



HMIS Committee Meeting

May 11, 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

Minutes from previous meeting were approved.

III. Site Visits

Visalia Rescue Mission – Visit completed, review in process

One piece is missing in order to complete the visit. Visalia Rescue Mission is having problems faxing information over to Kings United Way. One major issue is the fact that two individuals are sharing a user seat. Ms. Villarreal suggested that this issue be discussed at the end of the call.

Turning Point – Scheduled for May 13th

Ms. Smith will be conducting site visit.

Champions – Scheduled for May 17th

Ms. Orozco will be conducting site visit

Victory Outreach – TBD

Site visit has been placed on hold. Victory Outreach has been experiencing some performance issues as well as some technical difficulties. Ms. Smith visited them two weeks ago and plans to visit them on Thursday.

IV. Privacy Policy/Privacy Notice (*see attachment*)

Inferred vs. Informed Consent

Ms. Smith provided an overview of the definitions of inferred consent vs. informed consent. Inferred consent would mean the client would not be given the choice to participate or not participate in HMIS. Inferred consent refers to the client signing a form in order to participate or not participate in HMIS. Ms. Smith recommends using inferred consent. She states that by using informed consent we are receiving a higher percentage of null values, or missing fields. Ms. Villarreal showed concern over client's rights to deny participation. She also mentioned it is important to receive feedback from all participating agencies. Ms. Smith indicated she would send out an email to all participating agencies with necessary information as well as a proposal.

- V. Final Revised HMIS Data Standards March 2010 (*see attachment*)
The 2009 Data Elements have been finalized. 99% of these changes were implemented in November 2009. 1% will be implemented during the next HMIS Quarterly training, which is scheduled for May 27, 2010. New forms will be provided at this point. Ms Orozco emailed out updated responses to all users which were updated recently on ClientTrack. A Program Descriptor will also be required to complete on all programs and be entered in HMIS by June 1st.
- VI. New APR Format (*see attachment*)
A new document for the APR has been approved due to the recent changes within the data elements. The APR will now be submitted through esnaps. Due dates have remained the same.
- VII. HMIS Quarterly User Training
Topic – Final Revised HMIS Data Standards
Next training – May 27th at 11:30 am
Location – confirmed at Kings United Way
Ms. Villarreal suggested providing the opportunity for all agencies to request additional training on this day for any issues or assistance needed. Ms Smith agreed to send out an email to provide this opportunity to all agencies.
- VIII. Comments, Concerns, Issues
Visalia Rescue Mission is currently in need of an additional user seat. The user seat log was reviewed and it was agreed to go ahead and provide them with an additional user seat.
- IX. Meeting adjourned at 1:40pm.
Next Meeting Date and Time
August 10, 2010 at 1:00 pm
Via Conference Call