HMIS Committee

Meeting Minutes
May 13, 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	
Marcie Bragg	x		
Kristin Hooten	x		

AGENDA/ITEM	MOTION/ACTION	DISCUSSION/COMMENTS
Welcome and Call to Order		10:35 am - During the previous meeting it was discussed that the All Users meeting will be held off until further notice.
Previous Minutes Approval	**Motion to approve** the March 2020 meeting minutes as presented. Kristin made motion to approve and Miriam seconded the motion: unanimous approval by all present.	
HMIS Administrator Updates (Jennifer Keaton)		- Hotline and HMIS staff operating from home; one Specialist remains in the office to triage calls received. - Homeless Navigation staff have a daily morning update call that includes sharing webinar information and daily shelter update. - Homeless Navigation has created a Health Record monitoring sheet that allows for sharing information on COVID19+ participants. - New projects have been entered into the HMIS for COVID19 related shelters. - Homeless Navigation Supervisor search was on hold until end of last week and the first round of phone interviews begins today, May 13; Teresa's departure date is June 30, 2020.

		- StarkMHAR offices are closed until the end of the month and the terms of reopening are still being negotiated. - HMIS system had minimal issues with records from original upload that weren't complete total was roughly 1000 errors that Homeless Navigation is working on corrections of data. - United Way Homeless Prevention and Emergency Assistance project in HMIS is 95% built; Jennifer and United Way staff have been sharing information back and forth in a spreadsheet to move the process forward. - The PIT and HIC required submission is 95% complete; Homeless Navigation needs agency approval prior to submission; HIC and PIT submissions are due June 30, 2020. - Homeless Navigation is working with SSVF on a monthly upload of data. - HUD Nat. Data Consortium, Jennifer was able to attend all sessions and Specialist were able to attend some sessions as well. - Increasingly important to determine measures for data quality and identify models to discuss how CoC data quality process will work; for this project, committee engagement is being sought. - The CE data elements deadline previous deadline was April 1st; the deadline has been pushed back until October 1st, 2020. - Homeless Navigation has been researching data dashboards, but the dash boards are not specific and inclusive of what data to include; two sessions at the conference discussed this topic. - StarkMHAR offered a tech person to assist with the AdHOC reports; the tech person was also able to attend the recent webinars that discussed this topic. - There has been no forward movement with Adsystech regarding the data backup process.

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HMIS User Updates/Questions		• Kristin did not report and issues or concerns with the HMIS and has not had any issues for several months. • Kristin did find the HMIS system updates that included the ability to print documents such as birth certificates and social security cards.
Old Business		• N/A
New Business		• The committee will determine if the meeting should be held during the month of June; the committee will be relied on to provide agenda topics. • Data quality elements will be distributed to the committee for review.
Adjournment		• Next Meeting is June 10, 2020 at 10:30 am • Meeting adjourned at 10:55am.