HMIS Committee Meeting Minutes
January 17, 2024 10:00 AM
Portsmouth Department of Social Services
1701 High Street, 4th Floor, Computer Lab
Portsmouth VA 23704

Members Present

Ursula Murphy (PSO / HMIS Chair)	Kevin Denny (VSH / HMIS Co-Chair)
Kerry Mitchell (ForKids)	Tanisha Davis (VBCDC)
Shannon Riddick (PVH)	Kimberly Carmichael (PCI)
Kathie Cuffee-Moore (DBHS)	Sherry Johnson (DBHS)
Ashley Pierce (HER/Restore)	Annie White-Guertin (PARC)
Jean Jones (Policy & Planning)	Fatima Tomlin (Senior Services)
Pat Chambers (PCOM)	Lucretia Chapman (VSH)
Mona-Lisa Brown (STOP)	

Other Attendees

Ashley Love (TPC)	Karen Joyner (TPC)

Absent Member Agency

Endependence Ctr	PRHA
DSS	Eggleston

The Meeting was called to order by the Chair, Ursula Murphy (PSO) at 10:07 AM with the announcement that Kevin Denny (VSH) would be chairing the meeting. Attendance was captured with the assistance of Karen Joyner (TPC). Meeting minutes were presented with the following adoptions/seconds being recorded. The only correction(s) were to Ms. Kathie Cuffee-Moore's first name.

March 15, 2023, Motion to adopt Shannon Riddick (PVH), Seconded by Kathie Cuffee-Moore (DBHS) Motion carried.

May 17, 2023, Motion to adopt Shannon Riddick (PVH), Seconded by Kathie Cuffee-Moore (DBHS). Motion carried.

July 19, 2023, Motion to adopt Shannon Riddick (PVH), Seconded by Kathie Cuffee-Moore (DBHS). Motion carried.

September 20, 2023, Motion to adopt Shannon Riddick (PVH), Seconded Tanisha Davis (VBCDC), Annie White-Guertin (PARC), Abstained, Motion carried.

Annie White-Guertin (PARC) requested that meeting minutes be presented in a timely manner. Jean Jones (Policy & Planning) asked that the minutes reflect more detailed discussions versus what appears as action items, and stated it would be nice to see any motions made or votes taken during the meetings as there was an omission of the decision regarding Meeting Frequency in the November 15, 2023 meeting minutes. Shannon Riddick (PVH) directed her to page 2 of the minutes in question where they read; that the thought had been tabled due to opposing conversation regarding the topic. Co-Chair Kevin Denny (VSH) proceeded with the agenda as follows.

PHAC HMIS Committee Meeting Minutes 1/17/2023 Adopted

WellSky Open Ticket Updates-

- Ashley Love (TPC) reported that there remains a couple of lingering tickets related to admin challenges.
- A NEW Challenge seems to be that agencies are able to enroll clients into closed projects. Any project prefaced with "zzz" is a closed project.
- APRs affected by data changes are almost resolved. In particular, is the error related to only entering the last 4 digits of an individual's SSN. Sorry, PATH and SSVF projects you will still be required to collect all 9 numbers.
- Rachel Gibson (TPC) will be sending emails referencing when the data quality reports have been corrected. CES APR & SPM expected in February and PATH expected in March.
- Ursula Murphy (PSO) reminded everyone that even though PHAC does not have a funded CES project that HUD will still be expecting CES APR's in 2025 and we should all be working towards the agreed upon a collective data error metric of less than 4%.

Report on TA Requests -

- Errors related to the broken Annual Performance Report (APR), the APR was broken due to the updates and has now been fixed. In February 2024, agencies will once again be required to submit their agency APRs by the 25th of the month. Tanisha Davis (VBCDC) asked what the date range for the APR was. February 1, 2023 through January 31, 2024 is the date range required.
- A request clarifying when EDA (Enter Data As) should be used. EDA PHAC CES is only used when creating a project in Coordinated Entry, closing a Coordinated Entry project or responding to a Coordinated Entry event. Agency projects should be outside EDA PHAC CES.
- Password reset requests, Duplicate Entries and Accidental Exits rounded out the TA requests.
- Ashley reminded everyone to please use the HMIS TA request form on the website versus sending her or anyone on the data team an email. TA requests go to all of the team members and emails can get lost in the clutter of emails. Using the TA request also allow for TPC to capture necessary data for funding or reports as well as to identify training needs.

Quarterly Training Video – PIT, LSA and Data Quality: Deadline is January 26, 2024
Point In Time (PIT) & Housing Inventory Count (HIC)
Shelters should ensure all data is updated and accurate January 24th. PSH client move ins should also be completed by this date.
TPC Data Team will start running PIT/HIC data in the week following the PIT. The counts will be the same as last year and Data Team will be reaching out to confirm data.
Agency APR Review – January 2024

- Agencies were asked to bring a December APR for their project for the January Committee meeting. Agencies with multiple projects were asked to just bring one APR. Clarification on why the Agency APRs were necessary. Kevin Denny shared that as part of the overall strategy to ensure accurate data quality this had been decided beforehand and we are now asking agencies to bring the reports.

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- Tanisha Davis (VBCDC) asked for clarification on date range and it was requested that agencies bring their February 2024 submissions which included the dates of February 1, 2023 through January 31, 2024 to the March 20, 2024 HMIS Committee Meeting.
- Reviewing the APRs are designed to assist agencies with how to identify where errors are being generated from, as well as to share tactics on finding these errors as well as how to prevent them from appearing in future reports.
- Jean Jones requested that Ashley Love (TPC) check into whether documents related to PSH Intake Forms could be amended to reflect only the required last 4 digits as Personally Identifying Information (PII) could be compromised if documents are left unattended on someone's desk. Ashley Love responded that the documents in question are used across multiple agencies and/or CoC's and she could not be responsible if someone leaves documents unattended.
- Ursula Murphy asked that current CES documents on the website need to be revised given that agencies are using outdated documents such as the HMIS & PHAC ROI. Jean Jones (Policy & Planning) asked where the CES documents are located on the website. www.https//hamptonroadsendshomelessness.org/phac/coordinatedentrysystem/pcan Karen Joyner (TPC) responded that the updated documents will be done today.

HMIS Audit Invitation Reminder – Rachel Gibson will be sending out invites sometime in the middle of February with a March-April timeframe for completion. Agencies are asked to promptly respond to the request.

HMIS Committee Meeting Attendance Requirement –
Agencies were reminded that any agency with a project that effects PHAC data are required to attend the HMIS Committee meetings. While attendance is not currently a part of the Scorecard it could become part of the HMIS Audit.

Jean Jones (Policy & Planning) asked that the PARC request for a hybrid meeting be part of the minutes as their data member was not local. Chair Ursula Murphy (PSO) responded that the request was brought to PHAC Executive Committee and that while the committee understand PARC staff may be out of state that it is a PARC decision on who to send. Co-Chair Kevin Denny (VSH) recommended that as long as the person has an HMIS license they are welcome to attend. The Chair directed PARC to Executive Committee for guidance.

HMIS Policy Regarding Non-Funded Agency Access – TPC has received the document from BEACH CoC. Ashley Love read some of the revised language and the document will go to the Policy & Planning committee meeting on January 31, 2024 for further review and discussion.
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There being no further business, the meeting adjourned at 11:00 AM with the announcement that the next HMIS Committee meeting will be Wednesday, March 20, 2024 at 10:00 AM at Portsmouth Department of Social Services, 4th Floor Computer Lab.

Prepared By:
Ursula Murphy, HMIS Chair