

## **HMIS Committee Meeting Minutes**

August 4, 2015

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

Attendees: Matt Hudas (Chair), Jennifer Keaton (HMIS Administrator), Margaret Egbert, Tammy Geiger, Teresa Ponchak, Shirene Starn-Tapyrik, and Shannon McMahon Williams

### **Welcome**

At 8:36am, Chair Matt Hudas called the meeting to order and welcomed everyone.

### **Approval of Previous Meeting Minutes**

The committee reviewed the minutes from the May meeting.

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

Shirene arrived at the meeting at this point.

The committee reviewed the minutes from the July meeting, which had been distributed to them via email prior to the meeting.

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

### **Software Update**

Jennifer provided the following updates:

- Software training has occurred, but go-live has not occurred yet. Jennifer explained that HMIS staff has sent AdSysTech the shell of the HMIS data with a test data set, as well as the SPDAT, Pre-Screen, and local question sets, but has yet to view these pieces in the software. HMIS staff planned to “dump” all data to AdSysTech only after seeing how the initial set looked in the software.
- Jennifer Keaton and Jennifer McIntosh (Director, Heartland East) held a conference call with the AdSysTech representative who is handling the Stark County HMIS account yesterday to discuss the holdups and implementation timeline. They hope that the discussion will help to speed up the rest of the process.
- The software trainer and helpdesk have been responsive and helpful to HMIS staff.

During the subsequent discussion, the committee considered:

- The importance of implementing the software soon after training.
- The recent Supreme Court ruling on Fair Housing discrimination and its potential local ramifications, including the effects on language in policies regarding our prioritization system.
- The importance of using data to assess, revise, and improve local programs.

- The changes to the 2014 HMIS Data Standards released by HUD, which must go into effect locally by October 1, 2015.

### **HMIS Policy Review: HMIS Policy E.3 and User Agreement**

Matt noted that Shannon added a footer (with page number) to policy E.3 after it was approved at the July meeting. The committee agreed that it did not need to vote to approve this small change.

Matt noted that Shannon also revised the User Agreement after it was amended and approved at the July meeting. The committee reviewed the additional proposed changes and agreed (1) to amend the bulleted list as presented to adopt fully the language from the amended Policy E.1, and (2) to revise the first paragraph together to reflect agencies' responsibilities adequately and fairly. The committee discussed and agreed on new wording.

**Motion:** Matt moved to accept the revised amendments to the HMIS User Agreement as discussed. Shirene seconded the motion and it passed unanimously.

### **HMIS Policy Review: Amended HMIS Policy E.4**

Matt, Jennifer, and Shannon amended policy E.4: HCCSC HMIS Privacy Plan together within the last several months. The committee reviewed the amended policy, which had been distributed via email prior to the meeting. Throughout the course of discussion, they:

- Agreed that, in general, the proposed amendments were acceptable, as many of them were not substantive (mostly formatting, moving items to new sections, and formalizing language).
- Proposed a couple additional minor changes.
- Decided that the document should not contain personal pronouns ("we," "our," etc.), and asked Shannon to remove them throughout the document and bring the new amended policy to the September meeting for the committee to review again and approve.

Shirene left the meeting at this point.

### **Adjournment**

There being no further business, the meeting was adjourned at 9:37am.  
The next meetings will be held on September 1 and October 6, 2015.

Submitted by: Shannon McMahon Williams