



## Washtenaw County HMIS Agency Administrators Meeting Minutes

Wednesday, September 27, 2017

*Attendees: Packy Colgan (OCED), Crystal Balogh (OCED), Danielle Zochowski (MAP), Scott Rennie (MAP), Angela Benvenuto (SOS), Olga Prushinskaya (Ozone), Katie Reim (CSSW), Denise Diggs-Taylor (IHN), Sarah Aselyne (PORT/PATH), Takisha Jones (SALA), Brett Jones (Avalon)*

### I. Introductions, Agency Updates/ Staff Changes

Angela Benvenuto reports that SOS has hired a new Housing Support Coordinator. Angela also reported that SOS has opened a new shelter unit to replace an existing shelter unit.

Olga Prushinskaya reports a new Executive Director at Ozone House.

Denise Diggs-Taylor reports a new Shelter Director, Brad White formerly from the Delonis Center. Denise Diggs-Taylor also reported that the Executive Director position is still vacant at IHN, no updates on when position will be posted. Denise Diggs-Taylor also reported that IHN filled the Office Manager position.

Sarah Aselyne reports that PATH/PORT has hired a new case manager.

### II. HMIS System Administrator Updates / Reminders

- i. Crystal Balogh, OCED HMIS System Administrator, reported that the HMIS New User Training that was scheduled for Thursday 1/11/18 will be cancelled. System Administrator reported that the county needed to hold an emergency training in the Erie Technology Lab. The HMIS New User Training will be scheduled for next week. An email will be sent out that will include training details.
- ii. OCED HMIS System Administrator reports that the New User HMIS Trainings are available on the county website and the dates listed are finalized.
- iii. OCED HMIS System Administrator reports that the HMIS Agency Administrator Meetings are also finalized and have been posted on the county website. Meeting minutes will be posted within two weeks after each Administrator meeting.
- iv. OCED HMIS System Administrator distributed the HMIS User Audit Report to each agency present at the meeting. OCED HMIS System Administrator, reminded HMIS Agency Administrators of the importance of reporting all employee departures within 24 hours to ensure that their HMIS user account is deactivated for security purposes. Reminder was given to have all users that have not logged into HMIS within the last 30 days to do so immediately.
- v. OCED HMIS System Administrator passed out 2017 assessment companion document that was release by MCAH earlier this year. OCED HMIS System Administrator, reminded Agency Administrators to review their provider pages to confirm that they are using the correct assessment/workflow.

### III. HMIS Reporting Updates

- i. OCED HMIS System Administrator discussed the changes and revamp of the DPMC. The reconvening of the DPMC is TBD.



- ii. Reviewed DPMC Quarterly Report Information and reports that must be completed by January 31, 2018.
  - iii. OCED HMIS System Administrator, reports that minor changes have been made to the reports location section to give clear guidance on where the report can be found.
    - i. Entry/Exit Report has been archived.
    - ii. Unexited clients report has changed location- please see handout for details.
    - iii. Universal Data Element has been archived.
    - iv. Sarah Aseltyne asked if the reports should be sent through Google as they have been done in the past. All reports should be sent through Google. Agencies may choose to create a reporting group and send one report for all agency programs.
    - v. The archived reports will not capture the new 2017 UDE's. The CAPER and APR have been designed to have the DQ built into the report. All DQ issues can be found by selecting the blue link in the report.
  - iv. MCAH has updated the RHY Basic Workflow and RHY Street Outreach Workflow, which can be located on the MCAH training site.
  - v. The 2017 MSHMIS Operating Policies and Procedures Schedule
    - i. Rough Draft review was sent to MCAH on December 15, 2017
    - ii. Final Draft is scheduled to be release by the end of January.
    - iii. Washtenaw County OCED will review 2017 MSHMIS Operating Policies and Procedures and make additional addendums as needed. The final release date is TBD.
  - vi. QSOBAA updates are in final stages. The QSOBAA is expected to be sent out to ED's by the end of January 2018 for review and approval. Minor changes made to the QSOBAA to include Legal Services of South Central Michigan. Changes were also made to the language of the assessments.
- IV. PIT / HIC 2018**
- i. PIT Unsheltered Count will occur on the morning of Thursday, February 1<sup>st</sup> from 4am-8am.
    - i. Currently recruiting volunteers; to register, please contact the HMIS System Administrator by email. [balogh@ewashtenaw.org](mailto:balogh@ewashtenaw.org)
    - ii. Unsheltered survey will be completed by the end of this week. Volunteer training has been scheduled for January 24, 2018 and January 25, 2018. An email will be sent out with remaining details.
  - ii. 2018 PIT sheltered count will occur on Wednesday January 31<sup>st</sup>.
    - i. HMIS System Administrator reported that all data must be entered in real time. Each agency will be contacted to confirm sheltered count.
- V. Updating Bed / Unit Inventory per HUD 2017 Data Standards**
- i. HMIS System Administrator reviewed how to add bed / units in HMIS. See attached presentation. All information must be updated unless it is a MCAH retired data field.
    - i. Geocode: 269161 for all of Washtenaw County
    - ii. County Type: Urban
    - iii. COC Code Start Date is also the date the grant started.
    - iv. Do not enter a COC Coded End Date unless the grant has ended.
    - v. Units are the houses or shelter sites. Beds are the actual places where people sleep. Example: SOS has 3 units (building) and 6 beds in each unit. Thus, SOS Shelter may hold up to 18 people.



- vi. Wait to update this information after the 2018 PIT Count to included accurate data entry.
- vii. Inventory End Date and HMIS Participation End Date will be set to 1/30/2018 if a new Bed / Unit inventory needs to be added.
- viii. When creating a new Bed / Unit Inventory; HMIS Participation Start date will be set as 1/31/2018.
- ix. HMIS System Administrator discussed the guidance for PSH and RRH providers and how to enter in Bed / Unit Inventory when beds are continuously fluctuating.
- ii. HMIS System Administrator reviewed how to add a new born or a new individual to an existing household. Agency Administrators were given the option to use the workflow to add a client while using the HMIS training site.

#### **VI. 2017-2018 AHAR Update**

- i. Common Errors
  - i. Inaccurate date of birth (especially on children)
  - ii. Prior Living Situation (PLS) needs to match their Category of Homelessness
  - iii. SafeHouse is **NOT** classified as a Safe Haven and must be entered as an Emergency Shelter.
  - iv. Make sure Veteran Status, SSN, and Date of Birth are accurate and complete.

#### **VII. Questions / Open Discussion**

- i. The group discussed the option of entering in the full SS# into HMIS. Concerns were made about the impact that it will have on agencies. HMIS System Administrator will coordinate with other independent jurisdictions to see how the implementation of the process was done. Additional conversations will occur in future HMIS Agency Administrators Meetings. More information to follow.
- ii. The group discussed their level of comfort with the SPM and how that would impact the AA at the agency level.
- iii. HMIS System Administrator will send out Agency clearance level information.
- iv. HMIS System Administrator will send out information on Homelessness Categories.
- v. HMIS System Administrator will send out step by step guide for adding newborn/new individual.
- vi. Which ART Reports will outline PLS Category mismatch?
- vii. Is RRH tenant based scatter site?
- viii. Should bed counts for HCV wait until after PIT to be updated in HMIS?
- ix. Are people who were admitted to the program prior to 2007 (when literal homeless definition was different) able to have mismatched PLS or category?

#### **VIII. Next Meeting**

- i. Date: **Wednesday, March 14, 2018** from 2:30 to 4:00 at the LRC Superior Room (4135 Washtenaw Ave. Ann Arbor, MI 48108)