

## **HMIS Committee Meeting Minutes**

April 5, 2016

8:30am at Stark Mental Health and Addiction Recovery

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

### **Welcome**

At 8:45am, Chair Matt Hudas called the meeting to order and welcomed everyone.

### **Software Update**

Jennifer provided the following updates on the new software:

- Jennifer attended a WebEx training on AdSystem's report functions in February 2016. The senior trainer provided instruction on running three types of reports: application reports (generated directly from a page of the software), management reports (a.k.a. general reports, including APRs), and ad hoc reports (custom reports). During the training, the application and management reports were not functioning.
- Soon after the training, Jennifer developed a spreadsheet to show which features of the management reports were not being generated properly. She sent this extensive spreadsheet to the AdSystem account manager and has not received a response about it. However, a few fixes have occurred and she is able to generate APRs for programs. Problems remain with other report types. She will hold a conference call with the manager on Thursday, April 7.
- AdSystem applied some updates to the software recently, which solved some issues, but left others (like the remaining report problems) unsolved and created a few new ones. For example, the SPDAT will not generate a score, and Hotline staff must manually add up scores while doing intakes.
- Although it will cost hours of her time, Jennifer is considering opening tickets for each of the reports that are not functioning (approximately 60) in order to document these issues for their records.

In addition, Jennifer provided the following updates about local HMIS users:

- Some local HMIS users are still coming forward to HMIS staff to say that they are not accessing the system in order to enter their program's data.
- This is a major concern for HMIS staff. Thus, Jennifer has scheduled meetings with each of the Participating Agencies on April 28<sup>th</sup> to discuss their data quality issues, entry and exit records, and reporting. By this date, the Bed Inventory will be developed and should help Jennifer to show the agencies where their data-related issues lie.

The committee discussed Jennifer's updates at length.

### **Discussion of HMIS Policy E.6**

Jennifer suggested and the committee agreed that it would be wise to wait to review the revised E.6 until after she has met with each of the Participating Agencies at the end of April. By then, the Bed Inventory will be

functional, and she will be able to develop clearer ideas of realistic benchmarks for timeliness and other data quality components. Jennifer will identify those specific benchmarks for the committee's May meeting.

### **Adjournment**

There being no further business, the meeting was adjourned at 9:30am.  
The next meetings will be held on May 3 and June 7, 2016.

Submitted by: Shannon McMahon Williams