

HMIS Committee Meeting Minutes – Approved

November 8, 2016

8:30am at Stark Mental Health and Addiction Recovery (StarkMHAR)

Attendees: Matt Hudas (Chair), Jennifer Keaton (HMIS Administrator), Celeste Barnes, Margaret Egbert, and Shannon McMahon Williams

Guests: Tracey Lane, Lisa Waikem

Welcome

At 8:40am, Chair Matt Hudas called the meeting to order and welcomed everyone, including the guests, who were welcomed to participate in the discussion about the Data Quality Score Card.

Approval of October Meeting Minutes

The committee reviewed the draft of the minutes from the October meeting. An agreement was reached to revise the fifth bullet to read as follows: “The HCCSC has requested a ‘report card’ for projects. Discussion ensued around how to assign letter grades, and there was some disagreement about the merits of that approach *because HUD already has designated standards.*”

Motion: Margaret moved to approve the minutes as amended. Celeste seconded the motion and it was approved by all except Matt and Shannon, who abstained.

Data Quality Score Card

As discussed at the October meeting, the HMIS Committee has been tasked with developing a “score card” to measure projects’ data quality. This card will be used to prepare projects for the impending CoC audit by HUD, as well as to give a snapshot of data quality to the Recipient Approval and Evaluation Committee when it reviews and ranks program applications for funding.

Tracey Lane joined the meeting.

Jennifer reviewed and requested feedback on three separate sheets that comprise the draft of the score card that she created, as follows:

1. The first sheet shows results of the recent HMIS Security and Consent Monitoring sessions, during which HMIS staff were looking for the existence of privacy and security officers, presence of an HMIS consent form in client files, and other requirements. Jennifer noted that all programs did well. The committee agreed that this evaluation will be helpful as providers prepare for an audit. Tracey asked (and Jennifer responded to) specific questions about findings at the YWCA.
2. The second sheet, entitled “HMIS Universal Data Elements Data Quality,” shows completeness of universal data elements for each program for FFY 2016. Given that various reports ask for universal data element data quality, programs are familiar with this information. HUD’s standard is that projects must have less than 5% missing data. Both programs used as examples on the framework were below 1% missing data.

3. The third sheet, entitled “HMIS Program Data Elements Data Quality,” shows completeness of program-specific data elements for each program for FFY 2016. Because most programs do not run this report, Jennifer expects that the percentage missing will be higher than it is for the universal data elements. She is encouraging them to run the report on their own more often.

The second and third sheets – “HMIS Universal Data Elements Data Quality” and “HMIS Program Data Elements Data Quality” – will be used to determine a program’s overall data completeness. The committee will continue to consider shorthand ways of indicating a program’s health in data completeness, whether through a color system (green/yellow/red) or an A-F grade scale. The committee will also develop frameworks to measure programs’ bed occupancy and data timeliness. Standards regarding these components of data quality have been in the HMIS policies for years, but are now being enforced.

These sheets will be presented as frameworks to the members at the full HCCSC Members’ Meeting on November 14.

Throughout the conversation, the committee also discussed the following points:

- It is not clear how often this Data Quality Score Card will need to be generated and who primarily will be using it. The committee agreed to follow up with Jean about this.
- Agencies are still experiencing trouble with data that is in the HMIS, but not appearing in certain reports or programs. Jennifer and Tracey agreed to set up a time to discuss YWCA’s experience.
- The committee discussed establishing a way for agencies to share software problems they are experiencing, as this may help them to share solutions without needing HMIS staff involvement. One suggestion was to create an HMIS FAQ page on HCCSC’s website.

HMIS Policy Review

After several months, the StarkMHAR attorney has returned the committee’s revised policies with many changes and comments. The committee should be prepared to review these at its December meeting. Jennifer will send the marked-up copies to committee members ahead of time.

Software Update

Jennifer reported that APRs are still not generating properly, and this is a major problem for providers who are submitting applications for State funding. In many cases, client records that appear in HMIS are not appearing in APRs when they are run. Much discussion ensued regarding HMIS staff’s many meetings and phone calls with AdSystem staff and efforts to eliminate this problem.

Adjournment

There being no further business, the meeting was adjourned at 9:40am.

The next meetings will be held on December 6, 2016 and January 3, 2017.

Submitted by: Shannon McMahon Williams