HMIS Advisory Committee Meeting

9/10/2024

Attendees

Brittney Behr, Racquel McGlashen, Tino Paz, Tim Reed, Melissa Sandel, Angel, Amanda Pfeiffer,

Andrea Chirinos, Ashley Brozenski, Brad HCCH, D. Acevedo (for Jennifer Ortiz, Seminole County Gvmt), Ivonne, Donna Horton-Robinson (Coalition), Jennifer Rivera (impower), Karen Pupo (CASL, Keisha Thomas (Sharing Center), Nancy Martinez (Samaritan Resource), Pamela Ford (Clean the World), ResourceCoordinator, Richard Wang, Sabrina Weier, SBeaty, Shantel (Pathway Homes of FL), Taylor Thomas (CASL Fairlawn Village), Warren Foster, Leslie Monzon (Seminole County – for Doug Little), William Bernardo, Tony Candelario, Tamara Harris, Roxanne beardmore, Latoya Hazle, Kelly Kritikos, Katilyn Smith, PRGO, Eddie Willis, Dfuller, Giselle Rosario, Brian Postlewait, Krystine, Schafer (Rescue Outreach Mission), Zeus (pathlight Home)

Call to order: Brad Sefter

Committee Roll Call:

Approval of minutes from 7/9/2024: Brad Sefter, Danielle seconded

Agenda Approval: Danielle approved, Keisha seconded; Brad concerned about doing the deceased client workflow in November due to Memorial Service. Angel will get the information out in the interim so that we don't have to wait for then

Voting Member Confirmations

Brad Sefter (HCCH)

Danielle Landaal (IDignity)

Keisha Thomas

Melissa Sandel

Caren Olsen

Karen Jackson

Nancy Martinez

Brittney Behr (HMIS Team Liaison)

Office Position Nominations and Committee Vote

Chair Nominee – Melissa Sandel – nomination confirmed

Vice Chair Nominee – Brad Sefter – nomination confirmed

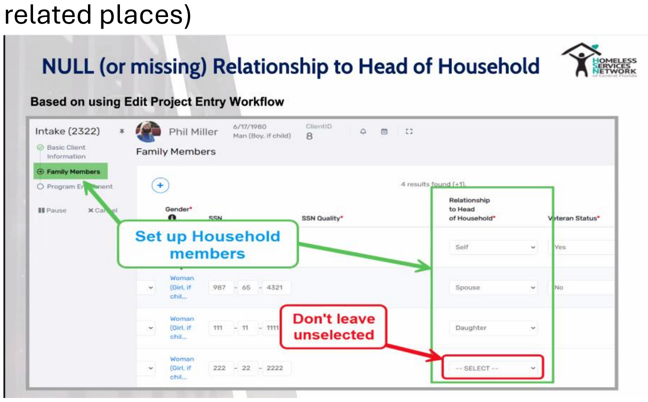
Secretary/ Recorder – Danielle Landaal – nomination confirmed

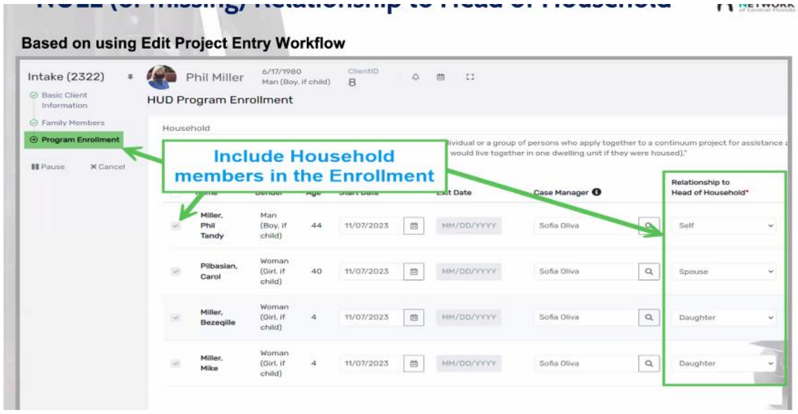
Deceased client workflow – moved to November

