



HMIS Advisory Committee Meeting

4065 L B McLeod Rd, Orlando, FL 32811

Tuesday, January 14, 2020 | 10:30a – 12:00p

Meeting Attendees: Tino Paz, Angel Jones, Racquel McGlashen, Brittney Behr, Janine Summers, Donna Horton-Robinson, Arlisa Arndt, Richard Wang, Nicole Burich and Zoran Ilieski

Agenda

- **Introductions**
- **HMIS Policy & Procedures**
 - *Advisory Committee Structure*
 - *HMIS Participation Requirements*
- **Official HUD Reports**
 - *Status Updates*
- **System Performance Measures**
 - *Agency Engagement*
- **HMIS Training and Support**
- **HMIS Software Review**
- **Questions & New Topics/Issues**

Meeting Summary

[Introductions]

- Meeting led by Tino Paz, HMIS Operations Manager. Meeting attendees conducted self-introductions.

[HMIS Policies and Procedures]

- *Formalizing HMIS Advisory Committee Structure*
 - A participation profile handout was provided to attendees to gather information about any persons interested in filling a position or becoming an official voting member of the committee.
 - Positions to be filled include: Chair, co-chair, and a scribe
 - Positions will be for a year term and renewable up to three years
 - Can self-nominate
 - Ideally would like to see a mix of representatives across all jurisdictions, project types, funding sources, and persons involved with other CoC committees
- *HMIS Participation Requirements: Formerly the Inclusion/Exclusion Policy*
 - Meetings attendees conducted a review of the updated draft of the HMIS Participation and Eligibility Requirements
 - Participation Requirements Summary:
 - Must be engaged with the CoC as a whole (meetings, training, committee)
 - Engagement with the Coordinated Entry System
 - The agency/group should have an established history of providing or involvement with homeless services and programs
 - Agency/group must be legally established (further detail provided in a-d of the draft)
 - This policy must first be reviewed, then upon receipt and approval of the partnership application, a Agency Partner Agreement must be signed
 - Agree to terms of how HMIS data may be used (further details provided in a-b)
 - Agree to terms of legal compliance
 - Agree to “active” presence across the CoC
 - Terms of Agreement
 - Required HMIS training for all request access; user agreement must be reviewed/signed
 - Appointment of an Agency Liaison for each partnering agency
 - Adherence to the HMIS Security Plan
 - Adherence to standards for applicable project types
 - Adherence to data quality and performance thresholds
 - Agreement to monitoring participation
 - Adherence to additional applicable data sharing agreements
 - Potential Grounds for Exclusion
 - Adequate reason to believe partnership could be harmful to the well-being of individuals, groups, or the community as a whole (i.e. ill-intent, personal interest)
 - Service non-delivery
 - Fraud/criminal activity
 - Misrepresentation
 - Discrimination
 - Inability to provide on-gong and reliable services
 - Application Process
 - This portion of the draft is still under development
 - Appeals Process

- Items 1 – 4 outline the process for an applicant making an appeal for additional review in the event that the initial application was denied.
- Comments/feedback from attendees →to be reviewed
 - **Zoran Ilieski:** In reference to the *Potential Grounds for Exclusion*, can the funding source be a reason for exclusion?
 - **Donna Hortan-Robinson:** In reference to *Participation Requirements (section 4c)*, can the language be tweaked to apply to ALL groups and not just faith-based organizations?
 - **Brittney Behr:** In reference to *Participation Requirements (section 4d)*, can we revisit what “social enterprises” refers to in this context?
 - There were no concerns or questions regarding terms of the agreement section.
 - There we no concerns or questions regarding the appeals process section.

[Official HUD Reports]

- Point in Time Count (PIT)
 - The Point in Time Count is taking place on January 22, 2020. If you or your agency have not signed up to participate and complete a training, it is encouraged that you do so.
 - PIT data is due to HUD by April 30, 2020.
- Housing Inventory Count (HIC)
 - The HIC coincides with the PIT count. All agencies with bed inventory of any time are required to report to the HMIS Lead team to ensure the overall CoC HIC count is accurate for reporting. Two remote training sessions will be held for those “bed agencies” to review HIC changes and walk participants through the process of assisting with providing updates to the HIC count.
 - HIC data is due to HUD by April 30, 2020.
- System Performance Measures
 - If your agency has not received any communication from Brittney Behr, the HMIS Lead’s Data Analyst, then that means data for your agency has not raised any red flags across the reports. If you have received a communication, please make it a priority to help our CoC address concerns regarding outcomes for your agency in the System Performance Measures.
 - System Performance Measures are due to HUD by February 28th, 2020.

[System Performance Measures]

- Meeting attendees had the opportunity to review outcomes and trends across the System Performance Measures from the previous years.
- Meeting attendees had the opportunity to review **preliminary** data for this year’s System Performance Measures →not to be shared or made public in any way as this data is likely to fluctuate prior to final submission to HUD.
 - If your agency has not received any communication from Brittney Behr, the HMIS Lead’s Data Analyst, then that means data for your agency has not raised any red flags across the reports. If you have received a communication, please make it a priority to help our CoC address concerns.

[HMIS Training and Support]

- Regular monthly training sessions are being offered. Please check dates for upcoming training opportunities, which is available on our website at: www.hmiscfl.org. Check the calendar of events, and register for training sessions via the training link: www.hmiscfl.org/training
 - New User Training
 - Intended for new users or current/former users needing an in-depth walkthrough of the system
 - Refresher Training

- Intended for current or recently returning users
- **All** system users are required to participate in a training on an annual basis to maintain compliance with terms of participation/agency agreement as well as HUD policies.

[HMIS Software Review]

- The HMIS Lead team at HSN will continue to explore option with the community for other HMIS implementation that may better feeds the needs of our CoC. The review process has not been as progressive over the last few months, and this item will be removed from the committee agenda for the time being for the next few months
 - At this time, HUD is recommending that CoC's **do not** make a software transition as it tends to create more issues than not:
 - Community transition and training
 - Data migration
 - There is no perfect system, so other system issues may come up when transitioning from one vendor to another.

[Questions and New Topics/Issues]

- No other comments or concerns noted at this time. As a reminder, the HMIS Advisory Committee meetings have been shifted to the 2nd Tuesday of every other month to avoid conflict with the regular HMIS New User training schedule.

Next HMIS Advisory Committee Meeting: Tuesday, March 10th, 2020 [10:30a – 12:00p]