

HMIS Committee Meeting Minutes – Approved

September 6, 2016

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

Attendees: Members: Matt Hudas (Chair), Jennifer Keaton (HMIS Administrator), *Miriam Ballinger*, Dr. Michelle Bemiller, Margaret Egbert, Tammy Geiger, and Shannon McMahon Williams

Welcome

At 8:33am, Chair Matt Hudas called the meeting to order and welcomed everyone.

Approval of July and August Meeting Minutes

The committee reviewed the draft of the minutes from the July meeting. Jennifer noted that she would bring her draft of the May minutes to the next meeting.

Motion: Jennifer moved to approve the July meeting minutes as presented. Matt seconded the motion and it passed unanimously.

Tammy arrived at the meeting.

The committee reviewed the draft of the minutes from the August meeting.

Motion: Jennifer moved to approve the minutes with two amendments, and Margaret seconded the motion.

Discussion: Jennifer proposed the following changes: under the System Performance Measures section of the HMIS Updates, add “and updating all closed program records” to the first sentence of the second bullet. Under the Software Update section, remove the clause “and provided proof that that did not occur” from the second bullet.

Amended Motion and Final Vote: Margaret moved to approve the minutes with the amendments discussed. Matt seconded the motion and it passed unanimously.

Software Update

- HMIS Policy Review by StarkMHAR Attorney
 - Jennifer has not yet received the policies back from the attorney and will reach out to her this week.
- Binder of HMIS Tasks (MOA Work)
 - The end of September is still Jennifer’s goal for completion of the binder related to the HMIS Lead’s tasks on the MOA. Deadlines related to submission of the System Performance Measure data and CoC application took top priority lately and delayed her goal from the end of August.
- Hotline
 - The Hotline is currently operating short-staffed, and it is an issue – the lines have been very busy and Teresa has been on the phone constantly. Over 400 applications were received to fill

the position. They have completed some phone interviews and have scheduled in-person interviews later this week for strong candidates identified in the phone interviews.

- System Performance Measures
 - Jennifer submitted the data required by HUD on August 12; the deadline was August 15.
 - HCCSC knows that the data submitted is not correct due to incomplete data from several projects.
 - On the most recent monthly regional HMIS Lead call with HUD representatives and technical assistance, Jennifer learned that HUD will allow CoCs to amend their initial submissions of System Performance Measure data for a number of reasons. No date has been announced for the revision period yet. Jean was very happy to hear that HCCSC would get this opportunity. This revision opportunity will help to ensure that next year's data will have a correct baseline. In an effort to make HCCSC's data the best it can be, Jennifer has told all projects that are still catching up on data entry to keep inputting all of their data; if they do, HCCSC will be in a better position to have a good set of data when the revision period opens. In addition, she will cover some data quality points in upcoming trainings and meetings. HUD will not reduce a CoC's points in the System Performance Measure section of the 2016 CoC application as long as the CoC submitted the data initially.
 - HMIS training dates will be posted on HCCSC's website soon.
- Software
 - AdSystem's regular system updates have recently been "breaking" the SPDAT or rendering the APR unusable. Both of those features are now working again. Regarding the APRs, other CoCs were able to run theirs, and AdSystem could generate APRs needed from HCCSC from its server.
 - While attempting to generate a type of file with data ("comma separated values" or CSV) required by ODSA for the CAPER, Jennifer discovered that the CSV's file type was wrong. She spent several hours on the phone with AdSystem staff and had to develop a rather clunky way of exporting the data to be able to submit it.
 - Lately, Jennifer has not received as many calls for minor things, and so she believes that the trainings are working and people are stepping up to enter and correct their data. She believes that HCCSC has the best data it has ever had now. A few projects are still working to enter all of their backlogged and/or incomplete data that was affected by the software transfer.
- 2016 CoC Application
 - Jennifer provided all of the HMIS-related information needed for the application. The draft of the full, completed application was sent to the CoC Board for its approval on Friday. Once approved, it will be posted on the HCCSC website for public viewing before its submission to HUD.
- NAEH Conference
 - Shannon attended a few sessions that discussed HMIS and data information and sent her notes to Jennifer.
 - Included in the notes was the news that the final HMIS Rule will be out soon with three draft notices on governance, functionality, and privacy/security. All of these will be based on the HEARTH proposed rule. Jennifer is confident that HCCSC will be able to handle any new

requirements that come out through this rule because we are already following the HEARTH proposed rule.

- Changes to the Data Standards are also coming soon.
- Exploring Potential for Data Matching Project
 - StarkMHAR receives criminal data daily through a download which could be matched with HCCSC data. Collaborating with the clinical department, Jennifer is going to try to do a blind match between mental illness and substance use disorder data and HCCSC data, paying close attention to any HIPAA restrictions. Jennifer has not figured out yet how these matches may be used or how the data generated will be stored, but one idea proposed at the meeting was that this may help HCCSC to identify how many individuals seeking homeless services disclose their mental illness or substance use disorder. Jennifer may be calling Michelle for assistance.
- Data for the Committee to Review
 - Margaret stated that recidivism data by project would be helpful to examine in order to understand the impact of the policies we are drafting on the system. Jennifer noted that she could develop a project-specific report from the details from the System Performance Measure data, which is only reported on the system as a whole.
 - The committee agreed to review data quality reports at its next meeting on a handful of PSH projects, including AFIRST and two ICAN projects. Jennifer will pull reports for the periods 10/1/14-9/30/15 and 10/1/15-9/30/16.

Planning Next Meetings

At the October meeting, Jennifer will provide updates (including an update on the completion of the MOA project discussed above) for just a few minutes, and then the committee will focus on reviewing the data quality reports.

At the November meeting, the committee will begin drafting the definitions page as a supplement to the revised HMIS policies.

Adjournment

There being no further business, the meeting was adjourned at 9:27am.

The next meetings will be held on October 4 and November 1.

Submitted by: Shannon McMahon Williams