



HMIS Committee Meeting

Wednesday, June 10, 2020 - 3-4pm

via Zoom Conference

Attendees: Eric Layton, Amanda Wander, Kristin Reshard, Melissa Bourcier, Sylvia Smith, Jerry Parrish, Gina Dozier, Justin Barfield, Haley Kenny, Jeannine Fier, Marie Vandenberg, Jackie Fortmann, Dianne Williams-Cox, Lucas Gauna, Ashley Barbel

Agenda

1. Welcome and Call to Order

Meeting was called to order by BBCoC Data & Training Director, Eric Layton at 3pm. Amanda introduced Eric as the new Data and Training Director and identified his responsibilities with the CoC and partner agencies.

2. HMIS OneRoof Consolidation/Merger Update

Eric provided an update on the OneRoof HMIS Consolidation. Wellsky is working on their test environment and hopes to have it available by the end of this week (June 11th) for evaluation purposes. Once this test environment is available, Eric will notify all provider HMIS leads and members of the HMIS Committee for their testing and evaluation. If no issues are found, or if issues are found and resolved, we will notify Wellsky to begin the final merger into a production server. Before the change-over, Eric will make available a training video explaining any differences between the old server and new OneRoof HMIS implementation.

3. HMIS version update – Email address requirement

Eric notified the committee that a new version of HMIS is available now, which provides better automated handling of password resets. We have not upgraded yet as this version yet as this version requires that all users have a correct and unique email address in their profile. Eric called upon the committee members to ensure all of their users email addresses are correct in their HMIS profiles before we upgrade to the new version.

4. HMIS System Wellness Check

Eric explained that we have contracted with Wellsky to visit each provider within our continuum to check on their use of HMIS to ensure that users and system admins are using the system as

efficiently as possible, and for users to ask questions directly to the Wellsky representative. Due to current travel restrictions caused by COVID-19, we have had to postpone this wellness check, however we still plan for this wellness check to happen.

Amanda elaborated that due to all the new projects, new funding sources and workflows in HMIS, it was determined that there should be a formal consultation with our HMIS vendor. The initial plan is each major emergency shelter provider will have a section of a day to spend with Wellsky to ask questions, and for the Wellsky representative to work with HMIS users as they work with clients to ensure workflows are not too cumbersome and are as efficient as they can be. Also, to ensure data sharing policies between agencies are setup without complication. This is still the plan, and once we get closer to a date Amanda will work with Emergency Shelter providers and other participating agencies to coordinate dates and times of availability. There will also be a group session with the Wellsky representative for smaller agencies to provide feedback.

5. HMIS Monitoring

Amanda informed that a second round of HMIS monitoring for DCF funded agencies was originally scheduled for March/April but had to be postponed. After discussions with John Bouldin (DCF) we do not have to complete these monitorings. BBCoC will beef up the technical assistance available and continue to work with agencies via email and Zoom meetings so when the next scheduled round of monitoring occurs in December, agencies will be better prepared.

Amanda explained that regarding HUD-funded projects for system performance and review for reallocation decisions for HUD-NOFA, she is waiting for guidance and feedback from HUD on whether the funding competition will happen, and if so, what requirements we need to meet.

6. Updated Training Resources

Eric discussed some of the new training initiatives since coming onboard with the CoC.

- a. COVID outreach suggestions video – outlined recommendations for outreach personnel during the COVID-19 crisis.
- b. How-to use HMIS for Salvation Army - which will lead into more general how-to videos for all HMIS users in the future
- c. Coordinated Entry overview and workflow – what is Coordinated Entry, why should I use it and how does it work?

Eric informed that all of these videos and future videos are currently hosted on the BBCoC Youtube channel (<https://www.youtube.com/channel/UCdMJeiO6ECneG5KmCk1B-kA>) and encouraged everyone to use this resource for future trainings and informational videos from the CoC.

7. PromisSE Training Committee Updates

Eric provided an update on the PromisSE training committee meetings which have been taking place since March. This training committee's mission is to standardize training across all of the North Florida/Alabama coverage area, with the intention of assembling a course of how to use HMIS for both new and existing users. This committee has selected a web host to set up our Learning Management System (LMS), which will allow all HMIS users to view tutorials on everything from basics to advanced topics. Course curriculum and content creation starting soon.

8. Access Point Data

Amanda explained that Johnna has been working on data feedback for coordinated entry access points in our community. HMIS committee members should receive coordinated entry reports for their respective agencies within the next week or two, and can expect to receive these reports once per quarter. These reports detail total clients served and housed through Coordinated Entry. BBCoC is expecting HMIS leads to review these reports to ensure clients who have been entered are properly assessed and, if applicable, exited from the system. CoC personnel will reach out in the next week or two with instructions on how to analyze this data, and request that this information be reviewed and returned with results before our wellness check.

9. New BBCoC HMIS Support & Training Specialist position posted to website

Eric notified that BBCoC is searching for a new HMIS Support and Training Specialist position. This position will assist with creating new online training as well as provide in-person training to agencies, while also offering HMIS technical support as needed. This position description can be found on the CoC website (<http://bigbendcoc.org/hmis-documents-and-training-resources/>) and can also be found in the news area of HMIS.

10. HMIS Committee Chair Needed

Eric called to the committee to submit nominations for a new HMIS committee chair, as Dr. Jerry Parrish, current HMIS chair, has to step down due to time constraints. Nominations or volunteers can submit information to Amanda Wander or Eric Layton prior to our next committee meeting.

11. Community Partner HMIS Concerns and Comments

Kristin Reshard with Capital Area Community Action Agency explained her agency previously used HMIS but stopped, and she is trying to get her team back onboard with HMIS. However, doing so would create double work (having to enter data into both HMIS and their own database software). She would like to know if HMIS is compatible with data import/export with her system. Amanda informed that we would like to schedule a time to meet with Kristin to discuss more about what they are entering and how we can accomplish this goal.

Marie Vandenberg commended the CoC for the direction that training is moving, and that she appreciated the Coordinated Entry video which was made available last month.

Eric advised that additional training of this nature (interactive, video based) would be coming soon, and that he would be reaching out to agency admins in the coming months to determine what specific training is required for their respective agencies.

Amanda reminded of the BCoC board meeting tomorrow (June 11th) and invited all who would like to join this public meeting.

Eric thanked Dr. Jerry Parrish for his service as HMIS Committee chair, and reminded all members to submit their nominations or volunteer info to Eric Layton before our next scheduled HMIS meeting.

12. Meeting Adjourned

Meeting adjourned at 3:41pm by Eric Layton. The next meeting is scheduled for Wednesday, August 12th at 10am Eastern time. Meeting venue (onsite or via Zoom) will be determined closer to the meeting date.