimated that HMIS@NCCEH could begin to answer data queries by the end of 2022.

Mike commented that fully hashed linkage schemes can have some major limitations. Being an engaged participant in the linkage schemes can help make sure the linkage doesn’t unintentionally penalize certain populations.

Lloyd asked what some of the system improvements or positive outcomes have been in Colorado, where CODI was first implemented. Andrea responded that strengthened connections have been seen between organizations and populations being served. Brian added that another benefit has been streamlined decision-making because there is governance related to the initiative, and therefore a more involved group of leadership from organizations that may not be able to connect as easily outside the initiative. Brian highlighted the benefit of how the initiative sets up the infrastructure for system sharing and allows more people to join over time to expand the reach of the data that are available.

Brian shared that the CDC is currently funding this process in North Carolina, but eventually the CDC and MITRE will be pulling out and it will be a community-led process through the governance that has been created. Eventually there will be ongoing infrastructure costs, but that is around two years out at this point.

The January HMIS@NCCEH Advisory Board meeting will include people from MITRE and possibly from the CDC so that HMIS@NCCEH Advisory Board members will have the opportunity to ask questions and consider whether this is the right project for HMIS@NCCEH to move forward with. There is also an intent to have a discussion in January with NC HMIS about the project serving as a potential option for sharing statewide data.

Supporting Material:

- CODI presentation slides emailed and posted to NCCEH.org prior to the meeting.

SUBCOMMITTEE UPDATES

FIVE	Presenter: Donna Biederman (Evaluation Subcommittee Chair) and Nicole Purdy (Data Center)	
	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>Donna provided an update on the HMIS@NCCEH Advisory Board Evaluation subcommittee. The Evaluation subcommittee met on November 19, 2021 for its first meeting. At the meeting, Abby Burgess (ICA) helped lead the meeting and went over Goal 2 of the HMIS@NCCEH FY22 Goals and Strategies. Goal 2 reads:</p> <ul style="list-style-type: none"> • HMIS Implementation Evaluation and Improvement: Use HUD HMIS Lead improvement document to evaluate each of the nine categories to set a baseline understanding of the implementation and to set a framework for how to move toward improvement <p>End-users invited by Rachel and Hanaleah participated as well. Abby created a spreadsheet to organize the work outlined in the HUD HMIS Lead Improvement document. The subcommittee went through each item and agreed that everyone would read the HUD HMIS Lead improvement document before the next meeting and figure out how to get the work outlined in the document done. The next meeting will be held sometime between the end of January and early February.</p> <p>Lloyd asked what the expectations are for reports from the HMIS@NCCEH Advisory Board subcommittees, such as receiving notes or minutes from each of the subcommittee meetings. Donna</p>	

answered that rather than providing detailed minutes, there will be notes taken by Adriana (NCCEH) that will be posted on the NCCEH.org website on the HMIS@NCCEH Advisory Board webpage. Adriana will send an update to HMIS@NCCEH Advisory Board members when subcommittee notes are posted on the NCCEH.org website.

Abby added that there is a need for file sharing for subcommittees and asked if there was a way to have a shared space to share working documents. Brian and Adriana will figure out what the best tool for file sharing is, such as SharePoint or Google Drive.

Nicole Purdy introduced a proposal from the Data Center to form an HMIS Configuration Subcommittee. The general point of the HMIS Configuration Subcommittee is to receive feedback from people besides Data Center staff on configuration and changes within HMIS. The Data Center wants insight from users, CoCs, agencies and others who use the system to see how it impacts their work and help Data Center make better decisions.

The HMIS Configuration Subcommittee will recommend configuration changes to improve HMIS and consider requests from HMIS Leads or the HMIS@NCCEH Advisory Board. If an agency is requesting an update, the HMIS Configuration Subcommittee is asking for those requests to go through an HMIS Lead or CoC Lead that sits on the HMIS@NCCEH Advisory Board to ensure it is a request that needs to go to the HMIS Configuration subcommittee.

- For membership, the proposal requests for participating agencies to include at least two active HMIS users per CoC. From the CoC, the proposal requests at least one CoC Lead representative.
- For meeting frequency, the proposal suggests the HMIS Configuration subcommittee could meet as needed, but at minimum would meet semi-annually to check-in.
- For a decision-making process, the proposal suggests that the HMIS Configuration Subcommittee makes decisions by consensus to consider potential changes to the HMIS configuration. The subcommittee will provide its recommendations to the HMIS Lead for consideration and implementation. In cases where recommendations require changes to the HMIS Policies and Procedures or other governing documents, the HMIS Lead will bring those to the HMIS@NCCEH Advisory Board for approval.

