

HMIS Committee Meeting Minutes

March 1, 2016

8:00am at Stark Mental Health and Addiction Recovery

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

Welcome

At 8:10am, Chair Matt Hudas called the meeting to order and welcomed everyone.

Approval of February Meeting Minutes

The committee reviewed the minutes from the February meeting.

Motion: Jennifer moved to approve to the February meeting minutes as presented. Matt seconded the motion and it was approved by all except Margaret, who abstained.

Software Update

Jennifer provided the following updates on the major issues discussed at the February meeting:

- The issue with extra programs being created during the conversion process has been fixed. The problem had caused some duplication of records and some data elements became hooked to incorrect records with inaccurate program dates. Jennifer reported that now those data elements are connected to the correct programs, and extraneous programs and information are being deleted.
- The issue with records not converting into the system at all is in the process of being fixed now; these records were of clients who called the Hotline but never entered a program. HMIS and AdSystem staff have uploaded some records to a data conversion test site and are reviewing them to make sure the issue is resolved, and will then upload them to the main system.
- Jennifer will attend a training on the system's reporting functions on the day after the meeting.

In addition, Jennifer noted:

- Overall, the system seems to be working better. Tickets are being opened by HMIS staff and fixed by AdSystem within a day.
- Now, AdSystem is able to look into fixing the issues with question sets that have incorrect answers and patterns. This has been a low-priority item thus far due to all of the other data issues.
- Staff at some Participating Agencies still have data backlogged that they have not been able to enter into the system. Jennifer noted that HMIS would be willing to help if anyone needed it.

HMIS Policy Review: E.4

The committee last reviewed E.4: HCCSC HMIS Privacy Plan at its January meeting, when it reviewed up to section C.1.f. A draft of E.4 reflecting the changes proposed at the January meeting was distributed to the committee, and the members reviewed and proposed additional revisions to the remaining sections of the document with much discussion.

Motion: Matt moved to approve the amended HMIS Policy E.4: HCCSC HMIS Privacy Plan, with the understanding that guidance will be sought from the StarkMHAR attorney in the identified sections, and recommend it for adoption by the HCCSC Board. Jennifer seconded the motion and it passed unanimously.

Discussion of HMIS Policy E.6

Shannon reported that she, Matt, and Jennifer have been closely examining and revising E.6: HCCSC HMIS Data Quality Plan, using the HUD Data Quality Toolkit (updated in 2010), as a guide. This Toolkit was used as the guide when the policy was first drafted, as evidenced by some sections that are copied verbatim. Shannon discussed generally the types of changes that they have been making, including formatting, streamlining, and organizing.

The committee decided that it would examine the amended E.6 at its next meeting, with special attention to the final section on Incentives and Enforcement. Matt noted that he would distribute a memo to Participating Agencies to request their input for potential incentives that could be built into the policy.

Adjournment

There being no further business, the meeting was adjourned at 9:25am.
The next meetings will be held on April 5 and May 3, 2016.

Submitted by: Shannon McMahon Williams