

VT HMIS ADVISORY COMMITTEE - AGENDA

MARCH 18, 2021 1:30PM – 3:30PM

ATTENDANCE:

- **Committee Members:**
 - Ari Kisler – VT Coalition for Runaway Homeless Youth Programs
 - Becca Lewis – NEKCA
 - Will Towne - SPectrum
 - Chris Brzovic – CVOEO Chittenden
 - Daniel Blankenship - VSHA
 - Elizabeth Melville - NCSS
 - Jessica Makela - HPC
 - Lee Trapeni - SSHP
 - Lily Sojourner – AHS OEO
 - Linda Amante – CVOEO Chittenden
 - Rebecca Gural – UVM SSVF
 - Rich Turner – The Veterans’ Place
 - Robert Ostermeyer – CVOEO Franklin Grand Isle
- **ICA:**
 - Adam Smith – HMIS Director
 - Meghan Morrow Raftery – HMIS Manager
 - Karina McNamara – System Administrator
 - Louise Masterson – System Administrator

ICA UPDATE

Adam Smith, ICA Director – Thanked everyone for the time spent reviewing the software’s. There were 5 vendors with 2 demos each. That is a large time commitment that we appreciate.

HMIS SOFTWARE REVIEW

- Meghan discussed the VT Software Review scoring.
 - Link to Infogram: <https://infogram.com/app/#/edit/45b2740d-57b4-4764-b4d4-1297b052b6a3>
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- Questions
 - Can the HMIS grant be increased to pay for license costs? Could grants be reallocated?
 - Adam said, Yes we could reallocate and do an expansion grant. Adam will circle back to the vendor of choice and renegotiate

quoted cost. Adam's goal would be to get the license cost to be comparable to what is currently being paid.

- *Daniel said that the NOFA is coming up and reallocation is allowed to address unspent funds; so funds would be available if the BoS CoC would want to take advantage of that. Can work further with Daniel on this. Daniel has offered to work with Chittenden to help them look at their projects and possibly reallocate money*
- Do providers currently pay for their license fee's?
 - Currently we invoice agencies and the HOP funding is subsidizing a certain number of licenses per HOP funded agencies. OEO and ICA work closely in this and it is reviewed annually. Anything OEO/HOP does not pay for the agency would pay for out of pocket.
- Re: License cost per user: does the cost include user and reporting fees? ServicePoint is the only vendor we are aware of that has an additional reporting fee.
- **Timeline and setting expectations discussion:**
 - If the committee recommends to the CoCs to move to another vendor. We want to talk about the timeline and expectations around contract negotiations, setting up a new system and data migration takes time.
 - ServicePoint contract is coming to an end in July 2021. We will need to 4-6 months is preferable to completely migrate to another vendor. ServicePoint and new vendor will need to overlap about 90 days.
 - VT has been using ServicePoint for about 20 years. So, we will be moving a lot of data into a new system.
 - All "really old" data will not need to be migrated over into a new system. ALL data is kept, just will not be migrated into a new system.
 - In addition, everyone will need training and licenses in the new HMIS system.
 - ICA has been thinking about what a reasonable timeline for would be migrating to a new vendor – target January 1, 2022 as a GO LIVE DATE. With user training and system set up happening at the end of 2021. This will get us past the federal reporting for the last quarter of the year before moving to a new system. We might be able to migrate later this summer (past July), but we do not know HUD's plans for NOFA 2021 so we want to be aware of that.
 - MOST of the work burden will fall on the ICA staff to set up the system and with training.
 - Commitment from agencies to train and learn new system.
 - No perfect time to migrate. Timeline for motel housing is winding down – Robert agrees that a year sounds like a good idea.
 - Committee agrees July 2021 would be too soon to migrate to another system.
 - We can discuss a timeline of 9 -12 months down the road. ICA will bring timeline options to the next meeting.

- Rebecca - Has there been issues with site paying for 2 vendors at the same time?
 - WI took advantage of the pandemic, where the budget that was for staff travel to do trainings and in person training helped cover cost.
 - ICA anticipates having funding from like WI had that could cover the cost of overlaps. Agencies will not be responsible for paying for 2 licenses (one for each vendor) in the same time period.
 - There are set up costs. With Bitfocus as being the highest scoring vendor, they have a benefit of if we sign up for 5-year versus a 1-year contract, they waive a large chunk of the set up costs.
- Discussion about vendors:
 - Linda and Robert liked Foothold
 - Jessica liked Bitfocus, "I imagined using it every day and trying to explain it to new staff as I do a lot of data entry help in house".
 - Adam provided higher level and "behind the scenes" of the different vendors
 - Vendor Coverage
 - Ability to effect change
 - Ability to negotiate cost
 - Reviews from other sites that currently use the different software
 - Discussed federal and state reporting needs
 - Further discussions about what Bitfocus can offer that would make CE easier, sharing regions, "looker" reports
 - Chris B said that Bitfocus is the clear choice when talking about CE
 - Daniel asked: It seems like Bitfocus is ICA's top recommendation? Yes, it is. It gives us everything we need for end users to be successful; we can do accurate state and federal reporting, we have the ability to effect change/give input to BitFocus, many CoC's have and are moving to Bitfocus. They have experience as system administrators. The Committees information and feedback also supported Bitfocus.
 - Rebecca, SSVF would use all or most of the extras that Bitfocus would offer. Currently, they use a whole different software to track their financials, outreach tool, case notes, etc, that would benefit SSVF as a statewide provider to be able to use one software for everything.
 - Towards the end of this conversation everyone agreed that they felt comfortable to vote on making a recommendation to the CoCs.
- **Motion:**
 - The VT HMIS Advisory Committee is recommending that both VT HUD recognized CoC's to move from WellSky / ServicePoint to Bitfocus / Clarity.
 - Motion was made by Lee Trapeni, SSHP
 - Motion seconded by: Jessica Makela, HPC
 - Abstain: Daniel, VSHA and ICA
 - Yes: all
 - No: none

- Note: Lily, OEO – was off the call during the vote. CVOEO Chittenden only gets 1 vote. Gwen and James from UVH from not present, they would have only gotten 1 votes as well if they were present.
- Next Meeting in 2021
 - April 15, 2021, 1:30pm-3:30pm – KEEP meeting. Be on the lookout for meeting information.
 - May 20, 2021, 1:30pm-3:30pm
 - June 17, 2021, 1:30pm-3:30pm
 - July 15, 2021, 1:30pm-3:30pm
 - August 19, 2021, 1:30pm-3:30pm
 - September 16, 2021, 1:30pm-3:30pm
 - October 21, 2021, 1:30pm-3:30pm
 - November 18, 2021, 1:30pm-3:30pm
 - December 16, 2021, 1:30pm-3:30pm