

HMIS Committee Meeting

October 11th, 2022 – 11:00am – 12:00pm Eastern Time

Attendees: Jim McShane (CareerSource), Eric Layton (BBCoC), Broderick Seabrooks (BBCoC), Johnna Coleman (BBCoC), Melissa Bourcier (BBHC), Jo Gewanter (BBHC), Ashley Bennett (BBHC), Kim Ladner (BBHC), Kim Grant (BBHC), Jeannine Fier (City of Tallahassee), Taketha Branton (Catholic Charities), Tracie Simmons (Catholic Charities), Mandi Bianchi (Ability 1st), Jackie Fortmann (Ability 1st), Gina Dozier (CCYS), Justin Barfield (CCYS), Larry Gallien (CCYS), Amy Ingraham (BBHC), Sheila Mathis (BBHC), Kayla O’Neal (BBHC), Renee Kissell (Ability 1st), Megan Duncan (CESC), Jacara Wright (CESC), Tori Stephenson (Ability 1st), Eleanor Vliek (BBHC)

1. Welcome and Introductions

- **Jim McShane** called the meeting to order at 11:01am.

2. Data Quality Updates for Annual Reporting Season

- **Eric Layton** reported that our Annual Reporting season began on October 1st. The CoC data team is working on reviewing all HMIS data for erroneous or missing data. In addition to the regular monthly data quality reports, the CoC data team will be sending out additional requests for agencies to make final corrections ahead of annual report submissions.
- **Eric** reminded everyone of common data quality issues, such as duplicate client records (caused by not thoroughly searching for a client before adding a new client record), duplicate program entries, and incorrect/extended program length of stays (caused by not exiting the client when they leave or disappear from a program).
- One of the biggest data quality issues the CoC is focusing on is the exit destinations. Eric reminded everyone to try and obtain accurate destinations when a client exits a program so that we can properly report permanent housing destinations and non-permanent destinations.
- **Tracie Simmons (Catholic Charities)** asked how long after a client is moved into permanent housing should their entry be closed out of HMIS. Eric explained that once the client is no longer receiving services from that program, the client should be exited.
- **Justin Barfield (CCYS)** if it would be helpful to document during the exit process when the client is referred to another agency/program. Eric

confirmed this can and should be done, and also suggested using the notes in the exit section to document where the client was referred.

- **Jo Gewanter (BBHC)** asked about errors on the data quality report that aren't true errors, such as income for children. Eric explained that our data quality report only looks for missing items and does not differentiate between head of household vs children. If items like this occur, they can be safely skipped on the report.

3. Coordinated Entry Workflow Changes and Updated Training

- **Eric** noted that the CoC HMIS Team is currently working with our new Coordinated Entry Director, Tranesia Walker, to identify ways to streamline our Coordinated Entry program.
- The Coordinated Entry assessment will also be tweaked and streamlined to include a few additional questions, while removing some question that are not as efficient for serving C.E. clients.
- In addition, updated Coordinated Entry training will be posted to the BBCoC website soon. This training will be required for all new users, and optional for existing users (though strongly recommended).
- **Eric** also mentioned that the VI-SPDAT has been discontinued by its programmers, and the CoC is looking for alternative tools to replace it. The CoC will be putting together a committee in the coming months to determine what should take its place. Eric encouraged all HMIS and Coordinated Entry users to start writing down ideas for new questions to add, or questions that are no longer effective/necessary.

4. Status Update: Release of Information (ROI) Process Changes

- **Eric** reminded everyone that, as discussed in prior HMIS committee meetings, that it has been identified that there are no mandates from HUD or any other authorities for a written ROI.
- In the CoC's attempts to streamline HMIS workflows and expedite assisting our clients, Eric is meeting with other CoC and HMIS leaders in the PromisSE implementation on October 20th to vote on whether to discontinue the mandatory written ROI. This would give agencies the option to use written OR verbal ROIs, or to discontinue requirement of the ROI entirely by having the Data Privacy notice posted at each agency, available on the agency's website, and available to provide in hard copy form upon client request.

5. Website Launch Announcement

- **Eric** announced that after several months of work, the Big Bend Continuum of Care website has been completely revamped. The new website helps to better establish the CoC identity - that we do not provide direct services to clients, but instead, we serve those who service our clients.
- The new website also allows for better recognition of our community partners; offers a comprehensive news section for not just CoC news but community news and articles; Allows clients to contact the CoC for direct agency referrals; and interactive data dashboards that showcase community analyses and performance metrics.

6. Adjourn

- Jim McShane adjourned the meeting at 11:38am.

Next HMIS Committee Meeting is scheduled for Wednesday, December 14th, 2022 - 10-11am