Meeting Minutes - HMIS Advisory Committee

Meeting Notes-07/12/2022

Attendees:

1. Chuck Vroman
2. Angel Jones
3. Agustin Paz
4. Brittney Behr
5. Tyler Claitt
6. Racquel McGlashen
7. Ashley Brozenske
8. Wyatt Haro
9. Nicole Preston
10. Raymond Luther
11. Albie Quaiala
12. Amanda Pfieffer
13. Brad Sefter (HCCH)
14. Danielle Landaal
15. Angelica (Pathways to Care)
16. Donna Horton-Robinson
17. Jaye Silvagnoli
18. Judith Reviera-VA
19. Oscar Torrez
20. Shantel (Pathway Homes)
21. Thomas Onoyan
22. Zoom User
23. Tracy Dale
24. Vereuch Simmons
25. Lynette Machado
26. Jill Poffenbaugh
27. Jennifer ortiz
28. Judith Rodriguez
29. Norris Henderson
30. Tiara N.
31. Karen J.
32. Brian Postlewait
33. Bruce (Step UP)
34. Bill
35.

- **HMIS Advisory Committee Purpose**
  - "Oversee the CoC's implementation of HMIS, what we do with the data and how we use it."
  - Wyatt reviewed this with everyone.
- **HMIS Advisory Committee Mission Statement**
  - Our mission is to effectively use data, which includes inputs from those in need of services, those providing services, and from members of the community, to eliminate homelessness in Central Florida.
  - Wyatt reviewed this with everyone.
- **Committee Roll Call & Votes**
  - Members in attendance: 4 (Wyatt, Danielle, Brad, Brittney)
  - Minutes from July 2022
    - Minutes accepted
  - Agenda for September 2022
    - Reviewed by committee members, accepted
- **HMIS Team Reports**
  - CoC Project Type Benchmarks (Tino)
    - Tino gave overview of new benchmarks
  - ROI and Procedures Updates (Chuck)
    - Chuck gave an update on ROI procedure and answered a few questions from the group. HMIS may review some processes relative to Step-Up
  - Workgroup Updates (Ashley)
    - Ashley gave an update on the progress of her team that meets periodically. She asked for folks to complete annual assessments in a timely manner.
    - Some discussion about SO issues for HCCH.
  - HMIS Training and Reporting (Racquel)
    - Rocky gave an update on our DQM progress for this year.
    - Training updates - still have about 40 users that not been trained on ClientTrack, may inactivate these users if training does occur soon.
    - New Reports training schedule announced (1st & 3rd Tuesdays , 3 - 4:30p)
    - Reminders about training requests must come from liaisons
- **Public Input: Motion to amend Committee Charter**

- ○ **Committee Debate: Wyatt presented proposed amendment. Committee voted unanimously to add this amendment.**
- **Public Input: Caseload - HoH or Family**
  - ○ **Committee Debate: Brittney gave overview of how services are saved in ClientTrack, including questions about unduplicated client counts.**
  - ○ **Non-Committee Member discussion: Discussion about how services affect family counts. Unduplicated counts don't appear as a total on the Client Served Report (Jaye). Brad asked about outcomes vs counting service transactions (which is more important?) Wyatt suggested adding services for a family goes to HoH, and services given to members of family get added to the family member. Brittney added that users have to make sure they know what to expect from reports depending on how services are rendered at their agency.**
- **Public Input: Record Delete Authorization**
  - ○ **Committee Debate: Brittney provided overview about delete capabilities, including which group (admins, agency liaisons, or all users). Brittney asked for discussion.**
  - ○ **Non-Committee discussion: Two organizations are interested in just agency liaisons. Angel suggested Jennifer Ortiz be added as agency liaison for Seminole County. Raymond Luther suggested that users have delete rights. Shantel wants to keep agency liaisons only. Nicole Preson wants agency liaisons only. Report needed about deletions. Angel recommended setting for agency liaisons only to start until a report can be developed and/or customized delete capability.**
- **COMMITTEE VOTES**
  - ○ **Amend Committee Charter**
    - ■ **Passed (See above)**
  - ○ **Caseload - HoH or Family**
    - ■ **Brad voted yes.**
    - ■ **Danielle voted yes.**
    - ■ **Brittney voted yes.**
    - ■ **Wyatt voted yes.**
  - ○ **Record Delete Authorization**
    - ■ **Brad voted for HMIS admins only**
    - ■ **Danielle asked about warning about deletions. Agency liaisons**

only preferred.
- Brittney prefers agency liaisons
- Default Process: Agency liaison, except by discussion by agency for another process
- All members voted to approve the default process.
- ○ Annual Elections
- Brad, Danielle, Brittney voted Wyatt as Chair
- **Q & A and Transition Updates**
  - ○ System News
    - New ticket request - must be new tickets, not re-using old tickets. Add "How to submit a ticket" to the system news.
    - Client Data in Training Site - Replace "violating" with a better term.
  - ○ Transition Updates
    - SSOM data import process - waiting on vendor
    - Missing services from ServicePoint - waiting on vendor.
    - Coordinated Entry - Launched training thru Kieara Gaskin.
  - ○ Enhancing the User Experience
    - How can we improve ClientTrack for you? Please submit tickets.
  - ○ Advisory Committee Members - Accepting nominations
  - ○ Agency liaisons needed at some agencies (Raymond Luther)
- **Next meeting: November 8th, 2022.**

Meeting adjourned: