



Racine City & County Continuum of Care (WI-502)  
c/o HALO  
2000 DeKoven Avenue, Unit #1  
Racine, WI 53403

## Racine HMIS Committee Minutes – September 15<sup>th</sup> at 10:30am

1. Welcome and Introductions: Melissa Taggart (HALO), Teresa Reinders (Racine CoC), Michael Hanrahan (CVI), Jeffrey Knott (HALO), Jennifer Knuckles (LSS), Ben Cornell (Safe Haven), Irma Love (HALO), Jori Chambers (WRC), Derek Moran (LSS), Justin Kasdorf (CVI), Judith Bartlet (CVI), Jeanette Brown (Safe Haven), Iraida Vazquez (ICA), Becca Pritzl (ICA)
2. Minutes approval – May meeting and July special meeting
  - Deferred review and approval of May and July 2022 minutes to November 2022.
3. HMIS Lead Agency updates (Iraida)
  - a. Agency agreements
    - Partnership agreements were sent for signature in August 2022.
    - Beginning of September 2022 another agreement was sent because they expired.
    - There are some agencies that need to sign and return agreements. Please check emails and return agreements after review, approval, and signature.
    - Those agency agreements that have not been returned will have HMIS access suspended as of September 30, 2022.
    - Email [Iraida.Vazquez@icalliances.org](mailto:Iraida.Vazquez@icalliances.org) if unsure if signed agreement has been returned and any questions.
  - b. User fee invoices
    - The 2022 HMIS User Fee invoices were sent from ICA main office. The user fees need to be paid; interest charge will occur if not paid within 60 days of invoice. Any questions email Iraida Vazquez.
    - Question, Jori: if not using HMIS is there an agency agreement and fees. Answer is no, continue with process for your comparable HMIS database at respective agency.
  - c. Documenting death
    - Request for information of death of homeless within the state.
    - Wisconsin Statewide HMIS Advisory Board and COC's requested an additional data element to capture counts of death systemwide
    - HMIS training page <https://icawisconsin.helpscoutdocs.com/article/245-death-and-deceased-documentation>
    - Discussion on whether other systems would want to gather data.
    - Not required to document historical, but if user chooses to add information to go back to January 1, 2022. Teresa encourages documentation.
4. WI Statewide HMIS Advisory Board update (Melissa Taggart)
  - Agency agreements that have been approved and signed have been sent out.
  - User license fees are being sent August 2022. Interest will be charged if fees are not paid within 60 days past due date.
  - Northern Illinois Counties are interested joining the WI Statewide HMIS system. Their license compliance will not negatively impact our HMIS.
  - HMIS monitoring will be sending information for compliance, including postings of privacy, security of documentation and passwords, and computer virus/firewall are secure.
  - Iraida, monitoring was schedule for July/August, but has been moved due to

NOFO deadlines. The newsletter for HMIS will post the new monitoring dates.

5. PIT workgroup update (Teresa)
  - Document shared by Scott for the PIT workgroup and meeting dates.
  - Meetings will begin in October.
  - All agencies that receive ESG/EHH funding are required to participate.
  - Meetings will be hybrid (in person or virtual)
  - Notify Teresa or Scott if needing to be added to email list for announcements
6. Comparable Database Providers – Victim Service Providers (Denise)
  - a. Test run a CAPER or APR on 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](#) (3<sup>rd</sup> Wednesday of every Month at 1ET/12CST): Join the HUD Exchange Mailing list for attendance
7. Data Quality updates & reminders (Iraida)
  - a. Data Standards
    - No standards have been changed.
  - b. Reporting changes
    - Review is being done this year to review any changes for 2024
8. HMIS Trainings/Custom Reports: (Iraida)
  - a. Data Completeness and Quality: New report in Data Analysis
  - b. Annual Performance Report: <https://icawisconsin.helpscoutdocs.com/article/52-coc-annual-performance-review-apr>
  - c. CAPER: <https://icawisconsin.helpscoutdocs.com/article/51-esg-caper>
    - Discussion had been occurring regarding changes to both reports. System is updated January 1, 2023.
      - Table Q4a will include two columns for total active clients and total active households
      - Table Q5a will include a column for count of all clients for data quality to include those without a date of engagement
      - Table Q27j, Q27k, and Q27l will include a column for a youth filter due to YHDP and CoC projects
9. Questions, Comments, Concerns
10. Next meeting date – November 17<sup>th</sup> 10:30
  - Adjournment motion Ben Cornell and Melissa Taggart seconded. All agreed.

9/29- WRC has a fundraiser walk in Racine to kick off DV Awareness month.