



Racine City & County Continuum of Care (WI-502)
 c/o HALO
 2000 DeKoven Avenue, Unit #1
 Racine, WI 53403

Racine Special HMIS Committee Minutes

Wednesday, July 6 at 2:00pm

This meeting was called to approve the WI HMIS Governing Documents. The CoC Leadership Council was unable to obtain a quorum and requested this process be addressed through the Racine CoC HMIS Committee for approval.

Attendance:

Agency Representatives Present:

SAFE Haven:	Ben Cornell (Chair)
HALO:	Jeff Knot Irma Love Melissa Taggart
CVI	Judith Bartelt
Institute for Community Alliances	Becca Pritzl Iraida Vazquez

1. Ben called the meeting to order at 2:05pm.
2. Iraida provided a brief overview of the Wisconsin HMIS Governance Documents.
3. Iraida provided an in-depth overview of all changes to the previous WI HMIS Governance Documents. The three documents reviewed were:
 - a. Agency Partnership Agreement 2022 Draft
 - b. Governance Charter 2022 Draft
 - c. HMIS Policies and Procedures 2022 Draft
 A copy of the changes was included with the initial meeting agenda and can be found at the end of these minutes.
4. Motion made by Ben Cornell: Motion to approve the changes to the three WI HMIS Board documents as presented to this committee. **Motion** was seconded and unanimously **approved** by those present at the meeting.
5. **Update:** Thursday, July 21, 2022, Racine CoC HMIS meeting is cancelled. This committee will resume regular meetings on Thursday, September 13, 2022, at 10:30am
6. Meeting adjourned at 2:30 pm

WI HMIS Governance Documents - Summary of 2022 Changes

Note: Wording changes reflected in red font.

WI HMIS Policies and Procedures

Section 2.1 PARTNER AGENCY REQUIREMENTS

Moved Partner Agency Requirements from Section 2.2 to Section 2.1

Added Participation Agreement Documents

1. Partnership Agreements must be signed by each participating agency's executive director **or their designee**.

Added User License Eligibility ICA System Administrators will send all new user account information to the users work email. Users without a work email address must have their email address verified by their supervisor prior to receiving their new user account information.

Edit Tracking of Unauthorized Access Any suspicion of unauthorized activity should be reported to the Institute for Community Alliances HMIS staff as outlined under Section 3.10.

Edit Client Consent to Share Data Client Consent to Share Data

Agencies are required to ensure clients know what data are being collected about them and that the data will be shared among all participating agencies within the HMIS.

1. The HMIS Consumer **Privacy** Notice must be posted in a location visible to clients when collecting client data.
2. Agency staff must be able to provide a copy of the HMIS Baseline Privacy **Statement** upon client request.
3. Clients may elect to share or not share their information with HMIS participating agencies and CoC Data Partners.
4. Agencies may elect to use a signed release of information form with clients. Agencies that choose to implement a release of information must do so in a consistent manner with all agency clients. Agencies that use a release of information must use the most up-to-date Client Release of Information form made available on the ICA website. The form allows the client to exercise their right to opt-out of data sharing in the cases where they have discretion.
5. Agencies must allow clients the opportunity to review and correct information in their own client record to make sure that information is accurate.

Section 2.2 User Roles and Responsibilities

Moved User Roles and Responsibilities from Section 2.1 to Section 2.2

Merged Responsibilities of HMIS Users and User Roles and Requirements (Section 2.3)

Edit Designated Agency Security Officer The Security Officer is responsible for **maintaining the security of the HMIS for their agency**. They must verify compliance with applicable security standards, monitoring HMIS access by users at their agency, **and ensure the participating agency obtains a unique user license for each user at the agency**.

Added Designated Agency HMIS Contact Each Partner Agency must designate an Agency HMIS Contact.

Added/Revised Designated Agency HMIS Contact Responsibilities

User Accountability at Agency

1. Ensure HMIS access is granted only to staff members that have received training by the System Administrators, have completed the Wisconsin User Agreement and are authorized to use HMIS.
2. Ensure agency users receive required on-going or annual HMIS training.
3. Ensure agency users review the Wisconsin HMIS Policies and Procedures, the Agency Partnership Agreement and any agency policies which impact the security and integrity of client information.
4. Notify all users at their agency of interruptions in service.

Program Information

1. Maintain a minimum standard of data quality by ensuring the Universal Data Elements are complete and accurate for every individual served by the agency and entered in HMIS.
2. Maintain the required universal data elements and program specific data elements for each program in accordance with the most recently released HMIS Data Standards and maintain data elements required by the HMIS Advisory Board and/or the CoC in which the program operates.
3. Identify the assessment and reporting requirements for each program.

