HMIS Committee Meeting Minutes – Approved
February 2, 2016
8:30am at the Mental Health and Recovery Services Board

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

<u>**Welcome**</u>

At 8:35am, Chair Matt Hudas called the meeting to order and welcomed everyone.

<u>**Approval of January Meeting Minutes**</u>

The committee reviewed the minutes from the January meeting.

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

The December meeting minutes were not yet available for the committee's review. Matt indicated that those minutes would be ready for the March meeting.

<u>**HMIS Project Set-Up Tool**</u>

The committee discussed the HMIS Project Set-Up Tool, which was sent via email to users on the HUD Exchange during late January. The Tool aims to help CoCs ensure that new projects are set up in HMIS correctly and are recording the required data elements.

Jennifer decided that she would examine the Tool and shared her initial impressions of it as follows:

- It seems to be a project management tool, and those tools are very useful in ensuring that the full process is recorded; however, this specific tool might not be necessary.
- There are many steps in the current software to adding projects and users to the software, and Jennifer believes that having the process written out in its entirety is very important.
- HCCSC providers collect all data, obviously including the required data elements, and so it should not be a concern to use this tool to ensure that.

<u>**Software Update**</u>

Jean has asked Matt to attend the February Board meeting to address current issues with AdSystech. To that end, Matt requested an update and a list of the software "trouble tickets" that have been open and closed.

Jennifer noted that there have been four major issues, and provided the following updates on them:

1. There have been countless issues with user views/access. Chris was able to identify the issue during his visit, and Jennifer is 2/3 of the way done resolving it.
2. During the conversion process, extra programs were created. HMIS staff had to make some records "artificially" in order to assist with the process. However, this caused duplication of some records, and

data elements became hooked to incorrect records with inaccurate program dates. Jennifer stated that resolving this has taken a lot of her, Chris's (the AdSystech rep who came to Canton to work through the software issues), and Andy's time. She indicated that a call was scheduled with AdSystech later on the day of the meeting and she was hopeful that Chris, who is examining the records, would provide a resolution.

3. Some records never converted into system at the start; most were cases of clients who called the Hotline but never entered a program. As with #2 above, Chris is examining the records, and Jennifer was hopeful that the call would provide information regarding his progress in determining the issue.

4. The software's reporting function has not yet been discussed, due to the more pressing data issues. Jennifer indicated that the main issue is that she needs to be trained on how to set up the reporting function so it can be more intuitive for future use. A WebEx training will be set up soon.

The committee discussed these issues and the following other updates provided by Jennifer:

- There are several other "tickets" open with AdSystech, but they are not extreme. Some of the issues have been caused by limited RAM on the HMIS staff computers. They are looking into purchasing new computers for this reason.
- She will be encouraging providers to attend the HMIS trainings, which will be held monthly.
- Next, HMIS staff and the committee will need to focus on improving data quality.

During the committee's discussion, Teresa Ponchak visited the meeting and expressed confidence that many issues will be resolved when the computers are replaced. She also indicated that the visit from Chris was a success and a morale booster for HMIS staff, to whom he showed some shortcuts.

HMIS Policy Review

Due to low attendance, the committee decided not to review the remainder of E.4 at the meeting. Jennifer provided a draft of E.4 that included all of the changes proposed during the January meeting, in which the committee reviewed up to section C.1.f. The committee reached a consensus to begin the March meeting at 8am instead of 8:30am to allow for ample time to finish reviewing E.4.

The committee then discussed E.6: HCCSC HMIS Data Quality Plan, which it has yet to review, and the need to develop a formal Data Quality Monitoring Plan, which could be part of E.6 or be a standalone set of procedures. Matt requested that the committee schedule a special meeting during the following week to develop a stronger direction for E.6 revision.

None of the revised policies have yet been forwarded to the MHRSB attorney for her review. Jennifer and Matt felt that the complete packet of policies should be sent all at one time, instead of separately.

Adjournment

There being no further business, the meeting was adjourned at 9:30am.
The next meetings will be held on March 1 and April 5, 2016.

Submitted by: Shannon McMahon Williams