

HMIS Committee

Meeting Minutes

August 15, 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		
Tammy Geiger			
Kristin Hooten	X		

AGENDA/ITEM	MOTION/ACTION	DISCUSSION/COMMENTS
Welcome and Call to Order	David Besse, 8:36 am	
Conflict of Interest		
Previous Minutes Approval	Motion to approve the July 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"> • The Alliance for Families and Children CSV file has been corrected. • There have been no complaints received about the changed Stark County questions. • The Adsystem HMIS has not has not been updated for a while. They may be holding off on applying any new patches or they may be missing the step of contacting Jennifer before installing a patch.

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		<ul style="list-style-type: none">• Adsystem was able to correct a view within the system so now users can view other projects• David asked if there was a policy on how Adsystem backs up our data especially when they are doing patches. Jennifer stated that she would ask Adsystem for this information and bring additional details to a future committee meeting.• There was an issue with the hotline's phone system on August 14, 2018. When the system goes down, you should be able to recover the last 24 hours. The back-up system did not work and it is estimated that 10-15 calls were not tracked. A total of 73 calls were recorded on 8/14/18.• The new Longitudinal System Analysis LSA report should be available sometime next month. This report will replace AHAR.
HMIS User Updates		<ul style="list-style-type: none">• Kristen reported she tried to input a ticket on 8/13 and it would not save the ticket. Jennifer suggested she go into the administrative section of the system to submit a ticket.• You can use any browser other than internet explorer when accessing Adsystem. A suggestion is to only use one browser for Adsystem and use another browser for all other systems, etc.• Discussed creating a monthly list of HMIS updates to be sent to all HMIS users.• Aaron received a Verification of Disability and was unsure who was working with the applicant/participant. Aaron asked if you could scan a document to a program in HMIS. Jennifer stated that it was not possible but you could email it to Jennifer and Teresa. It may be possible to attach the document to in the chat function. You could send a message in the system so system users could see it. It was also suggested to discuss the documentation at the weekly By Names meeting.• David asked about Google Docs and the possible need to increase data security.

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		<ul style="list-style-type: none">• Jennifer stated that she would look at a recent data security test that was completed for StarkMHAR in June or July 2018 to see the HMIS data (Google Docs) was tested.• Discussed HMIS consent and the need to complete the form every time an intake is completed.
E.2 - Agency Partner Agreement	Motion to approve revisions to E.2 – Agency Partner Agreement: Jennifer Keaton made the motion and Miriam Ballinger seconded the motion.	<ul style="list-style-type: none">• Decided to change E.2 and E.3 by adding Coordinated Entry System and referring to HMIS and Coordinated Entry as “the System”.• The revisions to E.2 and E.3 will be taken to the Coordinated Entry System Committee before seeking CoC Board approval.
E.3 - Client Informed Consent & Release of Information Authorization		<ul style="list-style-type: none">• The YWCA is using project names rather than the agency name and ICAN Housing is using the agency name. Discussed removing the section that requires initials. Jennifer stated that she would look into the items discussed and report back at a future HMIS meeting.
Adjournment		<ul style="list-style-type: none">• Next Meeting is Wednesday, September 19, 2018• Meeting adjourned at 10:07 am.