Meeting Minutes - HMIS Advisory Committee

Meeting Notes-11/29/2022

Attendees:

1. Chuck Vroman
2. Angel Jones
3. Agustin Paz
4. Brittney Behr
5. Ashley Brozenske
6. Wyatt Haro
7. Ceaira Nutter
8. Christina Walters
9. Denise Major
10. Daniel Ashe
11. Danielle Landaal
12. Donna Horton-Robinson
13. Eric Alicea
14. Jaye Silvagnoli
15. Jennifer Ortiz
16. Linda Shiflett
17. Nicole Preston
18. Norris Henderson
19. Thomasda
20. Karen Pupo
21. Taylor Thomas
22. Judith Rivera
23. Brad Sefter
24. Dameon Dixon
25. Maureen Simmons
26. Carol Ishti
27. Cristina
28. C. Hernandez
29. Amanda Pfeiffer
30. Vickie Ferguson
31. Joshua Weidenhamer
32.

- **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**
  - Members in attendance: 4 (Wyatt, Danielle, Brad, Brittney)
  - Minutes from September 2022
    - Minutes accepted
  - Agenda for November 2022
    - Reviewed by committee members, accepted
- **HMIS Team Reports**
  - Data Quality Plan FY22-23 (Ashley)
    - Ashley gave an update on the proposed Data Quality Plan for FY22-23. Ashley also described new metrics and benchmarks proposed on additional project types.
    - Street outreach must have updates every 90 days for actively enrolled clients.
    - Training is coming for street outreach projects regarding the current living situation field.
    - Ashley described the new, added benchmarks compared to FY21-22.
    - Score weighting was described for the benchmarks and how scores are weighted to get a total "grade" for each project type.
  - Reporting Season Update - LSA and SPMs (Brittney)
    - Brittney provides a description of the timeline and basic purposes for LSA, SPM, PIT, and HIC reporting to HUD.
    - Brittney also provided examples of data fixes that users can make themselves to improve data quality for the HUD reporting seasons.
  - SSOM Progress (Angel)
    - Angel announced that SSOM scores have been imported into our live environment.

- ■ The ability to filter SSOM scores by organization is coming very soon.

  - ○ HMIS Training and DQMs (Brittney)

    - ■ Brittney described scheduling for the last quarter for 2022.

    - ■ Our current training schedule was reviewed, including one-on-one sessions.

    - ■ Brittney also reminded everyone about training registration, and user exiting from the system.

    - ■ New training model is coming very soon through HSN University. Brittney described the overview of this training.

- ● **New Survey - Feedback Requested (Brittney)**

  - ○ HMIS Survey described on what is going well with ClientTrack
  - ○ Committee Debate/Discussion:
    - ■ There were no comments about the goal of the survey
    - ■ Format of the survey: Survey Monkey works well (Nicole Preston & thomasda) No other comments given
    - ■ Question abouts roles of users: Jennifer asked about Navigators. This role was added to the list

- ● **Feature Spotlight: Auto Exit Functionality (Brittney)**

  - ○ Brittney described how the auto-exit feature works.
  - ○ This feature is not recommended for housing project types.
  - ○ This feature does not apply to older data, only works on data entered after the auto-exit feature is enabled for your project.
  - ○ Brittney described how "participating services are used with this process.

- ● **COMMITTEE VOTES**

  - ○ **None**

    - ■ **There were no votes needed**

- ● **Next meeting: January 10th, 2023.**

Meeting adjourned: 11:35