HMIS Committee Meeting Minutes
March 15, 2023 10:00 AM

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Members Present

Ursula Murphy (PSO / HMIS Chair)	Deanna Valentine (DSS)
Dean Burgess (DBHS)	Kathie Cuffee Moore (DBHS)
Kelsea Denny (VSH)	Mona Lisa Brown (STOP)
Pat Chambers (PCOM)	Annie White-Guertin (PARC)
Shannon Riddick (PVH)	Jean Jones (Policy & Planning Co-Chair)
Olisha Sawyer (VBCDC)	Sarah Ashcraft (VBCDC)
Dwight Williams (DBHS)	Juanita Dowdy (ForKids)

Other Attendees

Ashley Love (TPC)	Karen Joyner (TPC)

Absent Member Agency

Endependence Ctr	PRHA
HER/Restore	Beck Barfield (Eggleston)

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). HMIS Committee Minutes of January 18, 2023 were emailed in advance of the meeting. A motion to adopt the minutes as presented was made by Shannon Riddick (PVH) and seconded by Kelsea Denny (VSH). Motion carried

WellSky Open Ticket Updates-
Tickets are primarily System Admin Reports
Quarterly Training Video – CoC APR Will be sent April 3 and must be completed by April 28, 2023
Report on TA Requests -
Password Resets, Client Merge, Household composition and Income questions dominated the TA requests
HMIS Agency Agreements – No outstanding agency agreements
APR Report Out - Agency APR's are overdue as follows:
HER/Restore have a comparable database
ForKids – Portsmouth CHERP and Portsmouth RRH – Juanita Dowdy reported both projects had been closed.
STOP – SSVF Prevention, SSVF Rehousing and ESO – Mona Lisa Brown reported she had sent the reports.
3 Agencies have consecutive error rates of >4

LSA Report Out –
Ashley reported that for the period 10/1/2021 through 9/30/2022 there have been 5 LSA Uploads to HUD and that 20 red flags on the original upload have been corrected. PHAC has 9 red flags remaining. It will be the goal of this committee to be proactive in reporting out on and addressing errors so that LSA Red flags can be reduced.

PIT/HIC Report Out
VA Medical Center, PARC, PCOM, PVH & HER/Restore shelters all completed the sheltered Point In Time count. Unsheltered count took place and data is pending.
HIC data from DBHS, VBCDC, VSH, ForKids and STOP. It was noted ForKids only has Portsmouth Prevention and TBRA.

April CE Office Hours – Updated CE Training
Updated CE training based on input from providers will take place May 22, 2023 from 2:00 – 3:00 PM. This will be a live training.

Helpful Hints – Household Tab
Attendees were shown where to locate the household tab and how to ensure all members of the household were included.

Learning Lab - Outreach
A learning lab will be conducted on March 29, 2023 at 1:00PM and will be specific to PATH and Street Outreach projects.

HMIS Co-Chair – Kelsea Denny (VSH)
By unanimous decision, Kelsea Denny (VSH) has agreed to Co-Chair the HMIS Committee with report out to Executive Committee. Thank you Kelsea!

There being no further business, the meeting adjourned at 10:54 AM with the announcement that the next HMIS Committee meeting will be Wednesday, May 17, 2023 at 10:00 AM. The Chair reminded agencies that items of an urgent nature will be emailed as received.

Prepared By:
Ursula Murphy, HMIS Chair

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