

HMIS Committee Meeting

August 10th, 2022 – 10:00am – 11:00pm Eastern Time

Attendees: Jim McShane (CareerSource), Eric Layton (BBCoC), Broderick Seabrooks (BBCoC), Jackie Fortmann (Ability 1st), Jeannine Fier (City of Tallahassee), Diovionne Clifton (Catholic Charities), Gina Dozier (CCYS), Larry Gallien (CCYS), Regina Flowers (CCYS), Emma Jones (CESC), Megan Duncan (CESC), Keith Bythewood (CESC), Amy Ingraham (Family Promise), Derek Hubble (Family Promise), Kescia Pride (Family Promise), Denise Thomas (Family Promise), Jaquandra Bess (Family Promise), Shileatha Washington (Family Promise), Tamika Fields (Family Promise), Andrea Wiggins (Family Promise), Kiamani Troupe (ECHO)

1. Welcome and Introductions

- **Jim McShane** called the meeting to order at 10:01am.

2. Reminder: HMIS Data Quality

- **Eric Layton** reminded everyone that data quality reports are sent out by the CoC HMIS team every month to agency leadership. These reports contain all data errors going back to the beginning of the fiscal year (for annual reporting purposes), and agencies have two weeks to either make error corrections or contact the CoC HMIS team for technical assistance.
- **Eric** presented a count of all outstanding errors, by agency, for the current fiscal year, and reminded all agencies that all errors must be corrected by the end of the current fiscal year (September 30th, 2023).
- **Amy Ingraham (Family Promise)** asked if data quality errors for children (in a household) must be corrected. **Eric** answered that all questions on HMIS assessments identify if they must be answered for the head of household only, adults only (e.g. income), or all household members, and suggested referring to the entry assessment to review each question's instructions.
- **Emma Jones (CESC)** mentioned in HMIS, there are separate fields for "Primary Race" and "Secondary Race" and asked if both need to be completed. **Eric** answered that the secondary race only needs to be completed if the client identifies as bi-racial or multi-racial. Otherwise, only the primary race field is required.

- **Keith Bythewood (CESC)** stated he has seen cases where he has completed client demographic and assessment data, but when other users sign in after him, they do not see the data he entered – everything appears blank. **Eric** suggested Keith send some example client IDs via a helpdesk ticket so we can investigate. This may also be caused by not using the correct EDA (Enter Data As) provider.

3. Preview: Community Services HMIS User Interface Overhaul

- **Eric** noted that Wellsky (our HMIS software vendor) has been working on an overhaul of the way our HMIS looks (colors, fonts, etc.). Functionally, everything will remain as-is. These changes are only cosmetic. These changes are currently live on our HMIS training site, and will be launched on the live site in late August/early September. **Eric** encouraged everyone to log in to the training site to check out the changes.

4. Preview: FY2024 HUD Data Standards Updates

- **Eric** explained that every year, HUD adjusts the methodology by which we collect client data. There are two primary types of data collected – Universal Data Elements (collected for ALL clients), and Program Specific Data Elements (collected only for specific program types). This year, HUD has updated the following demographics and program specific data elements:
 - **Race & Ethnicity** – HUD has combined the Race and Ethnicity fields into one single data element. With this change, clients who identify as Hispanic can identify as such, instead of having to select “white” or a different race separately. Clients may also select multiple races if desired. The race & ethnicity field also includes a new option for Middle Eastern or North African.
 - **Gender** – HUD has reworded the following gender options:
 - Changed “**A gender other than singularly female or male (e.g., non-binary, genderfluid, agender, culturally specific gender)**” to “**Non-Binary**”
 - Changed “**Female**” to “**Woman (Girl, if child)**”
 - Changed “**Male**” to “**Man (Boy, if child)**”
 - Add “**Culturally Specific Identity (e.g., Two-Spirit)**” and “**Different Identity**”
 - Added new descriptive text box that appears when “**Different Identity**” is selected.

- Changed “**Client Location**” to “**Enrollment CoC**” to identify the CoC region providing services to the client. This assessment question MUST be answered for all clients and program entries.
- The **Client Wellbeing** question (for CoC-PSH programs only) has been retired.
- **Sexual Orientation** data must now be collected (for CoC-PSH programs only).
- **General Health Status** is no longer required (for CoC-PSH programs)
- **Veterans Information** now includes a new selection under military branch for “**Space Force**”
- **SSVF Financial Assistance** now includes new options for “Landlord Incentive” and “Tenant Incentive”. Additional details for these options will be coming from the VA “soon”.
- **Percentage of AMI** (for SSVF clients) now includes a new option for “81% or greater”.
- **Last Permanent Address** has been retired for SSVF programs.

5. Status Update: Mobile HMIS App for Clients

- **Eric** stated that the upcoming Mobile HMIS App for Clients is on hold due to technical issues on Wellsky’s end. The CoC HMIS team will notify all users and agency leadership once this feature is available, and training will be made available to coincide with this launch.

6. Community Partner HMIS Concerns, Questions and Comments

- **Regina Flowers (CCYS)** asked how to address the “Education Status” question for youth clients at CCYS. This question asks if the client is actively enrolled in school, but Regina asked if this needs to be updated when the youth clients are out on summer break. **Eric** advised to leave this question as “Actively Enrolled” if the youth client is planning on returning to school in the fall, and only adjust this if the client does not plan to return to school.

7. Adjourn

- Jim McShane adjourned the meeting at 10:50am.

Next HMIS Committee Meeting is scheduled for Wednesday, October 11th, 2023 - 10-11am