

HMIS Committee Meeting Minutes – Approved

August 2, 2016

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

Attendees: Matt Hudas (Chair), Jennifer Keaton (HMIS Administrator), *Miriam Ballinger*, Celeste Barnes, Margaret Egbert, Tammy Geiger, and Shannon McMahon Williams

Welcome

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

HMIS Updates

Jennifer shared the following updates:

- System Performance Measures
 - The system performance measure report function in AdSystemtech, which will generate the report required for the 2016 CoC application, is up and running. Jennifer has not dug down to verify the accuracy of the local data so far, but will make it as accurate as possible. HUD is aware that there will be issues. The federal deadline has been postponed from August 1 to August 15.
 - Jennifer has spent a lot of time in the last month manually wading through one-day records of Hotline intakes, updating all closed program records, and deleting the ones that are extra, but keeping those that are necessary for the system performance data to be accurate. She reminded the committee that during the software conversion, extra records were created; these records were one-day (corresponding to the Hotline case date) and contained only the answers to intake questions with the name of the project that later provided services to that client. AdSystemtech moved the data to the correct program records, but some of the records were left.
- Software Update
 - All HCCSC agencies are working hard to correct all of their data for the system performance measure report required for the 2016 CoC application. Alliance for Children and Families and YWCA continue to struggle with data entry, but are doing the best they can. Data from all projects is due to HMIS by Friday, August 5th.
 - One recent issue was that Hotline and HMIS staff could not access the system, causing the Hotline to go be offline for a little while; AdSystemtech had shut off StarkMHAR's IP address due to the fact that the IP address had allegedly flooded the AdSystemtech server ("denial of service"). Jennifer McIntosh stepped in and has asked for documentation of why the shut-off occurred. HMIS staff was particularly surprised that AdSystemtech had not reached out to tell them that they were shut off; they found out when they attempted to log in.
- Project Monitoring Visits
 - Jennifer and Teresa recently visited every agency to check all of their programs for the presence of HMIS client consent forms, security and privacy officers, any potential security issues, the proper signage, and other requirements as written in the HMIS policies. Few projects got 100%, but overall they all did well; Jennifer is going to generate a report for each of what was missing. They were particularly pleased with projects that printed HMIS records for their

client files. She will be able to state in the HMIS portions of the 2016 CoC application that this monitoring has been completed. She plans to complete these visits annually.

- Binder of HMIS Tasks
 - Due to deadlines related to the CoC application, Jennifer has postponed the deadline for her completion of the binder related to the HMIS Lead's tasks in the MOA until the end of September. As stated in previous meetings, Jennifer is assembling a binder full of evidence that the 15 tasks assigned to the HMIS Lead on the MOA with HCCSC have been completed.
- Inquiry about HCCSC's Central Intake System
 - The executive director of Catholic Charities in Youngstown called Jennifer because she had attended the session at the COHHIO conference at which Jennifer and Teresa spoke about HCCSC's central intake. She was inquiring specifically about assessment tools as Youngstown works to establish a central intake and assessment system. Jennifer shared information about SPDAT and offered to discuss it more.

HMIS Policies and Procedures

The committee briefly discussed the need to develop a Data Quality Monitoring Plan as well as the necessary appendices and/or attachments to the existing policies, including a "definitions page" to clarify terms and titles.

Adjournment

There being no further business, the meeting was adjourned at 9:30am.
The next meetings will be held on September 6 and October 4.

Submitted by: Shannon McMahon Williams