

HMIS Committee

Meeting Minutes

February 13, 2019-10:30am

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, 10:31 am	
Previous Minutes Approval	Motion to approve the December minutes as presented: Jennifer Keaton made a motion and Miriam Ballinger seconded the motion	
HMIS Administrator Updates (Jennifer Keaton)		<ul style="list-style-type: none">• The Longitudinal System Analysis (LSA) was uploaded prior to the HUD deadline of 12/14/2018. A technical assistance (TA) person identified three initial concerns with the uploaded LSA; 1) the CoC location, 2) identified the upload as a partial upload, and 3) data quality concerns. Assistance from AdSystemtech was required to address both of the concerns. The CoC location error has already been corrected by AdSystemtech. Jennifer has submitted a list of all of the active projects to AdSystemtech to eliminate a data pull from inactive projects that would create a partial report.• AdSystemtech has provided a timely response to recent tickets.• Submitted an application for the HMIS Capacity Building NOFA. The application submitted requested support to upgrade/customize/configure the current functionality of the HMIS, improve data quality, and increase staff skills through trainings.

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		<ul style="list-style-type: none">• Jennifer discussed the current HMIS contract with AdSystem and the desire to incorporate coordinated entry (google docs) into the HMIS. Established bi-weekly calls with AdSystem representative (Andrew) to discuss next steps and monitor progress.• On recent HUD System Administrator Regional Calls, a variety of upcoming changes have been discussed. The changes include; system performance measures, LSA, HMIS data standards, PATH reporting, APRs, and Data TA Strategy. No additional details are available at this time.
HMIS User Updates		<ul style="list-style-type: none">• Aaron asked if the issue with the Medicaid field has been addressed. When you select Medicaid as a non-cash benefit, there is no longer a text field that allows you to enter the specific type of Medicaid coverage. This issue has not been addressed but an update will be provided at the next committee meeting or sooner.
2019 HMIS Work Plan		<ul style="list-style-type: none">• Committee reviewed the HMIS work plan and recommended edits. (<i>work plan edits attached</i>)
HMIS User Meeting Agenda		<ul style="list-style-type: none">• Decided to move the HMIS User Meeting to May 8, 2019. The meeting was moved to May to allow time for an HMIS survey to be distributed to all users and for the survey results to be reviewed by the HMIS committee. The results of the HMIS User survey will determine the agenda topics for the May meeting.• Identified five questions for the HMIS User Survey (<i>draft attached</i>)
Adjournment		<ul style="list-style-type: none">• Next Meeting is Wednesday, March 13th, 2019 at 10:30 am• Meeting adjourned at 11:52 am