

Wisconsin HMIS Advisory Board
Wednesday, January 20th, 2021
1:30 PM – 3:00 PM
Conference Call

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

ICA Staff Present: Adam Smith, Stephanie Van Hulst, Iraida Vazquez, Jack Kukuk, Jennifer Allen, Maggie Carden, Nancy Esteves, Patrick Duffie, Stephanie Saniter, and Jesse Dirkman

1. Welcome
2. New Board Member Introduction
 - a. Nina Thillemann with Halo is representing the Racine area.
3. October Minutes Review
 - a. Lisa mm to approve
 - b. Erin 2nd
 - c. Motion carries
4. Software Transition Update
 - a. The final contract was signed by ICA and BitFocus. A substantial cost to the system was reduced with the transition cost reduced down to \$60k. The annual total is roughly \$200k. The total price will change based on the number of end user licenses. ESG CARES act funds have caused additional end users. There will be a possible increase for end user fees in future years but likely not more than \$10.
 - b. April 1 is the go live date. ServicePoint data entry stops the week before, so the data transfer file can be created. ICA staff will need time to look at the data transfer information in BitFocus prior to go live.
 - c. It will be a two-stage process. The first batch includes client data with HUD universal data elements. The second batch is custom data. It is not anticipated that the second batch will be ready by the go live date.
 - d. If the project is no longer active, it is not getting transferred. This means SOAR and HPRP data will not be transferred to BitFocus.
 - e. In March, possibly February, there will be robust new user training for end users on BitFocus. Webinars will be recorded and posted to ICA Knowledge Base. Users must take the training to log into the new system. Any new staff coming on board in February and March will not have ServicePoint access and must wait to train on BitFocus.
 - f. If agencies have users no longer using the system, let ICA know.
5. Federal Reporting
 - a. LSA: Wrapping up with a deadline of last Friday. LSA is finalized for now and will kick back off in the fall.
 - b. PIT/HIC: Because of the software transition, there will be a firm deadline for data entry since the timeline for HIC submission will be after April 1st. All data should be timely and

accurate, so it can be pulled and submitted by the end of March. CoCs will be notifying agencies to ensure shelter providers are on top of the data.

- c. System Performance Measures: Due at the end of February and will be pulled from ServicePoint.
- d. ICA will be notifying affected agencies whose APRs are due during the software transition. The best-case scenario would be to get it in before the system change.
- e. ESG CAPER will be due end of March.

6. Data Sharing

- a. Institute for Research on Poverty
 - i. IRP presented to the advisory board on their data matching project in spring 2020. They have a large unduplicated system with data from DPI, DOC, DCF, etc., with a goal of analysis to inform policy and legislation.
 - ii. The data sharing agreement with IRP and ICA will intersect with the Wisconsin Interagency Council on Homelessness' (WICH) plan with discusses bringing down silos and the value in data sharing.
 - iii. Currently awaiting the document that ICA sent IRP on proposed language changes and is with UW lawyers. The agreement will not go into effect until the BitFocus transition.
 - iv. ICA staff will be involved in discussion with IRP on the data and its limitations.
- b. Data match with the WI Department of Public Instruction
 - i. This ties back to the silo breaking and data sharing as part of WICH plan to end homelessness. There was a specific data match request to match HMIS data and DPI data on school-aged children which is identified by school personnel.
 - ii. The first goal is to make the analysis, and the next step is to determine how to make the data meaningful.
 - iii. DPI provided almost two full school years of children experiencing homelessness.
 - 1. HMIS pulled data for children from 5-18 ages for this same time period.
 - 2. DPI counts people who are double upped which is not captured in HMIS.
 - 3. 58% of HMIS school age children were identified by DPI.
 - 4. Next week DPI is presenting to WICH to identify how this information would be useful.

7. Other

- a. Notification: Data Breach – Iraida was informed on 12/8/2020 by an end user that the SSO HMIS user shared a live-site screen during a virtual meeting. That individual's license was inactivated and they were required to take new security training. This person has since resigned from the position. Waukesha is replacing in the position and looked at their procedures for coordinated entry case conferencing.

- 8. Next meeting: April 21st. This is the annual meeting to review governing documents. It will likely be a 3-hour meeting to cover all information. Let ICA staff know of any suggestions for governing documents. The board will also determine chairs.

Phil mm to adjourn
Joe 2nd