Agency Communication with ICA

1. Provide a single point of communication between users and HMIS staff at the Institute for Community Alliances.
2. Provide updated agency and program information to ICA and work with ICA System Administrators to properly set up each program in the HMIS.
3. Determine the appropriate user access role and communicate these requirements to the System Administrator. In all cases, the System Administrator will generate usernames and passwords within the administrative function of the software.

Removed Designated Agency HMIS Contact Responsibilities

- Administer and monitor data security policies and standards, including:
 - User access control.
 - The backup and recovery of data.
 - Detecting and responding to violations of the policies and procedures or agency procedures.

These are responsibilities of the Security Officer.

Edit HMIS User Responsibilities

9. Read the **Wisconsin HMIS** newsletter.

Section 2.3 User Roles and Requirements

Merged with Section 2.2

Section 2.7 HMIS License Fees

Adjusted Annual Wisconsin HMIS License Fees for General Users

Changed annual fee from \$65 to **\$75** per license.

Removed Non-use Fee

Added Fees for Agencies not Mandated to Use HMIS

Section 2.9 HMIS Operating Policies Violation

Edit Notifying the HMIS Lead Agency of a Violation It is the responsibility of each **Security Officer** and User to notify the HMIS Lead Agency when the suspect that a User or Partner Agency has violated any HMIS operational agreement, policy, or procedure.

Section 3.3 Partner Agency Workplace Requirements

Added Section

1. The agency must apply system security provisions to all the systems where HMIS data is accessed including networks, desktops, laptops, smart devices, mainframes, and servers.
2. When HMIS is accessed in public areas the agency must ensure that the workstation is always supervised by authorized HMIS users. Screens displaying the HMIS may not be visible by unauthorized individuals.
3. Devices and data must be secured when workstations are not in use and staff are not present. Workstations must automatically turn on a password protected screen saver when the workstation is temporarily not in use. Staff are required to log off the HMIS when not at the workstation.
4. The agency must ensure all privacy and security requirements are always adhered to in remote work locations.

Section 3.7 Data Categorization and Handling

Added Partner Agency Record Retention Policy Partner agencies must have a written record retention policy that included how printed HMIS records are destroyed.

WI HMIS User Agreement

Updated HMIS User Resources

Edit/Added Affirm the Following

1. I have read and will abide by all policies and procedures in Wisconsin HMIS Policies and Procedures Manual.
2. I have received training from the HMIS Lead Agency on how to use the HMIS.
3. I agree to the training requirements listed in the HMIS Policies and Procedures Manual.
4. I will only collect, enter, and extract data in the HMIS relevant to the delivery of services for the clients with whom I work.
5. I agree to use the data within HMIS only for the purposes of service delivery
6. I understand that my User ID and Password are for my use only and must not be shared with anyone.
7. I agree to keep my HMIS user log-in and password secure.
8. I agree to refrain from leaving my computer unattended while logged into the system and further agree to log out of the system before leaving my work area.
9. I agree not to use the HMIS at a publicly accessible workstation **or on an unsecured network.**
10. I agree to properly protect and store in a secure location client-specific hardcopy information printed from HMIS.
11. I agree to notify my **Security Officer** in the event I suspect that HMIS security has been compromised.
12. I agree to notify my **Agency HMIS Contact** if I leave my current position.
13. I agree to enter and maintain accurate information into the HMIS.
- 14. I agree to follow HMIS data timeliness standards.**

Agency Partnership Agreement

I. Confidentiality, C., 1., f.

Removed Agency requirement to create a unique User ID and password. ICA System Administrators create User IDs and temporary passwords.

Edit Will not share or reveal **their User ID or password** to anyone

II. HMIS Use and Data Entry, H.

Added The Agency must designate an Agency HMIS Contact. The responsibilities of the Agency HMIS Contact are listed in the Wisconsin HMIS Policies and Procedures, Section 2.2 User Roles and Responsibilities.

III. Reports, G.

Removed Provision allowing an Agency to establish an MOU with another Partner Agency for data entry. This is covered under Section II, L. Coordinated Services Agreement.

Governance Charter for the WI HMIS

D. Specific Responsibilities of the Parties

3. Wisconsin HMIS Lead Agency, III. Administer HMIS end users

Edit b. Add and remove **Partner Agencies**.

Remove Provide specific training for agency administrators and end users.

Remove Training requirements for agency administrators. We no longer have agency administrators.