

## **HMIS Committee Meeting**

April 2, 2008

Attendees: Mike Chapman, Lynn Cowart, Rosa Reich, Carrie Thomas

Agencies Represented: 2-1-1 Brevard, Inc., BCCHT, Crosswinds Youth Services, SBSC

Mike Chapman called the meeting to order at 1:15 pm.

Minutes of last meeting were tabled until next meeting.

### Software Implementation Progress

HMIS BellData implementation is going well. Most agencies are up and running. Some agencies are still in process – Women’s Center, Harry T. Moore Center & Salvation Army Central North. These should be done by the end of next week.

We are still waiting to hear from the importers ( those who are not entering live data, but are importing the data from their database through xml). We need to set up a plan where they import and verify the data on a regular basis.

Rosa noted a “Virtual One Stop Shop”, one where live data is input and agencies are able to check previous and most recent services given to clients. With that in mind we need as much live data as possible.

Rosa would like to see a plan of action implemented to recruit other agencies into HMIS. When will we start that process?

Mike said we need to update our paperwork re: personnel changes. Also need to decide what the guidelines, qualifications should be to become a member, how many can we bring on board at the same time, who has already been approached, etc.

Carrie stated that she had talked with a few faith-based agencies that want to know how to become HMIS members.

Rosa said there is a faith-based workshop scheduled at the end of the summer, we may want to add HMIS to the agenda; but we have to have some guideline as to how many services they provide to make it worthwhile for them to join. For example, a food pantry that is open one day a week giving out bags of groceries would not want to pay to join.

Mike presented charts showing that we are getting reports now; reports on clients, services and data. But, agencies need to enter data on services requested as well as services rendered in order to record unmet needs. (provided as a separate attachment hereto)

Rosa said she must report quarterly to HUD an estimated risk of homelessness and that having unmet needs information would be a useful tool.

Mike said that bed configuration is going well, agencies on NOFA will configure beds so we can report on bed availability. The tough part in reporting beds; as an example, a room has four beds occupied by a family of three, technically there is still one bed open, but it is not really available.

Rosa said that in her report to HUD she must report shelter beds. A lot of beds are available that are not in HMIS; which she must report, that makes the HMIS numbers look bad. We have to figure out something to offer these agencies that see no benefit to HMIS right now.

One suggestion is that gaps in services can be identified which could bring the agency more dollars and HMIS is useful in identifying double dippers which could save them money.

Mike said we will be able to run validation reports once BellData configuration is complete. We can run the reports and see the deficiencies.

The bed configuration for the Salvation Army of South Brevard is in process. Must be on HMIS due to grant issues.

#### HMIS Committee Member List

Mike asked about updating the HMIS Committee member list since some of the members have changed. Discussion followed determining that the agencies are the members, but the contact list for the agencies should be updated with both a primary and secondary contact.

Discussion followed regarding adding more members, general consensus is that eight members is sufficient right now.

Lynn suggested that we formalize the bylaws and that it be no more than one page. Other suggestions were a) don't want to appear to be a "closed" group so we need some guidelines for adding new members. b) we should probably identify terms of members and who the key members must be c) maybe have 50% permanent seats the other 50% change after two years d) maybe set up a petition system... some things to think about.

#### PITC Training

Point in time count training will be brought up at the continuum meeting next week. Criteria training to be held at 2-1-1. The persons inputting the PITC data will not have access to records. Training is fairly easy; need volunteers.

Rosa asked how long a training session will last. Mike responded no more than one hour and if the person is already doing data input, it would probably take no longer than ten minutes.

Lynn asked if they could do a quick training at the Cocc meeting, we could train several at one time plus have the benefit of introducing HMIS to the non-HMIS agencies and maybe stir a little interest.

Mike said if we have internet service in the meeting room, yes he could do a quick training session.

Rosa will see if internet is available and if so will set aside twenty minutes for the PITC data entry training.

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Lynn inquired as to when Mike will do Privacy and Security training as she has new staff that needs to attend.

Mike stated that he will do classes as needed, just call.

As a final note, Mike said we need to get the User Meetings back up and running in order to obtain user input.

Discussion as to schedule of next meeting.

Next meeting to be held at the 2-1-1 offices on Wednesday, May 7, 2008 at 1:00 pm.

Attendees concurred.

Rosa made the motion to adjourn the meeting. Lynn seconded. The ayes carried. Meeting adjourned at 2:15 pm.