Review Client Access Rights to Data

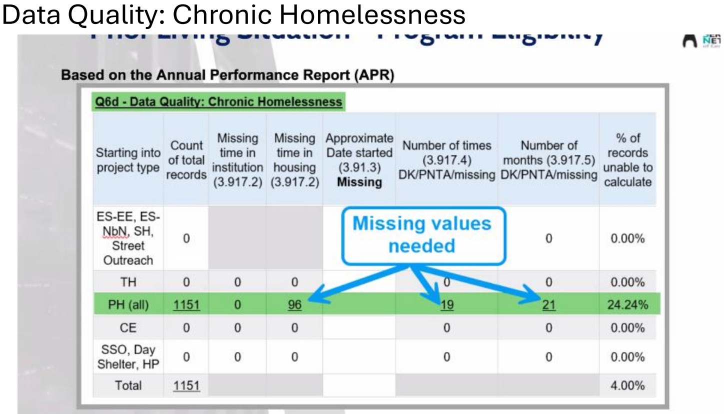
- What? Clients have the right to review and access their own data.
- Why? Recently, somebody tried to get a copy of a client's information. This is to inform users of the procedures when providing a client with their own data
- The main purpose of the client access rights policy: To guide agencies when a client requests access to their data in HMIS
- A client must provide a signed info request form and proof of identity before accessing their data
- A client cannot request data for their spouse of adult children
- A client must submit their data requests through a written document (submitted via paper, online portal, or email)
- The receiving agency reviews and validates the client's data request for completeness and accuracy
- Data must be delivered to clients via a secure method (i.e. encrypted email, secure online portal, or physical copy)

Top 3 Data Quality Issues

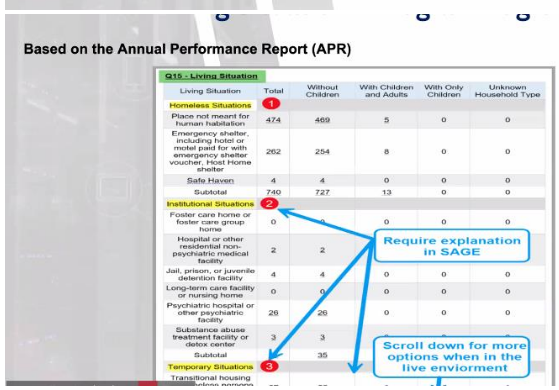
- Relationship to Head of Household – this is a required field for every person enrolled into a project. It allows us to accurately report on household types.
    - Use Family Members to add other household members – but this must also be selected as a part of the Program Enrollment (must be done in 2 separate, but related places)
    - 

- 

- If the head of household is not a part of the program enrollment, then you need to select a different member as the head of household ("self) for the program enrollment
- For family households with multiple adults, there should only be one "self" in the household. Even if there is just one person in the household, that person is listed as self. All other persons in the enrollment must have a selected relationship to the "self" head of household.

- The Prior Living Situation refers to the immediate housing situation at the time of the enrollment / start.
  - For RRH & PSH, this must evaluate to a homeless situation
  - The easiest way tot review this with the PAR/DAPER:
    - Q6d – Data Quality: Chronic Homelessness
      - 

