HMIS Committee

Meeting Minutes
July 14, 2021-10:30am
Zoom Meeting

MEMBER ATTENDANCE		MEMBER ATTENDANCE	
Miriam Ballinger		Jennifer Keaton	X
Celestine Barnes		Aaron Wagster	X
David Besse		Naomi Wells	X
Marcie Bragg	X		
Kristin Hooten	X		

AGENDA/ITEM	MOTION/ACTION	DISCUSSION/COMMENTS
Welcome and Call to Order		• Meeting called to order at 10:31 am. Marcie indicated that Dionna Stokes-Ellis is no longer an HMIS meeting member and Naomi Wells has been Executive Committee approved to replace Dionna as an ACF HMIS Committee representative. David Besse had a leadership meeting that conflicted with today's meeting.
Previous Minutes Approval	**Motion to approve** - the June 9, 2021 meeting minutes as presented. Jennifer made motion to approve and Kristin seconded the motion and the motion was carried by all members present, except for Naomi. Naomi was not a previous HMIS Committee member.	
HMIS Administrator Updates (Jennifer Keaton)		• Jennifer added new projects and agencies into HMIS. There has been 46 projects created over the past year with 6 new agencies adding data into the HMIS. • Jennifer has pulled various data for the Homelessness Prevention Evaluation Project (HPEP) and has worked with agencies on data errors to be able to pull reports for the HPEP.

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		- Adsytech will install a large update to the HMIS system. Jennifer has worked to rebuild the background to assist with this process; the update is expected to be on Monday. Jennifer will hold meetings for HMIS Users for the updates. There will be two training sessions provided for HMIS Admin Users to shows Users how to pull data reports; There are around 40-45 people signed up for the training sessions. - Privacy and Security and HMIS 101 trainings will be held twice a month virtually with two meetings being held in-person at the Goodwill Community Campus. - StarkMHAR's fiscal department has determined that there is enough funding to support a part time position with Homeless Navigation who would work to enter data. There will be a job posting released tomorrow. - StarkMHAR received the ESG-CV HMIS Enhancement contract from the City of Canton; current the contract is under review with the fiscal department. - Jennifer has been meeting with Adsytech in preparation of the system enhancements. At the time of 10:40am, Naomi entered the meeting. - Introductions of Naomi to HMIS Committee members were provided.
HMIS User Updates/Questions		- There may be more connections on a page in the HMIS to add contacts. - It was reported that the docs uploads looks different than the information that is supported to be included in specific areas; there will be updates that are specific to the documents which will state which document should be uploaded - It was reported that there has been less errors for PSH and shelter projects.

		- The group discussed the changes to reporting. Jennifer indicated that the reports are still the same, but that some of the parameters are different to be more targeted. For example, the CoC is now a selectable items to pull reports on. - A problem with the admin service was reported. It was stated that the admin services could not been seen or printed; unless read mode. Jennifer will work on this within the HMIS; there may also be an option to add notes to different areas in the HMIS the previous capacity. - There was discussion about income and HMIS Committee members will reach out to other staff members to ensure that income is input correctly. - Next month, the E.1 HMIS System Policy and who signs-off or receives the notice and System Users Agreement will be reviewed for committee feedback; Jennifer will work on policy edits and provide these edits to the group for review. HMIS Committee members reviewed the document and it was agreed that the term HMIS should not be replaced; a foot note should be added to the E.1 policy when referring to the HMIS that identifies other data systems utilized such as Google Docs. - The committee reviewed the E.7 HMIS Data Completeness Scoring and it was determined to keep the grade ranges and if something were to be presented, changes could be made to the policy. HUD's 95% data quality standard should be reviewed for accuracy. - During the next meeting the E.2 HMIS Partner Agency Agreement policy will be reviewed; Jennifer will review the policy and provide to committee members.
Old Business		N/A
New Business		David will not be able to attend the June meeting.
Adjournment		- Next Meeting is August 11, 2021 - Meeting adjourned at 11:33 am