

HMIS Committee

Meeting Minutes

July 18, 2018-8:30am

Ken Weber Community Campus at Goodwill

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

AGENDA/ITEM	MOTION/ACTION	DISCUSSION/COMMENTS
Welcome and Call to Order	Marcie Bragg, 9:32 am	
Previous Minutes Approval	<p>Motion to approve the June minutes as presented: Jennifer Keaton made a motion Second: Celestine seconded the motion Motion unanimously approved.</p>	
HMIS Administrator Updates (Jennifer Keaton)		<ul style="list-style-type: none"> Submitted ticket to determine if the view option for organization and region could be removed. Response stated that organization cannot be removed but might be able to remove region. Alliance for Children and Families lost stark county grantee so Jennifer could not pull a CSV. There is an additional section Jennifer has access to that allows her to have move ability to make system changes.

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		<ul style="list-style-type: none">• There is also a new knowledge center that has documentation on how the system works.• There must be a service identified in order for it to be included on an Annual Performance Report (APR). It is a good idea to have an intake autogenerated as a service.• Stark Questions – made revisions including the addition of a choice under reason for homelessness. If you select Parent/Guardian Homelessness it will skip adult focused questions when answering questions related to the children.
HMIS User Updates		<ul style="list-style-type: none">• Agency training scheduled for 7/19/18 at the Goodwill Community Campus.• SPDAT taking multiple times to load into the system. This is not occurring all of the time so it is difficult to determine what is causing it. Kristin will try to go to a different person and then go back to see if it works.• Kristin mentioned a participant that is not showing in shelter. Jennifer will look into the issue.• Google documents have phone numbers as an HMIS number. Jennifer will look into issue with hotline staff.
Policy Review (E.1 Homeless Continuum of Care of Stark County Homeless Management Information System (HMIS) Policy)	Motion to approve changes to policy Kristen made a motion Celestine seconded the motion	<ul style="list-style-type: none">• Reviewed data retention• Edits to data retention sections and underline data retention
Policy Review (E.6 HMIS Data Quality)	Motion to approve the E.6 policies as amended to the HCCSC Board Celestine made a motion to and Tammy seconded the motion	<ul style="list-style-type: none">• Committee reviewed policy and suggested edits.

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Adjournment	Jennifer made a motion to adjourn.	<ul style="list-style-type: none">• Next Meeting is Wednesday, August 15th @ 8:30am• Meeting adjourned at 10:12 am.
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