**Meeting Minutes - HMIS Advisory Committee**

Meeting Notes-11/14/2023

**Attendees:**

1. Chuck Vroman
2. Brittney Behr
3. Ashley Brozenske
4. Angel Jones
5. Tyler Claitt
6. Racquel McGlashen
7. Tino Paz
8. Brad Sefter
9. Jonathan Cabrera
10. Sabrina Weier
11. Tatiana Thomas
12. Tracy Dale
13. Andrew Sullivan
14. Caren Olson
15. Keisha Thomas
16. Mark Millage
17. Zeynep Portway
18. Donna Horton-Robinson
19. Danielle Landaal
20. Carol Ishii
21. Yaritza Tejada
22. Itzamary Melendez
23. Dornie Gaspard
24. Pamela Ford
25. Erik Perez
26. Kenya Loud
27. Kyra Lynch
28. Tamela Mitchell
29. Norris Henderson
30. Sara Czoka
31. Bianca Goden
32. Eddie 4335
33. Raymond Luther
34. Iphone
35. Kelly Kritkos
36. Corey Berg
37. Jennifer Ortiz
38. Brian Postlewait
39. Devon Donovan-Guion
40. 14077428430
41. Doug Little
42. Lauren Leventhal
43. Denise Major
44. Will Allphin

* **Call to Order**
  + **.**
* **Committee Roll Call**
  + **Brad, Danielle, Tracy, Keisha, Brittney, Cory attended.**
* **Minutes from September 12, 2023**
  + **Brittney shared a link to last month’s meeting minutes. Brad requested approval, all voting members in attendance approved.**
* **Agenda Voice Vote**
  + **Brad requested approval, all voting members in attendance approved.**
* **HMIS Team Reports**
  + **Memorial Day Service Announcement - Danielle Landaal**
    - **Danielle provided an update on Homeless Memorial at Heritage Park on December 13th at 9:30 am.**
      * **Questions: None.**
  + **Pathways of Youth Research Project Update - Dr. Andrew Sullivan**
    - **Dr. Sullivan provided an overview of results from data provided by HSN regarding youth homelessness. Data includes time period from 2002 thru May 2023, including 15,179 youth.**
      * **Questions: Brad-Were you able to separate family vs. youth as singles? Not yet. Have you provided this to other organizations? Academic conference, but not for the Mayor's office yet. Brad indicated the importance of need for youth shelter. Brian asked about the difference in services in regular shelter vs. youth shelter? Dr. Sullivan reviewed slide “Hazard Function”, which shows youth evenly split between youth and regular shelter. Tino-Clarifying question-Were you using Covenant House as our only youth shelter? Response: Dr. Sullivan mentioned both Covenant House and Zebra Coalition were used as “youth” shelters. Brian also mentioned new YHDP money for youth. Brian-What are you (Dr. Sullivan) curious about? Response: We want to look into short duration stays, returns to homelessness and used/most effective services.**
  + **YHDP Updates - Brittney**
    - **Brittney mentioned YHDP project setup is underway. Aja was unable to attend today.**
      * **Questions: None**
  + **HMIS Entry Assessment Update - Ashley Brozenske**
    - **Ashley gave overview of requests to agencies without entry enrollments. These clients (3000+ entries) are causing errors in federal reporting. Documentation sent to agencies about correcting errors. Eccovia will be resolving the remaining errors (2500+) via script, creating entry assessments. Ashley described how to complete the enrollments by using “Data not collected”.**
      * **Questions: Tamela-What date should I use for “Date Homelessness started”? Response: If you don’t know, use today’s date. Brad-What about using “Edit Enrollment” from another agency? Response: These do not create an error, since this is already completed enrollment. Raymond: What about data on household members? Response: Use “Data not Collected”. Tamela: What date were updates supposed to have been completed? Response: Date has passed (October 31st). Raymond-Is there a report showing a specific person with this error? Response: Not available currently, reach out to Ashley for help.**
  + **Referrals Update: Set Up Form - Angel Jones**
    - **Angel gave an overview about how housing and services are working together. Angel described our website form that collects info about incoming referrals and the services each agency provides. Angel provided an overview of reasons how and why these referrals can be implemented efficiently. Angel then opened the form for attendees to review. Process requires a single email address for each agency.** 
      * **Questions: Tamela-What is the difference between owning an organization and a provider? Response: Owning org is in HMIS, providers may be external to HMIS. Kelly-Serve only specific County? Response: Add field for county. Caren: Multiple Primary contacts? Response: We can add multiple names (comma separated). Raymond-Transportation? Response: That is a service, maybe needs more information about this service.**
    - **Angel provided a description of next steps, including training for users. Work to be done once data is provided via the form. MOU will be needed and beta testing period.**
      * **Question: Danielle: Beta testing to start? Response: Probably start after the holiday season, with full release planned by early spring.**
    - **Angel then described what agencies can do to get started and involved in beta testing.**
      * **Question: Brad-Can you participate in beta testing if you’re not participating in referrals? Response: Send request to HMIS for more discussion.**
  + **Upcoming Training & DQM’s - Racquel McGlashen**
    - **Rocky gave reminders overview about training requests. Users automatically get signed up for online courses, so you don’t have to wait for a live/online/in-person session. We also have a new refresher course, designed for users out of system for 6 months or just want to review a subset of HMIS. We also have the SSVF online course available. New Street Outreach and PATH courses will be available soon.**
    - **Rocky reviewed our training schedule and calendar. Rocky also described new updated hard copy files for data collection available on our website, including fillable PDF files.**
    - **Rocky gave an overview of the data quality monitoring process for the rest of 2023.**
      * **Questions: None.**
  + **Reporting Season Updates - Brittney Behr**
    - **Brittney gave an overview of the four main federal reports and the approximate due dates. Brittney also described some of the data points affecting each report type. Briinteny also described how agencies can help prepare for these reports, including responding to requests for help from the HMIS team.** 
      * **Questions: None.**
* **COMMITTEE VOTES**
  + **Roll Call Vote - None**
    - **N/A.**
  + **Other Motions before Committee**
    - **None.**
* **Next meeting: January 9th, 2024**

**Meeting adjourned: 12:03pm by Brad.**