

Wisconsin HMIS Advisory Board Minutes

Wednesday, April 19th, 2023

10:00 PM – 3:00 PM

In-person / Conference Call Hybrid Meeting

Board members present: Joe Locher, Erin Evosovich, Curtis Lemke, Melissa Taggart, Ashley Wisnefske, Abigail Jeffers, Erica Olson. **Excused:** Lisa Haen

1. Welcome and Introductions
 - a. Meeting joined by representatives from Northern Illinois Homeless Coalition
2. January Minutes Approval
 - a. Curtis motion to approved, Erica seconded, passed
3. Annual Board Member Officer Revisions
 - a. Christine McCain and Tara Barica left Advisory Board
 - b. Add Channon Jordan, Kim Sutter, Sarah Parker-Scanlon, and David Siegel to Advisory Board- Motion by Curtis, Ashley seconded, passed

Board Terms

- a. Erin term is over, wishes to stay on advisory board

Officer Selection

- a. Chair – Erin will continue as Chair
- b. Vice Chair – Lisa Haen nominated by group in her absence, will be contacted regarding continuing as Vice Chair. Lisa has agreed to continue as Vice Chair.
- c. Secretary – Joe will continue as Secretary

4. Northern Illinois Migration Update

- a. Data migration completed – agencies have started using the system
- b. Approx. 25 users currently, more in training and others have not started yet
- c. Process moving along smoothly

5. HMIS Governance Documents review and approval

A. Governance Charter

- a. Language changes to include Northern Illinois CoC

B. Policies and Procedures & Partner Agreements Changes

- a. Code of Conduct added to partnership agreements

- I. Policy and Procedures outline steps that would be taken if in violation
 - II. Add reference in user & agency agreements to these steps
- b. Language changes to include Northern Illinois CoC
- c. Other wording changes
- d. Security Officer and Designated Contact at agency can be the same person
- e. Users who have file in HMIS prohibited from... (Added "viewing") in addition to entering and editing for immediate family members. Added language about notifying ICA about potential conflict of interest. Add confirmation of agency policy to monitoring
- f. Training requirement language updated to reflect the actual current process as the training database continues to grow
- g. Executive Directors/Management at new agencies to take new user training to have familiarity with HMIS as well as policy and procedures
 - I. Discussed having new EDs/Managers of existing agencies but tracking and accountability are difficult
- h. Fees section updated due to increase in users of the new system
 - I. Bill annually for existing licenses, any above contracted number will require \$300 new license fee
 - II. Contracted number updated every year to existing license number
- i. Language (with examples) updated to explain how fee is determined and how/if it will be subsidized
- j. License waiver requirement language added

Curtis motion to approve, Channon seconded, passed

6. Data Sharing Partnerships Wisconsin Department of Health Services and UW Institute of Research and Poverty

- a. Review of two existing contacts for data sharing
- b. Discussion of Administrative Data Core w/ Institute for Research on Poverty
- c. Work being done with Inter Agency Council and DHS to include mortality data in ADC
- d. ICA receives many inquiries for HMIS data, many health system

7. HUDs Proposed Data Standards Changes FFY 2024

- a. Changes most likely to start October 1st, 2023
- b. No longer need full SSN, Combine race/ethnicity field, Preferred language, Changes to expand gender field

8. Feedback on User Training and training needs

- a. Discussed training software improvements and knowledge base improvements

9. Feedback on Reporting

- a. Some issues with Looker and downloads – still unknown exact cause and solutions

b. Improving the knowledge base to search for reports that include specific data points

10. Other

a. Changes to database URL to include Northern Illinois CoC (currently contains "Wisconsin" in URL). The current link/URL will still work and redirect to the new URL.

Curtis motion to adjourn, Channon seconded, passed