

MARCH 14, 2023, 10 - 12 PM

- **Attendance:**
  - **Committee Members**
    - David Bogdan – Pathways
    - Gwen Williams – UVH
    - James Doyle – UVH
    - Jessica Makela – HPC
    - Rebecca Brown Gural – UVM SSVF
    - Kayenta Snide – SSHP
    - Stefanie Willett – NEKCA
    - Stephanie Smith – CVOEO Chittenden CE
    - Will Town – Spectrum
    - Linda Amante – CVOEO Chittenden
  - **ICA Staff**
    - Karina McNamara
    - Meghan Morrow Raftery
- **ICA Updates**
  - Chittenden – Yes for Social Autopsy MOU
  - BoS – voting next week
  - Both CoCs passed the HMIS P&P
  - PIT and HIC
    - HUD has not opened up the HDX
    - We will be starting to go through the non HMIS data this month
    - We are still waiting for some PIT and HIC reports.
      - Agencies go and update data after they have confirmed so they need to re-confirm
- **User Violations**
  - UVH
    - Reached out to Bitfocus around ICA
    - Agency is able to still enter data
    - Only 2 users are still suspended
    - Looking at a Case Management system
      - ICA will be reaching out to BF about this to see what it is and how it will be used for all agencies in the VT HMIS.
- **HMIS Advisory Committee Governance**
  - Was sent to everyone on Feb 12, 2023
  - Look at recruiting for a more diverse member base
  - Add again to next agenda or in the summer
- **Committee Concerns**
  - Looker is not doing what they were told by vendor
    - If trying to create your own reports, this is something that ICA needs to know so we can get those reports created for you. We did let everyone know that creating reports is something that might not happen on the user level. Users would need extensive training

on how to use Looker and since we are in a shared system with NH we cannot allow for full visibility which would hinder the way reports are created on a user end.

- It is better to reach out to ICA for custom reporting, as there might already be a report built or we can work with your agency to get one created by our reporting team
- Agencies having to create report outside of HMIS
  - Kay mentioned she has been having to create reports outside of HMIS however she hasn't reached out for reporting support, so ICA did not know what reports her agency is/was in need of.
  - HOP – the way HOP was structured was a large part of why reporting was a more complicated to get a Looker report built in Clarity
    - HOP data entry is structured a bit different currently so the things we were not able to do during migration we are more likely to be able to do.
    - In July 2022 migration was still happening, and we had only been in the system for 3 months. Creation of reports, especially very complex reports, takes time. The expectation that the report for HOP should have been created and perfect immediately is not realistic.
    - There was a training for the new HOP report that does have what is needed for the current HOP reporting
- Convene a reporting group to talk about reporting; Karina will send out a Doodle Poll to see when the below can meet before the April 4<sup>th</sup> meeting, if able to meet before that meeting.
  - Linda Amante
  - Stephanie Smith
  - Kay Snide
  - Gwen Williams
  - Stefanie Willett
  - David Bogdan
  - James Doyle
  - FIRST AGENDA ITEM: Go over the already existing reports in Looker and in Pentaho
- **Agenda Items**
  - Add to April Agenda
    - Frequency of meetings
      - Bi-monthly
      - Quarterly
    - Development of more intensive report training
    - Merging Clients
      - Procedure
  - Removed meeting for July 4, 2023
  - Looker update – Meghan will need to reach out to Adam to see about this
- **Next Meetings in 2023**
  - April 4, 2023 10 am – 12 pm
  - May 2, 2023 10 am – 12 pm
  - June 6, 2023 10 am – 12 pm
  - August 1, 2023 10 am – 12 pm
  - September 5, 2023 10 am – 12 pm
  - October 3, 2023 10 am – 12 pm
  - November 7, 2023 10 am – 12 pm

- December 5, 2023 10 am – 12 pm