HMIS SUB-COMMITTEE │ **AGENDA**

24 June 2020 │ 9:30 am – 11:30 am
https://global.gotomeeting.com/join/316163965
(571) 317-3122; Access Code: 316-163-965

Sub-committee Members Present: Shamika Agbeviade, Megan Coffey, Joann Markley, Thomas Montaglione, Mary Ann Priester, Allison Winston, Kim Sanders

Community Members Present: Lisa Adams

Meeting Goals:

1) Review HMIS Help Desk data
2) Discuss HMIS Grant Close-out
3) Review April HMIS Invoice
4) Discuss HMIS Cost Model & Grant Expenditure Project
5) Finalize HMIS Visioning Survey

HMIS Help Desk Data (Shamika)
- Reviewed monthly Help Desk data
- Discussed emergent training needs/plans
- There will no longer be abbreviated HMIS training due to the pandemic. Users being licensed without the complete training appears to be correlated to the high number of data quality issues and help desk requests we are currently seeing.
- Monthly new user town halls which will give new users the opportunity to ask questions/ get training will start in July.

HMIS Grant Closeout (Kim)
- Reviewed Grant Expenditures and License Costs.
- SAGE grant submission outlining expenditures has been uploaded to Trello.

May HMIS Invoice (Mary Ann)
- Reviewed May HMIS Invoice.
- There were no unanticipated expenditures and overall costs are expected to be below budget.

HMIS Cost Model & Grant Expenditure Project (Mary Ann)
- Discussed draft HMIS Cost Model & Expenditures
- Discuss next steps and timeline
  - This work is contingent on the visioning survey which has been postponed because the CoC needs to administer a survey related to community funding priorities.
  - Work will resume once we are able to administer and analyze visioning survey data.

HMIS Visioning Survey (Mary Ann)
- Reviewed HMIS and Finalize HMIS Survey.

- o Sub-committee members provided feedback on content and suggested using logic so that respondents were only required to answer questions that pertained to their use and knowledge of HMIS.
  - o Mary Ann will update survey with committee feedback and the survey will be reviewed
- Discuss next steps and timeline
  - o The visioning survey has been postponed because the CoC needs to administer a survey related to community funding priorities.
  - o The sub-committee will continue to seek feedback and work to finalize the survey so it is ready to administer ASAP.

Meeting Schedule, Summarize, & Next Steps
- Future Meetings will be held on the last Wednesday of each month from 9:30AM-11:30AM
- All meetings will be held virtually using the following log in information until further notice
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