

# HMIS Committee Meeting

April 14<sup>th</sup>, 2021 – 10:00 – 11:00 am

**Attendees:** Jim McShane (CareerSource); Eric Layton (BBCoC); Broderick Seabrooks (BBCoC); Amanda Wander (BBCoC); Johnna Coleman (BBCoC); Brittany Williams (BBCoC); Marie Vandenberg (BBHC); Julie Evans (City of Tallahassee); Sophia Grandison (Catholic Charities); Shington Lamy (Leon County); Jeanne Freeman (Neighborhood Medical Center); Megan Duncan (CESC); Delmas Barber (City of Tallahassee); Melissa Bourcier (BBHC); Gina Dozier (CCYS); Justin Barfield (CCYS); Sylvia Smith (BBHC); Kristellys Estanga (City of Tallahassee); Horace Thompson; Kimberly Ladner (CESC)

## Minutes

### 1. Welcome and Introductions

- **Jim McShane** called the meeting to order at 10:03am, and allowed all participants to introduce themselves.

### 2. PromisSE Merger Updates

- **Eric Layton** reported the latest updates on the HMIS merger into the PromisSE implementation. There is a news item in HMIS with details on the HMIS merger, and an introduction to the PromisSE implementation, available for all HMIS users.
- Eric explained that PromisSE is a multi-CoC HMIS implementation comprising a dozen CoCs throughout Northwest Florida and Alabama. We are joining the PromisSE implementation to add several new perks, such as lower prices for HMIS user licenses, enhanced technical support, and new HMIS features such as enhanced funds tracking and reporting.
- Items that will be changing in this new implementation:
  - I. **HMIS website URL:** After the merger, the old HMIS website will go down, and all users will need to update their bookmarks to go to <https://promisse.servicept.com> to log in to HMIS.

- II. **Provider IDs:** Since we will be sharing this HMIS with other CoCs, all provider names in HMIS will be changing to reflect the CoC they belong to. So for example, a current provider would be “BBCoC: CESC” and after the merger would be “FL506: BBCoC: CESC”
  - III. **Client IDs:** Current client IDs range from client ID 1 to 48123). Since the new system will include client IDs from a dozen other CoCs, client IDs will now be 6-digits (i.e. 505123).
    - a) To make searching for clients in the new system easier, old client IDs can still be used in the search fields by adding a “BB” prefix to the client ID. (i.e. client “12345” in our system would be client “BB12345” in PromisSE).
  - IV. **ROI Duration:** In PromisSE, the ROI (Release of Information) duration is 5 years. We are updating our Policy and Procedure to match the PromisSE policy.
    - a) No need to update existing ROIs, but new and expiring ROIs will need to be set to 5 years.
- Items that will remain the same in this new implementation:
    - I. **Software:** Both our current HMIS and PromisSE use ServicePoint, from Wellsky. So no new software or systems to learn.
    - II. **Workflows:** Workflows will remain the same, so no need to change your daily operation, with the exception of searching for, and EDA’ing into, updated provider IDs (mentioned above).
    - III. **Program and Client Visibility:** Since this HMIS implementation is shared with other CoCs, program and client visibility remain our #1 priority. This means our CoC will only see our clients, and will not be able to see other CoC’s clients. And other CoCs will not be able to see our clients.
  - Eric announced that the date of the merger has been set as May 21<sup>st</sup>, 2021. On this date, our current HMIS will go offline in the afternoon (approximately 1pm Eastern time), and the new website will come back online and be ready for use at approximately 7pm Eastern time.

- CoC HMIS staff will be working with Wellsky during and after the merger timeframe to monitor for stability and respond to any problems or issues immediately.
- During and after the merger, any questions or issues will require a helpdesk ticket be submitted through the BBCoC website (<https://www.bigbendcoc.org/hmis/submit-ticket/>)
- **Melissa Bourcier** asked if a new ROI form will be issued or if agencies will need to issue their own ROI to reflect the new 5 year duration. **Eric** explained that the CoC will issue an updated ROI that reflects the PromisSE 5 year duration.

### 3. Wellsky Operational Assessment Report

- **Eric** announced that the results of the Wellsky Operational Assessment, which took place at the beginning of October, 2020, have been posted to the HMIS documents page of the CoC website. (<http://bigbendcoc.org/hmis-documents-and-training-resources/>)
- **Eric** briefly touched on the most critical items on the report, and explained the CoC HMIS team's action plan for following Wellsky's recommendations on the report.

### 4. Training Tuesdays Announcement and Report

- **Eric** announced that the BBCoC has implemented "Training Tuesdays" which take place via Zoom meetings on the last Tuesday of each month at 2pm. These training sessions cover topics by popular request of the HMIS community and agency directors, as well as items the CoC HMIS staff identifies that can potentially lead to system and/or data quality improvements. These trainings are recorded and posted to the BBCoC website and YouTube channel, so everyone can view the trainings. An agenda of upcoming training topics and links to register are also on the CoC website: (<http://bigbendcoc.org/hmis/hmis-training/>)

### 5. Community Partner HMIS Concerns and Comments

- No community partner questions, comments or concerns were voiced.

### 6. Adjourn

- **Jim McShane** adjourned the meeting at 10:52am

*Next HMIS Committee meeting is scheduled for **Wednesday, June 9<sup>th</sup> – 10-11am***

