

HMIS Committee

Meeting Minutes

October 31, 2018-8:30am

Ken Weber Community Campus at Goodwill

MEMBER ATTENDANCE		MEMBER ATTENDANCE	
Miriam Ballinger	X	Jennifer Keaton	X
Celestine Barnes	X	Aaron Wagster	X
David Besse	X		
Marcie Bragg	X		
Kristin Hooten	X		

AGENDA/ITEM	MOTION/ACTION	DISCUSSION/COMMENTS
Welcome and Call to Order	David Besse, 8:37 am	
Previous Minutes Approval	Motion to approve the August minutes as presented: Jennifer Keaton made a motion and Celestine Barnes seconded the motion	
HMIS Administrator Updates (Jennifer Keaton)		<ul style="list-style-type: none"> • Patches have been applied 9/15, 9/30, and 10/30. Jennifer was unable to send notices due to the late notice she received from Adsystem. • The 10/30 patch was for the Longitudinal System Analysis (LSA) report that will replace the Annual Homeless Assessment Report (AHAR). The AHAR was a voluntary report that has been completed and submitted to HUD on behalf of the Stark County Homeless Continuum of Care. The LSA is not voluntary and the files need to be sent in a CSV file. Jennifer confirmed that the LSA report was active on 10/31. • The LSA test upload needs to be done by 11/9. There is a document that details what data points will be pulled by the CSV file. • Jennifer stated that she was going to build a sequel database to test the quality of the data that would be pulled for the LSA. There was discussion on whether or not it was necessary to build a separate sequel database. • There is an issue with the Medicaid box within the HMIS system; the work around is to check other and type in Medicaid.

HMIS Committee

Meeting Minutes

October 31, 2018-8:30am

Ken Weber Community Campus at Goodwill

		<ul style="list-style-type: none">• There was a system outage during the month of October but it was resolved in a day.• The director of IT for Adystech has resigned; the company is currently relying on existing staff to fill the void of the IT Director.• The Homeless Navigation team will be down one staff person for the remainder of the year due to a medical leave.• Darrah Covin is a new member of the Homeless Navigation team; she started on Monday, October 29th. There have also been conversations about hiring a temporary staff person that has had experience with the HMIS.• Increased call volume for Homeless Navigation occurs in January and mid-summer.• The HMIS Lead Agency has decided to not release HMIS data to the Ohio Data Warehouse. The information requested is de identifiable data when released from the HMIS but will become identifiable information when matched with other systems' data. This decision was based on legal advice. If additional information is provided (regulation/statue) that supports the release of the data, the decision will be reconsidered at that time. The decision to not provide the data is supported by the Stark Housing Network, Inc.• Jennifer will bring back information to the next HMIS meeting (12/4) about whether the HMIS data including Google Docs was tested during StarkMHAR's June/July security test and information regarding Adystech's data backup and security policies; i.e. annual security reporting. There was discussion on whether money should be spent to increase the security of the Google docs or on upgrades to the HMIS to incorporate the information included in the Google Docs.• As of this week, the HMIS is including information/data from the Supportive Services for Veterans Families (SSVF) program.
--	--	---

HMIS Committee

Meeting Minutes

October 31, 2018-8:30am

Ken Weber Community Campus at Goodwill

		<ul style="list-style-type: none">The HCCSC received its first research request. The request came from a PhD student at Kent State University. The HCCSC Board approved the request at the October 9, 2018 HCCSC Board Meeting. Reasons for the approval are included in the board meeting minutes.
HMIS User Updates		<ul style="list-style-type: none">Kristen asked for an update on Ad Hoc reports; Jennifer stated that she has not had the time to review. Kristen wants to be able to pull by age range and zip code based on reporting required by United Way.Miriam tried to create a report and said that she needed to find out where things were being pulled from before being able to design the report.There are issues when you try to pull a verified application. Jennifer stated that you may need to open it up and see what's missing.
E.4 – HCCSC/HMIS Privacy Notice E.5 – HCCSC/HMIS Security Plan Stark County HMIS User Agreement		<ul style="list-style-type: none">Policies were reviewed and edits were suggested during the meeting. Marcie will make the edits and send them to the HMIS Committee for a final review before the next meeting scheduled for December 4th. These policies include E.4, E.5, and the Stark County HMIS User Agreement.Policy E.7/F.11 was briefly discussed and the committee decided to review this document after reviewing the newly published Coordinated Entry, Management and Data Guide. The review of the management and data guide will be handled by the HMIS lead agency and the HCCSC Coordinated Entry Committee.
Adjournment		<ul style="list-style-type: none">Next Meeting is Tuesday, December 4, 2018Meeting adjourned at 10:07 am