

Wisconsin HMIS Advisory Board
Wednesday, April 21, 2021
1:30 PM – 3:00 PM
Conference Call

Board Members Present: Abbi Jeffers, Christine McCain, Erika Olsen, Erin Evosevich, Joe Locher, Lisa Haen, Lori Kirchgatter, Melissa Taggart, Philip Connelly, and Tara Barica

ICA Staff Present: Adam Smith, Maggie Carden, Patrick Duffie, Iraida Vazquez, Jack Kukuk, Jesse Dirkman, Nancy Esteves, Stephanie Van Hulst, and Ying Ji Chuang

1. Welcome

2. Board Member Update

Nina Thillemann joined the board from Halo in January 2021, but she has stepped away from her Halo role. The Racine coalition recommended Melissa Taggart who is currently with Halo and has numerous years of experience with the Racine CoC.

Erin mm to approve Mellissa Taggart as the Racine representative for the board

Joe 2nd

Motion carries

3. ICA Staff Updates

Stephanie Saniter was a Milwaukee system administrator and has taken a new position with ICA in Racine for coordinated entry. This leaves a vacancy for a system admin position in Milwaukee. It is expected that candidate live within 25 miles of Milwaukee county.

ICA, also, plans to bring on graduate assistants to help fill in other duties at ICA as well as recruit another data analyst.

4. January Minutes Review

Lisa mm to approve the January minutes

Erin 2nd

Motion carries

5. Software Transition Update

ICA staff have worked to make corrections to the Wellsky data file, which delayed the transition. A considerable amount of time had to be spent rebuilding the file which was expected to be done by Wellsky. There was an opportunity to fix some of the data, so it was decided to transfer data correctly.

Some of the items that make this data migration different from other groups Bitfocus works with include:

- Data back to 2012 is being transferred while many groups only transfer a few years,
- Sub assessments, head of household, and other information was corrected before the file was transferred,

- May 2001 ServicePoint went live meaning 20 years of worth of work has to be transferred, and
- This is a statewide implementation across four very different CoCs.

The original go-live goal was April 15 with the new goal early the week of April 26. Once the data is transferred, ICA has to check the data in the live site to make sure that information is in the correct provider tree. Then ICA has to create all user profiles.

There are still large numbers of end users who have not completed the mandatory training to access the live site. An email from ICA will be sent to users with updates on the transition.

Go-live will include universal data elements with a second wave of custom data. The data team is working on coordinated entry elements. The goal for full transition is July 1, 2021.

Board members agreed that the ICA team has done a tremendous job of communicating throughout the transition. The top-notch skills of the ICA team have made this possible.

6. Federal Reporting

a. PIT/HIC Submissions

The 2021 PIT and HIC submission guidance was just released with a deadline of mid-May. All data was gathered from ServicePoint prior to discontinuance.

7. Annual Policy Review

a. Will take place during the July HMIS Advisory Board Meeting

Generally HMIS Governance documents are reviewed in-person at the April board meeting. This has been pushed to the July board meeting. Language from the new system will need to be incorporated. Board positions will, also, be discussed in July.

8. Other

a. Notification of a Data Breach

The CE SSO from Newcap sent out a staffing list that included HMIS IDs, names, and agencies. The SSO and supervisor were notified, and the SSO was notified to send an email to the recipients asking them to delete the original email. The SSO agreed to retake the privacy and security training.

Erin mm to adjourn the meeting

Lisa 2nd

Motion carries