

# Meeting Minutes - HMIS Advisory Committee

Meeting Notes-01/10/2023

## Attendees:

1. Chuck Vroman
2. Angel Jones
3. Brittney Behr
4. Ashley Brozenske
5. Tyler Claitt
6. Racquel McGlashen
7. Wyatt Haro
8. Jose Colon
9. Yvonne Bosch
10. Brenda B
11. Don Pendleton
12. Moana Thompson
13. Tracy Dale
14. Danielle Landaal
15. Zeynep Portway
16. Ain
17. Oscar Torrez
18. Vereuach Simmons
19. Norris Henderson
20. Hary Desir
21. Mia DeFranco
22. Donna Horton-Robinson
23. Andrea Chirinos
24. Michael Bailey
25. Michael Spivey
26. Kelly
27. Brad Sefter
28. Anita Capetillo
29. Daniel Ashe
30. Dionne J
31. Julie
32. Shayling
33. William Bernardo
34. 1-407-280-6190

- **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: 3 (Danielle, Brad, Brittney)**
- **Minutes from November 2022 Meeting**
  - **Approved minutes by all present.**
- **Agenda for January 2023**
  - **Approved by all present.**

- **HMIS Team Reports**

- **Reporting Season Update - LSA and SPMs (Brittney)**
  - **Brittney provided an update on data included in LSA.**
  - **Brittney described differences between SPM and LSA review data.**
  - **Brittney described data needed for PIT & HIS data**
    - **Brad asked about notification about PIT count**
  - **Brittney also described details about PIT count (Jan. 24-26, 2023)**
  - **Brittney asked for help to clean up data using the APR.**
    - **Anita asked about re-housing a person. Brittney provided explanation of workflow (exit client, re-enroll in same project with new move-in date)**
    - **Brad asked about how the sheltered count is pulled from HMIS. Unsheltered count still needed for PIT.**
- **Learning Management System (LMS) Updates (Rocky & Tyler)**
  - **Rocky provided an overview of new HNS University course to complete HMIS 101 course.**
  - **Rocky described how the training will operate for the community**
  - **Rocky requested volunteers to do beta testing. Tyler captured a list of volunteers for**

beta testing.

- Rocky reminded users of the on-going training schedule.
- Ashley provided updates on new reports training sessions.
  - Zeynep Question: Submit ticket by website signup? Yes, per Rocky that a Helpdesk ticket required.
  - Anita Question: Refresher courses in LMS? No, per Rocky, these are live sessions.

○ **HMIS Survey Announcement (Angel)**

- Angel provided information about the HMIS User Survey. We want to better understand your feelings about our system in order to make the system better.
- Angel asked for more information about how your user experience has been so we can make improvements to the system.
- “Enhancing Your Experience” is our goal for this year.

○ **Data Quality Monitoring Review FY22-23 (Rocky & Ashley)**

- Rocky thanked everyone for participation in the DQM process.
- Primary focus tool is the APR.
- New this year, we’re reviewing SSO Projects.
- Rocky asked for agencies to attend their scheduled appointments.

○ **Release of Information (ROI) Reminders (Chuck)**

- Chuck provided reminders for users about completing ROI
  - Brad asked about electronic signatures. Yes, per Chuck, electronic signatures can be used, although they are not required to be electronic.

● **COMMITTEE VOTES**

○ **None**

- **N/A.**

● **Next meeting: March 14th, 2023.**

Meeting adjourned: 11:18 am