

The Continuum of Care for the City and County of Racine, U.A.

HMIS/Data Committee Meeting Minutes

United Way of Racine County, 2000 Domanik Drive, Racine, WI

April 11, 2014

Present: Adam Smith (ICA), Martice Scales (HOPES), Mirijah Sheppard*(Bethany), Zeke Leo (RKCAA), AJ Jelks (HALO), Jen Toth (WRC), Angela Holland (HALO), Melissa Taggart (VAP), Jerold Wright (CVD), Sharen Pease (CVD), Gai Lorenzen (LAW), Lori Life (RVM), Iraidia Vasquez (LAW), Demetri Vincze (CoC), Irma Love (HALO), Jen Loaicano* (TLC)

*Attending via phone/webinar

Call to Order: Martice called the meeting to order at 8:04 am

Introductions made by all

User Needs/Questions

Martice: possibility of having alerts if data is incomplete

Adam: coding is too complex; Bowman is not doing

Adam: there are ways to add to the set of questions in WISP to meet CoC coordinated assessment needs

Training Needs

ART trainings are currently being scheduled

Irma suggested that advanced trainings be offered for those that have taken the introductory trainings multiple times in order to meet their required trainings

Adam highly recommends training 202: "Introduction to Interim Reviews" on 4/14 at 1 pm

203: "Cleaning Up Your Data" is a new training being offered on 4/16

HMIS staff will create a one-page guide to trainings and what they cover, so that users have a better idea of what they will get out of trainings

Some basic webinars will be recorded; trying to figure out which trainings would be appropriate; need to make sure that users are watching and absorbing information; figuring out how to get feedback/measure that

In-person training is also possible if there is enough interest

General Issues/Questions

All passwords were mass reset recently due to HeartBleed vulnerability

If you haven't been getting emails from ICA (esp. WISP News), communicate with them to make sure that possible technology issues are resolved

Jerold: if we update income, it still shows the original income on the entry/exit tab

Adam: an entry is a snapshot in time, so it will not reflect updates. Updates will be reflected in the client assessment. You need to update the interim reviews.

Zeke: if we exit a client, will it close out the income, etc.

Adam: no, because the system cannot make assumptions

Gai: sometimes users don't put an end date on old income before adding new row with updated income; what are the rules, can we update it?

Adam: if you can see it, you can edit it (even if not in your agency/program)

Lori: if you are ending the row (correcting the problem) you should put the end date right before the date of program entry

Interagency Document Sharing

Possibility of sharing verification information between agencies (Income, disabilities, third-party documentation)

Section in Client Assessment for File Attachments, which could serve as a central repository to facilitate sharing between CoC agencies and for coordinated assessment.

If the CoC is interested in using this, let Adam know and it could be set up.

Client Notes

Martice: what is the right place to put the client notes? There are multiple options

Adam: there is no right or wrong answer. Some options might make more sense for one program than others.

Martice: do we have to sign our names as users at the end of the notes?

Adam: no, ART can create reports showing who authored which notes

HMIS Committee Function

Gai: HMIS Committee can make recommendations for standardizing things like where client notes go, rules for uploading files

New User Agreements

Adam: new agreement is available on the ICA website; ICA will send out a reminder email. Agency partnership agreements will also be made available.

Veterans

Adam: new emphasis on serving those not eligible for VA benefits. Lack of clarity on discharge and eligibility. Should ICA add a question to the military assessment about type of discharge? Is there a definitive list of types of discharge?

Melissa: you have to check each client individually

Sharen: DD 214 is what CVI uses

Adam: what is the quickest way to get a DD 214?

Can ask for expedited, electronic files

Foster Care

Webinar in May about what it means to be in foster care, different types of care

Next Meeting Date

May 16th, 8-9am; will offer phone/webinar option again. Martice will be absent, Denise should be available.

Adjournment: Martice adjourned the meeting at 9:02 am.