

Volusia-Flagler CoC HMIS Committee Meeting

Date: February 19, 2015 12:00 – 1:00 PM

Location: SMA Behavioral, Daytona Beach

Members in Attendance: Bill Fletcher Cheryl Atkins Cheryl Fuller Donna Dooley Gary Meredith Jeff White Loretta Wilary Mari Leisen Pat James Richard Curley Robin King Sheila Jennings Susan Clark Troy Ray

Staff in Attendance: Lisa Hamilton, Executive Director Michelle Wilson Victoria Brown-Searle

Presiding: Robin King, Chair

Agenda Item	Discussion	Action Needed	Follow-up (by whom & when)
1. Welcome and Introductions	<ul style="list-style-type: none"> Chairman Robin King called to the meeting to order at 11:58 AM. An introduction of Committee and guests took place. Donna Dooley and Cheryl Atkins joined the HMIS Committee. 	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> None
2. Review Prior Minutes	<ul style="list-style-type: none"> Robin King presented the prior minutes to the Committee. Sheila Jennings made a motion to approve the prior minutes. Jeff White seconded the motion. The motion was approved unanimously. 	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> None
3. HMIS Data Quality Policies and Proposed HMIS Annual Reporting Plan	<ul style="list-style-type: none"> Robin King presented the draft Data Quality policy setting forth the required level of data accuracy and completeness for agencies using the HMIS. The policy also includes the process for corrective action if an agency does not meet the standards. The members discussed the policy and agreed that 100% accuracy and completeness for housing programs and 90% for clients in service-only programs is acceptable. The members reviewed the corrective action policy as drafted and agreed that more detail is needed, including a 	<ul style="list-style-type: none"> Revise Data Quality Corrective Action Policy Survey HMIS User Agencies 	<ul style="list-style-type: none"> Coalition

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	<p>response from executive directors and/or board chairpersons of the agencies after the initial report. Ms. King asked the Coalition staff to re-draft the Corrective Action policy and submit to the Committee for review.</p> <ul style="list-style-type: none"> • Michelle Wilson, HMIS Administrator, explained that new data standards were implemented by HUD in October 2014 and that some agencies were reporting problems with entering new information due to IT problems at their offices, failure to collect the data in intake forms, and as a result of the different ways that agencies collect information. Some agencies collect information manually and then have data entry staff enter the information and some agencies have case managers enter data directly when the client is served. Loretta Willary stated these were common issues with data collection by the agencies. Bill Fletcher asked for more information about HMIS data collection and repetitive processes. He suggested that there may be programming or software solutions to some of the problems. • Ms. King presented a proposed HMIS Annual Reporting Plan, setting out the schedule for the HMIS Lead Agency (the Coalition) to provide Data Quality Reports to the HMIS Committee, and for the HMIS Committee to report to the VFCoC Board of Directors. The members approved the Plan and further discussion was held about problems with data collection and reporting. • After discussion, the members recommended conducting a short survey of the user agencies to gather more information to determine if and what problems agencies are having with 		

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	<p>HMIS and to learn how agencies are using the data collected through HMIS. Ms. King directed Coalition staff to prepare a draft survey to be reviewed and submitted and March. Results could be presented in April.</p> <ul style="list-style-type: none"> • 		
<p>4. HMIS Budget and Funding Sources</p>	<ul style="list-style-type: none"> • Ms. King asked Ms. Hamilton to explain HMIS funding to the Committee. Ms. Hamilton stated that Bowman Systems is the company that provides the licenses for HMIS. Licenses cost approximately \$400 per year per user and \$90 per year for the reporting module per user. Licenses are assigned to the individual user because each user must complete confidentiality training pursuant to the federal regulations. To maintain client confidentiality, users are not permitted to share passwords or to allow another individual to use her or his account. The Coalition has an annual contract with Bowman for 69 licenses. Bowman bills quarterly. Locally, the agency requests licenses, Michelle assigns the license, and provides training. The Coalition bills the agency for the license for each user, prorated for the number of days per quarter. • Cheryl Fuller explained that in past years each agency was required to pay for license fees. Ms. Hamilton explained that the Coalition had paid for all the fees for the agencies for the past 5 years using CDBG and HUD funding that is no longer available. The VFCoC Steering Committee approved billing the agencies for fees, but there are some problems. Some agencies, like Halifax Urban Ministries, have a large number of licenses because they enter data for all the services 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • None

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	<p>provided but receive a lower amount of CoC funds. Others, like Windward Behavioral, receive a large amount of CoC funds, but have fewer licenses because they have dedicated staff to enter data.</p> <ul style="list-style-type: none"> • Cheryl Fuller and Jeff White stated that it is important to collect information from all the programs to document the numbers of people served, the amount and types of services provided, and to show the success in preventing and ending homelessness. The HMIS Committee should seek multiple ways to provide funding to support its operations. • There was a discussion about the different options for payment of fees, including each agency paying a percentage of its CoC-funding, a flat amount based on the amount of CoC funds received, presenting a fee schedule to the municipalities, and seeking funding from the Chamber Alliance or other organizations that support technology in Volusia and Flagler Counties. • Ms. King informed the members that Career Source provides funding for agencies for customized training. Since Michelle provides training to individual agencies to meet their program needs, Ms. King stated that the Coalition could bill agencies for training and be reimbursed through Career Source. • The members agreed to further discuss this issue following the survey results. There was discussion of forming a subcommittee to research these options. 		
5. Action Items	<ul style="list-style-type: none"> • Approve HMIS Data Quality Policies: 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • None
6. Old Business	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • None

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7. New Business	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • None
8. Schedule Next Meeting	<ul style="list-style-type: none"> • March 19, 2015 12:00 noon at SMA. 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
8. Adjourn	<ul style="list-style-type: none"> • There being no further business, the meeting was adjourned at 1:20 PM 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • None

Respectfully Submitted by: Victoria Brown-Searle, AmeriCorps VISTA

Approved by vote of the HMIS Committee meeting on _____

Robin King, HMIS Committee Chair _____