



HMIS Committee Meeting

August 13th, 2025 – 10:00am – 11:00pm Eastern Time

Attendees: Eric Layton (BBCoC), Broderick Seabrooks (BBCoC), Johnna Coleman (BBCoC), Ciara Tucker (BBCoC), Mahogany Brown (BBCoC), Jeannine Fier (City of Tallahassee), Robyn Wainner (City of Tallahassee), Jackie Fortmann (Leon County), Madison Heck (Apalachee Center), Artemis Dove (Brehon), Gina Dozier (CCYS), Justin Barfield (CCYS), Larry Gallien (CCYS), Ashli Reynolds (CESC), Shy'neshia Salter (CESC), Kelvin Harper (CESC), Kaniela Rhymes (CESC), Daniel Samuel (CESC), Ebony Williams (ECHO), Bret Oglesby (Family Promise), Shamika Thornton (Family Promise), Mike Solomon (Family Promise), Leigh Ann Esther (Family Promise), Denise Thomas (Family Promise), Donald Mackey (Family Promise), Alma Venisee (Investing in our Youth), Sophia Grandison (Investing in our Youth), Danny Burke (Tallahassee Veterans Village), Fred Thompson

1. Welcome/Call to Order

- **Eric Layton** called the meeting to order at 10:01 am.

2. Upcoming HMIS Data Standards Changes (October 1st)

- **Eric** reviewed HUD's upcoming HMIS updates:
 - Gender field retired, replaced by "Sex" (Male, Female, Client doesn't know, Prefers not to answer). Existing records will need updates as clients are re-engaged, but users are not expected to retroactively update all past records.
 - WellSky will retain gender data for historical and future use.
 - Veteran programs (Family Promise SSVF): New required data points include healthcare navigation services, financial assistance start date, and mental health consultation tracking.
 - Additional Training for these HMIS updates for all providers will be held in September.

3. Data Quality Reminder: Updates, Annual Assessments, and Exit Destinations

- **Eric** reinforced key data quality requirements:
 - **Interim Updates:** Must be entered when client circumstances change (e.g., income, benefits, housing, disabilities).
 - **Annual Assessments:** Required for all clients enrolled for 12+ months; must be completed on or just before the anniversary date (backdating is allowed).
 - **Exit Destinations:** Essential for funding and reporting. Staff are encouraged to conduct exit interviews or follow up (phone/email) to collect this data whenever possible.

Broderick and Eric will begin sending reminder emails to providers regarding overdue annual assessments.

4. Policy Update: Artificial Intelligence and Client Data Governance

- **Eric** presented newly adopted policies on AI use:
 - AI tools (e.g., ChatGPT, Copilot, Gemini) may be used but must never include client-identifiable information.
 - Rules include:
 - **Protect client privacy:** No names, SSNs, DOBs, addresses, case notes, or HMIS data.
 - **Limit shared content:** Provide only minimal, de-identified details when seeking assistance from AI.
 - **Human judgment required:** AI should be treated as a support tool (like a calculator), not as a case manager. Staff must verify outputs and never rely on AI for eligibility, prioritization, or client decisions.

5. Community Partner HMIS Concerns, Questions and Comments

- **Artemis Dove** asked about timing of interim updates vs. exits; Eric clarified to use interim updates any time a client's situation changes (updates to income, insurance, disabilities, etc.) and a final status update when the client exits their respective programs.
- **Sophia Grandison** raised a question about confusion with client vs. household IDs; Eric confirmed the client ID is primary and agencies should continue starting new households as needed.
- **Justin Barfield** inquired about the help desk portal; Eric noted email is now the primary method, as it is simpler and more effective.

- **Eric** also highlighted the launch of the new COC website (bigbendcoc.org), encouraging agencies to submit updated photos or information.
- Closing note: upcoming revamp of learnhmis.org training platform in the coming months; Eric will present on role-based LMS development and training at a national conference.

6. Adjourn

- **Eric** adjourned the meeting at 10:44 am.

Next HMIS Committee Meeting is scheduled for Wednesday, October 8th, 2025 - 10-11am

Additional HMIS Committee Meetings:

December 10

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

<https://bigbendcoc.org/committees/hmis-data/>