

# HMIS Committee

## Meeting Minutes

October 9, 2019-10:30am

Ken Weber Community Campus at Goodwill

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

AGENDA/ITEM	MOTION/ACTION	DISCUSSION/COMMENTS
Welcome and Call to Order	Marcie Bragg, 10:39 am	
Previous Minutes Approval	<b>Motion</b> to approve the July meeting minutes as presented: <b>Jennifer made a motion and Aaron seconded the motion; motion approved by a unanimous vote of all members present.</b>	
HMIS Administrator Updates (Jennifer Keaton)		<ul style="list-style-type: none"> <li>• Homeless Navigation is fully staffed.</li> <li>• New programs are being added to the HMIS include; emergency assistance, Veterans Service Commission and Veteran Administration beds at Refuge of Hope, and employment services.</li> <li>• Reviewed Living Situations Crosswalk 2019. Crosswalk document will be emailed to all current HMIS users, emailed to new HMIS users following HMIS training, and discussed during the next HMIS all user meeting.</li> <li>• Jennifer will include details on how to pull Annual Performance Reports (APRs) after October 1<sup>st</sup> in an email that will go to all HMIS users.</li> <li>• There was an update to HDX 2.0 that corrected calculation errors in Stella.</li> </ul>

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		<ul style="list-style-type: none"><li>• Required “contact” information in HMIS specific to Coordinated Entry and Outreach needs to be researched further before discussing at a future HMIS meeting.</li><li>• Jennifer provided an update on the Ohio Data Warehouse and the sharing of Homeless Continuum of Care of Stark County’s (HCCSC) HMIS data. The HMIS Lead Agency (StarkMHAR) has been working with legal counsel on the data agreement that the Ohio Data Warehouse has requested the HCCSC sign. The HCCSC Board approved a letter to stating that the HCCSC understands that participation in the Ohio Human Services Data Warehouse needs to be demonstrated by June 30, 2020.</li></ul>
HMIS User Updates/Questions		<ul style="list-style-type: none"><li>• HMIS users mentioned an issue they have noticed regarding old HMIS documents that were uploaded by another agency appearing when entering a participant into a new project. Specific participant names were provided to Jennifer and she is going to look into the issue.</li><li>• There was an issue with incorrect exit dates being entered by Homeless Navigation into reopened participant records. This error impacted partnering agencies APRs. The issue is being corrected.</li><li>• A question about sexual orientation appeared after a system update. This was added to our HMIS in error by the vendor and has been corrected.</li></ul>
E.2 HMIS Partner Agency Agreement	<b>Motion</b> to approve a revision to the E.2 Partner Agency Agreement as presented: <b>Kristin made a motion and Aaron seconded the motion; motion approved by a unanimous vote of all members present.</b>	<ul style="list-style-type: none"><li>• The following revision to the E.2 policy was discussed and approved by the committee. - <i>If a Participant revokes consent for release of information, the Agency remains responsible for ensuring that any of the Participant’s information that is collected after the date of revocation is unavailable to all other Partner Agencies.</i></li></ul>
Adjournment		<ul style="list-style-type: none"><li>• Next Meeting is November 13, 2019 at 10:30 am</li><li>• Meeting adjourned at 11:53 am.</li></ul>

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