

HMIS Committee

Meeting Minutes

September 9, 2020-10:30am

Zoom Meeting

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		<ul style="list-style-type: none"> • 11 am
Previous Minutes Approval	<p>Motion to approve the August 2020 meeting minutes as presented. Jennifer made motion to approve and Kristin seconded the motion: unanimous approval by all present.</p>	
HMIS Administrator Updates (Jennifer Keaton)		<ul style="list-style-type: none"> • There has been continual work on data quality, getting new projects entered into the HMIS and learning new ESG data requirements. • The new ESG will be utilizing the same reporting tool with a different “bundling” component. Jennifer is working with Sue Graham and Renee Biggums of the City of Canton on ESG “bundling” in the reporting tool. • Celeste previously had issues with printing the SPDAT from the HMIS and the issues has now been fixed. • There was a misconception that the AMI percentage in the HMIS has changed, but this is not the case for all AMIs, only certain places were affected.

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		<ul style="list-style-type: none">• Jennifer will be working with the SHNI on upcoming HMIS training sessions in October; the trainings will be held virtually through Zoom or Microsoft Teams.• Jennifer has received the new Org.code SPDAT assessments for individuals and is still waiting on the new SPDAT assessments for families and updated SPDAT training.• Jennifer is still reviewing the new data elements of the LSA; this will be two years of data entered. Currently the system to upload LSA data is not open as vendors are still working on changes to the system. <p>Discussion: Several questions posed to the committee members.</p> <p>1) What aspects of COVID that may be permanent from a Homeless Navigation standpoint? Currently, one Navigation Specialist is on-site and staff rotates to fill the on-site spot. Recently the Navigation staff have been notified that starting in October, staff members will be in office one day a week and in November staff will return to office two days a week; this practice will be re-evaluated in the next couple of months. 2) Is the system compromised by remote work? All staff members have taken home computers to set up for remote work; the only issue is with faxing information as not all staff have fax machines at home. Amanda is in the office two days a week working. 3) Is data quality still the same? Jennifer reported that there is no loss in the data quality and this is an area that is always being worked on. Jennifer reported that there is always room for improvement for new users and new components in older projects that are now being utilized such as ICAN's supportive services. Some users are still learning and other users are excelled in HMIS. Jennifer also reported that productivity has not suffered from off-site work, but there has recently been a reduction for in-coming calls; out-going calls are still at the same rate as prior to the pandemic. One area of need for Navigation staff is cell phones because staff are currently utilizing their personal phones. Since Coordinated Entry was set up to be phone-based, the system had an advantage during this time due to having a call-</p>
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		<p>in system already in place. Jennifer reported that there does not appear to be any issues with callers or reports.</p>
HMIS User Updates/Questions		<ul style="list-style-type: none">• There was a question regarding the new HP/ERA projects and participants that are ineligible for the projects. Should the project delete the HMIS entry or leave it in the HMIS? Jennifer reported that other projects would not complete the “move-in” date in the HMIS. In order to keep track of project referrals to HP/ERA, the projects should mimic the way shelters input data in the HMIS and indicate that the participant was ineligible for the project.• Another topic was discussed regarding adding and removing a head of household for participants that are on the same case. For example: a mother had an adult child on her case and the adult child now has a child and is the head of household. Jennifer indicated that in order to make the adult child a head of household, her mother would need to be exited out of all projects associated with this case and then the adult child can be classified as the head of household. If a Hotline case is still open with both the mom and adult child, then a project would need to contact Homeless Navigation.
October 14, 2020 HMIS All User Meeting		<ul style="list-style-type: none">• The committee discussed the October 14th All User meeting. The meeting will be held via Zoom or Microsoft Teams. The committee discussed potential topics for the agenda. The proposed agenda will include the following:<ol style="list-style-type: none">I. Welcome, Introductions & Housekeeping<ol style="list-style-type: none">a. Introduction of Local HMIS Administrators (David and Marcie)II. HMIS 101 Question & Answer (Jennifer and Miriam)III. HMIS Administration Question & Answer<ol style="list-style-type: none">a. Data Quality Reportsb. All User Reports

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		<p>(Aaron and Kristin)</p> <p>IV. Participant Exit Destinations (Miriam)</p> <p>V. Length of Time Homeless (Celeste and Jennifer)</p> <p>VI. Homeless Prevention / Emergency Rental Assistance Q&A (Dionna and Aaron)</p> <p>VII. HMIS System User Tips & Tricks (All users)</p> <p>Discussion: Marcie will send out an email asking for topics and committee members will compile all questions in a Word Doc and provided to Homeless Navigation to prepare responses.</p>
Old Business		<ul style="list-style-type: none">• N/A
New Business		<ul style="list-style-type: none">• N/A
Adjournment		<ul style="list-style-type: none">• Next Meeting is November 11, 2020 at 10:30 am• Meeting adjourned at 11:56 am.