

## HMIS Advisory Committee Meeting

5/14/2024

### Attendees

Brittney Behr, Andrew Sullivan, Angel Jones, Racquel McGlashen, Andrea - The Salvation Army, Amanda Pfeiffer, Andrea Chirinos, Ashley Brozenske, Tyler Claitt, Brad Sefter, Danielle Landaal, Tino Paz, Bianca Goden, Bakert, Briyanna Bradford, Care Olsen, Carol Ishii, Corey Berg, Deborah Del Moral, Desiree Carerro, Dominique Charles, Donna Horton-Robinson, Doug Little, Elizabeth Reyes, Fiorella Rodriguez, Jaye Salvignoli, Jennifer Ortiz, Jennifer Rivera, Juan Correa, Jennifer Royce, Karen, Kelly, KarriBeebe, Kenland, Latoya Morris, Lecia Bromley, Michael Fajerski, N Henderson, Patrice Hicks, Richard Williams, Rotaya Troop, Sabrina Weier, Sergio Silva, Stacey Fowler, Tamela Mitchell, Tim Reed, Warren Foster

### Notes

- Call to order: Brad Sefter
- Committee Roll Call:
  - Attending: Brad Sefter, Corey Berg, Danielle Landaal
- Approval of minutes from 3/12/2024 (no quorum)
- Agenda approval (no quorum)
- **YHDP Updates:** Jackie Ebert, HSN
  - Overview of what YHDP is: Youth Homelessness Demonstration Program, 8.2 million dollars for two years to provide housing and services to youth and young-adults (YYA).
  - 5 projects are funded: Drop-in Center (SALT), Navigation System Guides (RISE Community Solutions and Hope Partnership), Host Homes (Impower), Transitional Housing/Rapid ReHousing (Zebra, Impower, Family Promise), Permanent Supportive Housing (Zebra, Impower, Family Promise)

- YYA do not require the full length of time for the chronicity definition to qualify for PSH and can be transferred to other PSH resources when they turn 25
- 3/27/2024 - began making assignments to the Navigation System Guides
- 3/28/2024 - Drop-in Center began serving YYA
- 4/29/2024 - began making assignments to YHDP case managers
- As of 5/13/2024, 175 YYA are assigned to navigation, 41 YYA are currently being navigated, 17 YYA were served in the drop-in center, 15 YYA were assigned to case management and 5 YYA are in crisis housing
- Bra Sefters asks: How do we connect YYA to these additional resources?
  - Jackie: At this time, the best way to connect YYA is to complete a Coordinated Entry enrollment. This is used to make assignments to System Guides. Please ensure you collect good contact info.
- Tamela Mitchell asks: What if a client has been assigned to a System Guide and the client is in jail?
  - Jackie: At a high level, being in jail does not disqualify someone from services. Make sure the system guide is aware of the situation.
  - Brad adds: The best way to connect with someone in jail is to reach out to the Public Defenders office, who can either arrange a meeting or deliver a message to the client. Reach out to Faith Sils: [fsills@circuit9.org](mailto:fsills@circuit9.org)
- Please reach out to Jackie Ebert if you have questions about YHDP: [jackie.ebert@hsncfl.org](mailto:jackie.ebert@hsncfl.org)
- **UCF Workshop Proposal:** Dr. Andrew Sullivan, UCF
  - This workshop proposal is dedicated to helping providers learn how to use research to inform decision-making
  - Survey to collect data on how providers use research: <https://www.menti.com/al6gsyqhfsdo>
    - Code: 7508 7087

- Jennifer Royce: There is a correlation between not using research as much as desired due to inability to find relevant and accurate resources
- Why do you want to use research?
  - More credibility with scholarly references
- Center for Public and Nonprofit Management is hosting a pilot workshop on use of research evidence in homeless services
  - Need honest feedback from providers on usefulness
  - Draft curriculum: Evidence-based decision-making, Developing a research question, Searching for scientific literature, Summarizing scientific literature, Implementation
  - For questions, please reach out to: [Andrew.Sullivan@ucf.edu](mailto:Andrew.Sullivan@ucf.edu)
- Carol Ishii: We struggle to find research that speaks to “needs” and trends of needs
- KarrieBeebe: Would like to learn about how to casually engage people with data and research
- **PIT and HIC Data was submitted to HUD on May 10th**
  - CoC coordinating effort to release data at a later date to the community
- **Annual Assessment Tool:** Ashley Brozenske, HMIS and Warren Foster, OBFH
  - Annual Assessments are required for all clients enrolled for one year or longer
  - It must be entered within 30 days of the anniversary of the client
  - Missing Annual Assessments count as errors on the APR
  - Annual Assessments are important because it is included in the CoC’s income reporting
  - ClientTrack provides an Annual Assessment Tool that helps users identify which clients need Annual Assessments and when:  
[https://help.eccovia.com/en\\_US/hmis/annual-assessment-tool](https://help.eccovia.com/en_US/hmis/annual-assessment-tool)
  - Warren Foster stresses the importance of communicating with your team about Annual Assessments. He reports that the Annual Assessment Tool has been helpful to stay on top of client needs for upcoming visits, and

they are now anticipating annual assessments, rather than catching up with them.

- **Training Updates:** Raquel McGlashen, HMIS
  - Reminder that all training requests for HMIS New User 101 should come through an organization's Agency Liaison; this helps us maintain security of the system
  - New online training courses available: Street Outreach and PATH
  - On-site refreshers are now offered year-round, to request one please schedule here: <https://calendly.com/hmis/15min-1>. Highly recommended for Street Outreach projects.
  - Data Quality Monitors are currently underway through the end of May
    - Please show up prepared with information about your projects and current users
- **Referral Set Up Form:** Still taking submissions! If you have not already completed one for your agency, please complete the form here: <https://www.hmiscfl.org/referral-setup/>
- **Auto Exit Vote for Street Outreach Projects:** Brittney Behr, HMIS
  - Last meeting the committee reviewed auto-exit features, including how they work and the data quality impacts
  - We also reviewed current Street Outreach enrollment data - almost 50% are missing a Date of Engagement
  - We are increasing efforts to provide one-on-one training to Street Outreach staff to improve data quality - in person refreshers are recommended
  - In efforts to improve data quality, if education does not translate to improvement, then we would like to suggest an auto-exit time-frame for Street Outreach projects
  - Committee took a poll:
    - 90 days (3 month window) = 48%
    - 180 days (6 month window) = 52%
- **HMIS License Fee Changes:** Angel Jones, HMIS

- Proposals for changed fee amounts and structure will be sent out to Voting Members of this committee in the interim
- Additional stakeholders: Technical Expertise Committee, CFCH Managing Board
- Changes will be communicated prior to new invoices being issued for licenses
- **Next Meeting: July 9th, 2024**