

HMIS Oversight Committee
Wednesday August 15th, 2018

Present: Trevor Mells, Camille Mariategue, Patrick Crosby, Mike Keller, Lara Tannenbaum, Andrew Wicker, Teddie Pierce, Juliana Juarez

1. Welcome and Introductions
 - a. Next Meeting: Wednesday September 19th, 9-11AM at EveryOne Home (101 Callan, Suite 230)
2. Purpose of the HMIS Oversight Committee
 - a. Roles and Responsibilities: COC, HMIS Lead, HMIS Oversight Committee
 - b. Review Roster and Representation

HMIS Oversight Committee		
Seat	Name	Organization
Staff	Jessica Shimmin	EveryOne Home
Staff	Patrick Crosby	HCD- HMIS Lead
Staff	Trevor Mells	HCD- HMIS Lead
HUD COC Committee	Andrew Wicker	City of Berkeley
HUD COC Committee	Lara Tannenbaum	City of Oakland
Consumer		
Technical/DQ Staff	Mike Keller	EOCP
Technical/DQ Staff	Juliana Juarez	Abode
End User/Data Entry	Camille Mariategue	BFHP/APC
End User/Data Entry	Lauren Dupree	BFWC
End User/Data Entry	Sage Williams	BACS
		Healthcare for the Homeless
HCSA/AC3	Robert Ratner	HCSA
HCSA/AC3	Teddie Pierce	HCSA

- c. Selecting Co-Chairs: will wait until September meeting
3. Clarity Conversion
 - a. Progress to date: Teddie
 - Went live May 21st
 - Huge project was done in a quick, clean, and collaborative way.
 - Assessment was available for use by mid-July
 - Working on data exchange with Community Health Record (CHR)
 - Teddie transitioning to work on CHR data exchange at the end of August
 - b. Next steps: Patrick
 - Contact information customization and migration is in progress
 - Move In date migration was done incorrectly, has been corrected and migration in progress
 - Services: currently have 1 million services records, service types need to be simplified
 - Case note migration will take place in tandem with services migration
 - Attendance module migration (October or November)
 - Document upload/document readiness

4. Clarity Training and Licenses
 - a. Upcoming Training Dates: Jessie
 - i. Tuesday August 14th, HMIS Privacy and Security Training (HCD): 25 participants
 - ii. Tuesday August 21st, Clarity New User Training (HCD): 57 scheduled participants. Will take place in Hayward and in Lab A&B in Oakland
 - iii. Thursday August 23rd, HMIS User Group Meeting (HCD)
 - iv. Friday August 24th, CE Assessment Training (EveryOne Home)
 - Desire for a training program that will meet the needs of the system, vs shaping the system around the current capacity to provide training.
 - Need 2 or more new user trainings each month
 - Santa Clara provides training weekly, including some training as webinar or online video
 - b. Report current license levels: Trevor
 - i. Direct Service/Enterprise License: 196 of 330 assigned
 - ii. Agency Manager: 29 of 50 assigned
 - iii. System Admin: 6 of 6 assigned
 - c. Discussion of system training needs and licensing approach (attached document)
 - What role does the HMIS play in our vision of the housing crisis response system? What licensing schema will support that vision?
 - Jessie will follow up with surrounding counties to learn more about how they see HMIS supporting their system, and the licensing structure they have in place to support that vision.
 - Trevor will provide a presentation on current licensing distribution to offer insight into license distribution across agencies, etc.
5. Future agenda topics for prioritization: Jessie
 - a. Communication Plan
 - b. Training
 - c. Ticketing system
 - d. HMIS Agency Manager meeting, quarterly, perhaps?
 - e. Clarity buildout decisions: document readiness, matching tools, etc
 - f. Plan for expanding HMIS participation and users
 - g. Recommend a policy and set of procedures to guide decisions about customization, including:
 - i. A process through which an agency may request project configuration, custom data fields, and/or assessments to be built into the HMIS
 - ii. Criteria upon which those requests are evaluated
 - iii. Guidance
 - h. Data quality review and quality improvement plan
 - i. Review Privacy and Security policies and procedures: updating policies, revising procedures, supporting rights of consumers, including digital signatures
 - j. Ensure compliance with federal requirements: what are they and how do we know we're compliant?
 - k. Data Requests
 - l. Additional topics?