

HMIS Committee

Meeting Minutes

June 20, 2018-8:30am

Ken Weber Community Campus at Goodwill

MEMBER ATTENDANCE		MEMBER ATTENDANCE	
Miriam Ballinger	X	Jennifer Keaton	X
Celestine Barnes	X	Aaron Wagster	
David Beese	X		
Marcie Bragg	X		
Tammy Geiger	X		
Kristen Hooten	X		

AGENDA/ITEM	MOTION/ACTION	DISCUSSION/COMMENTS
Welcome and Call to Order	Marcie Bragg, 9:40am	
Previous Minutes Approval	<p>Motion to approve the May minutes as presented: David Beese</p> <p>Second: Miriam Ballinger</p> <p>Motion unanimously approved.</p>	
HMIS Administrator Updates (Jennifer Keaton)		<ul style="list-style-type: none"> • Adsystem installed another patch and began asking for approval prior to installing system patches. The plan is for patches to be installed over the weekend. • Committee Members were encouraged to make sure data is entered completely and accurately. She commented that some questions that require data entry may not apply but can't be left blank.

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		<ul style="list-style-type: none">• A common error identified is not checking the domain for a program on the initial page.• Jennifer reported that some agencies are checking organization view but they should be checking system view.• Project based trainings for Rapid Re-housing are being held June 21, 2018 from 1 pm – 4 pm at StarkMHAR.• Jennifer will submit a ticket to ask if the system can automatically check the domain and remove the view option of organization or region.
HMIS User Updates		<ul style="list-style-type: none">• There was an issue with only seeing a half screen but the issue has been resolved with a software patch.• Notes are not saving the first time but will save on the second attempt.• A potential user access issue was reported regarding a user being able to close a participant program.
Policy Review (E.1 Homeless Continuum of Care of Stark County Homeless Management Information System (HMIS) Policy)		<ul style="list-style-type: none">• Committee members reviewed and made appropriate edits to the policy.• A follow up discussion will occur during the next HMIS Committee Meeting to discuss number 2 under 3.09 Data Retention.• The E.6 Homeless Continuum of Care of Stark County Homeless Management Information System (HMIS) Data Quality Plan policy will be reviewed during the July 2018 HMIS Committee Meeting.
HMIS Chair Transition		<ul style="list-style-type: none">• Marcie Bragg reported that David Beese will take over as the HMIS Committee Chair starting with the July 2018 HMIS Committee Meeting.
Adjournment	There was no motion to adjourn.	<ul style="list-style-type: none">• Next Meeting is Wednesday, July 18th @ 8:30am• Meeting adjourned at 10:08 a.m.