

OCTOBER 4, 2022, 10 AM – 12 PM

- **Attendance**

- Institute for Community Alliances:
  - Meghan Morrow Raftery
  - Louise Masterson
- Committee Members:
  - David Bogdan – Pathways
  - Gwen Williams – UVH
  - James Doyle – UVH
  - Jessica Makela – HPC
  - Ari Kisler – OEO
  - Laurie Murray – CVOEO Franklin Grand Isle
  - Linda Amante – CVOEO Chittenden
  - Rebecca Gural Brown – UVM SSVF
  - Lee Trapeni – SSHP
  - Stefanie Willett – NEKCA
  - Will Towne – Spectrum
  - Stephanie Smith – CVOEO Chittenden
- Absent:
  - Chelsea Alsofrom - Pathways

- **ICA Update**

- Stefanie Willett will be taking the place of Becca at NEKCA – Meghan sent agreement
- Begin allowing users to delete certain categories of data
  - Agency Notes and Services
  - Will be announced in the next few weeks to everyone
- Update on Notes Categories - added to HMIS with the following categories:
  - NH also liked these and we will be putting in HMIS for everyone to use
  - Will be able to report on these are well
    - Louise will be checking to see if there is a report that can run for a full case load

Case Management Note
Case Management Note – Home Visit
Case Management Note - Hotel Visit
Case Management Note - In-person visit
Case Management Note – Email
Case Management Note - Phone Call
Case Management Note - Scheduled on-site Meeting
Case Management Note - Virtual Meeting
Case Management Note – Walk-in Visit
Chronic Documentation Note
Attempted Contact / Unable to Contact Client

Coordinated Entry Note
Program Note

- State of VT will be receiving monthly CE reports – around the 10<sup>th</sup> of each month
  - Please make sure that you are up to date with your data entry

- **Migration Update**

- Still migrating some of the custom data. We are hoping Bitfocus will have everything migrated by the end of this calendar year.
  - Custom data still being migrated: Coordinated Entry Services, some additional data elements that were excluded because the data had issues when migrating the first time.
  - Part of the CE Events will not be migrated till 2023 after there is an update to the system
  - Meghan gave update on what has happened in the past 5-6 months
    - **Users Trained:** 380
    - **HUD CSV:** 2
      - Each CSV included 14 files for a total of 28 files
    - **Custom Files Migrated:** 10
    - **Reports Created:** 45
      - Includes: System Admin reports, Funder Reports, Coordinated Entry, NOFO, Grant Applications, and Governor requests
    - **HelpDesk Interactions:** 4,437
    - System Admins have also updated guides and held trainings for multiple different program types, funding sources and reporting.  
Examples of these are:
      - Basic Data Entry
      - ESG
      - CoC
      - PATH
      - RHY
      - Coordinated Entry
      - State Funded Programs

- **Committee Member questions**

- HOP reporting: Able to deduplicate for CE Housing Navigation – YES
- Coordinated Entry: If clients leave household need to exit from the enrollment and take off queue the entire HH, then create a new enrollment with the remaining HH. Meghan suggested that these kinds of things in a HMIS User Group.
- HMIS User Group
  - Group where users can come talk to other users about how they are collecting and entering data, as well as ask ICA questions.
  - Put something in the newsletter this week to see who is interested
  - Laurie M, Linda A and Jessica M interested
- In person training: Yes! ICA can do in person or virtual training.

- **Reporting Coming Up:**

- LSA – Longitudinal System Analysis (Began this month)

- SPM – System Performance Measures (Began this month)
  - Due February 28, 2022
  - HDX is open to get submissions started
- PIT / HIC – Point-in-Time and Housing Inventory Chart (Typically the 4<sup>th</sup> Wednesday of January)
  - ESD TH: Monthly lists from ESD – ICA recommends having CoC’s reach out to ESD to request reports/referrals
    - In Franklin Grand Isle – ESD won’t send the lists.
    - The legal department at AHS only gave permission to send lists for recerts but not to refer. Liability and ROIs are the reason.
- State Reports: HOP, FSH, CARES (final submission) - All happening this month (October)
- **HMIS Agency Agreement** (Meghan will lead conversation)
  - Necessary updates to the 2023 HMIS Agency Agreement, HMIS Policy and Procedure Manual, and HMIS User Agreement
    - Vendor = Bitfocus
    - Communication to the vendor should always be through ICA – we are the entity that has a legal agreement with the vendor and knows the system. Each system is set up uniquely to meet the needs of the CoC’s using the HMIS – so it is important that we are consistent with communication and meeting the needs of the CoC’s.
    - What is the role of the Advisory Committee? Is there an opportunity to use the violations as a learning experience so that we can create additional guidance/verbiage.
    - ICA takes this information and uses it to strengthen our trainings.
    - Looks like users are getting emails from Bitfocus. **They did not sign up.** Might be from when they did some trainings.
      - Put in newsletter that users might have been auto-subscribed to Bitfocus emails. They should unsubscribe, make sure that they hear from ICA on all HMIS related items.
      - Update on role of ICA
        - Monitor vendor
  - NOVEMBER/DECEMBER MEETINGS
    - Review and make any updates/edits in the P&P so can get CoCs approval.
    - The User Agreement needs to be updated for annual training in December. We can start with this.
- **Feedback/Ideas**
  - What guides would be helpful?
    - Guides are working well
    - Great idea to talk about in a User Group
  - Additional video tutorials? Live trainings?
    - Large group training and have users walk through steps while giving trainings – Learn by Doing
  - Committee thoughts...
  - **USER GROUP** to discuss some of these topics
- **Discuss Meetings for 2023**
  - Should we continue with the first Tuesday of the month?
    - Wanted to make sure that we were able to have time to warn votes for both CoCs
    - The current time and dates were best for the majority of the members.
    - Majority of members agreed to keep this time slot!

- Time for this call still work: 10am-12pm?
  - Yes good!
- **Next Meetings in 2022**
  - November 1, 2022
  - December 6, 2022
- **Adjourned:** 11:14am