

HMIS Committee Meeting Minutes

February 3, 2015

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

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

Welcome

Chair Matt Hudas called the meeting to order and welcomed everyone.

January Meeting Minutes

Committee members confirmed that they had reviewed the minutes from the January meeting, which Matt had distributed via email prior to today's meeting. Matt then invited discussion.

Motion: Shirene moved to approve the January meeting minutes as presented. The motion was seconded by Jennifer and approved unanimously.

HMIS Policies Review

Matt had distributed a copy of both the original HMIS System Policy and the revised HMIS System Policy via email to each committee member prior to today's meeting (the HMIS System Policy is E.1 of the HCCSC Governance Charter). Committee members confirmed that they had reviewed both documents.

Jennifer gave a brief background on the policy, noting that although certain sections have been updated or added in the last few years, it has never been revised as a whole. Matt then summarized the current revision process. He noted that the revised policy he distributed to the committee was the most updated version and had been reviewed by him, Shannon, and Jennifer both individually and together several times. Matt and Shannon outlined the general types of changes they made to the policy.

The committee closely examined Sections III, IV, and V and discussed the following changes made by Matt, Shannon, and Jennifer as they appear in the revised policy:

- Reversing the order of Sections IV and V so that "Access to HMIS" appears before "Data Access"
- Relocating the list of purposes for data collection from Section VI (Client Confidentiality) to Section III (Data Collection)

The committee proposed a few small additional changes. A general consensus was reached that the committee approved of Sections III, IV, and V in the revised policy with all of the changes discussed.

The committee then examined Section I of the revised policy and proposed several additional changes. Matt asked Shannon to include the date that the policies were revised in the document footer. Throughout the course of discussion, the committee considered:

- The fact that some elements of the policies and procedures may need to remain due to HUD's and other funders' requirements
- The need for the document to be intelligible both to current members of HCCSC who are and are not involved in HMIS, as well as future members of HCCSC
- The document's fidelity in reflecting actual current HCCSC, HMIS, and HMIS Committee practices
- The latitude the document grants to HMIS to respond to future events
- The importance of removing potential ambiguities from the document

The committee decided to postpone finalizing and approving its additional proposed changes to Section I until the next meeting. However, since the committee agreed on the revised versions of Sections III – V, Shirene suggested forwarding these proposed amended sections to the Board for final approval.

Motion: Shirene moved to approve E.1 Sections III (Data Collection), IV (Access to HMIS), and V (Data Access) of the proposed amended HCCSC HMIS System Policy with the committee's discussed changes. Matt seconded the motion and it was approved unanimously.

Matt agreed to forward the proposed amended Sections III, IV, and V of the policy with the committee's discussed changes to the Board for approval. In addition, he requested and the committee agreed that it will continue to work through Sections I, II, and VI of the policy via email (or other web-based forum) throughout the next month, and then prepare to discuss them at the meeting in March.

Adjournment

Shirene moved to adjourn the meeting at 9:40am. Matt seconded the motion and it was approved unanimously.

The next meetings will be held on March 3 and April 7, 2015.

Submitted by: Shannon Williams