HMIS Committee Meeting Minutes
11.03.15
8:30am at the Mental Health and Recovery Services Board

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

Welcome

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

Approval of October Meeting Minutes

The committee reviewed the minutes from the October meeting.

Shirene arrived at the meeting at this point.

Motion: Shannon moved to approve the October meeting minutes as presented. Matt seconded the motion and it passed unanimously.

Software Update

Jennifer provided the following updates:

- All participating agencies went live with the new software on October 12.
- HMIS Staff is currently resolving issues that arose during implementation by taking the following actions:
  - Some records failed to make it in the data conversion. HMIS Staff will upload them once the reason for the failure is discovered.
  - Some of the user roles do not have the appropriate permissions to access certain functions. Jennifer reported that she had a conference call scheduled with the senior trainer on the Thursday following this meeting to address this.
  - Some records were automatically closed following conversion. HMIS Staff will go through each one individually to open it back up if it was closed mistakenly.
- Agency Administrators are doing a good job, and users have already begun to upload documents (e.g. disability verification, ID, pay stub) to client records.
- Once the CoC application is submitted, Jennifer will begin working with the software's reporting functions.
- Monthly trainings will be set up for new users and user groups will be established for existing users to discuss relevant topics.

The committee then discussed:

- Provider's concerns and issues that have arisen at their agencies during the software implementation, including the fear that some of the data conversion issues may resurface and negatively impact agencies when they are assessed for performance and planning.
- The software's reporting functions, and the reports' usefulness in assessing system performance.

Jennifer stated that she and her staff are happy to help with issues that arise at the agencies.

New Business

- **Membership:** Matt has reached out to Michelle Caldwell from PATH to join the committee. In addition, Jean has suggested a representative from Malone, and the committee discussed inviting someone with expertise in RHY programs and data.
- **HUD Exchange HMIS Mailing List:** Shannon shared two emails that have come through this listserv that are pertinent to the committee's work: (1) HMIS Glossary Release and (2) HUD and HHS Guidance on RHY Program Data Sharing and HMIS.

HMIS Policy Review

Matt attended the October HCCSC Board meeting to discuss the revised policies that the committee was recommending for Board approval (E.3, E.4, E.5, and User Agreement). However, the Board did not review these policies, as questions and concerns about the documents' clarity and accuracy were identified by Jean before the meeting and she requested additional revisions. Matt reported instead on the software go-live.

Conversation ensued about Jean's feedback as reported by Shannon and some of the committee's responses to that feedback, including some members' hesitation to revise language in E.4 that may have been written by HUD or by the MHRSB attorney. The committee briefly discussed addressing some of Jean's concerns to E.3 and the User Agreement with revisions. No feedback was provided about E.5.

The committee then agreed to take the following actions:

- Shannon will scan and email the copies of the policies with Jean's comments to the committee for its review. The committee can then proceed with deciding what additional revisions to make.
- Jennifer will distribute the original attorney-approved E.4 (Privacy Plan).
- Matt will discuss the committee's ideas with Jean.
- Matt, Shannon, and Jennifer will begin discussions about the necessary revisions on E.6 (Data Quality Plan) and then open those discussions to the full committee.

Adjournment

There being no further business, the meeting was adjourned at 9:35am.
The next meetings will be held on December 1, 2015 and January 5, 2016.

Submitted by: Shannon McMahon Williams