



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

## Racine HMIS Committee Minutes

February 15, 2024, at 10:30 am

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

1. Welcome and Introductions: Teresa Reinders-COC, Jori Chambers-WRC, Becca Pritzl-ICA, Iraida Vazquez-ICA, Jennifer Knuckles-LSS, Melissa Taggart-HALO, Jeff Knott-HALO, Irma Love-HALO, Ben Cornell-Safe Haven, Adam Brostowitz-Bethany Apts., Jodie Haas-LSS
2. Minutes approval – December 2023 (attached) – Iraida noted that the Minutes were not attached to the agenda. Minutes were distributed via email at the start of meeting for review.
  - Motion to approve: Melissa T.
  - Second the Motion: Iraida V.
  - Passed by the committee.
3. HMIS Advisory Board Updates (Melissa)
  - Met 1/17/24. Discussed guest attendance policy for Advisory Board Meeting. It was agreed that the policy would be as follows and will be incorporated into the next revision of the HMIS Policies and Procedures:

**HMIS Advisory Board members and ICA may invite one guest per meeting if they notify the chair in advance and specify which agenda items they will be speaking on. In most cases guest participation is limited to two minutes per agenda item. Guests who are listed on the agenda as a speaker or presenter are not subject to the time limit.**

- Discussed two-factor authentication that ICA is moving to. There is a video on how to start it. Currently once every 90 days and eventually will be every six months. The goal is to increase security and decrease the cost related to cyber security insurance with this enabled.
  - Previewed reports related to rent cost reports and asking for the zip code.
  - Discussed data from the deceased client report.
  - Next meeting is the annual meeting to review governance documents and will be April 2024.
4. EHH Quarterly report for Data Quality (Iraida)

If you are funded with EHH funds, please run this report and review DQ errors/flags in client records. Directions on how to run the report can be found on the ICA website in Knowledge Base articles. Knowledge Base article: <https://icawisconsin.helpscoutdocs.com/article/427-dehcr-ehh-quarterly-report-for-data-quality>  
Direct link to Data Analysis report in HMIS: <https://dashgreatlakes.clarityhs.com/report/embed/8052/2>
  5. Data Quality Check related to 2024 Data Standards (Iraida)
    - Race and ethnicity are now one field on profile page in Clarity
    - PSH, COC, has a new field for sexual orientation. Please update by working it into the normal workflow, like when doing annual assessment.
    - Teresa shared that on the COC website that the data reports are shared there. The information is used for reports to the State and DEHCR allocations. Data accuracy is very important.

6. HMIS Lead Agency Updates (Iraida)

- Client Missing Rent Amounts – ICA has a data analysis report that will be sent out to agencies with Prevention, RRH and PSH projects in Racine with client records that have been active from 10/1/2023 – current and missing rent amounts and zip codes. The rent/lease amounts and zip codes need to be updated. The deadline to clean up records is March 30<sup>th</sup>. Information will be used to advocate for rental assistance dollars to help support our clients to maintain stable housing.
- Added agenda item: there will be a notification in the newsletter that the HMIS desk monitoring will be coming up this year.
  - Ben has a question regarding passwords and saving them in the browser. This would be a violation of privacy policy. A violation would result in having user access to HMIS disabled and require taking the HMIS policy and security training completed again.

7. Federal reporting (Iraida)

- Longitudinal System Analysis
  - Data report was due in January and all data for reports were submitted and the information uploaded for HUD prior to the due date. This information is shared with Congress to demonstrate needs in the communities. This is incorporated into the AHAR part two report.
- Point In Time Next meeting date February 20, 2024 Hybrid at HOPES Center or Zoom: <https://us06web.zoom.us/j/82480649593?pwd=FbtGVTYZIBur5lPewdO9acQ3X7GdpY.1>
- 2022 – 2023 System Performance Measures
  - Iraida has compiled the report information and uploaded to the HUD repository.
  - Example in reflecting income increases. COLA for social security income should be documented. Teresa emphasizes that the income portion needs to be documented. Particularly the increased income. This is an area that effects how much HUD determines resources for housing provided to a community.

8. Questions, Comments, Concerns

- Teresa will be notifying agencies what they have received in funding. Congratulations to LSS, HALO, CVI, ICA, and HOPES Center.

9. Next meeting date – April 18, 2024, HYBRID at 10:30am

- Motion to adjourn meeting: Ben C.
- Second to the Motion: Teresa R