

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

December 6, 2016

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

Attendees: Jennifer Keaton (HMIS Administrator), Celeste Barnes, Tammy Geiger, and Shannon McMahon Williams

### **Welcome**

At 8:34am, the meeting was called to order and everyone was welcomed.

### **Software Update**

Jennifer provided the following updates regarding APRs to be submitted to HUD:

- All CoC projects that had APRs due November 30 met their deadline using the HMIS APR for all but a few questions (those few were completed with their own data, after approval was granted). More CoC projects have December deadlines and all ODSA-funded projects need to report in January directly from the HMIS.
- HUD has developed new HMIS data requirements, but they have not finished updating e-SNAPS to accept these new requirements in APRs. A handful of data requires the data format of the older requirements. HUD has not indicated when it will reprogram e-SNAPS to accept all of the new HMIS data elements/structure.
- HCCSC's HMIS is able to run the APR using the new data requirements, but we do not have the proper software structure to run an old version of the APR – the one e-SNAPS needs for that handful of data. Neither HMIS staff nor AdSystech staff anticipated that this would be needed when the software structure was built.
- In order for HCCSC's HMIS to be able to run the old version of the APR, Jennifer would need to reconfigure the software structure. She has been reluctant to do this out of fear that it would create new problems in the system, such as rendering the system unable to generate the new version of the APR, which would create further stress for projects submitting progress and year-end reports to their funding sources. She is considering attempting to reconfigure the software structure first for a closed project, as that would be low-risk (e.g., Alliance for Children and Families' transitional housing project will close 12/31/16).
- Jennifer sought guidance from the HMIS Committee on whether she should reconfigure the software structure now or later. If later, she would instruct the CoC-funded projects with December APR deadlines to do the same as those with November deadlines did, after seeking CoC approval.
- In addition, HUD has not issued a new APR Guidebook to match the most recent HMIS data requirements. Therefore, the current HMIS APR numbering does not match the guidebook (because the guidebook still reflects the previous HMIS data requirements). Previously, ODSA advised that they would not accept APRs that did not exactly match the HUD requirements (APR Guidebook is the rule for this, even though the new HMIS data requirements are more recent).
- Jennifer suspects that reconfiguring the software structure (as mentioned above) may fix this numbering issue. Again, she sought guidance from the HMIS Committee on whether to do that now or later due to concerns with other possible issues arising at such a late date before APRs are due to ODSA. If later, in the meantime, she would ensure that ODSA gets APRs that are numbered and ordered correctly by manually editing them to match the HUD APR Guidebook.

The HMIS Committee discussed these issues and is recommending that the Board approve that HMIS staff take the following actions:

- For reconfiguring the software structure: wait until Alliance for Children and Families' transitional housing project closes in January, then attempt to reconfigure its software structure. If this resolves the APR issues, work to reconfigure structures for all active projects.
- For HUD APRs: Tell projects with December deadlines to do the same as those with November deadlines did.
- For ODSA APRs: Run the new version of the APR for each project and manually edit the data points in each to match the HUD Guidebook.

The committee briefly discussed the issue of the HMIS software not saving data that providers input, which Jennifer calls "bleeding." She is encouraging providers to take screenshots and document issues. She noted that providers are working hard to input all of their data.

### **Discussion and Approval of Data Quality Score Card**

The committee reviewed spreadsheets produced by Jennifer that show results of the recent HMIS Security and Consent Monitoring sessions as well as templates for measuring both universal and program data element completeness. The committee discussed the following in regards to the Score Card:

- For both universal and program data elements, HUD considers missing data in excess of 5% to reflect an issue with data quality.
- Projects can and should run their own data quality reports (for both universal and program data elements). Jennifer will use these reports to generate one data quality score for the Score Card.
- The Recipient Approval and Evaluation Committee will need to review projects' Score Cards once per year. The HMIS Committee will review data quality more frequently.
- The committee agreed that calculating a score based on the percentage of total data entered is fair for both large and small projects. Although for a small project, a few pieces of missing data would more dramatically affect the score, small projects have less data to enter overall and so should be able to focus on gathering all of it.

After much discussion, the committee agreed on the following method and grade range for the Score Card:

#### **Method:**

$$\frac{\text{Total data elements (universal and program) needed for project} - \text{Total data elements missing}}{\text{Total data elements (universal and program) needed for project}} \times 100 = \%$$

#### **Grade Range:**

A: 98.0% <

B: 97.0 - 97.9%

C: 95.0 - 96.9%

D: 94.0 – 94.9%

F: < 93.9%

**Motion:** Celeste moved to recommend the Data Quality Score Card method and grade range as listed above to the HCCSC Board for its approval. Tammy seconded the motion and it was approved by all except Jennifer, who abstained.

### **Approval of November Meeting Minutes**

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

**Motion:** Jennifer moved to approve the minutes as presented. Celeste seconded the motion and it passed unanimously.

### **Adjournment**

There being no further business, the meeting was adjourned at 10am.

The next meetings will be held on January 3 and February 7, 2017.

Submitted by: Shannon McMahon Williams