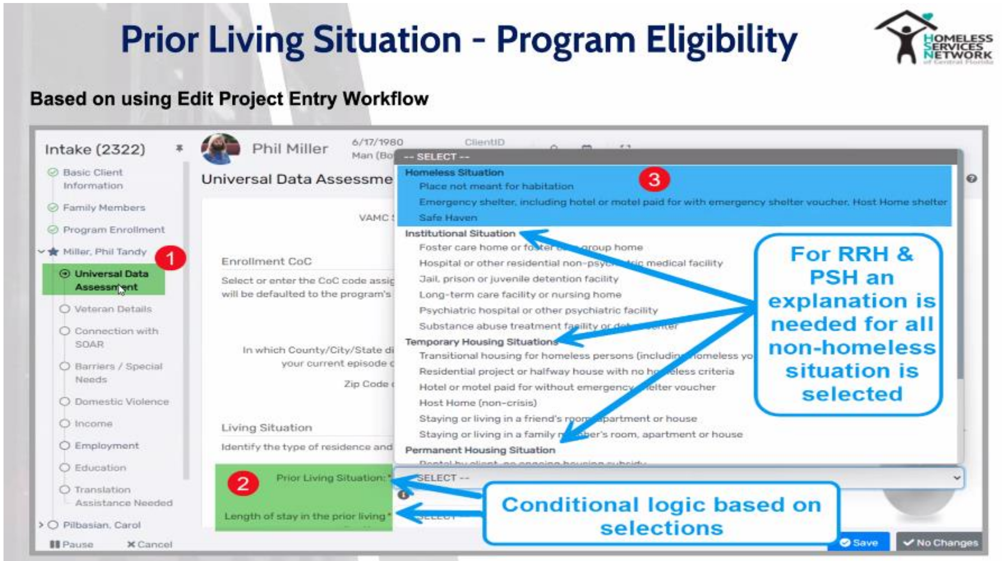
Starting into project type	Count of total records	Missing time in institution (3.917.2)	Missing time in housing (3.917.2)	Approximate Date started (3.91.3) Missing	Number of times (3.917.4) DK/PNTA/missing	Number of months (3.917.5) DK/PNTA/missing	% of records unable to calculate
ES-EE, ES-NbN, SH, Street Outreach	0					0	0.00%
TH	0	0	0		0	0	0.00%
PH (all)	1151	0	96		19	21	24.24%
CE	0	0	0		0	0	0.00%
SSO, Day Shelter, HP	0	0	0		0	0	0.00%
Total	1151						4.00%

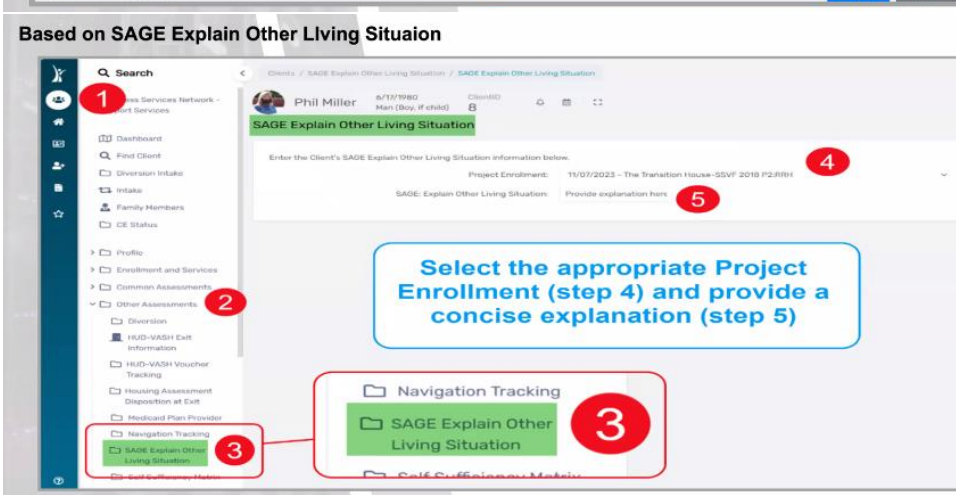
      - 

Living Situation	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Homeless Situations	1				
Place not meant for human habitation	474	469	5	0	0
Emergency shelter, including hotel or motel paid for with emergency shelter voucher, Host Home shelter	262	254	8	0	0
Safe Haven	4	4	0	0	0
Subtotal	740	727	13	0	0
Institutional Situations	2				
Foster care home or foster care group home	0	0	0	0	0
Hospital or other residential non-psychiatric medical facility	2	2			
Jail, prison, or juvenile detention facility	4	4	0	0	0
Long-term care facility or nursing home	0	0	0	0	0
Psychiatric hospital or other psychiatric facility	26	26	0	0	0
Substance abuse treatment facility or detox center	3	3			
Subtotal		35			
Temporary Situations	3				

