

# HMIS Committee Meeting

June 12<sup>th</sup>, 2024 – 10:00am – 11:00pm Eastern Time

**Attendees:** Jim McShane (CareerSource), Eric Layton (BBCoC), Broderick Seabrooks (BBCoC), Jeannine Fier (City of Tallahassee), Jackie Fortmann (Leon County), Brandie McCabe (Ability1st), Taketha Branton (Catholic Charities), Diovionne Clifton (Catholic Charities), Gina Dozier (CCYS), Justin Barfield (CCYS), Vicki Butler (CESC), Emma Jones (CESC), Markeisa Tassy (Ability1st), Larry Gallien (CCYS)

## 1. Welcome and Introductions

- **Jim McShane** called the meeting to order at 10:02am.

## 2. Mobile HMIS App Updates

- **Eric** provided an update that the Mobile HMIS application, which will allow clients to create and update their demographic information (greatly expediting client check-in at shelters and other HMIS-participating programs), is being tested ahead of a widespread release later this year. This application will also allow clients to view shelter bed vacancies and provide Google maps-style directions to these shelters.
- **Eric** reminded HMIS users to keep an eye on their email inboxes, as the CoC data team will be calling for volunteers to assist with testing this application in the coming weeks.

## 3. HMIS Vendor Request for Proposal (RFP)

- **Eric** announced that the CoC data team, in collaboration with our HMIS implementation throughout Alabama and the Florida panhandle, is conducting an RFP (Request for Proposals) for HMIS vendors. This RFP will be released to the public on July 8<sup>th</sup>, and will culminate in vendor selection in early November, 2024. Once a vendor has been chosen, the transition to the new vendor (if a different vendor is selected), will take place mid-2025, after our annual reporting season.

- **Eric** reminded that the RFP process will be monitored, not just by our HMIS implementation leadership, but also by our CoC board, and encouraged everyone to tune in to CoC board meetings for updates.

#### **4. Data Quality Tip: Checking for Duplicate Clients**

- **Eric** reminded all HMIS users to double-check client demographics during the search process prior to creating a new client record. This helps us to ensure our client counts are accurate, and avoids duplication of work.
- **Eric** gave a shout-out to **Vicki** and **Megan** at CESC, along with their data entry specialists for doing an outstanding job of notifying the CoC when duplicate records are discovered, and notifying the CoC data team so these records can be merged.

#### **5. Community Partner HMIS Concerns, Questions and Comments**

- None reported for this meeting

#### **6. Adjourn**

- Jim adjourned the meeting at 10:28am.

*Next HMIS Committee Meeting is scheduled for Wednesday, August 14<sup>th</sup>, 2023 - 10-11am*

*Additional HMIS Committee Meetings:*

*October 9<sup>th</sup>, December 11<sup>th</sup>*

Previous Meeting Agendas and Minutes can be found on the BCoC HMIS Committee Page:

<https://www.bigbendcoc.org/hmis-committee/>