

HMIS Committee Meeting Minutes – Approved by Committee

May 5, 2015

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

Attendees: Jennifer Keaton (HMIS Administrator), Celeste Barnes, Tammy Geiger, and Shannon Williams

Welcome

At 8:33am, Jennifer called the meeting to order and welcomed everyone. Chair Matt Hudas was on vacation, and, due to a last minute technical glitch at MHR SB, was unable to conference call in to the meeting.

Previous Meeting Minutes

Jennifer requested a motion to approve the minutes from the April meeting, which had been distributed to the committee via email prior to the meeting.

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

HMIS Policy Review: Votes to Approve Amended HMIS Policies E.1 and E.2 and Recommend for HCCSC Board Approval

The committee began the HMIS Policy Review with Policy E.1. The most recent draft of E.1 had been distributed to the committee via email before the meeting; this draft contained all prior changes, including changes made during the committee WebEx which was held on April 24, 2015.

The committee examined and discussed the changes made previously. Throughout the course of discussion, the committee also made the following substantive changes to the policy:

- Added a section (1.01) for the Lead HMIS Agency and delineated the procedures for this section
- Specified that the HMIS Administrator can facilitate retrieval of individual records for “multiple social service programs...” (1.04.01)
- Outlined that the HMIS Administrator will have temporary access to HMIS User passwords when the passwords are first created (4.02.03)
- Noted that the Approved Software Vendor has direct access to the HMIS database (5.02.01)
- Added information about instances when the HMIS Software Vendor may access the HMIS data records (5.05.01)
- Specified that “Supplying identifying information should be avoided whenever possible” (6.01.01.f)
- Clarified that HMIS Users must obtain a signature from a Client on a consent notice to share data when meeting with a Client in person and HMIS Users must obtain verbal consent to share data when meeting a Client not in person (i.e. over the phone) in order to enter that Client’s information into HMIS

While deciding to make these changes, the committee considered:

- The need for the policies to reflect HCCSC’s current practices
- Recent changes made in practices
- Upcoming changes in practices due to the new HMIS software
- Instances in which HCCSC HMIS-contributing providers share identifying Client information with one another

- The fact that the MHR SB attorney initially wrote “Section VI: Client Confidentiality.” The committee considered the possible need to send the updated policies to the attorney, but, after comparing the updated draft to the original document, reached a general consensus that the recent changes made were not substantial enough to warrant a review from the attorney. Some changes altered the meaning, but were necessary in order to make the policy reflect current HCCSC practices. Many other changes were purely surface-level revisions.

Motion: Celeste moved to approve the amended HMIS Policy E.1 and recommend it for adoption by the HCCSC Board. Tammy seconded the motion and it passed unanimously.

The committee then reviewed Policy E.2. A draft of E.2 had been distributed to the committee via email prior to the meeting; this draft contained all prior changes, including changes made during the committee WebEx on April 24, 2015. However, on May 4, Shannon and Jennifer found an additional past draft that contained previously unseen changes made by the MHR SB attorney. After comparing the committee’s draft to the attorney’s draft, Shannon decided to incorporate many of the attorney’s changes into the committee’s draft. The revisions she adopted clarify the language in the document and do not substantially alter its meaning.

Shannon distributed copies of her amended draft (as well as the attorney’s draft for comparison) to the committee at the meeting and led those present through a thorough review of the changes from the attorney’s draft that she decided to adopt in the committee draft. The committee discussed the changes and reached a general consensus to accept them.

Motion: Jennifer requested a motion. Shannon moved to approve the amended HMIS Policy E.2 and recommend it for adoption by the HCCSC Board. Celeste seconded the motion and it passed unanimously.

The committee decided that Shannon would distribute copies of the amended policies to members who were not present at the meeting via email so that they could see (a) the changes that were made and (b) the final drafts going to the Board.

Software Updates

Jennifer relayed the following software updates:

- There is a Data Conversion WebEx discussion later today with the Adsystem representative who will oversee the conversion.
- Tomorrow, there will be an HMIS Kick-Off WebEx that will roll out timelines, potential training times, and some specific information about the software for the providers moving forward. Jennifer will contact providers to schedule trainings in the coming months.

Adjournment

There being no further business, the meeting was adjourned at 9:30am.

The next meetings will be held on June 2 and July 7, 2015.

Submitted by: Shannon Williams