

HMIS Committee

Meeting Minutes

May 12, 2021-10:30am

Zoom Meeting

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		<ul style="list-style-type: none">Meeting called to order at 10:32 am.
Previous Minutes Approval	Motion to approve - April 2021 meeting minutes will be approved during next month's meeting.	
HMIS Administrator Updates (Jennifer Keaton)		<ul style="list-style-type: none">Jennifer continues to finish backend changes to Adsytech before the next system update; she is halfway through this process.Jennifer has pulled various data for the Homelessness Prevention Evaluation Project (HPEP). Jennifer reported that there are concerns with user education and data input. Jennifer is working with providers to fix any data errors. There has also been an increase in new direct service staff members and Jennifer indicated that a system wide training may be beneficial to address more topics and create uniformity. Jennifer also reported that the data input concerns may not be specific to homelessness prevention projects and may be concerns for other project types. Jennifer and Amanda have also been meeting with project staff members on an individual basis to address data concerns; this is amongst all projects and providers. There has been an increase in provider staff members that have not received the larger HMIS meetings /

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		<p>trainings and Jennifer indicated that adding additional training to the schedule could support these new users.</p> <p>At 10:37am Dionna entered the meeting.</p> <ul style="list-style-type: none">• Since April, the Hotline has been down 2 staff members. During this time, Homeless Navigation has worked on job descriptions, job posting, and the interview process. Jennifer gave credit to Amanda for taking the lead on this process. There has been 2 offers extended that have been accepted. Homeless Navigation also has a Temp working on intakes for homelessness prevention projects only.• Jennifer has created a number of projects in HMIS for ESG-CV, ESG and Risk Mitigation Funds.• Homeless Navigation is working with United Way (UW) to enter Emergency Assistance (EA) projects into the HMIS system. There are about a dozen projects that need to be created because UW is requesting to use the system for all projects including rental assistance, mortgage assistance, utilities, etc. These projects will also have to be broken down by funding source and individual utility providers. Other EA providers that work with UW may begin to enter data for CARES Act funding to track assistance to avoid duplication of benefits. The system may want to review the HMIS User Agreement and Homeless Navigation / Jennifer's responsibilities for pulling HMIS reports; it may be beneficial to modify the responsibilities so that Jennifer is not required to pull reports for EA providers funding reporting requirements. Jennifer reported that it may also be beneficial to setup a call to discuss a data dump of EA providers' information into the HMIS.• Upcoming, there are 61 Emergency Housing Vouchers allocated to SMHA that will utilize the Coordinated Entry System; a project will need to be created in HMIS.• The 2022 data standards have been released and Jennifer is working to understand the information.
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HMIS User Updates/Questions		<ul style="list-style-type: none">• Jennifer confirmed that if a participant abandons a unit, the participant should be exited as normal from the HMIS; annual recertification would not be dinged if the participant exited within a 2 month timeframe prior to recertification.• The YWCA has a document for an ODSA grant document and inquired if the document would require Jennifer's signature. Jennifer confirmed that it would need to be a signature of a YWCA staff member.• Amy Bullard is no longer with ODSA. Vernon is the acting interim and Sharron Prince is the supporting housing specialist.• The SHNI had a question regarding entering household income information into the HMIS. When reviewing income outcomes across RRH projects, there was not a significant report of households increasing incomes. Jennifer reported that data could be entered incorrectly into the HMIS; if the increase in income is not input into HMIS as an update or annual recertification, then the information is cancelling out the original

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		<p>income data and not accounting for an increase. This could be a data input error across all providers and projects; Jennifer to setup a system wide training to address this topic.</p> <ul style="list-style-type: none">• Marcie discussed the E.1 HMIS System Policy and who signs-off or receives the notice. Marcie inquired how much of this policy covers staff members that from other agency departments, such as finance, or if the policy covers any contracted persons reviewing HMIS information. Jennifer reported that Homeless Navigation is supposed to review HMIS policies for any possible revisions. Jennifer reported that the HMIS Data Quality Plan has not been updated for three year. Jennifer is requesting that the system look at this policy for revision; the policy states that data should be entered into the system within 5 days and it may be beneficial to revise this timeframe to push for more timely data entry. Jennifer will take the lead on policy revisions for next month's meeting. The E.1 HMIS System Policy (page 15) was displayed for members review. The policy is created to ensure that the system is as secure as possible with data. There was discussion around who should receive the policy and signoff on keeping data confidential. The committee also discussed that HMIS training may not be needed in circumstances when it's just acknowledgement of privacy and security requirements. Edits made to the policy will be taken to the HCCSC Board for approval prior to people signing off on. The committee recommended scrubbing the System Users Agreement to remove the HMIS login and password language. Jennifer will work on policy edits and provide these edits to the group for review.
Old Business		<ul style="list-style-type: none">• N/A
New Business		<ul style="list-style-type: none">• David will not be able to attend the June meeting.
Adjournment		<ul style="list-style-type: none">• Next Meeting is June 9, 2021• Meeting adjourned at 11:22 am