

HMIS Oversight Committee
Wednesday August 15th, 2018

1. Welcome and Introductions
2. Purpose of the HMIS Oversight Committee
 - a. Roles and Responsibilities: COC, HMIS Lead, HMIS Oversight Committee
 - b. Review Roster and Representation
 - c. Selecting Co-Chairs
3. Clarity Conversion
 - a. Progress to date: Teddie
 - b. Next steps: Patrick
4. Clarity Training and Licenses
 - a. Upcoming Training Dates: Jessie
 - i. Tuesday August 14th, HMIS Privacy and Security Training (HCD)
 - ii. Tuesday August 21st, Clarity New User Training (HCD)
 - iii. Thursday August 23rd, HMIS User Group Meeting (HCD)
 - iv. Friday August 24th, CE Assessment Training (EveryOne Home)
 - b. Report current license levels: Trevor
 - i. Direct Service/Enterprise License: 196 of 330 assigned
 - ii. Agency Manager: 29 of XX assigned
 - iii. System Admin: 6 of 6 assigned
 - c. Discussion of system training needs and licensing approach (attached document)
5. Future agenda topics for prioritization: Jessie
 - a. Communication Plan
 - b. Training
 - c. Plan for expanding HMIS participation and users
 - d. Recommend a policy and set of procedures to guide decisions about customization, including:
 - i. A process through which an agency may request project configuration, custom data fields, and/or assessments to be built into the HMIS
 - ii. Criteria upon which those requests are evaluated
 - iii. Guidance
 - e. Data quality review and quality improvement plan
 - f. Review Privacy and Security policies and procedures: updating policies, revising procedures, supporting rights of consumers
 - g. Ensure compliance with federal requirements: what are they and how do we know we're compliant?
 - h. Clarity buildout decisions: document readiness, etc.
 - i. Data Requests
 - j. Additional topics?

New User Requests from Existing HMIS Agencies/Managing Licenses

Currently Alameda County has no formal process for allocating licenses, and all requests have been granted. As part of the original contract Alameda County purchased 330 user licenses and XXX agency admin licenses. As of August 10th, Alameda County has allocated 196 “enterprise” user licenses and 29 agency manager licenses with Looker reporting capability. The HMIS Lead has expressed concern about the demand for licenses, the historical precedent of inactive licenses (in ServicePoint), and the possibility of exhausting the stock of licenses as the HMIS expands.

It would be helpful for the HMIS Committee to offer guidance to the HMIS Lead as to how to allocate and manage license levels.

Option 1: Keep licenses at existing levels (max 330 users) and allocate licenses to agencies based on some criteria—such as the project type, size of the agency, etc.

Option 2: Grant all enterprise and agency manager licenses requests. Develop a plan to fund the expansion of HMIS licenses.

Option 3: Blend options 1 and 2 such that agency admin licenses with Looker capability are allocated based on some criteria, while enterprise user licenses are granted on request. Develop a plan to fund the expansion of HMIS licenses.

As well, what kinds of practices could help ensure that licenses are used? Consider the below possibilities and/or add new ideas.

- The HMIS Lead reports quarterly to agencies with a list of users who have been inactive for 90 days or more.
- Agency managers will notify the HMIS Lead of staff vacancies on a monthly basis.
- User licenses will expire after 180 days of inactivity and return to the system pool for allocation.