

HMIS Committee Meeting

August 11th, 2021 – 11:00am – 12:00pm Eastern Time

Attendees: Eric Layton (BBCoC), Jim McShane (CareerSource), Broderick Seabrooks (BBCoC), Amanda Wander (BBCoC), Sylvia Smith (BBHC), Gina Dozier (CCYS), Kim Ladner (CESC), Sophia Grandison (Catholic Charities), Tracie Simmons (Catholic Charities), Jackie Fortmann (Ability 1st), Vicki Butler (CESC), Justin Barfield (CCYS), Julie Evans (City of Tallahassee), Melissa Bourcier (BBHC), Ashlee Barbel (Apalachee Center)

1. Welcome and Introductions

- **Jim McShane** called the meeting to order at 10:02am.

2. Proposal: Open Data Visibility Model

- **Eric Layton** explained the definition of data visibility (what client info, entries, services entered by one agency can be viewed by other agencies). Currently some agencies have client info limited to their own agency, while other agencies share their client info systemwide within our CoC. Having client data shared systemwide can help prevent duplicate entries and services, and limited visibility to case notes when not using EDA (Enter Data As) function in HMIS.
- **Eric** explained that opening data visibility systemwide within our CoC will allow all agencies to see when a client has received services, or is currently receiving services, from another agency, thereby avoiding duplication of entries and services, and eliminating the need to contact other agencies/providers to verify client interactions. This, in turn, will expedite client services and housing.
- **The exceptions** to this new visibility model will be projects exclusively serving minors (CCYS), mental health providers (Apalachee Center), and Domestic

Violence projects (Refuge House). These agencies client data will remain locked down to agency-only view.

- **Gina Dozier** asked to clarify that CCYS programs that serve adults will still have global visibility. This is correct. Only programs with protected clients (i.e. minors, clients with mental health conditions, DV clients) will remain agency only.
- **Ashlee Barbel** asked if a list can be made available to detail which projects will be agency-only vs global visibility. Eric will send this out after the meeting.
- **Jim McShane** asked for a motion to accept this proposal. **Sylvia Smith** made the motion. **Justin Barfield** seconded the motion. Motion passed with zero objections.

3. New Data Quality Plan

- **Eric** explained how Data Quality is essential for monthly and annual reporting to HUD and other funders, as well as for the efficiency of client services and housing. Without a documented and streamlined data quality plan, reports may be late and/or inaccurate, and client services may be delayed or not provided at all.
- **Eric** proposed a documented, streamlined and enforceable Data Quality plan which ensures that our community produces quality data and serves our clients with the utmost efficiency by providing highly accurate reports.
- The new plan entails BBCoC HMIS staff monitoring data on a monthly basis, and sending out reports to agency leadership (and/or their designated agency admin) on the 10th of every month, starting September 10th. Agencies will have two weeks to make necessary corrections or work with CoC HMIS staff for additional assistance. These reports also include the HMIS users entering this data, so users frequently creating erroneous data may be identified to agency leadership for refresher training.
- Key data quality items for reporting include: Client location; Income; Disabilities; Name & SS#; Project length of stay; and Head of Household data.

- **Jim McShane** moved for a vote on the proposal. The vote passed with zero objections.

4. Community Partner HMIS Concerns and Comments

- **Eric** opened the floor for all questions or comments.
- **Melissa Bourcier** asked for clarification on how the data quality reports will be delivered to agencies. Eric confirmed that these reports will be sent to agency leadership on the 10th of every month.
- **Sylvia Smith** asked if there have been any reports since the HMIS merger in June of client data loss. She was informed by one of her users of a client who's case notes were missing after the merger. Eric informed that we have not seen any true data loss, and most cases where notes were not visible were due to the user not using the correct EDA in HMIS. The CoC HMIS team will keep an eye out for this and report on our next committee meeting if any data loss is identified.

5. Adjourn

- **Jim McShane** adjourned the meeting at 11:32am Eastern time.

*Next HMIS Committee meeting is scheduled for **Wednesday, October 6th – 10-11am***