

# Meeting Minutes

## HMIS Implementation Team Meeting #8

4/29/2008

9:00 am – 12:00 pm

CSB

Attendees: Christopher Moore, Amethyst; Meredith White, CATF; Kevin Ballard, Gladden; James Alexander, Maryhaven; Carl Landry SE; Vicky Joe, VOAGO; Kevin Wampler, YMCA; Beverly Wilkes, Branden Woodward, CHN; Jennifer Kowalski, FM/FH; Gail Myers, NCR/CAG; Beth Urban, CIS; Julane Goodrich, YWCA; Stephen Wilson, PNH; Kara Hill, Salvation Army; Wendy Stinchcomb, HFF; David Tebben, Tammy Tebben, Huck House; Barbara Maravich, Catherine Kendall, Lianna Barbu, Community Shelter Board.

### 1. Welcome

Catherine welcomed attendees, walked through the day's agenda and asked for Administrators updates.

Catherine provided the up to date training RSVP lists and asked for all those that did not send in their reservation to do so ASAP so we can finalize planning for the June training.

Lianna shared with the attendees the proposal for the annual license reallocation that will be a cheaper way for agencies to get additional licenses each year, if needed and available. The proposal was approved and agencies will receive an email from CSB asking them about the needed number of licenses for the following year. CSB will communicate the result of the process back to the agencies and administrators.

CHN raised a question regarding the QA expectations for the end of the year process and stated that they will have to do a lot of data re-entry into CSP, due to data inconsistencies in the CSP demo. Catherine urged all attendees to let CSB know if they discover data inconsistencies due to the migration, as it will be far easier to remedy data issues now than it will be after CSP goes live.

### 2. Update on discussions with Bowman Systems

Lianna informed attendees that the test QA report that Bowman provided us takes app 15 minutes to run. Given this, it becomes nearly impossible for CSB to run all the QA reports for agencies and programs. So CSB proposed attendees to explore a new approach to QA where agencies would run their own QA reports for an extended period of time after quarter end, then send them to CSB (through email or ART) and CSB would then qualify the program QA compliant or not, based on the agency results. CSB would still handle the 2<sup>nd</sup> run of QA. Attendees were in favor of this proposal and agreed with the principle. CSB will propose a new QA process for the HMIS Implementation Team to be implemented starting with Q1 FY2009 QA.

Lianna also informed attendees that Bowman Systems is working on the social security number customization and are preparing a new demo for us. As a response to an inquiry, Lianna confirmed that for reporting purposes agencies will have access to full SS numbers through ART.

### 3. Data elements

Lianna presented the RL research findings as a way for the attendees to get on the same page regarding the use of the current data in our system. She then started to address the new Rebuilding Lives strategies that came out of that research as a basis for the additional data elements that will need to be collected by the partner agencies to help in the implementation and evaluation of the strategies.

Attendees continued to have a lot of questions and concerns regarding the new data elements:

- how and which of the new data elements tie directly into the RL strategies
- what is the “business case” for collecting each of the additional data elements – will this collection mean additional funds into the community and how much would that be
- data duplication concerns – multiple agencies are already entering this information in their own database system that came at a high price – the new data entry would mean considerable data entry duplication
- is it possible to upload data into HMIS and not do double-entry
- with this amount of extra data elements agencies will need more people to do data entry
- what will be the QA process around these new data elements and the level of accountability for each of them
- will increase workload when no additional funding is provided
- data is already being collected by another organization (e.g., education of children by Project Connect)
- client rights to not have data entered into HMIS
- data collection points are ambiguous. How will agencies know when to collect the data?
- The Salvation Army is a hierarchical organization that cannot agree to collect additional data elements without approval from the top. Obtaining such approval would be time consuming and painstaking.

CSP Implementation Team could not reach agreement on the collection of the additional data elements in the time allotted for the meeting. Attendees agreed that they will send CSB their comments and concerns on the new data elements in the next two weeks. FOH and LSS will work on a time study to determine how much additional time is required for these new data elements. CSB will schedule the next meeting to take place by the end of May.