HMIS Committee

Meeting Minutes
June 9, 2021-10:30am
Zoom Meeting

MEMBER ATTENDANCE		MEMBER ATTENDANCE	
Miriam Ballinger		Jennifer Keaton	X
Celestine Barnes	X	Aaron Wagster	X
David Besse		Dionna Stokes-Ellis	X
Marcie Bragg	X		
Kristin Hooten			

AGENDA/ITEM	MOTION/ACTION	DISCUSSION/COMMENTS
Welcome and Call to Order		• Meeting called to order at 10:34 am.
Previous Minutes Approval	**Motion to approve** - the May 2021 meeting minutes as presented. Jennifer made motion to approve and Aaron seconded the motion: unanimous approval by all members present.	
HMIS Administrator Updates (Jennifer Keaton)		• Jennifer continues to work on tying up loose ends with hard drive order, which has been installed, and the previously reported phone issues have been resolved. • A second new person has started to complete intakes and assessments at Coordinated Entry. • There currently is a temp. working on completing Homelessness Prevention intakes; there is a few weeks of service remaining for the temp. • Adsytech backend changes have been completed. There will be minor tweaks based on the system fine tuning updates, such as for changes to services, contract location and connections; for 6 weeks or so Script will be running in the background. After these changes have been made there

		will be a huge update. The updates will enhance the user experience such as being able to locate participants via social security number and how contracts are connected to the project.
		• The final HP Evaluation report for OHFA has been completed; TANF is still being worked on. Jennifer reported having to correct data within the system. Jennifer reported that HMIS Users are now more informed on data entry.
		• New projects have been created for 18 projects with 6 more that still need to be completed.
		• There was HMIS training for 23 new people this month to enter data into the HMIS. In addition to HMIS training, there were two half days of training completed for SCCAA, Salvation Army and Catholic Charities.
		• United Way is set to enter data into the HMIS by July 1st. The Scripts office may be able to assist with a data dump into HMIS.
		• Jennifer has participated in the EHV training webinars.
		• Jennifer reports still working on standards.
		• Homeless Navigation is working on providing more trainings; starting in August in person trainings in the afternoon will be held at Goodwill. Monthly virtual trainings will still take place.
		• The HCCSC E.1 policy was displayed for attendees view. There was discussion on minor changes to the policy which includes the following: replacing HMIS with Stark Data Systems; changing the title to HMIS and Related Data Systems (with a footnote that includes Google Docs and Microsoft Teams); adding CSV reports to the language; under participating agencies replacing the language to read executive director or authorized signatory; and replacing five days for data entry to three days. There was discussion that an MOU be created for EA providers for responsibility of reporting requirements from Homeless Navigation.

HMIS Committee

HMIS User Updates/Questions		• The Homeless Services Collaborative meeting will be held on June 16th at 2pm. An HMIS and CoC update is being requested. • ESG annual needs services added in HMIS; Aaron to send information to Jennifer. • ACF has a temporary access to select ALL to run reports. • CommQuest is working on responses to ESG monitoring. There is additional notes that can be view when a CAPER is printed off that can assist with a better understanding of outcomes. • SHNI to ask for feedback about ERA funding through SCCAA and DJFS. It was reported that participants are going up to six weeks without knowing if approved for assistance through SCCAA. Marcie to send funding matrix to Celeste for participant referrals. • Next month's agenda to include the following: User / Admin Updates; review of E.1 and E.7 policy revisions. • HP evaluation email will be sent regarding OHFA reports; Matt White has results and findings regarding those that were served by the project compared to the emergency shelter population makeup during the same time frame.
Old Business		• N/A
New Business		• N/A
Adjournment		• Next Meeting is July 9, 2021 • Meeting adjourned at 11:36 am