

HMIS Committee Minutes

April 10, 2007; 10:00am

Attendees:

Irma Hinkle, ACCESS
Steve Burke, NCSB
Sari Friedman-Rosner, HART
Suzanne Davis, NCSB

Debbie Williams, The Planning Council
Pat Vedomske, The Planning Council
Alicia Matthews, St. Columba
Michelle Webb, NCSB

1. Update on Agency Agreements

Only Urban League has not submitted an agency agreement but Pat Vedomske said that they are not currently using HMIS. She will ask Julie Dixon to contact them to discuss whether or not they will be using the system and when they will be returning the agency agreement.

Pat does need an agency agreement from NCSB, she sent it to Peggy Crutchfield but hasn't received it yet. However, NCSB can continue using HMIS because they do have a Business Associates agreement on file with Pat.

2. Release of Information Form

The agency agreement does say that each agency will use the standard Client Consent form. Only agencies that are going to share information would have to have clients sign a release of information form. Also only new clients and clients that are being updated will need to sign the form because only new information will be shared.

Everyone agreed that the NHC should move forward with the current version of the consent form and Pat Vedomske will send it to everyone.

3. ART Purchase

ForKids has invoiced each agency for the purchase of ART but they have only received payment from two agencies. There was a difference between the actual cost of ART and the quoted purchase price. ForKids only invoiced the agencies for the purchase cost. When ART was about to be purchased the decision was made that in the future agencies could buy-in for \$325, but this was based on the quoted price. New agencies should not have to pay more than everyone else, so they will be able to receive reports for the invoiced cost, which was approximately \$290. No one had the invoice with them at the meeting.

4. PKI Update

Claudia Gooch and Julie Dixon from The Planning Council are having a budget meeting within the next week to talk about finances for the purchase of PKI. There will be a concrete answer by the May HMIS Committee meeting.

5. Review of Sample ART Reports

Pat Vedomske had three sample ART reports that the committee reviewed, an exception report, a current client list, and a data quality report. These reports will be run for each agency and program and will have the program listed on the reports. When Pat brings the agency copies to the meetings she will have them in sealed envelopes so that client information is not shared.

The exception report showed errors that were made when entering chronically homeless clients. These errors marked people as chronically homeless who are not and they included people in households, individuals without disabilities and individuals who did not meet the length of homelessness criteria.

The current client list showed basic client data broken down by singles and households.

The data quality report looked at universal data elements and marked showed client records where null values existed in those data elements.

By April 30th, Pat will have client lists, exception reports, and data quality reports for each CoC funded agency. At the next meeting the committee will discuss the need for additional reports based on the data provided for each agency represented at the meeting.

6. Guidelines for ART Report Sharing

The agency agreements state that only authorized individuals will have access to information stored in HMIS. If additional staff in an agency, such as the executive director needs to look at the ART reports, they will need to sign a confidentiality agreement that will be kept on file with the agency and user agreements. Pat Vedomske will email the agreement she shared at the meeting.

7. 2007 Continuum of Care Application

For the 2006 CoC application there Norfolk received 4.75 points out 5 possible points for HMIS. This score may go down for 2007 because Salvation Army and Union Mission are not entering clients into HMIS. However, this year the application asks for CoC funded agencies to be marked separately and all CoC funded agencies are entering into HMIS.

There are some new data quality questions in the 2007 application and Pat Vedomske and Debbie Williams will work together to complete this section of the application. As for the training and security questions, it appears that Norfolk has most of these measures in place already, with the exception of the PKI certificate.

8. Topics for Future Discussion

Topics to be included on next month's agenda are measures for access to mainstream resources, PKI update, Open System, and ART reports.

Next Meeting: May 8th, 10:00am, NCSB Bute Street Office