

HMIS Committee Meeting

August 10th, 2022 – 10:00am – 11:00pm Eastern Time

Attendees: Jim McShane (CareerSource), Eric Layton (BBCoC), Broderick Seabrooks (BBCoC), Jackie Fortmann (Ability 1st), Melissa Bourcier (BBHC), Jeannine Fier (City of Tallahassee), Victoria Callan (VoA Tallahassee Veterans Village), Horace Thompson, Taketha Branton (Catholic Charities), Vicki Butler (CESC), Jennifer Harris (Brehon Family Services), Tracie Simmons (Catholic Charities), Mandi Bianchi (Ability 1st), Chloe Bare (CESC), Justin Barfield (CCYS), Larry Gallien (CCYS), Shileatha Washington (BBHC), Amy Ingraham (BBHC)

1. Welcome and Introductions

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

2. Upcoming Change: FY2023 Assessment Updates – October 2022

- **Eric Layton** reported that in April 2022, the CoC sent out a survey to all HMIS users and agency leadership asking what the CoC can do to improve HMIS training and use. The top response was to improve reporting and assessments.
- As of **October 1st, 2022**, the CoC HMIS Team will be streamlining and improving our HMIS client assessments. Some of these improvements include documenting in the assessment which clients that assessment questions are required for (e.g. demographic info for all clients; Homelessness history for head of household and adults only; Housing history for RRH and PSH programs only; Date of engagement for street outreach programs only).
- Adding these instructions in assessments will help new and existing users to skip over questions that are not applicable to their client/program, thus speeding up the process of serving clients.

3. Coordinated Entry Updates – September 2022

- **Eric** noted that the CoC HMIS Team is currently working with our new Coordinated Entry Director, Tranesia Walker, to identify ways to streamline our Coordinated Entry program.

- Effective **October 1st, 2022**, the Coordinated Entry assessment will also be tweaked and streamlined to include a few additional questions, while removing some question that are not as efficient for serving C.E. clients.
- In addition, updated Coordinated Entry training will be posted to the BBCoC website in late **September 2022**. This training will be required for all new users, and optional for existing users (though strongly recommended).
- **Eric** urged all agency data leads with access to BusinessObjects (formerly known as ART), to review the new report – “**C.E. Report by Agency and User**” which displays all active Coordinated Entry clients. Several clients have been on the C.E. list since 2018. **Eric** asked that any users who have been on the list for more than 6 months be reviewed and, if the client no longer unreachable or active in our CoC coverage area, that the client’s C.E. entry be closed out.
- **Justin Barfield** asked if the VI-SPDAT could be opened up to non-Coordinated Entry programs for evaluating clients. **Eric** stated that Tranesia Walker, CoC Coordinated Entry director, would be a better person to answer this question, however the VI-SPDAT is primarily designed specifically for C.E. programs, so adding it to non C.E. programs is not likely.
- **Eric** also mentioned that the VI-SPDAT has been discontinued by its programmers, and the CoC is looking for alternative tools to replace it. **Justin** asked if there is a subcommittee being developed work on a SPDAT replacement. **Eric** stated that he believes Tranesia has on her To Do list.

4. Proposal & Discussion: Written ROI Process Change

- **Eric** stated that it has been recently identified that there are no mandates from HUD or any other authorities for a written ROI.
- In the CoC’s attempts to streamline HMIS workflows and expedite assisting our clients, Eric opened the floor to discuss moving from a written ROI to a verbal ROI.
- **Amy Ingraham** voiced her thoughts that a verbal ROI would be easier as sometimes clients are not always available to sign a written ROI document.
- **Melissa Bourcier** asked if an HMIS user does the client intake documents alone (no other witnesses), what would you put in the ROI section under the witness field? **Eric** stated that while there is no official answer to this, it would be acceptable to put the HMIS user’s name as a witness.
- **Jim McShane** voiced his concern that this could be risky, and recommended we consult with a lawyer to discuss this, as not having a client’s signature on paper could open the CoC and/or agencies to lawsuits and other adverse actions.

- **Eric** mentioned that if this plan is adopted, written ROIs would remain an option at the agency level, rather than getting rid of the written ROI entirely.
- **Melissa Bourcier** asked if there are any comments or concerns about this after today's meeting, if users should submit a help desk ticket or send an email. **Eric** replied that any concerns should be sent to the CoC data team via email.

5. Community Partner HMIS Concerns, Questions and Comments

- No additional concerns, questions or comments were brought up.

6. Adjourn

- Jim McShane adjourned the meeting at 10:36am.

Next HMIS Committee Meeting is scheduled for Wednesday, June 8th, 2022 - 10-11am