

# Wisconsin HMIS Advisory Board

Wednesday, April 20<sup>th</sup>, 2022

1:30 PM – 3:00 PM

Conference Call

**Board Members Present:** Abigail Jeffers, Christine McCain, Erika Olson, Phil Connelly, Curtis Lemke, Joe Locher, Lisa Haen, Erin Evosevich, Melissa Taggart, Tara Barica

1. Welcome roll call
2. Selection of board positions
  - a. Everyone re-committed except for the vacant secretary roll
  - b. The board needs a secretary - this is a one year commitment
3. New staffing changes at ICA
  - a. Maggie Carden - Director of Community Impact
  - b. Iraida Vazquez - HMIS Manager of Racine CoC
  - c. New CE staff in Dane County
  - d. New Data Analyst position will be posted soon
4. January Minutes review - minutes approved
5. WI DOJ data sharing discussion
  - a. Analysis between DOJ databases for substance abuse issues and HMIS data
  - b. Motioned to approve
6. Status of software transition and data migration
  - a. ICA working with other states that started with SP and transitioned to Clarity
    - i. Vermont and New Hampshire are two such states
  - b. WI migration is basically complete
  - c. BoS CE data entry problematic - difficult for users to understand workflow
  - d. Enrollment based data can be confusing for users, but this change would happen regardless of software
  - e. Users seem to like Clarity more than SP
  - f. Some data entry flow issues – when reviewing notes you cannot go one by one, you must go back to the beginning of the list
7. Annual Policy review
  - a. Policies and Procedures
    - i. Partner Agency requirements – added executive director
    - ii. User license eligibility – added requirement that we must send information to user's work email
    - iii. HMIS consumer notice is called the HMIS baseline privacy statement
    - iv. Combined sections in user roles and responsibilities.
    - v. Each agency must have a unique user license for each user at the agency
    - vi. HMIS security officer roles and responsibilities clarified/expanded
  - b. License fees
    - i. Increased from \$65-\$75 per license
    - ii. Non-use fee taken out

- iii. Fees for agencies that aren't required to use HMIS but want to anyway will be charged \$300 per year
    - iv. Security officers must notify HMIS if there is a violation of terms
  - c. Section 3 – Privacy and security
    - i. Partner agency workplace requirements – outlines various security requirements and updates to ensure privacy
    - ii. Section 7 – agencies must have a policy on destroying records
  - d. User agreement changes
    - i. HMIS contact roles and responsibilities
    - ii. Users agree to follow data timeliness standards
  - e. Agency partnership agreement
    - i. Confidentiality – users will not share user id or password
  - f. Governance charter
    - i. Took out redundant and outdated statements
    - ii. Training for users is now just general training
  - g. Fees
    - i. ICA pays difference of 300-75 for user fees
    - ii. ICA is seeing a large increase in number of users
  - h. Approved policies and procedures changes
- 8. Motioned to adjourn