MID-WILLAMETTE VALLEY HOMELESS ALLIANCE

HMIS Users Workgroup

September 12, 2023 | 2:30 pm - 3:30 pm

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

Meeting ID: 824 4899 5403 Passcode: 057658

One tap mobile +16699006833,,82448995403#,,,,*057658#

AGENDA

Agenda Item	Info.	Action	Time	Lead
1. Welcome & Business Items a. Welcome b. Minutes c. Charter Review	 Pgs. 2-5 Pgs. 6-7	 Approve Review/Revise	5 min.	Hunter Belgard
2. Updates a. Quad Squad Updates b. CoC Updates – P&E Committee Highlights		Information Information	5 min. 5 min.	Tim Weese Jan Calvin
3. LSA – Steps to Reduce Errors		Discussion	20 min.	Hunter Belgard
4. Inflow/Outflow Data		Information	15 min.	Elliott Lapinel & Tim Weese
5. Q & A		Answers!	10 min.	Hunter Belgard
6. Adjourn				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

August 8, 2023 Minutes

Attendance

HMIS Users Workgroup	
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	---
Christine Sommer, MCHA	---
Kaela Lombardi, MWVCAA/ARCHES	X
Rachel McKee, MWVCAA/ARCHES	X
Yeudiel Alvarez Flores, MWVCAA/De Muniz	---
Jan Calvin, MWVHA Consultant	X
Breezy Aguirre, MWVCAA/ARCHES	X
Elliott Lapinel, MWVCAA/ARCHES	X

HMIS Users Workgroup	
Alisa Tobin, MWVCAA/HOME	---
Lawrenza Gann, MWVCAA/Veterans	X
Pamela Blanchard, NWHS	---
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 (on leave until November)	na
Kimberly Nowlin, WATW, Grace House	---
Guests Present	
Dana Tenoso, Youth ERA	X

Business Items

Minutes – *Matt motioned, and Rachel seconded approval of the 7/11/23 minutes; approved unanimously.*
Agenda – Hunter asked if the agenda could be revised to focus on ROI protocols. The group agreed by consensus.

Updates

CoC Updates – Jan noted that the board recently approved the change of the CoC's HMIS Lead to be the ORS 190 Entity. HUD will transfer the HMIS Support grant from OHCS to the ORS 190 Entity. The funds ($14,696) will be used the same way they have been used, to support ORS 190 Entity costs for HMIS implementation. She shared a draft of the proposed charter changes that will go along with this shift (attached).
Hunter noted that this change doesn't impact people on a day-to-day basis, as OHCS will continue to provide the services they have been providing and address additional system improvements. It was suggested that more clarification of roles would be helpful.

HMIS Training Plan

Hunter presented a preliminary schedule for implementing the HMIS Training Plan (attached).
The question of how to sign up for training that required a sign-up came up. Suggestions offered included posting a link to a Sign-up Genius or a Cognito Form.

ROI Workflow

The purpose of putting the ROI in HMIS is so other participating agencies can see that it has been signed. It is a universal ROI that covers all HMIS participating agencies. However, WellSky designed it to only show that

someone signed an ROI for the agency where they signed it. 42 CFR regulations prevent sharing where the person signed the ROI.

So, the new methodology is *two* steps.
1. Enter the ROI and click on your agency in the provider list (same as always).
2. Add ROI, click Search, click on "All Universal ROI" from the provider list

This new ROI protocol works when the client hasn't denied sharing access. Next month, Hunter will provide training about what to do when a client doesn't want to share with anyone but the initial agency - or wants to restrict information from a particular agency. This is the "limited visibility" protocol.

NEXT MEETING

September 12, 2023
HMIS Users Workgroup, 2:30-3:30 p.m. .
https://us02web.zoom.us/j/82448995403?pwd=UHJxeW9UZDYxcTBiV0U1Z1RVSGhRUT09
Meeting ID: 824 4899 5403 Passcode: 057658 One tap mobile +16699006833,,82448995403#,,,,*057658#

MID-WILLAMETTE VALLEY HOMELESS ALLIANCE

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

New User Training

1st Wednesday, 8:30am-10am
Join on your computer or mobile app
Click here to join the meeting
Or call in (audio only)
+1 503-446-4951,,251025274# United States, Portland
Phone Conference ID: 251 025 274#
Find a local number | Reset PIN
Learn More | Meeting options

2. **Refreshers/Office Hours [call it "Data Workflow"]**
    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.

