

Meeting Minutes - HMIS Advisory Committee

Meeting Notes-11/09/2021

Attendees:

1. Chuck Vroman
2. Angel Jones
3. Agustin Paz
4. Brittney Behr
5. Ashley Brozenski
6. Whitney Wiggins
7. Wyatt Haro
8. Brad Sefter
9. Aleika Arborleda
10. Deborahhd
11. Donna Horton
12. Jaye Silvagnoli
13. Babette Allen
14. Judith Riviera-VA
15. Latoya Sheffield
16. Lauren Leventhal
17. Michale Kepner
18. Milli Tutu
19. Norris Henderson
20. Raymond Luther
21. Robin Daily
22. Tatiana Thomas
23. Valerie Perez
24. Valerie Rivera
25. Warren Foster
26. Shara Lou Pryce
27. Vereuch Simmons
28. Zeynep Portway
29. Lynette Machado
30. Amanda Pfeiffer
31. Brian Postlewait
32. Racquel McGlashen
33. Jennifer Ortiz
34. Paula Cooke-Freeman
35. Richard
36. Shantel
37. John Angelet
38. Dalma & Edward
39. 121059

- **HMIS Advisory Committee Purpose**
 - “Oversee the CoC’s implementation of HMIS, what we do with the data and how we use it.”
 - Whitney reviewed for the attendees.
- **HMIS Advisory Committee Mission Statement**
 - Open Discussion.
 - Whitney described key words and mentioned we will include the mission statement in the Committee Charter
- **Nomination for Official Committee Members**
 - Latoya Sheffield.
 - Wyatt reviewed Latoya’s experience for Committee
 - Committee voted to add Latoya to Committee
 - Wyatt reviewed committee voting members
- **Committee Charter**
 - Wyatt shared link to our charter for team review.
 - Vote via electronic voting in early December.
- **Request for Proposal (RFP) Presentation**
 - Brittney did the presentation on behalf of the HMIS team.
 - Description of contracting process.
 - Vendors making preliminary cut were Bitfocus, Caseworthy, Eccovia
 - Vendor Evaluation process
 - Case management demo feedback reviewed
 - Estimated cost reviewed and explained by Angel.
 - Brittney asked for questions from the attendees
 - Brad-What communities gave feedback? Which cities were included? Brittney responded all surveys done w/i our community.
 - Paula Cooke-Freeman-Wellsky was included in the RFP process. They did apply.
 - Raymund Luther - Data transfer data loss? Angel mentioned dual system use during transition.
 - Paula Cooke-Freeman-When will the transition be complete? Angel mentioned transition target date is June 1, 2022
 - Brad Sefter-How about HMIS IDs numbers? Angel mentioned those numbers planned to be transitioned to the new system.
 - Angel announced recommended vendor: Eccovia
 - Committee voted to approve the HMIS recommendation.
 - Paula Cooke-Freeman asked about access to videos to see new software.

- **Data Quality Plan (DQP)**

- **Process for FY21-22**

- Ashley introduced herself to attendees
- Ashley reviewed what DQP is and what it is used for.
- Discussion about primary indicators (timeliness, completeness, accuracy and consistency) of data quality.
- Description HMIS team member roles and responsibilities in the DQ process and connection with Agency Liaisons
- Description of Benchmarks for Data Quality
- Ashley went thru the tables for each of the primary indicators
- Data Quality Quality Improvement Plan - made in coordination with agency liaisons
 - Plans only implemented after
 - Paula-How about employees out on medical leave? Ashley responded that the plan is just now starting. Submit help desk tickets.
 - Brad Sefter-Project overall or by individual level? What about new software? Ashley provided guidance about project level reporting, including new software.
 - Raymond Luther-Transferring clients? Reporting by receiving agency. Angel provided feedback on how new software may allow reporting on user level.

- **HMIS Data Quality Monitoring**

- **What to Expect?**

- Angel provided updates for work going forward, to provide more monitoring so that data is clean when we transfer.
- Monitoring based on the APR, nothing changes here.
- New team members added to help increase data quality monitoring.
- Angel asked for persons interested in participating in DQ reviews.

- **HMIS Training & Support**

- **Upcoming CoC-Wide Refresher Sessions (Nov/Dec)**

- Angel provided updates on new HMIS 102 for RRH CMs.
- Agency liaisons must submit training requests.

- **Q & A**

- **Questions from the meeting attendees:**

- None

- **Next meeting: January 11, 2022.**

Meeting adjourned 11:45 am