

# HMIS Committee

## Meeting Minutes

January 8, 2020-10:30am

Ken Weber Community Campus at Goodwill

MEMBER ATTENDANCE		MEMBER ATTENDANCE	
Miriam Ballinger	x	Jennifer Keaton	x
Celestine Barnes		Aaron Wagster	X
David Besse	x	Dionna Stokes-Ellis	x
Marcie Bragg	x		
Kristin Hooten	x		

AGENDA/ITEM	MOTION/ACTION	DISCUSSION/COMMENTS
Welcome and Call to Order		10:38
Previous Minutes Approval	<b>Motion to approve</b> the November and December 2019 meeting minutes as presented. Marcie made motion to approve and Aaron seconded the motion: unanimous approval by all present.	
HMIS Administrator Updates (Jennifer Keaton)		<ul style="list-style-type: none"> <li>• Many of the tickets discussed last month have been resolved however, recently, additional tickets have been created to address new issues. The document bleeding issue has not been resolved.</li> <li>• Recent issues were identified when pulling a Homeless Crisis Response Program (HCRP) Annual Performance Report (APR). Jennifer believes this is a new programming issue related to changes in the secondary questions being asked following the disabling condition question.</li> <li>• Jennifer encouraged committee members to reach out to her if they have an issue.</li> <li>• Waiting for Point-in-Time (PIT) updates to the HMIS that will allow for a report to be pulled with PIT counts rather than completing written reports.</li> </ul>

# HMIS Committee

## Meeting Minutes

January 8, 2020-10:30am

Ken Weber Community Campus at Goodwill

		<ul style="list-style-type: none"><li>• Jennifer is trying to get the PIT survey in an electronic format, survey monkey is no longer an option due to cost but will look into google docs as an option.</li><li>• Dates have not been announced about the changes that will be made to APR and Longitudinal System Analysis (LSA). HMIS software vendors are waiting for the specifications from Housing and Urban Development (HUD).</li><li>• Next week, Jennifer has a call with Andrew, AdSystech, to discuss multiple items including AdSystech's security plan.</li><li>• The Ohio Data Warehouse has declined the HCCSC's request to revise the Data Use Agreement and the request to add an attorney prepared addendum to the existing agreement. The attorney is reviewing additional documentation before providing a final recommendation to the HCCSC on whether to sign the agreement.</li></ul>
HMIS User Updates/Questions		<ul style="list-style-type: none"><li>• There were no questions or updates.</li></ul>
HMIS Policy Review	<p><b>Motion to approve</b> revisions as presented to the following HCCSC HMIS/System Policies; E.2 Agency Partner Agreement, E.3 Release of Authorization E.4 System Privacy Notice, and E.5 System Security Plan Kristen made the motion to approve. Dionna seconded the motion; unanimous approval by all present.</p>	<ul style="list-style-type: none"><li>• Discussed policy E.6 Data Quality Plan and E.7/F.11 HMIS Data Completeness Scoring and identified the following next steps: 1) Jennifer will bring an updated (HUD recommended) data element chart (chart on pg. 3 of policy E.6) to the next HMIS Committee meeting and the system results that correspond to the new chart; 2) All HMIS Committee Members will review policy E.6 prior to the next HMIS Committee meeting; and 3) Policy E.7 will be reviewed following the final edits to E.6.</li></ul>

## HMIS Committee

### Meeting Minutes

January 8, 2020-10:30am

Ken Weber Community Campus at Goodwill

Adjournment		<ul style="list-style-type: none"><li>• Next Meeting is February 12, 2020 at 10:30 am</li><li>• Meeting adjourned at 11:42 am.</li></ul>
-------------	--	--