

VT HMIS Advisory Board Meeting
April 18, 2018

GoToMeeting Attendance:

In Person:

- Meghan Morrow Raftery – ICA (non-board member)
- Caitlin Ettenborough – ICA (non-board member)
- Adam Wager – COTS
- Jessica Makela – HPC
- Chris Brzovic – CVOEO
- Sophie Picken – John Graham
- Linda Anderson – Capstone
- George Seiffert – OEO (non-board member)

Not in attendance:

- Karina McNamara - UVH

Last month's minutes approval:

- Board approved minutes

Board Updates:

- Welcome new board members
 - Linda Anderson from Capstone
 - Sophie Pickens from John Graham
- Discussion on that this the HMIS users' meetings
 - Suggestion on having a meeting facilitator at each meeting since there are no chairs currently. Group liked this idea, and all agreed.

Governance Charter:

- Vermont HMIS Advisory Board Governance
 - Made edits
 - Added to Responsibilities: Evaluate HMIS Features, functionality and data points
 - Rearranged the first paragraph under Meetings & Attendance to reflect quarterly meetings, annual in person meeting and that other meetings will in person or through conference call.
 - Under Members:
 - Added that there is no term limit for board members.
 - Took out Chair positions and the Secretary position and added that there will be a rotating facilitator.
 - Each facilitator will be responsible for creating and sending out the agenda for the meeting they are responsible for facilitating
- Vermont HMIS CoC's Governance
 - Adam (COTS):

- Issue with the software vendor not making good on their promise to make imports fast and easy
- When does the HMIS vendor contract expires?
- Who is involved in that
 - Just ICA or is the CoC involved in that as well?
- Adam (COTS) would like to have the CoC leadership and the Advisory Board involved in this process
 - Referred to Section D1 and D3 (page 3-4)
- Made some edits
 - Some grammar edits
 - Page 2: replaced monthly with quarterly
 - Section D2: Bottom of page 3 into page 4: added and edited points
 - Regularly evaluate HMIS features, functionality and data points
 - Survey agencies for feedback
 - Replaced monthly with quarterly
 - Section D3: Page 4 added
 - Notify and solicit feedback from the CoC and VTHMIS Advisory Board of vendor contract negotiation
 - Removed Convene a meeting of the VTHMIS Advisory Board annually
 - Added The HMIS Lead will notify the HUD defined CoC when a board member is needed to represent that CoC
 - Inform HMIS Users of any system bugs and the works arounds
 - Inquiry from Adam (COTS); Reporting section page 6: Who is responsible for making corrections to PIT and HIC data from previous years? Example the 2014 Chronic numbers
 - Should this be included in the Governance Charter and where?

Partnership Agreement:

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User License Agreement:

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Policies and Procedures:

- VOTE: Vermont HMIS Policy and Procedures
- Sophie (John Graham) would like to be able to not see old records for clients they are not serving anymore
- Questions:
 - Can a client request to have their HMIS file deleted?
 - Is there a way to have the SAVED password feature blocked for ServicePoint?
 - Sophie (John Graham) would like to be able to audit other agencies access to data if there is suspicion of misuse of data
 - ICA is to be informed if there is even the slightest suspicion so they can run an audit report
 - What is the ICA policy for the releasing of data with court orders/not having a court order?
 - ICA staff will look into this
- Made edits to document
 - Added page numbers
 - Changed Bowman to Medware
 - 2.1 on Page 5,

- Agency Admin section (QUESTIONS)
 - Establish the standard report for each specific program created
 - What does this mean?
 - The backup and recovery of data
 - How would an Agency Admin do this?
- Users section (ADDED)
 - Added to point 6: and secure all required releases of information for sharing client data
- 2.2 on page 6
 - User Access to the System
 - Added: It is the responsibility of the agency Executive Director or agency designee to notify the HMIS Lead Agency within 48 when a HMIS user no longer needs access to the VTHMIS
 - User Requirements (QUESTION)
 - What is an agency decided to contract with an outside entity to do data entry into the VTHMIS on behalf of the agency?
- 2.9 on Page 14
 - The HOP funder, OEO would like to be notified if a HOP grantee will be losing their HMIS license because of multiple violations
- 3.4
 - Use and Disclosure of Personal Information
 - Page 18
 - Point 6: Does this mean that a Court Order is not needed?
 - What is ICA's policy on law enforcement requesting HMIS data
 - ICA staff will look into this
 - Limits of Partner Agency Use of HMIS Client Information
 - Page 20
 - Delete this section of sentence: ...in a way that discriminates against clients based on information the Partner Agency obtained from HMIS. Partner Agencies may not penalize a client...
 - There was discussion about what was meant by penalize; was it for eligibility purposes or just in general that an agency cannot refuse services because they did not like the data that they person has reported to other agencies in the past
 - Agreed it was not eligibility purposes
 - Add sentence: HMIS data is not used for program eligibility
 - However, ShelterStays can be used to help document Chronic Homelessness
- 3.9 on page 21
 - Would like to add language around how to report if ICA Staff is suspected of security violations
 - Board Members should send ideas of what they think is appropriate
- Glossary additions:
 - Client
 - HMIS User
 - Official Volunteer

Coordinated Entry:

PIT & HIC count:

System Performance Measures:

2018 Calendar and tasks:

- Create calendar for 2018

Additional update/Next steps:

- Send out the 3 documents that were reviewed for second review
 - Updates, edits, changes due May 9th, 2018 to Meghan and Caitlin
 - After all changes or compiled, documents will be sent out for Vote
 - If majority says YES, then a Board Member will present to each CoC

Topics for next meeting:

- George Seiffert volunteered to facilitate next meeting
- HMIS Monitoring
- Creating a workplan
- Survey tool for agency feedback

Meeting adjourned

Meeting ended 4:00pm

*Next meeting to be held on **July 11th, 2018** from 1pm-2pm on GoToMeeting or in person at 64 Pearl St Essex VT.