

## **HMIS Committee Meeting Minutes - Approved**

March 3, 2015

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

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

### **Welcome**

At 8:38am, Chair Matt Hudas called the meeting to order and welcomed everyone.

### **February Meeting Minutes**

The committee reviewed the minutes from the February meeting.

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

### **Review of HMIS Lead Agency**

The completed draft of the Review of the HMIS Lead was provided to the committee.

Jennifer explained that, according to the charter, the committee and HCCSC must conduct an annual review of the HMIS Lead (MHR SB). The committee has been tasked with developing a new, standard instrument to use in future HMIS Lead reviews by September 2015 (see the 2015 HCCSC work plan). In the mean time, this year's review (the first HMIS Lead review) was based on the HMIS Lead's responsibilities as outlined in the Memorandum of Agreement with HCCSC; Jennifer and Matt wrote about HMIS' progress in response to the responsibilities listed in the Memo.

Celeste arrived at the meeting at this point.

Jennifer led the committee through the review. The committee discussed and agreed on two amendments to the responses. Matt agreed to distribute the amended review to the committee and request additional feedback via email.

**Motion:** Matt moved to approve the Review of the HMIS Lead with the amendments discussed, barring any email discussion among the committee members. Celeste seconded the motion and it was approved unanimously.

### **HMIS Updates**

Jennifer provided brief updates to the committee regarding:

- The status of the contract with Adaptive Enterprise Solutions, and

- Her recent work to help MHR SB declare itself a “hybrid entity,” whereby some of its operations will be covered by HIPAA regulations and others (including HMIS data) will not. This comes at the request of the attorney.

### **HMIS Policies and Procedures Review**

Due to the small number of members present and Jennifer’s expectation that the Privacy Notice will change when MHR SB’s status changes to a hybrid entity, the committee agreed to postpone discussion about and approval of the revisions to E.1 Sections 1, 2, and 6.

Matt stated that he would distribute the revised E.1 Sections 1, 2, and 6 via email and request feedback from the committee. Discussion about the revisions will continue at the April meeting.

### **Adjournment**

At 9:30am, Matt moved to adjourn the meeting. Jennifer seconded the motion and it was approved unanimously.

The next meetings will be held on April 7 and May 5, 2015.

Submitted by: Shannon Williams