HMIS Committee Meeting Minutes – Approved

June 7, 2016
8:30am at Stark Mental Health and Addiction Recovery

Attendees: Jennifer Keaton (HMIS Administrator), Miriam Ballinger, Celeste Barnes, Dr. Michelle Bemiller, Margaret Egbert, Tammy Geiger, and Shannon McMahon Williams

Welcome

At 8:37am, Jennifer Keaton called the meeting to order and welcomed everyone. Chair Matt Hudas was unable to attend the meeting due to a scheduling conflict.

Review and Approval of May Meeting Minutes

Minutes from the May meeting were not available for review. Jennifer stated that those minutes would be ready for review and approval at the July meeting.

HMIS Software Update

Jennifer provided the following updates on the new software and related data matters:

- Issues with the software system itself are not currently being found. Issues remain, however, with training and proper education for the software's users. That is Jennifer's focus now.
- In some cases, issues thought to be related to the software were actually related to computer capacity. Hotline staff has received new computers in response to specific issues of memory and capacity; these issues with the old computers were causing the software not to work properly. Hotline staff has had no issues with the new computers. Certain projects have also had issues specifically with Mac computers, which Jennifer is working to resolve.
- Last month, Jennifer met with staff from each Participating Agency and presented a report on the agency's data quality. A small software glitch prevented those reports from being 100% accurate (some data appeared to be missing, but the software had not refreshed to add those new elements yet), but AdSystech has since fixed it. Now, Jennifer is spending significant time working with each agency, sometimes on-site at their projects, to develop a plan to clean up their data and make sure users are accessing the system. She is working to give an as immediate as possible response to all concerns.
- In addition, since Shellie and Tina have left SMHA and no one has filled their positions yet, HMIS staff has been working to clean up the data for all of that agency's projects, which is no insignificant task.

2016 Work Plan Updates

Jennifer reviewed with the committee each of the tasks designated to it on the 2016 HCCSC Work Plan; a list of these tasks was distributed at the meeting. Jennifer shared and the committee discussed the following points related to the tasks:

- Documented glitches with the new software have been resolved.
- Regarding revision of HMIS policies and other documents, the committee will review and approve the final policy (E.6) at this meeting.

- One task requires the committee to develop a checklist of all of the HMIS's duties and a method to assure that these duties are being fulfilled. Jennifer will be developing this checklist as a part of her use of a project management software at StarkMHAR. She will start by outlining all duties listed in the MOA (there are 15) and will then assemble a notebook that includes all evidence (including, mostly, reports generated and submitted) that these "deliverables" have been achieved and, therefore, the HMIS Lead Agency is in compliance with the MOA. This notebook can also serve as documentation of review of the HMIS Lead Agency. This will be assembled by August. The committee can review and update the MOA as needed after completion of this project. By the end of June, Jennifer will develop the full list of duties ("deliverables") as listed in the HMIS policies and HUD regulations. The committee will review it.
- A new MOA regarding central intake and assessment (as separate from the HMIS) may need to be developed.
- Another task requires the committee to develop a monthly report on HMIS duties and challenges for the HCCSC Board. Committee members agreed that they wanted additional clarification from Matt on what this task entails.

Margaret arrived at the meeting.

Review and Approval of Revised E.6: Data Quality Plan

The committee reviewed the most recent draft of E.6: HCCSC HMIS Data Quality Plan as edited by Matt, Jennifer, and Shannon, which was distributed both via email prior to the meeting and in hard copy at the meeting. Shannon provided an overview of the types of changes that have been made to the policy with guidance from HUD's "From Intake to Analysis: a Toolkit for Developing a Continuum of Care Data Quality Plan" (updated 2010), including increased organization and removal of extraneous (largely narrative) information. Other changes proposed by Matt, Jennifer, and Shannon reflect changes in the way the local HMIS software operates, new ideas regarding incentives and assurance of compliance for providers following the policy, and updates to data collection requirements. The committee then reviewed each section of the revised policy with much discussion. Members asked questions and a few additional revisions were proposed, discussed, and agreed upon.

Motion: Margaret moved to accept E.6: HCCSC HMIS Data Quality Plan with the revisions discussed to be recommended for approval by the HCCSC Board. Celeste seconded the motion and it was approved by all except Miriam, who abstained.

System Performance Measures Updates

Given that the System Performance Committee will soon be reviewing local progress made on HUD's system performance measures, Jennifer sent the system performance measures data by project type from FFY12 (baseline)-FFY15 to Jean Van Ness (HCCSC Board Co-Chair), Natalie McCleskey (CoC Planner), Beth Pearson (Deputy Director, Chief of Community Development at Stark County Regional Planning Commission), and Maria Heege (System Performance Committee Chair). The data was run out of the old HMIS and was not run according to HUD's new specifications, because HCCSC developed its own specifications in anticipation of HUD's. Jennifer noted that she has not started examining the system performance measure features of AdSystech yet. The data will be reviewed by both the System Performance and Recipient Approval and Evaluation committees. This summer, for the first time, HUD is mandating CoCs to submit system performance measure data through the data exchange, where the AHAR, HIC, and PIT are submitted.

<u>Adjournment</u>

There being no further business, the meeting was adjourned at 9:40am.
The next meetings will be held on July 5 and August 2.

Submitted by: Shannon McMahon Williams