

## **HMIS Committee Meeting Minutes – Approved by Committee**

09.01.15

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

Attendees: Matt Hudas (Chair), Jennifer Keaton (HMIS Administrator), Celeste Barnes, Tammy Geiger, Shirene Starn-Tapyrik, and Shannon McMahon Williams

### **Welcome**

At 8:37, Chair Matt Hudas called the meeting to order and welcomed everyone.

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

The committee reviewed the minutes from the August meeting.

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

### **Software Update**

Jennifer provided the following updates:

- An updated project plan has been developed with a new go-live date of September 25. Jennifer is hopeful that HMIS can still make this deadline, but they are slightly behind schedule. They will most likely need to send two more versions of the data (for a total of 13 versions over the course of the implementation project) to Adsystem.
- A couple of the issues that have caused the delay are:
  - The answers to local questions (those not required by HUD), the Family SPDAT, and a handful of the questions in the local assessment need to be added to the product. Adsystem plans to have these implemented by September 18.
  - A few questions had to be reconfigured to ensure that the available answers matched HUD data standards. HMIS has been following HUD's standards, but the configuration of the data did not transfer to Adsystem's system. This has been resolved.
- Everything (including the providers, programs, and activities/services) has been built in the system except the bed inventory sheets. Jennifer discussed that this will be difficult to build in coordination with the Housing Inventory Chart ("HIC") so that the bed utilization rates for family units will be calculated accurately.
- Jennifer scheduled a call with Adsystem's data representative in the afternoon of the day of the meeting to go through the latest version of the data sent from HMIS.
- Once all the final data shells have been imported, Jennifer will review the data alignment.
- "Refresher" training sessions will be scheduled soon. This will most likely include privacy and security training.

Matt suggested that Jennifer contact HMIS Leads from other CoCs regarding how they managed to build the bed inventory sheets in Adsystem's system; Jennifer agreed to do this.

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

The committee reviewed the revised document. Specifically, the committee:

- Studied the changes that Shannon had made since the August meeting at the committee's request; these changes removed all personal pronouns from the document.
- Requested a few, small additional changes to the document to clarify the language.
- Decided that, in some instances throughout the document, the language changes (where personal pronouns had been removed) would have to be approved by the MHR SB attorney before they could be finalized for use by the HCCSC.

The committee then discussed the section regarding use of Stark County HMIS data for academic research purposes, noting that the current language only accounts for research conducted by an individual or institution on an individual Contributing Homeless Organization's data, and not that which is conducted on all HCCSC data contained in HMIS. The committee requested that Shannon seek Jean's counsel on this issue and develop language with her to address the omission.

**Motion:** Matt moved to accept Policy E.4 with the discussed changes and barring Jean's approval of language contained in the "academic research purposes" section (see C.1.h). Celeste seconded the motion and it passed unanimously.

### **Review Memorandum of Agreement**

Jean has requested that the committee review and revise the Memorandum of Agreement (MoA) between HCCSC and MHR SB, which designates MHR SB has the HMIS Lead for HCCSC and outlines services provided to HCCSC and compensation for MHR SB related to this role. Matt noted that the committee will focus on this at the next meeting. He will distribute the document electronically and invite comments from committee members. The final revisions are due to Jean in October.

### **Discussion**

The committee then discussed low attendance at its meetings.

### **Adjournment**

There being no further business, the meeting was adjourned at 9:40am.  
The next meetings will be held on October 6 and November 3, 2015.

Submitted by: Shannon McMahon Williams