

Meeting Minutes

HMIS All Agencies Administrators Meeting

June 8, 2022 9:00 am – 10:30 am

Location: Virtual

Attendees: CHN – Katie, Stan; Equitas - Kelsey ; GCH – Jayde; HFF – Crystal, Tiffany; Homefull – Jen; HH – Erin; LSS – Cara, Joy; MH - Jennifer; MCH – Ben; NCR - Marsha; Netcare - Tara; SE – Mathais, Tyler; TSA – Brittani, Josue; VA - Bonnie; VOA – LaRaun, Lori; YMCA - Kevin; YWCA – Amber, Betty; CSB- Lianna Barbu, Thaddeus Billman, Travis Theders, Jeremiah Bakerstull, Katie Goehring

A. Welcome and Flow

- a. Travis went over the agenda of the meeting.
- b. Administrators did a breakout session and discussed ways to encourage collaboration and communication across partner agencies
 1. The consensus is to make a detailed contact list of Agency HMIS and program staff contacts and to ensure that this list is kept up-to-date.
 - 1) Some appropriate reasons for direct Admin-Admin contact would be simple, yes/no questions, duplicate stays, service-related questions or demographic changes.
 2. Travis reminded the admins that users can directly message one another in Clarity and the system will send an alert email.
 3. Travis will research the best avenues to provide a detailed contact list. He will reach out to admins to determine who should be on the list.

B. Data Quality: Short-Term Disability Data

- a. Thaddeus reviewed the disability data (short-term and long-term) collected since March.
 1. The error rate in general disability data has steadily improved, down about 3%.
 - 1) An error would be a mismatch in the data collected, like where long-term disability is marked, but there is no disability type provided or vice versa.
 2. Overall, the short-term disability data hasn't improved consistently since the last admin meeting in March. The data is either not being reported at all, or it is being categorized incorrectly as a long-term disability.
 - 1) For shelters, (other than the YMCA with 20-30%) short term disability is around 0%, which must be inaccurate.
 - 2) For TH, the rate is 0% for the 30 clients who have entered.
 - 3) For RRH programs, some agencies have improved data entry, which points to more consistent use.
 - 4) For HP, the rate of short-term disability is close to 0%, which is likely inaccurate.
 - 5) For Outreach, the short-term rate is also around 0%, this is expected due to the population served.
 - 6) For PSH, the short-term rate is 0%, which is expected due to a long-term disability being required for program entry.
 3. CSB will continue to monitor and report on this data during HMIS admin meetings until there is visible improvement.
 4. The HUD definition of long-term disability is below. This definition is also in the data dictionary, which is available on the CSB website.
 - 1) A physical, mental, or emotional impairment which is
 - a. expected to be of long-continued and indefinite duration,
 - b. substantially impedes an individual's ability to live independently, and

- c. of such a nature that such ability could be improved by more suitable housing conditions;
- 2) A developmental disability as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act; OR
- 3) The disease of acquired immunodeficiency syndrome or any conditions arising from the etiological agency for acquired immunodeficiency syndrome.
- 4) An example would be a mental health disability that inhibits a client from maintaining housing or employment without supportive services.

C. PR&C Data Review Changes

- a. Travis shared changes to the data accuracy review portion of the PR&C.
 1. CSB intends to move away from using data forms for most programs by referencing source documentation for the necessary data elements.
 - 1) If documentation is already required for program entry, the PR&C team will check against this documentation.
 - 2) For documentation not required by a program type, CSB encourages collecting the documentation, though non-required missing data won't be counted against an agency's accuracy rate. That data element will be omitted from data accuracy calculation. Omission will impact accuracy percentage. Less data elements being reviewed, means less room for error.
 2. Travis reviewed the monitoring guide that specifies which data is required for each program type. Cathy previously distributed the updated monitoring guide.
 - 1) Pregnancy status, prior living situation and household composition, would be reviewed based on program eligibility and reasonableness of the value. For example, if the program serves pregnant women, CSB would expect to see a "Yes" value for pregnancy status, supported by signed documentation confirming the client's pregnancy.
 3. Programs such as Gladden Diversion, Huckleberry House, and Outreach will likely still need to rely on data forms due to the lack of documentation collected by the programs.
 4. These changes will be on-going and open to discussion throughout this PR&C season.
 - 1) Agencies are more than welcome to use the HMIS data forms for their internal purposes.
 - 2) The review of program pieces for the PR&C aren't changing, only the data review.
 5. Thaddeus encouraged the Admins to discuss their questions and these changes with the PR&C team.

D. Breakout Session #2

- a. The Administrators participated in a breakout session to discuss their thoughts and possible concerns regarding the PR&C data changes.
 1. Marsha shared that her group finds this change refreshing for PSH programs. For prevention programs, this change may be less straightforward.
 2. Travis pointed out that the transition to the new review will be collaborative between CSB and the PA. Questions or possible issues will be discussed as they appear.
- b. Travis cautioned that incorrect data may have a larger impact on an agency's overall accuracy, because there will be potentially less data points to review.
- c. Travis will discuss creating a form that displays required documentation based on program type with the PR&C team.
 1. Clarity has a feature that can display which documentation is required for each program and CSB will look into using this feature.

E. Reminders and Announcements

- a. **License reallocation:** Travis reminded the administrators to confirm how many licenses their agency needs for next year by the end of the week (6/17).
 1. There is a user list report in Clarity that can be useful to determine active users.
 2. Once Travis receives final confirmation on Clarity licenses, the invoices will be sent.

- b. **Upcoming admin training:** The date is not confirmed yet. Travis will send out a Doodle poll to determine the date. Administrators should let Travis know if any new administrators need training.
- c. **Admin social:** CSB would like to celebrate the Administrators' effort with the HMIS transition. CSB will provide lunch and an opportunity for Administrators to gather informally. The date is July 15th at the CSB office from 12 – 1 PM.
- d. **HUD FY2024 Data Standards:** Travis encouraged Administrators to consider changes they'd like to propose for the HUD FY24 Data Standards. Changes are due by the end of the year, 12/31/2022. Send any suggestions to hmis@csb.org.

F. Next meeting is TBD