Data Workflow Training

2nd Wednesday, 10am-11:30am
Join on your computer or mobile app
Click here to join the meeting
Or call in (audio only)
+1 503-446-4951,,435739190# United States, Portland
Phone Conference ID: 435 739 190#
Find a local number | Reset PIN
Learn More | Meeting options

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.

MID-WILLAMETTE VALLEY HOMELESS ALLIANCE
HMIS Users Workgroup
CHARTER

A. PURPOSE

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.

B. MEMBERSHIP

1. **APPOINTMENTS**. The Mid-Willamette Valley Homeless Alliance CoC Board of Directors is responsible for appointing members of the HMIS Users Workgroup, which will include the HMIS Agency Administrator of each participating agency.

2. **TERMINATION.** The board may remove any member when it determines it is in the interest of the CoC to do so. Member terminations require a 2/3 vote. Reasons for removal include excessive absences from meetings, conduct that is contrary to the CoC's code of conduct, or noncompliance with conflict of interest or other policies. When a member is removed, the HMIS Participating Agency shall identify another HMIS Agency Administrator to be appointed to the workgroup.

3. **RESIGNATION**. Resignations by HMIS Users Workgroup members shall be submitted in writing to CoC staff and chair, who will forward the resignation notice to the CoC Board of Directors at the next regularly scheduled board meeting. When a member resigns, the HMIS Participating Agency shall identify another HMIS Agency Administrator to be appointed to the workgroup.

C. MEETINGS

1. **MEETINGS.** HMIS Users Workgroup meetings will occur monthly, or as directed by the co-chairs. A telephonic meeting may occur so long as all parties can both hear and communicate with each other. The HMIS Users Workgroup is a public body subject to the public meetings and record laws as stated in ORS Chapter 192. All meetings will be open to the public. The meeting agenda will be distributed to members and through public notice at least one week prior to a committee meeting.

2. **QUORUM.** A majority, defined as 50% plus one, of the appointed, voting membership will constitute a quorum for any business requiring a vote at meetings. Members may attend either in person or by conference call, so long as persons in attendance and on the telephone can both hear and communicate with each other. Members attending by telephone conferencing may be counted towards achieving a quorum.

3. **VOTING**. HMIS Users Workgroup decisions shall be made by a 2/3 majority of the total votes available to the entire appointed, voting HMIS Users Workgroup membership present in-person or by phone.

D. CONFLICT OF INTEREST

1. **GENERAL PROVISIONS**. A conflict of interest is a situation in which CoC board or committee members, or one of their family members, has a personal or financial interest that compromises or could

compromise the board or committee members' independence of judgment in exercising their responsibilities to the CoC. It is the position of this CoC that conflicts of interest shall not compromise the CoC's work and that even the appearance of a conflict shall be avoided in all circumstances.

2. **ADHERENCE TO CONFLICT OF INTEREST POLICY**. CoC board and committee members are expected to adhere to the CoC Conflict of Interest Policy, which requires the member to minimize conflicts of interest; disclose ethical, legal, financial, and other conflicts; and remove themselves from decision-making if they would otherwise be called on to act on a conflict involving themselves, their family members or entities with which they or their family members are closely associated.

E. CODE OF CONDUCT

1. **GENERAL PROVISIONS**. CoC members (including all board and committee members) are expected to observe the highest standards of ethical conduct in the execution of their responsibilities, to conduct themselves with courtesy and respect, and to refrain from harassment, intimidation, discrimination, and physical or verbal abuse.

2. **ANNUAL DECLARATION**. Board and committee members are to annually receive a copy of the Code of Conduct, acknowledge receipt by signing a form, and submit a copy of the signed form to CoC staff.

F. AMENDMENTS

1. **PROCESS**. This charter may be amended at any CoC board meeting by a majority vote of the appointed, voting board membership. Copies of proposed amendments will be available for review at least one week prior to the board meeting at which the proposed amendments are considered. The board will seek prior review and recommendation by the HMIS Users Workgroup of any amendments to the charter, unless circumstances require an immediate change. In the latter situation, CoC staff will provide an explanation of the circumstances and provide opportunity for comments and input prior to and as part of the board meeting.

2. **FREQUENCY OF REVIEW**. The HMIS Users Workgroup will review this charter annually and submit any recommended revisions to the CoC Board of Directors.

Last updated December 8, 2022