

HMIS Committee Meeting Minutes – Approved

July 5, 2016

8:30am at Stark Mental Health and Addiction Recovery (StarkMHAR)

Attendees: Matt Hudas (Chair), Jennifer Keaton (HMIS Administrator), Dr. Michelle Bemiller, Margaret Egbert, and Shannon McMahon Williams

Welcome

At 8:40am, Chair Matt Hudas called the meeting to order and welcomed everyone.

Approval of June Meeting Minutes

The committee reviewed the draft of the minutes from the June meeting. Jennifer will bring the May minutes to the August meeting for approval.

Motion: Jennifer moved to approve the June meeting minutes with the following change, as proposed by Margaret: the sentence "Glitches with the new software have been resolved" revised to say "Documented glitches with the new software have been resolved." Michelle seconded the motion and it was approved by all except Matt, who abstained.

HMIS Updates

Jennifer shared the following updates:

- The purchase order for the StarkMHAR attorney's review of the complete set of HMIS policies and procedures has been verified. Jennifer will send the policies to the attorney by the end of the week of the meeting and expects to receive them back after a week or two.
- HMIS Tasks on the HCCSC Work Plan
 - Jennifer has finished writing the checklist of HMIS tasks that she discussed at the June meeting and will distribute to the committee via email.
 - Jennifer has begun assembling the binder that will help to show that the 15 duties assigned to StarkMHAR, as the HMIS Lead Agency, in its MOA with HCCSC have been completed. As tasks are completed, Jennifer will provide a copy of the evidence of their completion in the binder. This will be completed by August and will need to be updated regularly, as most tasks are completed annually.
 - Jennifer reminded the committee that an additional MOA that accounts for Central Intake and Coordinated Assessment duties may need to be drafted, as these are not included in the existing MOA.
- Software Update
 - HMIS staff have encountered some small new glitches that have been resolved after opening tickets with AdSystech.
 - A staff member at a project noticed that the APR for that project was missing some clients, although those clients were entered into the HMIS. The issue was that those clients' records had an "exit snapshot," but not an "entry snapshot." Since discovering the root of the problem, an AdSystech staff member has fixed it by creating the necessary entry snapshots for all clients missing them in the HMIS. No other projects have come forward to say that they are

experiencing the same issue. Jennifer has drafted a letter to ODSA to explain that some records may cause issues on APRs of projects applying for their funding and the issues are a result of the switch to a new software and the learning curve associated with it.

- System Performance Measures
 - All providers must have their most current data in the system by July 22 in order for HMIS to be able to calculate and submit the HUD-required System Performance Measures by their due date on August 1. HMIS has offered assistance to projects who are behind in their data entry.
 - HUD announced on June 16 that CoCs are required to upload FFY15 data for all System Performance Measures into the HUD Data Exchange by August 1. Jennifer noted that the measures in the announcement's guidelines are slightly different from what HUD had previously released; they include more timeframes for recidivism, which Jennifer had anticipated and so has already programmed into the system. AdSystem has not yet finished building the report that Jennifer will run to submit to the HUD Data Exchange.
 - The local Measures data is available in TERA, as HUD is asking for FFY15, which ended before the software conversion.
 - The Continuum has asked for specific measures for the Recipient Approval and Evaluation Committee to examine while it scores and ranks projects seeking CoC funding. Aside from the System Performance Measures and APR data, the committee also wants to see an average of SPDAT scores for anyone who entered a project in CY15, broken down by individuals/families, project type, and project. The committee also wants data showing to what extent the projects are serving those specialized populations targeted by HUD's federal goals. The HMIS Committee discussed other subpopulations and how those measures will be calculated.
 - Discussion ensued about the new definition of chronically homeless and how recordkeeping is being managed when asking about homeless history.
- Upcoming Application Deadlines
 - CoC pre-applications and ODSA applications were both due at the end of June.
 - The CoC Notice of Funding Availability (NOFA) was released at the end of June, and the application is due on September 14. On the 2015 application, HMIS and its accompanying pieces was awarded a full 27/27 points from HUD. Jennifer stated that she and the committee will continue to do everything possible to receive full points this year.

Data Quality Monitoring Plan

Shannon reminded the committee that they will need to begin drafting a Data Quality Monitoring Plan to follow up on the newly revised Data Quality Plan. Development of a Data Quality Monitoring Plan was recommended in the HUD TA Toolkit that they used to guide their revisions to the Data Quality Plan, called "From Intake to Analysis: A Toolkit for Developing a Continuum of Care Data Quality Plan."

Shannon inquired about whether developing this new plan could be a part of Jennifer's new project to document the completion of all HMIS, Hotline, and Central Intake required tasks. Jennifer reported that HMIS staff are performing privacy monitoring visits with each provider over the summer to do such things as view their client consent forms, ensure that proper signs are posted, and confirm that they are storing information in compliance with the privacy notice. These visits will not monitor data quality, and so that will need to be considered next. Jennifer offered to bring the schedule of visits to the August meeting.

Data Matching

Michelle inquired about the possibility of data matching work that could help to measure clients' recidivism and use of different systems, including the homeless assistance and criminal justice systems. The committee discussed potential methods for matching the data or finding ways to link de-identified information. No project like this is being completed currently within HCCSC.

Adjournment

There being no further business, the meeting was adjourned at 9:42am.
The next meetings will be held on August 2 and September 6.

Submitted by: Shannon McMahon Williams