

## **HMIS Committee Meeting Minutes**

January 27, 2015

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

Attendees: Matt Hudas (Chair), Jennifer Keaton (HMIS Systems Administrator), Jill Miller, Shirene Starn-Tapyrik, Tammy Geiger, Margaret Egbert, and Shannon Williams

### **Welcome**

Chair Matt Hudas called the meeting to order, welcomed everyone, and introduced Shannon Williams, Program Associate at the Sisters of Charity Foundation and the newest member of the committee.

### **Meeting Minutes Volunteer**

Matt requested a volunteer from the Committee to take minutes for this and future meetings. Shannon Williams volunteered.

### **Meeting Schedule**

The committee agreed that future meetings will be held regularly on the first Tuesday of each month at 8:30am at the Mental Health and Recovery Services Board.

### **Software Implementation Update**

Jennifer provided an update about the timeline for transitioning to the Adsystem HMIS software. The Hotline received the grant agreement from the Sisters of Charity Foundation last week regarding the funding that will pay for the new software. Jennifer's next steps will be to work with the attorney, then Adsystem, and then the prosecutor's office to review the contract and business associate agreement.

The Hotline aims for an April 1 "go-live" date for the new software. The target date may need to be reevaluated after they receive Adsystem's training timeline.

### **2015 Workplan Assignments**

Jennifer provided a document outlining the HMIS Committee's responsibilities in the Continuum workplan for 2015.

Discussion ensued about the following tasks:

- (Task 4) By 3/31/2015, review all current HCCSC policies and procedures relating to HMIS along with available models from other CoCs and supplement, update, refine, and otherwise modify as necessary to (a) incorporate best practices; (b) bring into full compliance with HUD requirements, standards, and expectations; and (c) reflect any changes in governance structure or responsibilities that have been made since the policies and procedures were originally adopted.

- (Task 5) Survey providers, CoC Planner, Board chair, and chairs of Evaluation and Review Committee and System Performance Committee to solicit their views on the timeliness and accuracy of the data and reports they receive from HMIS.
- (Task 6) Work with CoC Planner to develop checklist to be used in conducting annual review of HMIS Lead and develop plan/procedures for conducting review dividing responsibilities as appropriate between HMIS Committee and CoC Planner.
- (Task 7) Conduct annual review of HMIS Lead and present results to the Board.

In addition, the committee discussed providers' data entry challenges and ways to reach out to them regarding these challenges.

### **Annual Privacy and Security Offers Recommendations**

**Motion:** Matt moved to re-confirm Jennifer Keaton's position as Privacy Officer and Aaron Kutcher's position as Security Officer. Jennifer is the Program Manager at Heartland East and Aaron is the System Administrator at Heartland East. Shirene seconded the motion. Discussion followed.

**Vote:** Matt requested the vote, and the motion was approved by all except Jennifer and Margaret, who abstained.

### **Annual Review Development Plan**

The committee discussed the possibility that HUD may have already developed materials for conducting the annual review of the HMIS Lead.

### **Upcoming HMIS Policy Review/Schedule**

Matt and Shannon have been working to revise the HMIS Policies and Procedures, starting with the System Policy. Next, they will meet with Jennifer to discuss the proposed revisions and get feedback. They will then revise the policy again using Jennifer's feedback. Discussion followed regarding the types of changes to be made and the various parties that may need to be involved in the revision process.

Matt announced that he would send out the original policies later in the day. Members should look to their emails for the next revised draft within the week and be prepared to discuss and vote on it at the February 3 meeting.

### **Adjournment**

Matt moved that the meeting adjourn at 9:45am. Shirene seconded the motion and it was approved unanimously.

The next meetings will be held on February 3, 2015 and March 3, 2015.

Submitted by: Shannon Williams