

# Meeting Minutes - HMIS Advisory Committee

Meeting Notes-09/12/2023

## Attendees:

1. Chuck Vroman
2. Brittney Behr
3. Ashley Brozenske
4. Angel Jones
5. Tyler Claitt
6. Racquel McGlashen
7. Tino Paz
8. Wyatt Haro
9. Sara Czoka
10. Brad Sefter
11. Doug Little
12. Nicole Preston
13. Caren Olson
14. Keisha Thomas
15. Danielle Landaal
16. Tracy Dale
17. Pamela Ford
18. Marcus M
19. Deborah Del Moral
20. Norris Henderson
21. Brian Postlewait
22. Amanda Pfeiffer
23. Donna Horton-Robinson
24. Kenya Loud
25. Mariah
26. Mary Jo Reynolds
27. Nattalia Navarro
28. Danny
29. Taylor Thomas
30. Jeniffer Castro
31. Gaspardd
32. Tamela
33. Raymond Luther
- 34.

- **Committee Roll Call**
  - **Minutes from July 11, 2023**
    - **Wyatt called for voting member attendance. Brad, Danielle, Brittney are in attendance.**
  - **Agenda Voice Vote**
    - **All approved.**
- **HMIS Team Reports**
  - **Advisory Committee Nominations**
    - **See slides.**
      - **Questions: None**
  - **Officer Nominations**
    - **Wyatt asked for nominations for Chair. Keisha nominated Brad for Chair, Brad accepted. No other Chair nominations, all voted to approve Brad's nominations.**
    - **Wyatt asked for Vice Chair nominations. Brad nominated Danielle, no other nominations, all members approved.**
    - **Wyatt asked for Secretary/Recorder nominations. Deborah nominated Tracy Dale, Tracy accepted, all voting approval**
      - **Questions: None**
  - **Data Standards Update**
    - **Brittney gave a broad overview description of new data standards from HUD. There will be live training available, September 21st and online training thru HSN University. Brittney described the major groups of changes (PDDE, UDE, and PSDE) Each is covered in more depth in the slides.**
    - **PDDE Updates: These are mostly system data elements.,**

**Night-by-Night, RRH subtypes, and HMIS Participating Project element. New fund source types, ESG-RUSH, Unsheltered Special Nofo, and Rural Special Nofo. New EC Participation Status is added.**

- **UDE Updates: Changes for Name, and Social Security Number, and Destination. More changes include a combination of Race and Ethnicity and different Gender option choices. A new data element added, Translation Assistance Needed, collected for head of household at project entry, end users can specify language need for the drop down list.**
- **PSDE Updates: These apply to some specific funding types, Well Being is retired, Sexual Orientation is added as required question. Both are related to PSH project types. The are changes for SSVF projects, adding Space Force, changing “subsidy” to “shallow subsidy” and two new financial assistance types: Landlord Incentive, and Tenant Incentive.**
  - **Questions: Brad: APR is affected, is data affected? Update data w/clients. Danielle, Race/ethnicity choices. Updated field is multi-select. Brad: Name field - preferred name is legal name or preferred/street name. Member discussion about concerns with the name field.**
- **Training Updates**
  - **Rocky provided reminders for the HUD Standards training for the live sessions and as a course in HSN University. The online requests default to the virtual, self directed training. New courses available, the Refresher and HUD Data Standards. We are also building virtual courses: Street Outreach and PATH.**

**Rocky also provided updates on regularly scheduled training and ad-hoc training options available. Rocky mentioned that paper data collection forms are available, new templates will be uploaded as soon as they are available from HUD.**

- **Questions: None**

○ **Data Quality Monitoring Update**

- **Rocky described Quarter 4 monitoring sessions will start in early October thru end of November. Rocky provided an overview of items to be reviewed during Quarter 4 monitoring sessions.**

- **Questions: None**

○ **ROI Discussion - Moving to an Implied Consent Model**

- **Angel provided an overview of informed consent about removal of requirements for a signed ROI form. Angel showed a planned change to ClientTrack input form. This change will take effect on October 1st.**

- **Questions:**

- **Danielle: Will our current form work? Yes, per Angel. We also will send an updated privacy notice.**

○ **Referrals Discussion**

- **Brittney provided an overview of last month's discussion about referrals.**

- **Questions: Caren: Referrals by phone call or email. Use a custom ROI to make referrals. Keisha; Use "Unite Us" as a tool. Brad: Would like to capture in ClientTrack, helpful for reporting purposes. SO does not use referrals at this time. Tamela needs help to give referrals, including bed**

availability and other program options. Wyatt does research on 211 database to find resources, looking for confirmation of referrals made to other agencies. Danielle: Helpful info needed in the referral process. This includes which documents are needed for services. Nicole: Agency liaison for shelters are needed for referral to be made. Angel: This may be a way to identify more details needed for a referral. Wyatt: Is shelter participant on the call? Brad mentioned the first-come, first served model currently used. OURM might be able to discuss held beds. First timers given priority. Donna: Coalition at 98% capacity, using line-up in the morning. Who gets the bed is a discussion point (first-come, first served). Diversion/triage conversation is first. Wyatt: Referrals to shelters are a more complicated discussion. Wyatt asked for a committee vote to send this to the Tech Expertise committee for more discussion.

- Chuck showed a suggested MOU document. Suggestion from the group was made to create a “global MOU”.

- **COMMITTEE VOTES**

- **Roll Call Vote - Committee Officers**

- **None.**

- **Other Motions before Committee**

- **See motion above, under Questions under Wyatt, discussing the Technical Expertise Committee.**

- **Next meeting: November 14th, 2023**

Meeting adjourned: 12:03 pm by Wyatt