

Racine CoC HMIS Meeting MINUTES

May 20, 2021

10:30-11:30

LOCATION: <https://us02web.zoom.us/j/88468615636?pwd=U2JkVld0OU5qMEkvM1NVUUwxZWpoUT09>

Meeting ID: 884 6861 5636 **Passcode:** 809139

Dial-in: +1 312 626 6799 US (Chicago)

Present:

Andre Batts Hopes Center of Racine
Judith Bartelt CVI
Lennetta Bowen LSS
Darcy Bradley LSS
Ben Cornell HOPES/SAFE Haven of Racine
Angela Holland HALO
Melissa Taggart HALO
Chad Kline CVI/LSS

Jeff Knott HALO
Irma Love HALO
Teresa Reinders Racine CoC
Holly Sieren WDVA
Wes Sikich HALO
Iraida Vazquez ICA
Hope Wesley Racine Vocational Ministry
Yolanda Windham HALO

Absent

Jeanette Brown SAFE Haven of Racine
Gai Lorenzen HALO

Scott Metzel Hopes Center of Racine
Lee Mares HALO

1. Previous Minutes – deferred to next meeting in July

UPDATE: HMIS Advisory Board CoC representative – Melissa Taggart

- a. The HMIS Advisory Board meeting was April 21, 2021. Since Nina left her position, we needed to appoint a replacement to represent us on the board. We recommended Melissa Taggart to represent Racine CoC on the Wisconsin State HMIS Advisory Board. At the April meeting, the WI State HMIS Advisory Board voted to approve Melissa's position on the Advisory Board.
- b. Melissa's Report from the April 21, 2021, Advisory Board Meeting:
 - i. The new Clarity software has been installed and is in the process of receiving data transferred and checked. New user private provides need to be completed. Website went live on May 3, 2021.
 - ii. Please be sure agency information for clients is correct.
 - iii. User training must be completed before you receive access to a live sight. If you have completed training and do not have access to the live site, please contact Iraida.
 - iv. HIC/PIT reports: the federal count for January must be submitted by mid-May (at the time of the meeting).
 - v. Annual policy review and governance review will be held in Madison in July
 - vi. SECURITY Breach: in Madison, there was a data breach: Remember – it is a

violation of confidentiality and privacy section of this security training. When emailing regarding a client do not use client ID number with any other identifying information for that client. This would include name, birth date, social security number, anything else that could identify the client.

2. Clarity new user training update and Questions – Iraida

- a. HIC & PIT report submitted to HUD on time (May 14, 2021)
- b. Opportunity to ask questions or offer feedback on Clarity.
 - i. SERVICE TRANSACTIONS: CoC does not require service transactions to be recorded in clarity. Data migration was anything federally required to be built in system and migrated over was built prior to going live. Agency should special requests at the agency level any specifics they want added.
 - ii. CLIENT IDS: Check with Iraida for tricks and tips on locating clients using URLs, combinations of letters from first and last names. There are secure ways to search client IDs
 - iii. TRAININGS: On ICA website on the training knowledgebase then go to Bit Focus, we have open office hours scheduled on Tuesdays and Thursdays of every week. You can check in whenever you want any help.

3. Reports –

- a. State EHH CAPER Submission– different from the CV CAPER recently submitted
 - i. IF you receive State EHH or ESG money you will need to run a CAPER report. Directors' will receive a link from SAGE from SARA Isaac (DECHR) to run reports for the date range Sarah indicates for each program.
- b. HIC/PIT reporting update in Clarity – Everyone should have access to running HIC and PIT reports. Under your agency, you will find an agency management folder and you will see HIC and PIT in that area. You no longer have to add the extra day. Put the year you want the data for and then pick the 4th Wednesday of the month you are looking for the data.

4. Election of new Committee Chair: Ben Cornell volunteered, Melissa Seconded the motion and was unanimously voted in.

5. Next Racine CoC HMIS July 15

Submitted by Teresa Reinders