

HMIS Committee Meeting

Thu, 11/19/2020 10:30-11:00 a.m.

Present:

Nina Thillemann (HALO) Co-Chair, Iraida Vazquez (ICA) Co-Chair



Andre Batts (HOPES Center of Racine), Judith Bartelt (CVI), Ben Cornell (Safe Haven), Larry Gamble (Veterans Housing Program), Angela Holland (HALO), Lynda Jackson (HALO), AJ Jelks (HALO), Jeff Knott (HALO), Gail Lorenzen (HALO), Laurie Life (RVM), Irma Love (HALO), Teresa Reinders (CoC), Wes Sikich (HALO), Melissa Taggart (HALO), Holly Sieren (WDVA-VORP), Yolanda Windham (HALO),

Meeting called to order at 10:30 by Nina.

1. **Approval of the minutes.**

- a. Item #6 needs clarification on what was meant by housing clients.
- b. Minutes accepted as presented with prior change included.

2. **User needs and questions.**

- a. **Q:** From last meeting regarding COVID questions. Do they relate anyone that still being served who is experiencing homelessness or are they just a compliment to the program?
A: The questions are "Do you have an underlying medical condition that puts you at higher risk? "Are you an essential worker; do you have a criminal history?" Have you had prior evictions? or "Does your household that needs by have five or more people that cannot be housed in a three-bedroom unit?" "What is their age?" Those are just for the prescreen form for coordinated entry.
We are updating the prescreening form for coordinated entry. Clients currently on the priority list with the referral that's still pending will need to be updated with those questions.
- b. Iraida would like help working on updating the prescreen form to include the COVID screening questions. Teresa volunteered. They will work on them over the next couple of weeks.

3. **Annual Service Point training reminder.** Iraida reminded everyone to be sure to complete their annual Service Point training ICA has dashboards on their website where people can check their training needs. Connect with Iraida if you need help accessing it. The trainings from on the calendar year January 01-December 31. Staff must take two trainings each year. There are links to recorded trainings. Every year staff using HMIS need to pass the HMIS privacy trade security training. If you hold an ART license to run ART reports, you have to take two additional annual trainings. It can take up to 24 hours to show up on the dashboard to if you do not see what you have completed either check back to see if it shows up then contact Iraida.

If you didn't take your training, ICA will remove your license to HMIS, so you won't have the ability to have HMIS access until you complete those trainings. ICA does charge the agency, or what they call a "slacker" fee. That is a fee for the time it takes to actually remove your license

and send that confirmation and get you back into compliance. ICA does not want to charge agencies, but they are also trying to minimize the charges to the agencies. So, check on your status, reach out if you're having questions if you feel something's not right on there, you will need some verification from you that you took it so, make sure to have that information and part of the security training is that you pass that test.

4. Statewide HMS advisory board update.

- a. Nina has been selected to take the place of outgoing Gai Lorenzen as the representative of the Racine CoC.
- b. At the last State Advisory Board meeting there was a decision move forward with Bitfocus. ICA's HMIS staff are in training at this point on the new products. Know that that it is coming along the way. We will get more information in the ICA newsletters. The goal is to transition to Bitfocus, April 1 is the go live date, and it's a target at this point.
ICA staff are getting trained, then will learn "training the trainer, and new user training will probably be around the first quarter next year. Watch for a survey that will come out regarding ICA's trying to create reports, and a timeline on when they will no longer be creating reports because of the transition and getting reports both transitioned over to the new one so please watch out for that, **if there's a certain report in service point that you use regularly, please fill out the survey about that priority.**

5. Agency Monitoring

- a. Originally scheduled for the first week in December but Iraida indicated that to give adequate notification to the agencies, 30 days, the monitoring will be changed to some point in either January or February.
- b. Agencies are able to do self-monitoring to prepare files and documents. On ICA training page go to "training knowledge base" where you can do monitoring. There is a guide that explains the monitoring process.

6. POINT In TIME:

- a. January 27, 2021 for the unsheltered and shelter count night.
- b. Iraida will work with Jesse on updating Point in Time tool used for the unsheltered count and work with Scott and regards to that just to make sure it's updated for him to do his work

7. State ESG CV providers

- a. set up in service point for those programs that are funded with the state allocation for ESG-CV. You can start entering your data.
- b. Do not enter any data, prior to October 1. The first quarter has closed out. We should not have any cases and we should not have any expenses, prior to October 1.
- c. The difference with the ESG CV for reporting purposed is that it is being run on a quarterly basis and cumulatively.

Next meeting is January 21st at 1030.

Minutes submitted by Teresa Reinders.