HMIS Committee Meeting Minutes
November 15, 2023 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)	Olisha Sawyer (VBCDC)
Shannon Riddick (PVH)	Kimberly Carmichael (PCI)
Kathie Cuffee-Moore (DBHS)	Beck Barfield (Eggleston)
Joseph Hood (HER/Restore)	Annie White-Guertin (PARC)
Jean Jones (Policy & Planning)	

Other Attendees

Ashley Love (TPC)	Karen Joyner (TPC)

Absent Member Agency

Endependence Ctr	PRHA
PCOM	DSS
STOP	

The Meeting was called to order by the Chair, Ursula Murphy (PSO) at 10:05 AM with the announcement that the recording started at 10:05AM. Attendance was captured with the assistance of Karen Joyner (TPC). Prior Meeting minutes are pending.

WellSky Open Ticket Updates-
The open tickets with WellSky were reviewed.

HUD Notice to HMIS Vendors
Ashley reviewed the notice that was sent due to the data standard updates and emailed the Federal programs that were impacted.

Report on TA Requests -
Password resets were common requests

Quarterly Training Video – PIT, LSA and Data Quality: January 2 – January 26, 2024
PHAC had 100% participation with the Basics of Data Entry Training Video

LSA Prep – Where the Red Flags Come From –
All flags are coming from either Entry/Exit, COC Enrollment, Relationship to Head of Household (HoH) or Date of Birth.
Kerry Mitchell (ForKids) asked for the LSA timeline – HDX is the platform and opened 11/13/2023. Draft uploads will begin in the next week or so.
How does LSA relate to funding? SPM, PIT, HIC all relate to the AHAR (Annual Homeless Assessment Report) which is reported to Congress with request for funding. It effects the National Collaborative application which trickles down to the CoC.

Language Preference Data Element -
Ashley presented the updated language preference data element. If a client's preferred language is not in the pick list please send a TA request.

Audit Methodology Review
The 2024 HMIS Audit Methodology was reviewed. No significant changes were reported.
Agency Monthly 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.
HMIS Policy Regarding Non-Funded Agency Access – No Update from the other CoC's
HDIP Update - No Update
Meeting Frequency – The Chair floated the thought of moving to a quarterly meeting schedule given that PHAC has relatively good data compliance with few significant challenges. After opposing conversation due to reporting time frames the topic was tabled.
Off Cycle Virtual HMIS Committee Meeting in December will be announced if data related to PIT/HIC/LSA warrants. Participants were urged to look out for any updates via email.

There being no further business, the meeting adjourned at 11:00 AM with the announcement that the next HMIS Committee meeting will be Wednesday, January 17, 2024 at 10:00 AM at Portsmouth Department of Social Services, 4th Floor Computer Lab. The Chair reminded agencies that items of an urgent nature will be emailed as they are received.

Prepared By:
Ursula Murphy, HMIS Chair

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