

VT HMIS ADVISORY COMMITTEE - AGENDA

DECEMBER 13, 2021, 1PM-3PM

- Attendance
 - Committee Members
 - Rebecca Lewis – NEKCA
 - Elizabeth Melville – NCCS
 - Gwen Williams – UVH
 - James Doyle – UVH
 - Lee Trapeni – SSHP
 - Linda Amante – CVOEO
 - Ari Kisler – OEO
 - David Bogdan – Pathways
 - Committee Members Not in Attendance
 - Chelsea Alsoform - Pathways
 - Rebecca Gural - SSVF UVM
 - Jessica Makela – HPC
 - Will Towne - Spectrum
 - ICA
 - Meghan Morrow Raftery
 - Karina McNamara
 - Louise Masterson
 - Guest Presenter
 - Renee Weeks - UVH

- ICA Update
 - Required training
 - Security and Privacy
 - Data Standards Change
 - Starting to get the live site set up
 - 2022 CSV file has been sent to Bitfocus for analysis – this will help get us a tentative timeline for migration
 - PIT and HIC – January 26, 2022
 - Trainings for HMIS – January 18 1pm and Jan 28 at 1pm
 - Training for Non HMIS – Tentative January 5 2022at 1pm
 - This will depend on if we have received all confirmation on what needs to be updated and the reporting team is able to get those updates done.

- Guest Presenter: Renee Weeks
 - Data Elements – Refresher
 - Renee will give a refresher on this since the committee has been focusing on other items. This is a great time to get back into talking about these since we can add them once we get into the new database.
 - Unit sized needed
 - What is the intention of this question?
 - Size of what they household needs OR the size of what the household wants?
 - Renee – what size unit does the client NEED
 - Helpful to have what the needs are for housing due to the housing shortage.
 - Can go to a housing authority to say we have this many HH sizes that make this much money a month and need more specific unit sizes
 - Ask at entry for CE
 - Add to the master list for CE
 - What are the VT laws around this?
 - Housing Authorities have rules about what unit size the HH would be eligible for.
 - Age and Gender of children is looked at the size unit that is needed
 - 6+ yo of mixed gender can't share same bedroom
 - What is the most appropriately sized unit for the number of individuals in a household and the composition of that household
 - Do we want this based on the HH size or as a separate data element?
 - Do a separate question so we can capture the most accurate size unit
 - Start list with a Studio/1 bedroom and go from there
 - Zip Code or Town of last permanent residence
 - Helpful to know what town a person came from
 - Funding and advocacy
 - Towns wanting to reporting on their own specific numbers on who is on the CE list or who is homeless
 - Tricky on how to phrase that question
 - *Proposed language:* ZIP code of the apartment, room, or house where the client last lived for 90 days or more. Addresses of emergency shelters should NOT be recorded here.
 - Use zip codes instead of names of the town:

- So we can capture zip codes from out of town
 - Go with Town:
 - Some zip codes cover multiple towns
 - Example: Middlebury, Breadloaf and Cornwall share a zip code
 - Is this enough information?
 - Asked of all household members or just the Head of Household?
 - *Renee will take this back to the Local CoC Lead Agency*
 - CoCs will need to vote as well to approve
 - Definitions and Standards around these are needed
 - CoCs will need to approve
 - Start entering this information when we roll out the new database
 - **NEXT STEPS**
 - Renee will email Meghan with clarifications on questions from Advisory Committee.
 - Committee will finalize guidance and standards to present to the CoCs once we get feedback from Renee.
- Schedule for 2022 meetings
 - Keep monthly meetings
 - **NEXT STEPS:**
 - Send a poll about dates and time
 - Try to do prior to the VCEH and CCEH meeting
 - Look to see dates of the first 2 weeks of a month
 - First Tuesday or First Wednesday of month
- Check in on Local CoC Meetings
 - Ari – appreciate the materials that were put together
 - Generally, everyone seems to be very supportive
 - Questions being asked are more on the supportive side
 - Comments saying that the statewide sharing makes sense
 - ICA has not seen any questions, comments or concerns come through the HelpDesk yet
 - Local CoCs are appreciative that we are coming to them with more information
 - Reach out to the Local CoCs to get a temperature check on how each local CoC is feeling on
 - Jan 7 the committee will talk about the response and language to the Local CoC's
 - Have we been able to address the concerns and questions
 - Do we want to move forward if not all Local CoCs are on board?
 - What is the percentage that we should go with to make this decision?

- Be best to make this change of sharing when we migration into the new database so it is one big change instead of a bunch of different changes that happen at different times
- Ari talked about the ICA HOP funding contract and their performance measures
 - The current measures may not be relevant going onto the new database would like to get this group involved in coming up with more appreciate performance measures.
- Migration questions
 - What does it look like?
 - There will be an end date for entering data into SP
 - Then there will be a data entry blackout period
 - Will there be a need to have the agencies to check their data?
 - To make sure that all their clients came over and are entering into the correct programs
 - CE Dashboard
 - Will this be an easy thing to move from SP to Clarity?
 - Once we have the CE data in the system we will be able to see how it will work with the dashboard
 - ART Reports
 - There will be a ranking for the reports and reports will be given a priority level, since they will need to be re-created in Clarity
 - We have started making a list of all the ART reports and will be reaching out to agencies about reports that we know they use and find out more information on how and when they use them
- Next Meeting in 2022 (Meghan)
 - January 7, 2022 1pm-3pm
 - Agenda items
 - Local CoC meetings:
 - Verbiage to get a temperature check from the Local CoCs
 - Should the committee recommend Statewide sharing to the Local CoCs and the HUD CoCs.
 - If have heard back from Renee – confirm verbiage and standards for the 2 data elements