



HMIS Committee Meeting

August 12th, 2020 – 3:00 – 4:00 pm

Attendees: Amanda Wander (BBCoC), Eric Layton (BBCoC), Johnna Coleman (BBCoC), Sylvia Smith (BBHC), Bret Oglesby (CESC), Liza McFadden (CESC), Gina Dozier, (CCYS), Justin Barfield (CCYS), Kayla Towle (CESC), Megan Duncan (CESC), Jackie Fortmann (Catholic Charities), Tracie Campbell (Catholic Charities), Sarala Hermes (City of Tallahassee), Melissa Bourcier (BBHC SSVF)

Minutes

1. Welcome and Introductions

Eric Layton called the Meeting to order at 3:05pm and introduced all attendees on the Zoom meeting.

2. Leon County COVID-19 Non-Congregate Shelter Referral Training

Eric reminded the committee and attendees about training on the Leon County COVID-19 Non-Congregate Shelter referral project, and asked for feedback about the training and procedure.

Anthony Billups (CESC) inquired about the potential for large influx of eligible clients and how that would impact the transportation step. **Eric** advised to follow the process for now, and if amendments are necessary due to taxing the transportation agreement, this will be addressed with Leon County at that time.

3. HMIS PromisSE Consolidation/Merger Update

Eric updated the committee and attendees that the PromisSE demo site is ready for evaluation, and asked committee members and HMIS leads to log in and test the demo environment. Eric will send out an email with the server address and testing instructions, and requested all feedback be provided within the next two weeks, if possible.

4. Wellsky System Wellness Check

Eric advised that the CoC has contracted with Wellsky, who makes our HMIS, for an on-site System and Operational Wellness Check. This wellness check will involve a few hours to potentially a full day onsite with each of our HMIS-participating agencies to review HMIS processes and procedures, workflows and operations to ensure that all HMIS use is as efficient as possible. **Bret Oglesby (CESC)** expressed his appreciation for this wellness check as he and his team have been requesting this for about two years.

Eric will send out an email to the HMIS Committee with available dates to coordinate Wellsky's visit in the coming days. As of now, Wellsky has offered the middle to late weeks of September.

5. HMIS Help Desk Online

Eric announced that the CoC HMIS Helpdesk is now online. The HMIS Helpdesk is to be used for all HMIS-related issues and questions, as well as user add/remove requests, and report requests. This helpdesk will allow the CoC to report to agency directors the HMIS trends and items their users report, as well as report average time to respond to and resolve HMIS issues.

Eric instructed the HMIS committee and attendees how to access the helpdesk, and asked everyone to create an account and test the system before it goes live for all users at the end of the month. At that time, all HMIS-related items must be submitted through the helpdesk.

6. Upcoming Training Opportunities (OrgCode)

Eric informed the committee that OrgCode (makers of our SPDAT) are offering several online training programs for homeless services staff. These trainings include "onboarding essentials," "Trauma-Informed Care," "Street Outreach" and "Prevention, Diversion and Rapid Resolution" courses, among others. Additional details and pricing for these trainings can be found by visiting <https://tiny.cc/xewaqz>

7. HMIS Committee Chair Needed

Eric reminded the committee that we are still in need of a committee chair, as Dr. Jerry Parrish has had to step down due to time constraints. Eric made an open call to all current committee members asking for either volunteers or nominations to be made via email to Amanda Wander or Eric Layton with the CoC.

8. Community Partner HMIS Concerns and Comments

Tracie Campbell (Catholic Charities) requested Coordinated Entry access. **Johnna** and **Eric** will work on this and reach out to Tracie and her team to coordinate training and provide her access.

Sylvia Smith (BBHC) asked about the status of the PromisSE merger – if we knew approximate dates, testing responsibilities in the demo database. Eric explained that exact dates are not known yet, but as soon as we provide Wellsky our testing results of the demo environment, they will let us know their next steps.

9. Adjourn

Meeting was adjourned at 4:00pm

*Next HMIS Committee meeting is scheduled for **Wednesday, October 14th – 10am***