



Racine HMIS Committee Minutes

December 21, 2023, at 10:30 am

Hybrid: <https://us02web.zoom.us/j/89743245592?pwd=WW1oU3lsbVBobmtrMndTZEsxZkF6dz09> and HOPES Center

1. **Welcome and Introductions**

- In attendance-Judith CVI, Denise WRC, Ben Safe Haven, Jennifer LSS, Jeff HALO, Teresa COC, Gai HALO/COC, Michael CVI SSVF, Iraida ICA, Melinda CVI, Irma HALO, Melissa HALO

2. **Minutes approval** – September 2023 (attached)

- Motion to approve: Melissa Taggart
- Second the Motion: Gai Lorenzen

3. **HMIS Advisory Board Updates (Melissa)** deferred to Iraida for updates 6-13

Melissa will be attending the January meeting the 3rd week of the month and continue to attend as the representative of Racine CoC.

4. **Data Quality related to EHH quarterly report (Gai)**- We received the information from DOA. Racine looks good when compared to the State. We have improved the length of stay and our data COMPLETENESS IS AT 100% for the Racine COC. The Standard by HUD is to be at 98%. Great job everyone on this!! When looking at the individual agencies. This number can be impacted and maybe lower if clients had not entered the social security numbers for clients. There has been a change and if a client does not provide the SS# it will no longer impact the data completeness. Also, if an agency has a lower number of clients this will greatly impact the percentage as well.

Per the HMIS Policies and Procedures data entry is required to be entered into Clarity within 7 days or less from collection of the information. Please make sure this is being done within the 7 days.

Please make sure you are checking on client's annual assessments. These should be done when a client is in the program for 365 days or more. This is important to show any change in ebenefits and income.

5. **HMIS Lead Agency Updates (Iraida)**

- User licensing fees- believe we all the agencies in Racine CoC invoices for HMIS fees were paid. If you think it has not been done reach out to Iraida.

6. **Federal reporting (Iraida)**

AHAR 2023 point in time has just been released

Now starting to work on the 2024 data.

- Longitudinal System Analysis: due **January 17, 2024** Iraida submitted the report in HUD repository. The data at this point has been cleared up and there are no more errors or unexplained warning flags. Just waiting for the HUD liaison to mark the file as complete.
- Point In Time: **January 24, 2024**, Wisconsin Census of person staying in places not meant for habitation- and including transitional living, shelters, those in motel vouchers.

- PIT reporting deadline (data complete and accurate HMIS and Non-HMIS): **February 2, 2024** This is due to Iraida so she can combine it and report to the PIT workgroup as draft data prior to submission to HUD repository.
 - If you want to register for the PIT count on January 24th the registration is on the COC website is now open. Register for Point-in-Time: www.racinecoc.org/point-time
 - PIT data submission to HUD: Tentative March 2024 the final report is due
7. **HMIS 2023 Annual Training requirements-** 2 required trainings to keep your Clarity user license.
- [2023 Annual HMIS Security and Privacy Training](#) This needs to be completed by January 1, 2024
 - [FY24 HUD Data Standards Training](#) This needed to be completed by Oct 31, 2023. If you had not completed
8. **Check the status of New User Trainings completed or 2023 Required Trainings** You can click in the training site at ICA and see if you have completed the trainings for 2023.
- [2023 Clarity Training Dashboard](#)
9. **Enhancing Security of HMIS with 2FA-**
this is the new 2 factor Authentication In HMIS. This can be set up in Clarity. All users will be required to start using this in 2024. All new users will be automatically activated. This will reduce the cost for ICA regarding cyber security and securing the data in Clarity. If you have this set up you will have to reset your passwords every 6 months instead of every 90 days. Reach out to Iraida if you have any questions.
- [Short video on 2FA in Clarity](#)
10. **Updated HMIS Intake forms:** Use the links below to get the forms for the intake data for Clarity.
- [HMIS Intake Form for Adults and Heads of Households](#)
 - [HMIS Intake Form for Children in Household](#)
11. **Additional Questions for Permanent Housing and Prevention Programs to capture rent burden for further analysis-** We are interested in the rent burden and getting data to analyze this data. This is located on the program enrollment. It is located where you place the housing move in date.
- Total monthly rent amount- the actual rent amount for the unit (not the amount the client is paying) in the case of PSH it would be the amount the agency pays on the lease for that unit
 - Zip Code of rental unit
12. **Racine CE New Homeless Assessment in effect on 12/13/2023**
Training on December 12, 2023. Links below for the training. Please feel free to watch those at the ICA training website.
- [Training on CE Homeless Assessment and Transition Plan](#)

- Updated CE forms on RacineCoC.org/standards-policies-and-procedures- Providers can [locate these documents on the COC website](#).
- 88 clients need reassessment we are currently around 50 still needing to be reassessed.

13. Questions, Comments, Concerns

- Moving to face-to-face meetings- would like to start doing this in 2024. Next meeting is February 15 at 10:30am. There will be a hybrid option for the meeting. A link will be sent by Teresa. There will also be an email with the agenda and minutes sent out.

14. Next meeting date – FEBRUARY 15, 2024 10:30am