

# Meeting Minutes - HMIS Advisory Committee

Meeting Notes-03/14/2023

## Attendees:

1. Chuck Vroman
2. Brittney Behr
3. Ashley Brozenske
4. Angel Jones
5. Tyler Claitt
6. Racquel McGlashen
7. Tino Paz
8. Wyatt Haro
9. Andrew Sullivan
10. Nicole Preston
11. Brad HCCH
12. Brenda Barry
13. Christina Walters
14. Danielle Landaal
15. Donna Berkery
16. Jaimie Becker
17. Jaque Tewes
18. Jaye Silvagnoli
19. Lauren Leventhal
20. Lynette Machado
21. Michael Spivey
22. Carmen Hernandez
23. Aja Hunter
24. Pamela Ford
25. Kelly
26. Raymond Luther
27. Xavian Deniz

- **HMIS Advisory Committee Purpose**
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- **HMIS Advisory Committee Mission Statement**
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- **Committee Roll Call**
  - **Minutes from Jan. 10, 2023**
    - Wyatt moved, Brittney seconded. Brad, Brittney, Danielle and Wyatt approved
  - **Agenda for March 14, 2023**
    - Wyatt moved, Danielle seconded. Brad, Brittney, Danielle and Wyatt approved
- **HMIS Team Reports**
  - **YHDP Updates - Special Guest Aja Hunter**
    - **Aja presented an overview about the YHDP program. Youth Action Society coordinating program development. Planning to be completed by April 23rd to submit a plan to HUD. YHDP has a mission statement and vision statement. Aja described the goals of the program plan. Tino presented an overview of how participants are counted as homeless or not and the current data within HMIS.**
      - **Question: (Brad) - Data just from HMIS or includes PIT data? Tino says HMIS only, 10/2021-9/2022. Aja says that youth homelessness data will be coming from the school systems.**
  - **Reporting Season Update - LSA Results**
    - **Brittney gave an overview of “reporting season” which includes LSA, SPM, PIT and HIC. LSA and SPMS have already been submitted to HUD. PIT data collection complete, in clean-up now. HIC data collection to begin next week. Brittney also gave an overview of data cleanup providers can be doing**

to help.

- **LSA results - Brittney gave general overview of submitted data, high level chart for days homeless, exits, and returns to homelessness. Brittney gave an update on data warnings (Missing Move-in Dates, Overlapping enrollments, and Long lengths of stay in shelter) that providers can review to help clean up our data over time. There were no LSA Errors this year.**
- **Reporting Season Update - SPMS**
  - **Brittney gave an overview of metrics used in SPMS. SPMS are part of the competitive process of NOFO competition. Full reports are available on HMIS website for everyone to review. Several charts were shown to describe changes in the SPMS over time.**
    - **Question: Brad - New to homeless for first time. How is this defined? Response: Participants without enrollment in projects or services received within the recent few years.**
- **HMIS Training and Data Quality Monitoring**
  - **Rocky announced to attendees that HMIS self-training is working well, including audio and video tools. Live sessions are still available.**
    - **Question Answers - Workflows are all available. Self guided training does not require participation in a live training session.**
  - **Rocky also reminded attendees about additional help sessions that are available. Rocky also mentioned reporting sessions that are also available.**

- **Reminder - Agency liaisons have to submit training requests and that when users leave your agency, you have to notify us in a timely manner.**
- **Users can sign into HMIS University for other courses.**
- **Users can see the training calendar (<https://www.hmiscfl.org/calendar/>) for dates/times for all HMIS training courses.**
- **Proposed changes to the Data Quality Plan**
  - **Ashley gave an overview of the process for data quality monitoring sessions and the schedule for these sessions.**
  - **Ashley presented proposed changes to the process for data quality monitoring sessions. Instead of monthly reporting, switch to quarterly data scorecards. Proposed change to meet only with agencies who need data quality follow-up sessions. Also use the Data Quality Improvement Plan (DQIP) to help focus efforts for monitoring sessions.**
  - **Question: (Nicole) What reports should be pulled each month? I may need assistance and I don't know if that is a 1:1 or the workshop. I think this is a great plan**
    - **Ashley asked her to attend the Data Quality Workgroup or submit a ticket for a private 1 on 1 session. Ashley also told her to pull APRs or CAPERs for data quality**
  - **Data Quality Workshop, (<https://us06web.zoom.us/j/85027054426>), on 3/16 from 1:30 to 3 pm**
- **HMIS Feedback Survey Results**
  - **Angel gave an overview of the survey about the progress of our**

**new software and items that can be done to enhance your experience. Angel included some user feedback comments about our progress, including where the HMIS team can make things better.**

- **Questions: Will the Case Note Supervisor "Review Required" notification be functional again? Angel says we will review this for future implementation.**
- **Quick Services (Brad): Are they set in stone? Angel says we are adding them per agency requests/needs.**

○ **HMIS Governance Updates**

- **Chuck gave an overview of documents that have been updated and are ready for Advisory Committee Review. Wyatt mentioned defining a timely review period for feedback.**

● **COMMITTEE VOTES**

○ **Data Quality Monitor Plan Proposals**

- **Wyatt asked for a vote to approve/disapprove Ashley's proposals.**
- **Brad, Danielle, Brittney, and Wyatt approved all of Ashley's proposals.**

- **Next meeting: May 9th, 2023**

**Meeting adjourned: 12:03 pm**