

# HMIS Committee Meeting

June 9<sup>th</sup>, 2021 – 10:00 – 11:00am Eastern Time

**Attendees:** Eric Layton (BBCoC), Broderick Seabrooks (BBCoC), Amanda Wander (BBCoC) Kristin Reshard (Capital City Community Action Agency), Ashlee Barbel (Apalachee Center), Taylor Mackin (CESC), Regina Flowers (CCYS), Haley Kenny (BBHC), Melissa Bourcier (BBHC), Greg Downing (Gadsden County), Justin Barfield (CCYS), Sunshine Scott (CCYS), Horace Thompson, Marie Vandenberg (BBHC), Tracie Simmons (Catholic Charities), Victoria Callan (Tallahassee Veterans Village), Amy Deer (Public Defenders Office), Vicki Butler (CESC), Chloe Bare (CESC), Megan Duncan (CESC), Michael Solomon (BBHC), Gina Dozier (CCYS), Alicia Gibson (BBHC), Gwynn Virostek (CCYS), Jennifer Webb (Brehon), Dianne Williams-Cox (City of Tallahassee), Jeannine Fier (City of Tallahassee)

## 1. Welcome and Introductions

- **Eric Layton** called the meeting to order at 10:04am, and allowed all participants to introduce themselves.

## 2. PromisSE Merger Updates

- **Eric Layton** provided an update on the PromisSE HMIS merger, which is taking place on Friday, June 11<sup>th</sup>, between 4:00pm and 10:00pm Eastern Time. This is the second attempt at the merger, as the first attempt which was scheduled for May 21<sup>st</sup>, could not be completed due to unforeseen system issues with Wellsky (our HMIS software provider). Wellsky and the CoC HMIS team have completed significant testing to ensure no issues to prevent this merger.
- During the HMIS downtime, users who need to enter/exit clients are encouraged to use entry and exit forms downloadable from the HMIS documentation page of the CoC website: <http://bigbendcoc.org/hmis-documents-and-training-resources/>

- **Eric** reminded everyone that all HMIS users should be utilizing the updated Release of Information (ROI), downloadable from the CoC website: <http://bigbendcoc.org/hmis-documents-and-training-resources/>. The ROI duration is now 5 years, as opposed to the 1 year duration of the previous form. No action is necessary for previously entered ROIs – only new and expiring ROIs apply.
- **Tracie Simmons** asked if a client entered by other CoCs will be visible by our CoC. **Eric** answer that as long as the client provided their consent to share data on the ROI, their profile will be visible and searchable between CoCs.

### 3. Open Data Visibility Model

- **Eric Layton** explained that one of the biggest challenges experienced by the CoC HMIS team and HMIS users is client and program visibility. By default, many programs are set up in HMIS to not share entries, services, notes and other HMIS data with any other providers. This can directly cause issues for other agencies such as duplication of entries and services, notes not being seen, etc., which ultimately causes errors in reporting and hinders client support.
- To help mitigate this issue, Eric proposed to the committee using an open data visibility model. This means that (with the exception of minor youth and DV providers), all programs will, by default, share client entries, services, notes, etc.. Clients may still opt to not share their data, by way of the ROI, however by providing this release, all partners within our CoC will have full visibility to all client data (again, with the exception of minor youth and DV).
- **Justin Barfield** asked if this model can be program-specific, or if it is agency-specific. **Eric** explained this can be done on a per-program basis.
- **Alicia Gibson** asked how this would affect clients served by HomeFront Veterans Community, who aren't entered by her team and don't always have a signed ROI. **Amanda Wander** responded that more needs to be worked out on this

process between Alicia's team, the housing authority and the VA. This will be worked out offline.

- Due to not having sufficient representation of agency executive leadership on this meeting, Eric did not call for a formal vote on this plan, but will write up a formal proposal to be submitted prior to, and voted on during, our next HMIS committee meeting.

#### **4. Learning Management System (LMS) Launch**

- **Eric** announced the launch of the official Big Bend CoC Learning Management System (LMS). This LMS can be accessed as a link through the BBCoC website: <http://bigbendcoc.org/training/> and will serve as a central portal for all training-related items – live Zoom trainings, registration for in-person training sessions, replays of previous online trainings, and self-paced interactive training sessions.

#### **5. Training Tuesdays Update**

- **Eric** reminded the committee that every last Tuesday of the month at 2pm Eastern, the CoC HMIS team holds open "Training Tuesday" sessions, to train on and discuss various HMIS topics. This month's session is HMIS reports. Users can register for these training sessions through the BBCoC Learning Management System.

#### **6. Community Partner HMIS Concerns and Comments**

- **Eric** opened the floor for all questions or comments.
- **Tracie Simmons** asked why some of the data quality ART reports reflect errors present, but when looking at the client, no errors can be found. **Eric** explained this is a known issue that we are addressing with Wellsky and the CoC HMIS team will follow up with updates on this as they become available.

- **Gina Dozier** asked to make sure the global visibility topic is addressed, as she and her team experience visibility issues and errors occasionally, and she wants to try and eliminate any potential errors as they apply for future funding.

## **7. Adjourn**

- **Eric** adjourned the meeting at 10:57am Eastern time.

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