

HMIS Committee

Meeting Minutes

December 11, 2019-10:30am

Ken Weber Community Campus at Goodwill

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

AGENDA/ITEM	MOTION/ACTION	DISCUSSION/COMMENTS
Welcome and Call to Order		
Previous Minutes Approval		Will approve November meeting minutes in January.
HMIS Administrator Updates (Jennifer Keaton)		<ul style="list-style-type: none">Continuing to work on updates to meet new reporting requirements. Fourteen tickets open with Adsystem based on issues identified, resolution on half of the tickets. Now, Jennifer has the ability to fix the tickets.There are a couple of additional patches that need to be applied to correct the document bleeding. Individual's documents who are in multiple projects/agencies are showing across projects/agencies.Jennifer is continuing to work on correcting the locations. Examples were provided regarding ACF scattered site projects.David asked if we could see Adsystem's security plan. Jennifer will ask again.Created a training scheduled for 2020 including monthly HMIS 101 and privacy and security training.Marcie will ask Melissa to put together the annual training calendar and send it to all HMIS users.Jennifer emailed request to update current users and asked for the name of the lead administrator and for the name of the backup administrator.

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		<ul style="list-style-type: none">• Need to improve communication between Teresa and Jennifer when they are working on issues to make sure they are not both addressing the issues. Need to put the process in place, maybe if the lead is the only one who goes to Jennifer and Teresa with the issue.• Working to get Emergency Assistance provider data into the HMIS. Additional staff will be available to work on HMIS activities the beginning of the year; activities such as creating new reports and/or ad hoc reports.• We have a small number of custom fields that we can add. Jennifer asked if we could use one of the fields for location. Specifically we want to ask this question when people call into system. Currently this can only be found on google docs. Locations would include Massillon, Canton, Alliance, Stark County or out of service area. This field would not be tied to last known location. This would be the geographic location.• Started working to build bed inventory with Arbor Ridge this will be followed by building a bed inventory for the remaining projects. This will replace the need to enter this information into google docs.
HMIS User Updates/Questions		<ul style="list-style-type: none">• There were no questions or updates.
HMIS Policy Review		<ul style="list-style-type: none">• Reviewed the following HCCSC HMIS policies; E.2 Agency Partner Agreement, E.3 Release of Authorization, E.4 System Privacy Notice, and E.5 System Security Plan.• Policies revisions will be approved during January HMIS Committee meeting.
Adjournment		<ul style="list-style-type: none">• Next Meeting is January 7, 2020 at 10:30 am• Meeting adjourned at 11:58 am.