

HMIS Committee Meeting Minutes

Date: June 30, 2014

Attendees: Matt Hudas (Chair), Natalie McCleskey, Shirene Starn-Tapyrik, Celestine Barnes, Margaret Egbert and Jennifer Keaton (HMIS System Administrator)

Jennifer started the meeting off with reviewing the Policy changes that Matt suggested. Several changes were suggested and made by the committee. Discussion around consequences for policy non-compliance and the importance of entering case notes and HMIS data immediately ensued.

Jennifer then showed the committee her Needs Assessment. This document was review and several suggestions were made. The committee agreed that this seemed to be a good direction to continue. Software licensing was discussed.

Finally, the next two meetings were setup for July 22 at 8:30AM and Aug. 5th at 8:30AM. The standing meeting was changed from Friday to Tuesday's to help accommodate more members of the committee.

July 22, 2014

Attendees: Matt Hudas (Chair), Celestine Barnes, Margaret Egbert and Jennifer Keaton (HMIS System Administrator)

Previous minutes were distributed and discussion followed with some members seeking amendments and corrections. It was agreed that Margaret would amend the minutes and email them to the committee members. Margaret also offered to record minutes from this meeting.

The proposed Data Use and Security Agreement from the Ohio Human Services Data Warehouse were distributed.

Committee members reviewed the list of proposals, etc. that were to go before the CoC on August 12, 2014. These included the amended Security policy, amended Data Quality policy, Privacy policy, naming of Security and Privacy representatives, and software recommendations.

Discussion occurred around meeting location for future meetings. Next meeting will be August 5, 2014 at 8:30 a.m. Location TBA.