Lloyd asked for more clarity regarding meeting frequency. The proposed meeting frequency suggests to him that more discussion around system configuration is needed. Lloyd brought up HMIS Users meetings, which are facilitated by the Data Center, as a venue for bringing up system configuration needs and concerns. Brian highlighted an example of how the HMIS@NCCEH implementation has struggled with system configuration and how the HMIS Users meetings played a role in that to show how the HMIS Configuration Subcommittee can provide support:

- In a BoS HMIS User meeting, a question came up about what the BoS was going to do around Social Security Numbers (SSN). Given the confidentiality and privacy protocols around social security numbers, there is a lot of difficulty within the process of making changes to SSNs. There are many missing SSNs for clients due to Back@Home and the way it is collecting information through 2-1-1. Since SSNs are a universal data element, they must be entered into the system and corrected as needed. There was one agency in the BoS Users meeting who had around 200 missing SSNs. This highlights the need for deeper thinking around how to create a process around SSNs that would work. This would not be able to happen in HMIS User meetings because not every participant has problems with SSNs, so the problem has fallen to the Data Center to try to figure out a solution without a lot of user input.
- The idea for the HMIS Configuration Subcommittee is to take on topics such as social security numbers and other emerging issues so that there is a set of people who can really dig into problems with HMIS.

Brian also explained that the reasoning behind the proposed meeting frequency is because different issues that emerge will take different lengths of time to address and solve. Andrea added that the HMIS Configuration Subcommittee would be addressing problems that impact the entire HMIS@NCCEH Implementation, and it could meet quarterly instead of semi-annually.

	<p>Valaria moved for the approval to form the HMIS Configuration subcommittee, and Lloyd seconded the motion. The formation of the HMIS Configuration Subcommittee was approved unanimously.</p> <p>Brian will be assigning an NCCEH staff member to staff HMIS Configuration Subcommittee meetings and will provide an update to the HMIS@NCCEH Advisory Board as the subcommittee begins to meet.</p> <p>Valaria expressed interest in joining the HMIS Configuration subcommittee.</p>
	<p>Supporting Material:</p> <ul style="list-style-type: none"> Nicole presented the HMIS Configuration Subcommittee proposal document.

DHHS VACCINE RESEARCH PROJECT

SIX	Presenter: Andrea Carey	
	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>Erika Ferguson Walsh was scheduled to present the DHHS COVID-19 vaccine research project to the HMIS@NCCEH Advisory Board. In her absence, Andrea Carey provided a brief synopsis of Erika’s presentation.</p> <p>The vaccine research project linked HMIS data from the HMIS@NCCEH Implementation with the vaccination data sets provided by DHHS. The purpose was to determine who has received a COVID-19 vaccine. Sources include HMIS@NCCEH HMIS data, and renewed interest from NC HMIS to participate, which is being pursued more following the results of the vaccine research project to get data from the NC HMIS Implementation. The Data Center has offered to support that transition and help prepare data for NC HMIS if needed. The vaccine research project will be updated monthly going forward.</p> <p>In comparing the North Carolina state population to the HMIS population, 19% of folks participating in homeless projects have received at least one COVID-19 vaccine dose, versus 50% of the state population. There is a similar trend in the rate of vaccination for different age groups, with older folks more likely to be vaccinated versus young folks in both populations.</p> <p>Looking at the CoCs in the HMIS@NCCEH Implementation and their vaccination rates, Orange CoC has the highest vaccination rate at 36%. Durham CoC is at 27% and BoS CoC is at 17%. The data will be broken out more for BoS CoC given the significant differences between regions in terms of geography and leveraging resources.</p> <p>There being no other business, the meeting was adjourned.</p>	
	<p>Supporting Material:</p> <ul style="list-style-type: none"> DHHS Vaccine Research presentation slides were emailed prior to the meeting. 	

The meeting adjourned at approximately 3 PM

Respectfully submitted,
Lloyd Schmeidler, Secretary with staff support from Adriana Diaz

Next Executive Committee Meeting: TBD
Next Full HMIS Advisory Board Meeting: Monday, January 31, 2022 from 1-3 PM