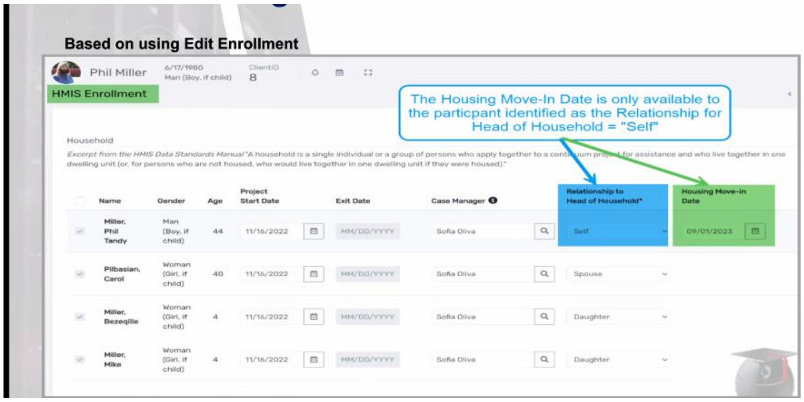
    - Q15 – Living Situation
      -

- For participants whose PLS doesn't evaluate to a homeless situation, then an explanation can be added in CT using "SAGEExplain Other Living Situation" found under "Other Assessment" for each client





- Housing move-in date is not the same as the lease start date. HUD is looking for the date the person physically moves into the house.
  - Only applies to PH (RRH, PSH, Other PH)
  - Only applies to the participant identified as the Relationship to Head of Household = "self"
  - HMID must be greater than or after the enrollment start, and less than or before the exit date

- 

Review HSN Enrollment Summary Dashboard

Walk-through: https://www.youtube.com/watch?v=mhrB3xGP358

Location:
https://public.tableau.com/app/profile/agustin.paz/viz/HSNDashboardV1_1/Overview?publish=yes

If you have SSO, because there are so many project types, the numbers will be a bit heavily focused on them

Project types:

- CES: Coordinated Entry
- ES - E/E: Emergency Shelter – Entry/Exit
- ES – NBN: Emergency Shelter – Night By Night
- HP: Homelessness Prevention
- OT:
- PSH: Permanent Supportive Housing (people who need a place to live for the rest of their lives – chronically homeless. Longer enrollments, fewer PSH projects in the system)
- RRH: Rapid Rehousing (Aimed to get individuals back on their feet. Homeless, provide assistance for 2 years or less)
- SO: Street Outreach
- SSO: Supportive Services Only (responsible for providing other services to individuals that are not housing. Case management also falls in here)
- TH: Transitional Housing

Christian Service Center Breakfast Gala – Oct 11th

HSN University Training

- New trainees are encouraged to take the HMIS 101 Course. Otherwise, live sessions only occur on the 1st and 3rd Tuesday of the month
- Other courses:
  - Refresher
  - Street Outreach

  - HMIS Agency Liaison Orientation
  - PATH
  - SSVF
- Live refresher trainings also available. The HMIS team is happy to come out to your office (2-3 hour sessions)
- Data Quality Monitoring
  - September 30 = Last day of fiscal year
  - Start preparing to run APR reports (10/1 – 9/30)

HMIS Agency Liaison Partner Event

Appreciation Brunch – 11/15/2024 10:30am at HSN

Release of Information Reminders

- Partner Agencies participating in HMIS
  - Must be posted in visible locations: https://www.hmiscfl.org/hmis-governance/
  - Notice informs client that their info will be shared with partner agencies
  - By continuing to engage with services, clients are considered to have provided implied consent for the sharing of their data among all partner agencies, unless they explicitly opt-out
  - Once a Partner Agency has recorded a client's implied consent, additional consent collection is not required unless the client explicitly revokes consent
- If a client chooses not to allow their data to be shared:
  - Record must be marked as restricted, limiting access to the agency that originally entered the data
  - Their decision regarding data sharing is recorded in the "information release and security" section of the HMIS software and is visible on the client dashboard.
- Giselle asked: can we use the ROI for an agency, or does it have to be HMIS's form?
  - You can use your own – implied ROI to get clients into HMIS

Committee Roll-Call Vote

- No votes necessary today

Next Meeting: 11/12/2024 10:30am – 12pm