

HMIS Committee Meeting Minutes

10.06.15

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

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

Welcome

At 8:35am, Chair Matt Hudas called the meeting to order and welcomed everyone.

Approval of Previous Meeting Minutes

The committee reviewed the minutes from the September meeting.

Motion: Jennifer moved to approve the September meeting minutes as presented. Celeste seconded the motion and it passed unanimously.

Software Update

Jennifer provided the following updates:

- The final iteration of the “mini test” was imported into the data conversion area the evening before the meeting. This means that a small, deliberately diverse subset of records was sent; it is diverse so that HMIS can make sure that all of the different kinds of data elements contained within HMIS records are converted accurately. Jennifer examined the results before the meeting and reported that they were good. During past tests, a small set of data with the title “additional data” was not converting, but that issue has been resolved. The small hurdles that remain are “workable.”
- Matt and Andy (MHR SB Data Administrator/Analyst) have been instrumental in identifying and resolving other errors that have arisen throughout the data conversion tests.
- Half-day training sessions are being held Tuesday, October 6 through Friday, October 9. The trainings will include an Adsystech “refresher” as well as privacy and security training.
- The Hotline will officially go live with the new software system on Thursday, October 8; providers will then go live on Monday, October 12.
- Users will not be assigned usernames and passwords for the production site until all data is fully loaded (which was occurring at the time of the meeting and was expected to take a few days). No user will get access until the Agency Administrator at his/her agency signs the Agency Partner Agreement and s/he signs a User Agreement.

HMIS Policy Review: Updates and Approval of Revised E.5

Shannon, Jennifer, and Matt provided the following updates:

- At its September meeting, the committee requested that Shannon seek Jean’s counsel on developing new language for the “academic research purposes” section of E.4 (see C.1.h). Shannon and Jean collaborated and developed the requested language. Shannon distributed copies of the revisions to the committee. The revisions did not require an additional vote of approval from the committee because, at

the September meeting, the committee approved E.4 with the changes they discussed and barring Jean's approval of language in the aforementioned section.

- Policies E.3 and E.4 and the HMIS User Agreement have all been approved at the committee level and will be sent to the HCCSC Board for its approval at its meeting on October 13.
- At Jean's request, the committee will focus on finalizing revisions to E.5 and E.6 before revising the Memorandum of Agreement between HCCSC and MHR SB. It can postpone this task until its November or December meeting.
- Shannon, Matt, and Jennifer will set up additional meetings for them to go over E.6, which Shannon believes requires some more thorough work before coming to the committee.

The committee then reviewed the revised E.5. Specifically, the committee:

- Studied and discussed the changes that Matt, Shannon, and Jennifer had made previously.
- Requested a few additional changes to clarify the language and to more accurately reflect current practices.

Motion: Jennifer moved to approve Policy E.5 (HCCSC HMIS Security Plan) with amendments discussed by the committee and submit it for final approval to the HCCSC Board. Matt seconded the motion and it was passed unanimously.

New Business

- **Membership:** Matt reported that a couple former committee members who have not attended recent meetings informed him that they would like to be replaced. This creates two openings on the committee. The committee discussed potential new members, including those with expertise in the federal data component types included in HMIS (e.g. RHY, PATH).
- **CoC NOFA:** Jennifer described the NOFA and annual CoC grant competition to the committee and informed them that the application is now open. She will be working on the section of questions related to HMIS and is excited to be able to report that the software system is up-to-date. She is also required to generate several reports for the application. The application is due November 20.

Adjournment

There being no further business, the meeting was adjourned at 9:34am.
The next meetings will be held on November 3 and December 1, 2015.

Submitted by: Shannon McMahon Williams