

HMIS Committee Minutes

March 13, 2007; 10:00am

Attendees:

Irma Hinkle, ACCESS
Julie Dixon, The Planning Council
Juanita Dowdy, ForKids
Pat Vedomske, The Planning Council
Alicia Matthews, St. Columba

Debbie Williams, The Planning Council
Shelby Jones, TACT
Steve Burke, NCSB
Sari Friedman-Rosner, HART
Roxie Hoven, YWCA

1. Update on Agency Agreements

Pat Vedomske reported that she has agency agreements from everyone but Urban League. She needs to talk to the director to find out why she has not received the agreement.

For the Standards of Care review each agency will need to have the agency and user agreements as well as the computer requirements and privacy postings. The question was raised about whether or not the consultant needed to sign a user agreement since she is looking at HMIS records. Julie Dixon said that she will have Vickie Greene sign an agreement that will cover all the agencies.

Pat Vedomske will resend the privacy notices for the agencies. If an agency does not have their agency or user agreement they should let Pat know and she will fax those to the agency representative.

2. Status of ART

ForKids has issued full payment for the software. Pat Vedomske called the Bowman sales representative and told him that she was ready for the software upgrade. Once the software upgrade occurs, ForKids will issue an invoice to the agencies for payment.

The four ART users have completed their two days of training and Pat will begin running reports for the other agencies and will distribute them at the HMIS committee meetings. Once the reports are distributed each agency will sign off on the reports stating that the clients entered are correct.

The question was raised about whether or not the committee will be doing data review once the ART reports begin or will Pat be going to the agencies. The suggestion was made to add data review as a standing agenda item and review the data of a few agencies at each meeting. It was suggested that the committee could begin this process by comparing the APR on file with The Planning Council to the data in HMIS.

3. PKI Update

The cost is \$1500 for the first year and this includes maintenance. After the first year the maintenance cost is \$1000 per year. The Planning Council is reviewing the budget to see if it is possible to pay for the PKI through the grant funding. The goal is to have the PKI certificate before submitting the CoC application so that the Continuum does not lose points.

4. Information Releases

The Committee reviewed several versions of Release of Information forms. The current form is too long and is not user friendly, the new form should be short and simple. The decision was made that the form used by the Norfolk Homeless Consortium should contain the list of agencies with whom the client information would be shared.

The form should be very clear on the pieces of information that will be shared. There was discussion that mental health and HIV status would never be shared unless specific consent was given. Also, when HMIS moves to an open system the agency that entered the client information would not be shared because for ACCESS and TACT that would automatically share the person's HIV status. The question was raised about whether or not a person would be able to see the agency information with the custom report writer and Pat Vedomske said that she would check on this.

The general discussion was that committee members like the Cincinnati form and want to use that form with the changes to include exactly what information will be shared. The form also needs to have a box for the option to not release any information. The Committee also decided to make the consent form valid for three years.

Pat Vedomske will bring the form back with the changes requested and then the Committee will take the form to the general Norfolk Homeless Consortium meeting.

5. Future Topics

For the next meeting Pat will have some sample exception reports. The following items should be included in those exception reports: pregnant men, null values, not homeless, and chronically homeless in families. Also, eventually the committee would like to see a report that shows whether or not agencies are backdating when they enter client data.

The question was raised about how close DHS is to entering client data into HMIS. Trainings have been set for April. There are still several issues that need to be resolved at the Central Intake meetings including what information should be shared between the family shelters to prevent duplicate entries.

Agenda items for next meeting will include an update on PKI and ART reports. If committee members have any suggestions for agenda items they should be emailed to both Irma Hinkle and Juanita Dowdy because they rotate who sets the agenda.

Next Meeting: April 10th, 10:00am, NCSB Bute street office