

**Homeless Continuum of Care of Stark County  
HMIS Committee Meeting  
April 3, 2018**

Committee Attendees: Celestine Barnes, Marcie Bragg, Tammy Geiger and Jennifer Keaton

Jennifer Keaton provided the following updates on HMIS:

- Adsystem switched to Version 6 in October, 2017 – Stark County moved to Version 6 in January 2018.
- There have been issues with getting a timely response on tickets. Jennifer has created a list of items that have been fixed and items that still have an outstanding ticket.
- There is an issue with submitting Annual Performance Reports (APRs). The csv reports do not match the aggregate reports.
- **ACTION ITEMS:**
  - Marcie will access SAGE to identify which projects have late APRs.
  - Jennifer will identify scope of issue by providing per project information on number of cases listed on project summary that are not listed on csv report.
- Identified additional issues with pulling Housing Inventory Count and Point in Time Count data from HMIS.

Providers (Tammy and Celestine) provided the following update on HMIS:

- Celestine mentioned that she can add new people to system but can't add case notes.
- Tammy reported that she had not recently been in the system and that she planned to attend HMIS Training tomorrow.

Marcie Bragg provided the following update:

- A new HMIS Committee Chair has been identified. The individual identified has an extensive background in Information Technology and we are hopeful that he will agree to chair the committee.
- Discussed changing the meeting time for the month of May. We will set an ongoing meeting date during May's Committee Meeting.
- **ACTION ITEM:** Identified need for additional committee members that represent agencies not currently represented on committee. Marcie will reach out to agencies not represented on committee for new committee members.

Identified 2018 Committee Priorities:

- Complete annual review of Coordinated Entry Policies
  - **ACTION ITEM:** Policy review will start with HCCSC E.1 HMIS System Policy. Marcie will review policy and send to Jennifer for her to review, edit and send to Celestine. Celestine will review and send to Tammy and Tammy will review and send to Miriam.
- Determine how to review and measure data quality. Policy E.6 HMIS Quality Data Plan needs reviewed and updated.
- Five-year contract with AdSystem ends March 2019. (*this date has been corrected to reflect **March 2020***)