

PAC Meeting 1/11/23

Attendance: Joseph T., Melissa M., Anita D., Paul M., Hannah B., Tara W., Jody Z., Kim C., Anny L., Rodger J., Stephanie M., Denise A., Mark K., Amy R., Pauletta R., Tanya G., Sherry S.

Motion to Approve December Minutes to Anita Motion, Paul 2nd - December minutes approved unanimously.

Joseph Update

Sought out Technical Assistance and have not heard back yet.

YHDP planning grant requested. The first one scheduled to end at the end of this month and there is still money to spend and seeking to extend and have a new budget. If approved, it would be extended for 4 months. Would engage then with an East River YAB.

Data submission for LSA should be completed today.

PIT, HIC, and Legislative day is coming up.

Next quarterly meeting is 3/28/23 in Chamberlain in person. Current meeting is set for 10:00 AM

Denise HMIS/ESG Update

Admin Contact is going to be spread across the different programs.

Adding new users and programs in HMIS system. At the end of this year there are new data standard changes coming through from HUD and release these the end of the year this year and will be effective in the system in October 2024.

ESG- exploring where people are sitting with their CV funding. Evaluating which agencies have money left and if there needs to be reallocation of funds if some agencies cannot use what they have left. Some contracts are close to or have completed using their grant funds. Work is happening to move these funds to get the money spent.

Stephanie-CES Update

Continuing to work on system fixes and syncing happened on 1/3/23 and some items were repaired but then other items popped up as issues. Another sync occurring this week or next week.

APR due at the end of February and these data scripts are corrected and accurate. Continues to be a high priority to ensure that this is completed correctly.

Augustana kick off meeting occurred with CES and the information is on the Google Drive. The project timeline will have monthly meetings or more. Project timeline is about 8 months long.

Currently training 9 new stakeholders in CES assessment and most of these are due to turnover.

YAB meeting with CES as it relates to YHDP and provided feedback for CES and marketing materials to meet the needs of youth and young adults.

Rodger- HUD updates

No immediate updates at this time.

Document reviews

- Coordinated entry- verbal consent unlike other projects. Some items are not covered in governance and should be, and this impacts in the document, would still require some specific work to include Augustana in contacting individuals from the past 12 months.
- HMIS programs are impacted by this document and the additions that are being made such as releasing 3rd party evaluators is a part of moving into an evaluation process.
- CES has its own set of policies and procedures, but it is within HMIS governance and that is why verbal consent is included in the HMIS governance in order to release to 3rd party evaluators.

Reviewing of SDHMIS governance document comments

- Reviewing the responsibilities of the PAC when it comes to the monitoring and what information that needs to be sent to the group. Roles would need to be defined then for the PAC and how we are measuring progress.
- Oversight duties are being figured out internally to come up with a plan on how and what type of reports that can be put into the system and released publicly that can talk about how the agencies that are entering data are doing. On a Quarterly basis agencies are sending reports and they are vetted through SD Housing and ensuring that there is compliance being met and to troubleshoot consistent errors.
- Quarterly reports could be brought to the PAC and there needs to be a stronger sense of data quality. Data analyst reviews the data and looks at what everyone has on their workload and having consistent oversight on the data quality and will help moving forward to catch errors and trends early. These reports can be brought forward to the PAC.

Question posed: Post assessment that analyzes challenges HMIS implementation system and trainings that had training and reporting requirements?

Answer: Training part of the contract is working on nailing down the training schedule for HMIS. Denise is working on ensuring that the training is consistent throughout the year and to help with integrating new years throughout the year. There are already some subject specific videos available. SD housing is working on creating a new website which includes HMIS page on the website to help with accessing training videos.

Question posed: Is there tribal specific HMIS trainings that can be explored?

Answer: Denise is able to provide supportive trainings to ensure that everyone is reached and understands what occurs during the workflows. Consider doing walkthroughs quarterly to help understand HMIS and provide that additional support.

- For HMIS data security and confidentiality- the compliance comes from HMIS user agreements and the governance charter is also the policy and procedures as well.

- In cooperation of the vender, is not specifically just SD Housing but also with the vender.
- Collection of demographic information- important to protect but also to help measure and gather for research purposes. Also, to help ensure duplication does not occur with SS numbers. When clients provide the information, some clients do not understand how this information is used. What can be done to promote client autonomy but still ensure that measures for HUD are being met.
- HUD has not provided us an answer specifically for people without SS numbers as there is no alternative response. What is currently used is Client doesn't know, client refused, or information not collected.

Note: If an agency enters a client, then that agency that the client came in with, can assign the record to only that organization and it is available to that organization only. If the client goes to another organization the record cannot be changed by a different agency and this could lead to duplication of a record. General information can be shared across continuum unless it's specified by client not to be shared.

Potential to walk through an intake for HMIS and CES intakes. Just to give an idea to PAC of what that process looks like.

Joseph will make the edits for the SDHMIS governance Charter and Standard Operating Procedures and will share the updated documents for approval. Approval will occur at February Meeting

Legislative Day- January 23rd

Motion To Adjourn made by Sherry, Paul second. Motion passes unanimously. Meeting Adjourned.