

HMIS Committee Meeting Minutes - Approved

January 5, 2016

8:30am at the Mental Health and Recovery Services Board

Attendees: Matt Hudas (Chair), Jennifer Keaton (HMIS Administrator), Dr. Michelle Bemiller, Margaret Egbert, Shirene Starn-Tapyrik, and Shannon McMahon Williams

Welcome

At 8:40am, Chair Matt Hudas called the meeting to order and welcomed everyone.

Approval of November Meeting Minutes

The committee reviewed the minutes from the November meeting.

Motion: Jennifer moved to approve the November meeting minutes as presented. Shirene seconded the motion and it passed unanimously.

Matt noted that at the February meeting, the committee will review the minutes from the December 2015 meeting and today's meeting.

Software Update

Jennifer provided the following updates:

- HMIS Users continue to experience issues with some client records; namely, with how those records show up in different parts of the system. The software trainer from AdSystech was unable to determine the cause of the issue. HMIS Staff have also still not received the data back-up file from AdSystech.
- To help resolve the issues, Jennifer McIntosh and Jennifer Keaton both spoke with the Vice President of AdySystech on December 31. He agreed that the issues need to be resolved.
- HMIS Staff will have a conference call on the Wednesday following the meeting with one of AdSystech's technical workers to discuss all issues that have arisen so far. Soon after the call, he will visit Stark County to provide on-site assistance for those issues.

The committee then discussed potential issues with Microsoft Silverlight, the glitches that Participating Agencies have faced (and, in many cases, addressed) with the software so far, and the software's reporting functions.

HMIS Policy Review

As recorded in the November 2015 minutes, Jean requested that the committee make some specific additional revisions to policies E.3, E.4, and the User Agreement before the Board reviews and adopts them. Jean's notes on these documents were provided to committee members for their review following the November meeting. Since, Matt, Shannon, and Jennifer made the requested changes, and these amended drafts were distributed to the committee via email prior to today's meeting.

The committee reviewed the proposed changes to the Stark County HMIS User Agreement.

Motion: Jennifer moved to approve the amended Stark County HMIS User Agreement and recommend it for adoption by the HCCSC Board. Matt seconded the motion and it passed unanimously.

The committee reviewed the proposed changes to E.3: Client Informed Consent and Release of Information Authorization.

Motion: Shirene moved to approve the amended E.3 and recommend it for adoption by the HCCSC Board. Jennifer seconded the motion and it passed unanimously.

The committee reviewed the proposed changes to E.4: HCCSC HMIS Privacy Plan up to section C.1.f on page three and agreed on a few additional changes in those sections that address Jean's concerns. Due to time limitations, the committee decided to postpone conversation about the following sections until its February meeting.

Adjournment

There being no further business, the meeting was adjourned at 9:30am.
The next meetings will be held on February 2 and March 1, 2016.

Submitted by: Shannon McMahon Williams