

Meeting Minutes - HMIS Advisory Committee

Meeting Notes-01/11/2022

Attendees:

1. Chuck Vroman
2. Angel Jones
3. Agustin Paz
4. Brittney Behr
5. Ashley Brozenske
6. Wyatt Haro
7. Amanda Pfeiffer
8. Doug Little
9. Judith Rivera-VA
10. Michael Thomas
11. Michael Kepner
12. Vereuch Simmons
13. Taylor Cehelnik
14. Carla Cox
15. Brittany Stewart
16. Raymond
17. Rudy Hernandez
18. Norris Henderson
19. Bruce Bullock
20. Shantel
21. Alissa Parish
22. Danielle Landall
23. Roxanne Beardmore
24. Robin Daily
25. I Phone
26. Jennifer Ortiz
27. Lynette Machado
28. Aleika Arboleta
29. Zoran Ilieski
30. Jaye Silvagnoli
31. Danielle Pierson
32. Valerie Perez
33. Warren Foster
- 34.

- **HMIS Advisory Committee Purpose**
 - “Oversee the CoC’s implementation of HMIS, what we do with the data and how we use it.”
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- **HMIS Advisory Committee Mission Statement**
 - Open Discussion.
 - Wyatt opened the poll to accept mission statement. Committee voted to accept mission statement.
- **Nomination for Official Vice Chair**
 - Wyatt described nominations process and asked for nominations.
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- **Nomination for Official Committee Members**
 - See slide for details required for nomination.
 - Danielle Landall, iDignity.
 - Committee voted to add Danielle to Committee
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- **Committee Charter**
 - Wyatt described the charter approval process.
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- **Request for Proposal (RFP) Update**
 - Briittney provided an update to the committee on process steps and timeline.
 - Announced Eccovia has contract start 1/10/2022 and described kickoff meeting.
 - Expectations for Agencies - See slides about project and data setup, data quality maintenance, and the “Train-the-trainer” model for user testing.
 - Brittney asked for questions about transition
 - No questions posted to chat.
 - Sende questions to Brittney or HMIS help Desk
- **Transition Planning**
 - Special Guests: Alissa Parish and Michael Thomas
 - Alissa described governance issues to be considered during transitions.
 - Privacy policies should be reviewed as part of transition.
 - New system may provide new functionality related to privacy.
 - Privacy and ROI documentation discussion.
 - Michael provided discussion about data use and data disclosures, including

distinction between mandated, permitted and prohibited disclosures.

- Michael described what can be done for clients without written client consent.
- Uses and Disclosures

More Uses & Disclosures

- Providers are permitted, and in some instances required, to disclose information in the following ways without written client consent, as long as they are clearly laid out in the Privacy Policy:

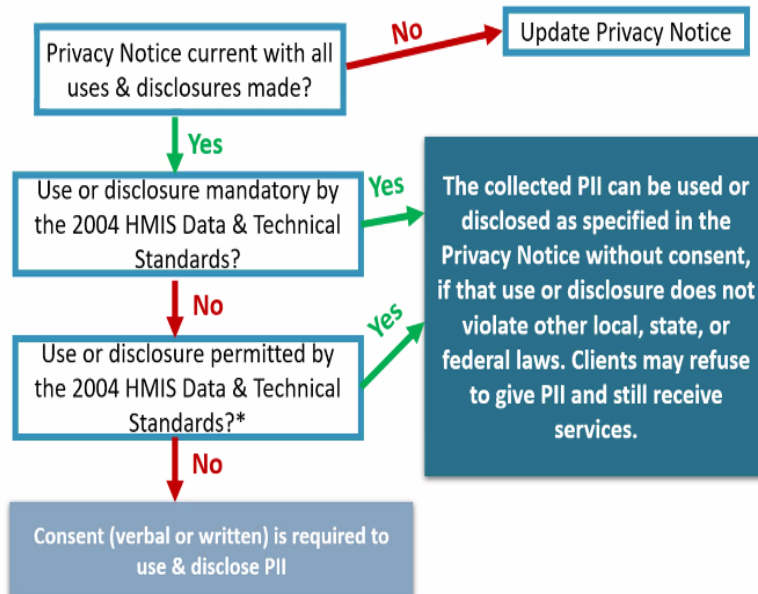


IMPORTANT: Uses & Disclosures not listed in the Privacy Notice require the client's written consent



Do I or Don't I?

- ***Do I need the client's consent (written or verbal) to use or disclose information?***



Types of Uses and Disclosures
Mandatory: <ul style="list-style-type: none">• Client access to their information; and• Disclosures for oversight of compliance with HMIS privacy and security standards.
Permitted: <ul style="list-style-type: none">• To provide or coordinate services to an individual;• For functions related to payment or reimbursement for services;• To carry out administrative functions, including but not limited to legal, audit, personnel, oversight and management functions; and• For creating de-identified from PII.
Additional permissions: <ul style="list-style-type: none">• Uses and disclosures required by law;• Uses and disclosures to avert a serious threat to health or safety;• Uses and disclosures about victims of abuse, neglect or domestic violence;• Uses and disclosures for research purposes; and• Uses and disclosures for law enforcement purposes.



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- Question from Carla: When you refer to internal policies and procedures, are you

referring to the HMIS/HSN p&p or the individual agency's p&p? Alissa response: HMIS release/ROI. (Refer to recording for more detail.) Can also cover Coordinated Entry process.

- Quick informal poll, community seems interested to do away with written ROI.
- Alissa described documentation at FL-507, including documents that need to be updated.
- Alissa described Next Steps for our community.
 - Specific need to identify decision making authority
 - Identify new system functionality
 - Alignment of governance and language
- Slides to be provided to meeting attendees.
- Questions from attendees, after Alissa and Michael finished:
 - None submitted.

● Data Quality Plan (DQP)

- Committee Feedback on Reviewing DQP Data
 - Ashley provided a reminder of what has been discussed so far.
 - Ashley described new benchmarks for aiding transition to the new HMIS system.
 - Ashley described HMIS team process and responsibilities relative to the Data Quality Plan.
 - Open discussion - How do we review DQP data?
 - Ashley described options available.
 - Feedback from Carla: Some important questions we are looking at: #/% new to HMIS, #/% transitioned to shelter/housing, #/% who accesses other services after engaging in outreach.
 - See Chat log for more information.
 - Wyatt mentioned evaluating by project type.
 - Ashley described visualization tools under development.
 - Wyatt mentioned we should not publicly identify projects/agencies that are not doing well.
 - Wyatt suggested we set up work groups to study our data, called DQP Workgroup, headed by Ashley.
 - Ashley reminded the group about Data Quality Monitoring to continue in 2022.

● HMIS Training & Support

- Ashley mentioned changes to training form and training schedule.
- Ashley also reminded the group about training requests that have to come thru agency

liaisons.

- **Q & A**

- **Wyatt described upcoming emails and processes to place volunteers into committee roles and voting processes.**
- **Questions from the meeting attendees:**
 - **None**
- **Next meeting: March 8, 2022.**

Meeting adjourned: 11:57am