HMIS Committee Meeting Minutes
September 20, 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)
DeAnna Valentine (DSS)	Kerry Mitchell (ForKids)
Mona Lisa Brown (STOP)	Tanisha Davis (VBCDC)
Shannon Riddick (PVH)	Kimberly Carmichael (PCI)
Kathie Cuffee-Moore (DBHS)	

Other Attendees

Ashley Love (TPC)	Karen Joyner (TPC)

Absent Member Agency

Endependence Ctr	PRHA
PCOM	Eggleston
PARC	HER/Restore

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). Meeting minutes are pending.

WellSky Open Ticket Updates-
Open tickets are related to Admin – No open tickets for users
Report on TA Requests -
Password resets were common requests
Quarterly Training Video – Basics of Data Entry - October 2-October 27, 2023
Reporting Season –
Ashley reminded everyone that we are heading into the reporting season with LSA, SPM, PIT & HIC
Housing Inventory (HIC) Updates
Housing projects specifically Emergency Shelter, Transitional, and Permanent Housing projects should start looking at their projects to get a head start of the next round of reports. Planning Council will be sending out requests to confirm projects Jan/February 2024.
LSA Usability Report –
Data from ES, TH & RRH projects were usable, some PH was not usable. NOFO requires a minimum of 2 usable files, PHAC had 6 so we will get the points related to this element.
3 Year Data Quality Trend and Analysis Report
Ashley presented the 3 Year Data Quality Trend Analysis as requested. The items as presented will be discussed at Coordinated Entry with a report out to Executive Committee and/or Policy & Planning as necessary. The information was very helpful and the targeted items of concern will be addressed for improvement.

HUD Data Standards Changes – Effective October 1, 2023
The group was reminded to be prepared for the changes to take effect in 2 weeks.
PHAC HMIS Strategic Plan – Action Items
Items were provided for reference and without a committee the items were tabled.
Office Hours – November 6, 2023 at 2:00PM all end users are welcome to attend.
Elements the Drive Red Flags on LSA, SPM and APR –
The HMIS Committee will start looking at the elements that drive the Red Flags on reports to
HUD at the next meeting.

There being no further business, the meeting adjourned at 10:50 AM with the announcement that
the next HMIS Committee meeting will be Wednesday, November 16, 2023 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 received.

Prepared By:
Ursula Murphy, HMIS Chair

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