HMIS SUB-COMMITTEE | **MEETING NOTES**

July 29th, 2020 | 9:30 am – 11:30 am
https://global.gotomeeting.com/join/316163965
(571) 317-3122; Access Code: 316-163-965

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

Meeting Goals:

1) Review HMIS Help Desk data
2) Review how new user townhall trainings are going
3) Review MCAH June Invoice
4) Review updated ROI
5) Review ESG HMIS Grant Application
6) Review HMIS Visioning Survey
7) Re-visit HMIS cost model

HMIS Help Desk Data (Shamika)
- Reviewed Help Desk data through 7/27/10
    - 151 help-desk tickets
    - 35% were due to Annual Privacy training, 1:1 individual and agency training
    - Data Quality and Duplicates, 13% each
    - Data Entry, 10%
- Discussed emergent training needs/plans
    - Data Quality need still high particularly among new users/projects

HMIS New User Training Update (Shamika)
- First Town Hall was on July 24, 2020.
- 7 slots filled; 5 attended representing 4 agencies
- Most questions were related to where to access documents, workflows, and other HMIS related information.
- Seems like Agency Admins are not forwarding information to their end users.
- Discussed general HMIS functions.
- Next Town Hall meeting, August 28, 2020, 10AM-12PM

June HMIS Invoice (Mary Ann)
- Reviewed June HMIS Invoice

ROI Changes and Additions (Mary Ann)
- Agencies that joined HMIS added: Socialserve and Charlotte-Mecklenburg Housing Partnership
- The verbal ROI will also be updated.
- Photo release added to revised ROI.
- U.S. Census Release of Information
    - Client consent is required to provide HMIS client level information to the Census
    - An AAQ has been submitted to HUD.
    - The release will be sent out to agencies to use, if needed.
- The new ROI will launch 8/3/2020.

ESG Grant Application for HMIS (Mary Ann)
- Reviewed what ESG grant request included.
- Grant application uploaded to Trello.
- Mary Ann to resend Trello link.

HMIS Visioning Survey (Mary Ann)
- Reviewed and discussed additional edits and feedback
- Survey was approved for administration.
- Survey will be administered 8/10/2020-8/21/2020.

HMIS Cost Model & Grant Expenditure Project (Mary Ann)
- Timeline was updated.
- A revised timeline will be uploaded to Trello and shared with Erin.

Summarize, & Next Steps (Allison)
- Updates on town hall, survey, and ESG application will be provided at the next meeting.
- We will need to review the NCHMIS Lead Evaluation at the next meeting. The evaluation tool is uploaded to Trello.
- 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
- https://global.gotomeeting.com/join/316163965 (571) 317-3122; Access Code: 316-163-965