



## HMIS Committee Meeting Minutes

February 9, 2010

1:00pm

VIA Conference Call

Meeting called to order: Machael Smith called meeting to order

Present: Machael Smith, Nanette Villarreal, Lucia Orozco,

### I. Welcome and Introductions

#### Action and Discussion Items:

### II. Minutes from Previous Meeting

A motion was made by Ms. Villarreal to approve the minutes. Ms. Smith seconded the motion. Motion carried.

### III. HMIS Update

#### HPRP Implementations

Tulare HPRP had their kick off training on January 4<sup>th</sup>. At this point they have not begun entering clients. Ms. Smith met with Emy from United Way of Tulare to go over the bells and whistles of the system and made recommendations and offered suggestions. Emy will meet with partners and decide if they will be making any changes. Center for Independent Living has begun screening client, but not serving them. Ms. Smith has recommended to begin entering clients in the system and going back to add information if needed. A few components they may add are case notes, goals, and the self-sufficiency matrix.

#### Agency Site Visits

Report provided by Ms. Smith-Six month mark for site visits are as follows: In March a site visit will be conducted at Turning Point. In April site visits will be conducted at Victory Outreach as well as Aspiranet. In June site visits will take place at Salvation Army and Kings County HHSA. In July site visits will be conducted at Center for Independent Living and CSET. Annual site visits are as follows: In April, Champions, Visalia Rescue Mission and Family Services will be visited. In July a site visit will take place at CCFCC and KCAO will have their annual site visit in August.

### IV. HMIS Quarterly User Training

No decision was made in regards to the next training topic. It was agreed to carry out an email conversation to determine the topic within the next few days.

Next training date is scheduled for March 1<sup>st</sup> at 10am.

V. Comments, Concerns, Issues

Ms. Villarreal suggested the CoC to discuss the benefits of utilizing the Housing functionality in ClientTrack. Ms. Smith mentioned she would add the item on the agenda for the next CoC meeting in February.

VI. Next Meeting Date and Time

May 11, 2010 at 1:00 pm  
Conference Call