# all Chicago
## making homelessness history

# HMIS Committee Meeting Minutes
# May 23, 2019

## Attendees

- Benjamin Gembler, Carrie George, Chris O'Hara, Dana Kraus, Eddie Ferrell, Emily Pettersen, Letoya Baker, Margarita Gonzalez, Renee Higgins, Rikki Moore, Sara Birchler, Lavon French, Kimberly Schmitt, Paul Schmitz, Padma Thangaraj, Salvador Munoz

## Adjustment to Last Meeting Minutes

- Carrie George was not listed as an attendee on the last meeting minutes.

## Approval of Meeting Minutes

- ***Motion***: Chris
- ***Second***: Margarita

## Voting rights considering more frequent meetings

- Under the current arrangement if a HMIS Committee member misses two meetings in one calendar year their voting rights are lost. Since HMIS is meeting more often for the remainder of 2019 the group discussed alternatives to voting rights.
  - The committee agreed that voting privileges are lost after missing three meetings giving the extended amount of meetings this year.

## HMIS Committee members that participate in other meetings.

- Margarita inquired what members of HMIS attend other meetings. The members stated the following:
  - Rikki Moore - HMIS DQ
  - Chris O'Hara - SPEC, HMIS DQ, SPC, Collaborative Applicant, Point in Time Sub Committee
  - Emily Pettersen - HMIS DQ
  - Sara Birchler - HMIS DQ, Evaluation Tool
  - Dana Kraus - HMIS DQ
  - Margarita Gonzalez - SPC, CES Leadership, SOP
  - Lavon French - HMIS DQ

- While attending other meetings, HMIS committee members can inform non-member the work we are doing.

## HMIS Committee Governance

- Padma went over and explained the stake holder register All Chicago uses as the HMIS Lead in Chicago
- Padma described that the SOP has been in place since 2014. While Margarita explained that the SOP has to be approved by the HMIS committee.
  - Margarita stated that having an agenda in place can ensure things do not slip under the radar of the HMIS committee. Chris mentioned that HMIS used to have a work plan in place every year.

## HMIS Committee Tool

- Padma went over and explained the RFP excel sheet All Chicago uses while serving as an HMIS Lead for the city of Chicago.

## Data Quality updates

- SQL Reporting errors

- ○ Dana explained that the changes being made to HMIS are not making the process easier. In the past it would take a day to go through the reports being generated by service point. Now it is taking six months.
- ○ Carrie echoed this concerned by stating the SQL reports contain many false error reports. The assumption has become that if a report comes from All Chicago it is wrong.
- ○ Padma explained that Service Point requires a lot of work on the back end to stay up and running. The reporting tool is outdated, and All Chicago has moved to SQL as the alternative. Such as, do we keep service point and keep fixing it all the time or do we invest in a new vendor? Do we have a strong enough case to switch to a new vendor? If we do switch what will the RFP and transition of data look like? How do we remain independent regardless of what vendor we choose?

## HMIS Lead Updates/Reports/Announcement

- Data Quality
  - ○ During the last Data Quality meeting the idea was brought up to hold duel HMIS/DQ meetings. This idea was not supported.
  - ○ Padma explained the role of the HMIS committee is more of a system level while the DQ meeting deals with the work the system dose. DQ can come up with plans while HMIS approves the plans. DQ will no longer function as a Committee but as a workgroup and will meet more frequently to work and address various challenges.
  - ○ Chris inquired if HMIS and DQ documents can exist on the help desk. To which Sal affirmed that those documents already exist there.
- Workgroup participation: CES, DQSC, Diversion etc.
- Metrics (Helpdesk & Training)
  - ○ Paul explained that YTD we have had around 2k. 149 of those remain unsolved. 75% of all tickets are fixed by one touch.
- SPM 2019 submission: May 31, 2019
- SOP Committee meeting: 5/30
- HMIS Staffing
- SPC response letter

## Action Items/Next Steps

- Sal to send list of other work groups to HMIS Committee members

## Adjournment

- ***Motion***: Dana
- ***Second***: Margarita