

# HMIS Committee

## Meeting Minutes

June 12, 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		Dionna Stokes-Ellis	X
Marcie Braqq	X		
Kristin Hooten	X		

AGENDA/ITEM	MOTION/ACTION	DISCUSSION/COMMENTS
Welcome and Call to Order	Marcie Bragg, 10:35 am	
Previous Minutes Approval	<b>Motion</b> to approve the April minutes as presented: <b>Kristin made a motion and Aaron seconded the motion.</b> Dionna, Miriam, and Celestine abstained due to not being at the meeting.	
HMIS Administrator Updates (Jennifer Keaton)		<ul style="list-style-type: none"> <li>Submitted system performance measures by the 5/31 deadline.</li> <li>The LSA due date is June 24<sup>th</sup>. Continuing to correct errors prior to submitting the LSA.</li> <li>Newly hired Homeless Navigation Specialist was terminated. Position will be posted next week.</li> <li>There will be a change with the APRs. The new APR will be effective 10/1/2019.</li> <li>Schedule an 8/14 HMIS All User Meeting.</li> <li>Jennifer will prepare a current and proposed data standards cross walk and send to Melissa to send out to the August 2<sup>nd</sup> Quality Assurance meeting. These will also be discussed at a By Names meeting prior to our next HMIS Committee meeting scheduled for July 10<sup>th</sup>.</li> </ul>

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		<ul style="list-style-type: none"><li>• Strategic planning sessions scheduled for June 26 and 27. Might want to have a follow up coordinated entry and HMIS strategic planning session.</li><li>• Monthly HMIS training- people need to sign up or class will be cancelled. People just can't show up and assume there will be training. Need to send email to encourage people to sign up.</li></ul>
HMIS User Updates		<ul style="list-style-type: none"><li>• Kristen made a suggestion to remove the access availability of old reports. As an example, remove FY2016 and FY2017 APR reports.</li><li>• Aaron stated the Medicaid field is still incorrect. Jennifer responded that you need to add the Medicaid number. The check box is what calculates insurance for the APR; not the insurance carrier's name.</li><li>• Miriam reported that ICAN's Rapid Rehousing (RRH) case worker can't add notes to a participant with the YWCA.</li><li>• Aaron asked about participants with name changes. Instructed to not make name changes without documentation of name change. If name changes need to be made, make notes with changed name.</li><li>• Kristin mentioned a question about a participant missing demographic information. Kristin has provided the information to Jennifer and Jennifer will look into it. This a new person into the system.</li></ul>
Review of HMIS User Questions <i>(Questions Attached)</i>		<ul style="list-style-type: none"><li>• Question 1: HMIS Administrator will share common issues and resolutions with all HMIS users.</li><li>• Question 2: Documents uploaded to the incorrect project can be fixed. If the HMIS User can not remove it, inform the local HMIS Administrator. If still not resolved, inform the HMIS Administrator.</li><li>• Question 3: Yes, the consent currently auto populates to organization. Organization is the same as system when it relates to this question. You can change the drop down to system but it is not necessary.</li><li>• Question 4: Aaron will follow up with Stephanie and then follow up with Jennifer.</li></ul>

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		<ul style="list-style-type: none"><li>• Question 5: Jennifer needs to look into this. Might not be able to make adjustments to HUD questions but it might be possible to make adjustments to the Stark questions.</li><li>• Question 6: Keep tabbing until you reach the field.</li><li>• Question 7: Will schedule an HMIS admin meeting to discuss use of Stark County questions before August 14<sup>th</sup> HMIS all user meeting? Can also discuss at QA and Coordinated Entry.</li><li>• Add responses to question at the bottom of page number 1 to email question list.</li><li>• Jennifer will reach out to Jess to ask for more clarification around bottom of page, number 2.</li></ul>
Adjournment		<ul style="list-style-type: none"><li>• Next Meeting is July 10, 2019 at 10:30 am</li><li>• Meeting adjourned at 11:55 am.</li></ul>

### **HMIS Questions from May 8<sup>th</sup> All Users Meeting:**

1. Can emails be sent out to all HMIS users that identifies both the issue addressed and the resolution of the issue? i.e. when a user discovers a little niche of any kind, can it be sent out to all users.
2. There are HMIS uploaded documents in projects that the documentation was not meant for, can this be fixed?
3. Can the Consent (system) auto populate on applicant intake (when adding a participant to your program)?
4. When exiting participants, all the services are lost on the main page. Can this be fixed?  
Stephanie Delong stated this was an issue.
5. Currently cannot copy and paste information, information would need to be entered for each of the children data input into the system. Is there a way to copy and paste questions to the children?
6. Can the Tab key to enter data be functional again?
7. Can some of the Stark questions be eliminated?

### **Questions that seemed to gain a response during the meeting:**

1. Can the participants' case notes be printed?
  - a. In the services checkbox and the notes for the participant, select all (only select information within the checkbox for printing ability) and right click, then select print.
    - i. This answer was provided by Kathy McPeak
2. How to view participant's information that are in other agencies projects?
  - a. HMIS users would need the permission to view other agencies. This can be done by switching views from organization view to system view.
    - i. This question was from Coleman staff that needs the ability to view many projects.