MID-WILLAMETTE VALLEY HOMELESS ALLIANCE

HMIS Users Workgroup

July 11, 2023 | 2:30 pm - 3:30 pm

https://us02web.zoom.us/j/82448995403?pwd=UHJxeW9UZDYxcTBiV0U1Z1RVSGhRUT09

Meeting ID: 824 4899 5403 Passcode: 057658

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AGENDA

Agenda Item	Info.	Action	Time	Lead
1. Welcome & Business Items a. Welcome b. Minutes	Pgs. 2-3	Approve	5 min.	Hunter Belgard
2. Updates a. Quad Squad Updates b. CoC Updates		Information	10 min.	Tim Weese Jan Calvin
3. HMIS Training Plan	Pg. 4	Information	5 min.	Hunter Belgard
4. 2024 HMIS Data Standards		Training	30 min.	All
5. Q & A		Answers!	5 min.	Hunter Belgard
6. Upcoming HMIS Agenda Items		Suggestions	5 min.	Hunter Belgard

The purpose of the Mid-Willamette Valley Homeless Alliance Continuum of Care (CoC) HMIS Users Workgroup is to identify barriers to implementation of the CoC Data Quality Plan and ensure agencies and individual users have what they need to be timely, complete, and accurate in their use of HMIS, and to review and make recommendations on HMIS policies and protocols to the HMIS Lead, HMIS Coordination Entity, and CoC Board.

Should you need a place to access the meeting, please contact the COG office 48 hours in advance, (503) 588-6177. For public meeting notice purposes, the central meeting site is at the COG office, 100 High St. SE, Suite 200 in Salem.

The Mid-Willamette Valley Homeless Alliance is pleased to comply with the Americans with Disabilities Act (ADA). If you need special accommodations to attend this meeting, please call (503) 588-6177 at least 48 hours prior to the meeting.

MID-WILLAMETTE VALLEY HOMELESS ALLIANCE

2nd Tuesdays, 2:30-3:30 p.m.

CoC Contact: Jan Calvin - 503.551.4352
calvin.jan@yahoo.com

MID-WILLAMETTE VALLEY HOMELESS ALLIANCE

HMIS Users Workgroup

June 13, 2023 Minutes

Attendance

HMIS Users Workgroup	RSVPs
Hunter Belgard, OHCS (Co-chair)	X
Jimmy Jones, MWVCAA (Co-chair)	
Shawntel Black, Neighbors	X
Tara Stephen, CHS	X
Matt Herbert, CATP	X
Tawny Zellner, Easterseals	X
Doug Odell, Family Promise	Yes
Christine Sommer, MCHA	X
Kaela Lombardi, MWVCAA/ARCHES	X
Rachel McKee, MWVCAA/ARCHES	Yes
Alisa Tobin, MWVCAA/HOME	X
Yeudiel Alvarez Flores, MWVCAA/De Muniz	
Stephanie Gilbert, Polk County FCO	
Dominique Schoessler, Shangri-La	X
Jill Tucker, St. Francis Housing	X
Lynelle Wilcox, SafeSleep	X
Megan Smith, Sheltering Silverton	X
Brenda Newey, UGM, Simonka Place	---
Stacy Griffin, VA	---
Kimberly Nowlin, WATW, Grace House	X
Jan Calvin, MWVHA Consultant	X
Tim Weese, ARCHES	X

Guests Present
Elliott Lapinel, MWVCAA/ARCHES
Brandi Rada, CHS
Teresa Gonzalez, Neighbors

Business Items

Minutes –*motioned, and seconded approval of the 5/9/23 minutes; approved unanimously.*

Updates

Quad Squad Report – Tim reported on the most recent Quad Squad meeting. Reviewed the 2024 HMIS Data Standards and some new features. More to come!

Hunter reported that the Quad Squad needs a new chair and asked that OR-504 consider filling this role.

CoC Updates – Jan announced that the board has hired Elaine Lozier as the first Executive Director for the Homeless Alliance. Her first day of work will be June 26, allowing some cross-over with consultant Janet Carlson. Elaine will be assuming duties previously managed by Janet (board administrator, budget officer, liaison with legal counsel, etc.), as well as additional leadership tasks.

HMIS Training Plan

Hunter presented the proposed HMIS Training Plan, and the workgroup provided input.

HMIS-related Items for Strategic Plan Update

Tabled, due to lack of time.

2024 HMIS Data Standards

Hunter highlighted some of the new standards:

> Race and ethnicity will be asked as one value (all lumped together) with new values, such as Middle Eastern/North African.
>
> Client Refused is now Client Prefers Not to Answer

NEXT MEETING

July 11, 2023
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HMIS Training Plan

1. **New User**
    a. Can happen anytime. Located on the MWVHA web-site. User walks through an instruction/activity form to complete the following.
    b. Read these documents.
        i. Data Quality Plan
        ii. HUD 2024 HMIS Data Standards
        iii. HUD Technical Standards
        iv. Local ROI
        v. CoC policies
    c. Watch this video (a standard data entry flow).
    d. Take this test. Log into the Training site. Create a client, enter them into a program. Send the Client ID
    e. When completed, user will get a username and login

2. **Refreshers/Office Hours**
    a. Held on the same day of the month, each month.
    b. You must sign up. If no one signs up, it is canceled.
    c. Open forum, with posted themes. (This month is Street Outreach, next month RRH, then CE exits, canned reports, etc.)
    d. Themes scheduled 4-6 months in advance, with at least half the time being open.

3. **SAPBO Reports Training**
    a. Optional; offered quarterly.
    b. Open to all in the Quad Squad
    c. You must sign up. If no one signs up, it is canceled.

4. **Visibility Training for Agency Administrators**
    a. Optional; offered quarterly. (Could be done with a video posted to the website.)
    b. Open to all in the Quad Squad
    c. You must sign up. If no one signs up, it is canceled.

5. **Required HMIS Training**
    a. All users are required to attend at least one training session per year.
    b. Additional training sessions may be required, when new features, policies, or protocols are implemented.