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

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