



**Racine HMIS Committee
 Minutes
 May 19th at 10:30 am**

Present:

CVI

Michael Hanrahan
 Justin Kasdorf

LSS

Angela Knuckles

SAFE Haven

Jeanette Brown
 Ben Cornell, Committee Chair
 Angela Sanchez

HALO

Jeff Knott
 Irma Love
 Wes Sikich
 Melissa Taggart

ICA

Becca Pritzl
 Iraida Vazquez

Racine CoC Staff

Teresa Reinders

1. Welcome and Introductions
1. Agenda approval moved by Iraida Vazquez, seconded, vote ayes unanimously, Motion passed.
2. Minutes approval moved by Teresa Reinders, seconded, vote ayes unanimous, Motion passed.
3. Comparable Database Providers – Victim Service Providers
 This item will be a continuing item on our agendas to ensure we cover any information related to Victim Service Providers.
 - a. Providers can test run a CAPER or APR on the Sage Reporting repository:
<https://www.sagehmis.info/logon.aspx?ReturnUrl=%2f>
 - b. Victim Service Providers are encouraged to attend the [HMIS Lead and System Administrator Webinars](#) (3rd Wednesday of every Month at 1ET/12CST): Join the HUD Exchange Mailing list for attendance
4. Reports Submitted -HIC/PIT 5/06/2022 (attached). The report was successfully submitted to HUD without any warnings or errors. Two reports have been included with the agenda. Teresa reviewed the 8 pages to show how the monthly HIC/PIT numbers turned into Teresa are important. These numbers are eventually provided to HUD. The numbers provide a picture of who we are serving each month.
 - a. ESG CAPER submission: If you've received funding from the state under EHH funding or the timeframe of April 1, 2021, through March 31, 2022, it is time to start submitting your CAPERS for the state for any programs from the state that are funded with ESG funds so whether it's Shelter, Rapid Rehousing prevention, it is **regular ESG funding, not ESG-CV**. Be sure that you are running your CAPER and HMIS or a comparable database, cleaning up any data errors that are

in there. Make sure people are paying attention to annual assessments. Remember, you must have an annual assessment recorded for every participant in the program for 365 days or more. It must be on that anniversary date. The timeframes for the date range on that paper report are from 4/20/21 to 3/31/2022. Item B under number five is a link to our training page on how to run your CAPER, review your data, how to download the CSV file so you can submit it in sage through sage links. So please just remember to run those reports check it as early as possible so that way, if there are issues we can kind of help navigate the process.

- b. CAPER training page: <https://icawisconsin.helpscoutdocs.com/article/51-esg-caper>
5. HMIS Trainings/Custom Reports:
- a. New User Training Series available:
<https://icawisconsin.helpscoutdocs.com/article/48-new-user-training-for-clarity-hmis>
 - b. Program Analysis and Outcomes Training:
<https://icawisconsin.helpscoutdocs.com/article/122-program-analysis-and-outcomes>
 - c. Equity Analysis for Program Outcomes: New report in Data Analysis
 - d. Annual Performance Report: <https://icawisconsin.helpscoutdocs.com/article/52-coc-annual-performance-review-apr>
6. WI Statewide HMIS Advisory Board April 20, 2022, Meeting update Melissa Taggart representative on the Board for Racine CoC.
- a. WI Statewide HMIS Advisory Board meeting was held on April 20. There have been some changes in the staff at ICA. The data analysis position. Being is being hired for Wisconsin in Dane County. The Dane County coordinated entry manager is in the process of being hired. And Iraida has now moved into a new position as HMIs manager in Racine. The Advisory Board did approve the Wisconsin DOJ, DOJ data sharing. They have requested data sharing based on doing a research project to see the impact of opioid abuse. There is a one-time data-sharing project that the advisory board has agreed to.
Then software transitioning to Clarity is complete. April 20 was last day of working with well sky they were noticing that there are very few data entry errors in Clarity currently. The issues that were being found were primarily legacy entries. Previous Wellsky data transferred over was where they were seeing most of the issues. But if you notice any errors or issues, let Iraida know so she can

troubleshoot and see if we can get it fixed.

We did the annual policy review. There were minor changes due to some rewording or removal of some words or numbering issues due to the movements of different sections in the annual policy review. The biggest change was user responsibilities. There is a proposed license cost increase. This would be \$75 per license instead of the current 65 per person. We're also asking that if you have licensed users that are not currently using Clarity that you turn those licenses in. Right now, there are over 800 users in the state of Wisconsin, and we're at the max number of licenses. So, this would free up if nobody's using that license regularly. You're on a consistent basis, then give that license up so we can put a new user in that if your agency has HMIs users and is not mandated to use the HMIs system, there will be a charge of \$300 for licensed for use.

7. Data Quality updates & reminders
8. Next meeting is July 21, 2022, at 10:30.
9. Meeting Adjourned moved by Iraida, seconded, unanimous ayes.
Adjourned at 10:30 am