

## **HMIS Committee Meeting Minutes – Approved**

January 3, 2017

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

Attendees: Jennifer Keaton (HMIS Administrator), Dr. Michelle Bemiller, Tammy Geiger, and Shannon McMahon Williams

### **Welcome**

At 8:36am, the meeting was called to order and everyone was welcomed.

### **Software Update**

Jennifer provided the following updates:

- To Jennifer’s knowledge, AdSystem has not responded to the escalation letter that StarkMHAR sent regarding the most recent severe issues. These issues persist. HMIS staff is going to work with the StarkMHAR attorney to consider next steps for resolving these issues.
- The software continues to “bleed” data, meaning that randomly it does not save data that providers input. A couple of other StarkMHAR employees (Aaron, who serves as the HMIS Security Officer, and Jody) will assist Jennifer in attempting to diagnose the problem. In the meantime, Jennifer still encourages providers to take screenshots and document issues. She and Aaron will visit projects to test their internet connection speed and will document the results.
- In December, the HCCSC Board approved the committee’s recommendation to allow Jennifer to reconfigure the software structure for Alliance for Children and Families’ transitional housing project when it closed; this will help her to test if the reconfiguration would help the software to produce an APR according to the specs that e-SNAPS currently requires. She began, but did not finish, the reconfiguration process, and now the project cannot generate an APR at all. Jennifer will work with an AdSystem staff member to resolve this issue and, hopefully, to help other projects generate APRs for e-SNAPS.
- In December, the Board also approved the committee’s recommendation to allow Jennifer to manually renumber APRs to be submitted to Ohio Development Services Agency (ODSA) to match HUD’s APR Guidebook. Jennifer will do this so that projects can submit when the deadline approaches; it is delayed due to ODSA software updates.
- Today, Jennifer received an updated version of the Universal Data Elements report and will be giving access to HCCSC providers as soon as possible.
- Members of the Mahoning County CoC will observe the Hotline on the day of the meeting, as they are interested in implementing the coordinated entry process that we use. They have been in touch with HCCSC HMIS, and have already received the prescreen questions, set up a Google doc, and observed once before.
- The StarkMHAR attorney has returned the revised HMIS policies and procedures with several changes due to new HIPAA and privacy rules that affect StarkMHAR as a hybrid entity. Jennifer and Shannon will review the changes and bring major changes before the committee at its February meeting.
- The Board approved the committee’s proposed methodology and grade range for the Data Quality Score Card at its meeting in December.
- On the new five-year budget for HCCSC’s backbone organization, HMIS costs are separated from Central Intake and Coordinated Assessment costs. This is because the organization is expected to receive CDBG funds from the local municipalities, but CDBG funds cannot be used for HMIS. Central

Intake now must record a caller's physical location at the time of the call in order to report that to the funding sources.

### **Adjournment**

There being no further business, the meeting was adjourned at 9:20am.

The next meetings will be held on February 7 and March 7, 2017.

Submitted by: Shannon McMahon Williams