

# HMIS Committee

## Meeting Minutes

December 09, 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"> <li>10:39am</li> </ul>
Previous Minutes Approval	<p><b>Motion to approve</b> the November 11, 2020 meeting minutes as presented. Aaron made motion to approve and Kristin seconded the motion: unanimous approval by all members present.</p>	
HMIS Administrator Updates (Jennifer Keaton)		<ul style="list-style-type: none"> <li>StarkMHAR has limited staff members due to the increase in COVID numbers.               <ul style="list-style-type: none"> <li>The Hotline triage staff member is the only Hotline staff that is currently working out of the office.</li> </ul> </li> <li>Hotline staff is at limited capacity with one staff member working reduced hours.</li> <li>During the months of October and November there was an increase in calls to the Hotline. Homeless Navigation completes 450 pre-screen / intakes per month. The weekly Homeless Navigation team makes around 900-1200 outgoing calls per month.</li> <li>Jennifer reported that the difference in the amount of calls may be due to the new projects and the Hotline not diverting as many calls as previous.</li> </ul>

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		<p>Hotline is completing more Pre-Screen which turn into intakes. In a 6 week period the Hotline referred 304 households to one project in addition to the project referrals for annual projects. The Hotline's outgoing calls have increased from an average of 900 - 200 calls up to 1700 outgoing calls.</p> <p><b>Discussion:</b></p> <ul style="list-style-type: none"><li>i. Committee members discussed the increase in calls to the Hotline since March. The increase in calls is due to new projects starting. There were administrative steps that had to take place before an agency could administer new projects, such as policy creation and HCCSC Board approval.</li><li>ii. The TANF referral project has been successful. Due to the collaboration with ACF, Lisa Warden (Canton City Schools Homeless Liaison) and Homeless Navigation to create a streamlined referral process, the TANF project award has increased from \$440,000 to \$1.5 million.</li><li>iii. Homeless numbers were discussed and Jennifer reported that the literal homeless numbers have not increased. The increase in calls and Pre-Screens are for other project types that can serve imminent risk households under Homelessness Prevention projects. The City of Canton typically receives an annual allocation through the Emergency Solution Grant (ESG) program of \$110,000 for homelessness prevention projects. With additional efforts through the CARES Act to keep households stably housed during this time, the City of Canton received \$1.8 million over the next two years to support agencies administering these projects.</li></ul> <ul style="list-style-type: none"><li>• Jennifer reported that Homeless Navigation continues to work on normal activities such as HMIS trainings. Homeless Navigation has increased the number of trainings per month; previously HMIS trainings were held once a month and now Homeless Navigation will offer two trainings per month.</li></ul>
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		<p>Homeless Navigation also plans to introduce the new SPDAT training and other trainings that providers showed interest in completing in 2020.</p> <ul style="list-style-type: none"><li>• Jennifer has also been working on the LSA for two FFY. Jennifer is working with Adsystem to upload an LSA version that would reduce errors with the data submitted. The instructions provided to vendors indicated that the LSA is not finalized at this time and is expected to be complete by 12/31/2020.</li><li>• Jennifer continues to work with providers on monthly reporting.</li><li>• Homeless Navigation has continued to work on new projects in the HMIS. <b>Discussion:</b> The committee discussed the possibility of adding a staff member to the Homeless Navigation team due to the increase in awards. Jennifer reported that there is not currently funding available to support a new staff member. The new funding available is time limited and StarkMHAR would have lay off any new staff member once the grant expires. StarkMHAR did apply for ESG-CV Round two for an HMIS enhancement, but StarkMHAR currently only has a preliminary contract and is waiting for HUD approval.</li></ul>
HMIS User Updates/Questions		<ul style="list-style-type: none"><li>• Committee members asked how the system can support Homeless Navigation efforts. Jennifer reported that everyone in the system has been really patient and understanding of all the new duties Homeless Navigation has taken on during the pandemic. Jennifer also reported that providers have been responsive to working on processes for the best participant outcomes. ACF thanked Jennifer for her networking and bringing providers together to work on referrals and referral process – this process has been working well.</li></ul>
Old Business		<ul style="list-style-type: none"><li>• N/A</li></ul>
New Business		<ul style="list-style-type: none"><li>• Marcie discussed the HMIS privacy and security policies / processes and system user agreement with committee members. The HCCSC holds a Veteran Benchmark Workgroup that discusses sensitive participant</li></ul>

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		<p>information. The SHNI is seeking guidance on how to protect the system's data and information throughout the Veteran Benchmark Workgroups being held. Workgroups are not structured as the standing committees under current CoC policy. The Executive Committee reviews and approves committee questionnaire requests to be a member of a standing committee; workgroups do not have policies for attending members and do not require a committee questionnaire. Jennifer reported that revisions to the E.2 System User Agreement would need to be vetted by StarkMHARs attorney and would need to include a different structured process for the Veterans programs. Jennifer also indicated that any agency contributing data into the HCCSC's HMIS would be covered under the current CoC policy; all HMIS Users are required to complete annual privacy and security training. The committee agreed that attendees of the Veteran Benchmark Workgroup must be a part of an organization, must be an authorized person that is able to provide updates on behalf of the organization and is able to share Veteran information with the HCCSC. Committee members also agreed that an MOA should be created aside from Coordinated Entry. The committee identified the following next steps: 1) Create an MOA between the HCCSC and Veteran agencies; 2) Have an authorized representative form that Veteran agencies signoff on prior to the authorized representative participation in the Veteran Benchmark Workgroup; 3) Veteran agencies verify that they are able to share data / information with the HCCSC; and 4) Veteran agencies submit their agency's privacy and security policies with the submission of an authorized representative request.</p>
Adjournment		<ul style="list-style-type: none"><li>• Marcie wished the committee a happy holidays.</li><li>• Next Meeting is January 13, 2021 at 10:30 am</li><li>• Meeting adjourned at 11:30 am.</li></ul>