

HMIS Committee

Meeting Minutes

July 10, 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	Dionna Stokes-Ellis; arrived at 11:10 am	X
Marcie Bragg	X		
Kristin Hooten			

AGENDA/ITEM	MOTION/ACTION	DISCUSSION/COMMENTS
Welcome and Call to Order	David Besse, 10:33 am	
Previous Minutes Approval	Motion to approve the June meeting minutes as presented: Miriam made a motion and Aaron seconded the motion.	
HMIS Administrator Updates (Jennifer Keaton)		<ul style="list-style-type: none"> • Applicants are being interviewed for vacant Homeless Navigation Specialist position. • The Longitudinal System Analysis (LSA) has been submitted. ABT Associates is not requesting additional information/corrections from Jennifer at this time. • Stella P (Performance) and Stella M (Modeling) are new HUD tools that were created using the data from the LSA. Stark County HMIS data has been input into both Stella P and Stella M. The reports created were used during a recent Strategic Planning session with consultants from CSH. • Reviewed upcoming changes coming up in October with regard to Annual Performance Reports (APRs) and Coordinated Entry projects. • There will be a change with the APRs. The new APR will be effective 10/1/2019. • Scheduled an 8/14 HMIS All User Meeting. • Created first ad hoc report to look at SPDAT scores.

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		<ul style="list-style-type: none">• Jennifer will prepare a current and proposed data standards cross walk and email it to Melissa to send out with the agenda for the August 2nd Quality Assurance meeting.• HMIS 101, Privacy and Security, and SPDAT training are scheduled for tomorrow; 7/11.• Jennifer will send the current AdSystem contract to David for review prior to asking for a contract renewal.
HMIS User Updates/Questions		<ul style="list-style-type: none">• A question was asked about pulling up participant records in HMIS using the ID number. The recommendation for finding a participant in HMIS is to click on the application list tab and enter their application ID number that is found on the APR detail report.• The only two options for HMIS user rights are admin or user.• A question was asked about the ability to eliminate services in a program when you are not utilizing the services. The answer is that you cannot eliminate the services but you can hide them.• Jennifer will send application ID question and answer to all HMIS users.
Review of HMIS User Questions <i>(Questions & Answers Attached)</i>		<ul style="list-style-type: none">• Reviewed the questions that the committee was not able to answer during the last committee meeting.• Changed the answer to question number 3 from yes to no.• The committee is continuing to work on an answer to question 4.• Discussed and answered question 5. (see attached)• Marcie will create a question and answer sheet, share it with the committee for feedback, and email it to all HMIS Users.
August 14 - All Users Meeting		<ul style="list-style-type: none">• Identified the following agenda topics for the All Users Meeting: Activity Update from last HMIS All User Meeting, 10/1/2019 Data Changes, Data Standards Cross Walk, Tips Tricks & QA.
Adjournment		<ul style="list-style-type: none">• Next Meeting is August 14, 2019 at 10:30 am• Meeting adjourned at 12:02 am.

HMIS Questions from the May 8th All Users Meeting:

1. Can emails be sent out to all HMIS users that identify both the issue addressed and the resolution of the issue?
 - a. ANSWER: Yes. The HMIS Administrator will email all HMIS Users with the details of the common issue and resolution that has been identified.

2. There are HMIS uploaded documents in projects that the documentation was not meant for, can this be fixed?
 - a. ANSWER: Yes. Documents uploaded to the incorrect project can be removed by the local HMIS administrator if they cannot be removed by the HMIS User. If the local HMIS Administrator is unable to remove the document, inform the HMIS Administrator.

3. Can the Consent (system) auto populate on applicant intake (when adding a participant to your program)?
 - a. ANSWER: No. The consent auto populates to organization. Organization is the same as system when it relates to this question.

4. When exiting participants, all the services are lost on the main page. Can this be fixed?
 - a. ANSWER: The HMIS Committee is still working on an answer to this question.

5. Currently information needs to be entered for each of the children input into the system. Is there a way to copy and paste answers for the children's profile?
 - a. ANSWER: No. You cannot copy and paste answers for the HUD or the Stark County questions. HOWEVER, for the STARK COUNTY questions you only need to answer all of the questions for individuals who are 18 or older and only the last 6 questions (educational questions) for individuals under 18. This is a minimum standard and your agency may decide to answer more questions on a case-by-case basis.

6. Can the Tab key be functional again?
 - a. ANSWER: Yes. You need to keep striking the tab key until you reach the field. You may need to strike the tab key more than one time in order to move to the next field.

7. Can some of the Stark questions be eliminated?
 - a. ANSWER: Maybe. The Stark County questions will be reviewed, eliminated and/or modified based on this question. - Thank you for encouraging us to look into this!