

HMIS Committee

Meeting Minutes

January 13, 2021-10:30am

Zoom Meeting

| MEMBER ATTENDANCE | | MEMBER ATTENDANCE | |
|-------------------|---|---------------------|---|
| Miriam Ballinger | | 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 |
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| Welcome and Call to Order | | <ul style="list-style-type: none"> 10:33am |
| Previous Minutes Approval | <p>Motion to approve the December 9, 2020 meeting minutes as amended. Jennifer made motion to approve and Aaron seconded the motion: unanimous approval by all members present.</p> | <ul style="list-style-type: none"> Jennifer opened discussion regarding the December 9 meeting minutes. There were several corrections to the December minutes which are as follows: <ol style="list-style-type: none"> The minutes stated that Homeless Navigation receives 450 calls on a weekly basis. The correction should state that Homeless Navigation completes 450 pre-screen / intakes per week. The weekly Homeless Navigation team makes around 900-1200 outgoing calls per week. In the HMIS User update, the word brining was misspelled. |
| HMIS Administrator Updates (Jennifer Keaton) | | <ul style="list-style-type: none"> The December pre-screens and intakes were lower this month. Jennifer reported that due to the holiday season, calls / pre-screen / intakes are typically lower than other months; the decrease could be contributed to family and friends reluctance to ask people to leave residency during the holiday season. StarkMHAR staff members are working two days in the office. Jennifer submitted the HMIS and Coordinated Entry APRs. Jennifer has also been working on the LSA for two FFYs. Jennifer is working with Adsystem to upload an LSA version that would reduce errors with the data submitted. The instructions provided to vendors |

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| | | <p>indicated that the LSA is not finalized at this time and is expected to be complete by 12/31/2020.</p> <ul style="list-style-type: none">• Jennifer continues to work with providers on monthly reporting.• Homeless Navigation will provide two HMIS training session dates per month. Additional training sessions may be offered based on the interest of providers.• Jennifer is working on roughly 4 funding competition grant applications; she typically works on 10 grant applications per year.• Homeless Navigation is continually working on data quality and providing User support for any questions, concerns or data errors.• Jennifer will be uploading the new SPDAT into the HMIS. <p>Discussion: Committee members discussed that HUD pushed back deadlines for the PIT and HIC data submissions. Also, HUD did not have the annual CoC Program funding competition. Jennifer also reported that the ESG-CV funded projects will need to submit quarterly CAPERS; Jennifer provides the CAPER reports to the City of Canton for submission. There was further discussion regarding errors within the HMIS; Jennifer has been working on attaching project codes to services in HMIS projects. Adsystem previously worked to connect these codes to services in projects, but the codes only included specific timeframes; Jennifer is working to find and fix these errors. Jennifer reported that these types of errors have been around for years; once a new code is connected to a service, it's possible that the new code could break a connection from a previously connected code.</p> |
| HMIS User Updates/Questions | | <ul style="list-style-type: none">• N/A |

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| <p>Review and Approval of Veteran Benchmark Workgroup Documents</p> | <p>Motion: Jennifer motioned to approve the Homeless Continuum of Care of Stark County Memorandum of Agreement. Aaron seconded the motion and it was carried by all members present.</p> <p>Motion: Marcie requested a motion to approve the Authorized Representative Form with the final amendments. Aaron motioned to approve. Jennifer seconded the motion and it was carried by all members present.</p> | <ul style="list-style-type: none">• Last month the SHNI sought the HMIS Committee's guidance on how to ensure the privacy and security of participant information that is shared during the Veteran Benchmark Workgroup meetings. 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 SHNI created an MOA between the HCCSC and Veteran agencies and an authorized representative form that Veteran agencies signoff on prior to the authorized representative participation in the Veteran Benchmark Workgroup. These documents verify that agencies are able to share data / information with the HCCSC and Veteran agencies submit their agency's privacy and security policies with the submission of an authorized representative request. The documents were displayed for the committee's review. The HMIS committee reviewed the documents and made some minor revisions and recommendations. The HMIS Committee's revisions and recommendations will be included in the documents and the final copy of the documents will be provided to the HMIS committee via email. |
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| 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 February 13, 2021 at 10:30 am• Meeting adjourned at 11:30 am. |