

# **HMIS Committee Minutes**

**August 14, 2007; 10:00am**

## **Attendees:**

Alicia Matthews, St. Columba  
Irma Hinkle, ACCESS  
Pat Vedomske, The Planning Council  
Steve Burke, NCSB  
Suzanne Davis, NCSB

Debbie Williams, The Planning Council  
Juanita Dowdy, ForKids  
Roxie Hoven, YWCA  
Alisa Theurer, ForKids  
Michelle Grindstaff, NCSB

## **1. PKI Update**

Pat Vedomske is visiting agencies to install PKI on computers. As she is installing PKI she is showing users how to close client records. She should be able to visit all the agencies by the September meeting.

## **2. ART reports**

Pat gave each agency present their monthly ART report. The data quality has drastically improved with each report that is run. The null values have decreased dramatically. Steve Burke asked if there was a way to show the progress that the committee has made in improving data quality. Irma Hinkle will report on the progress at the August NHC meeting. The suggestion was also made to send a letter to the Executive Directors who supported the purchase of ART.

## **3. Opening of HMIS**

The general opening of the system is going well and should be completed soon. However, the opening of the system for the agencies participating in Central intake is going much more slowly. Originally, the Central Intake Committee wanted the system to become open on July 1<sup>st</sup>, but it is actually going to take several more months before the system can go open. Because of the amount of information that is to be shared there are several more steps that have to be completed to ensure client privacy. Pat Vedomske will complete a trial run with one agency to make sure that all the issues have been worked out before the system goes open completely.

There will also be a separate system within HMIS to capture the person who stays one night in the family shelter. These families do not have beds because they are being provided one night of emergency shelter. The next day the family is entered into HMIS by DHS. However, the family shelters still want to count this bed night.

Another point of discussion regarding the open system is that all agencies except for DHS and CSB have clients who are not Norfolk residents. These clients have been entered into HMIS. Pat will check with DHS on how they define Norfolk residency. One solution is to add another question about whether or not the person is a Norfolk resident and sort the entries based on that question for data collection purposes.

## **4. Bed Counts**

Bed counts were in the previous minutes as needing further discussion. There was nothing to report at this time. Pat will look into what beds are currently in HMIS.

## **5. Access to Mainstream Resources**

The Committee tabled this discussion until the next meeting. Debbie Williams will look through the CoC application and NHC supplemental applications to confirm the outcomes for access to mainstream resources.

## **6. NHC meeting**

Irma Hinkle will represent the committee at the NHC meeting on August 15<sup>th</sup>.

## **7. Other Business**

The Salvation Army has new leadership who has asked about the costs of coming onto the system. The Salvation Army already has one license that was allocated to them, so the major cost will be the ART software.

Pat will check to see if DHS has paid for the ART software. The question was raised of whether The Planning Council can act as the fiscal agent for those funds. Debbie Williams will check to see if TPC can hold this money.

Pat Vedomske reported that she according to HUD guidelines SHP funded Domestic Violence programs are not supposed to be entering client data into HMIS. The YWCA has stopped entering into HMIS but is using paper forms so that when they are able they will be able to easily transfer the information to HMIS.

Juanita Dowdy asked the Committee about what agencies are entering Prevention services into HMIS because she was not aware this information was in the system. The Committee discussed agencies that provide these services and currently only The Planning Council, HART, and possibly the Office to End Homelessness are entering clients who receive prevention assistance. Juanita Dowdy asked Debbie Williams to talk with the Executive Committee about this issue and whether or not there were plans to ask all agencies to enter prevention services into HMIS. The Committee believes that this is not feasible and that many agencies would not be able to fulfill this requirement because of the amount of time that would be required to enter all of these clients.

Agencies that provide prevention services that are not entering into HMIS are willing and able to share the number of clients receiving such services. However, they do not believe they would be able to enter each of these clients into HMIS.

**Next Meeting:** September 11<sup>th</sup>, 10:00am, NCSB Bute Street Office