

Housing and Homeless Coalition for Riverside County

HMIS Committee Minutes for Wednesday, May 4th, 2011

Dept. of Mental Health – HHOPE Program
769 Blaine St., Riverside, CA 92507

Attendees

Lynne Brockmeier	Dept. of Mental Health
Alex Garcia	U S Vets
David Leahy	ABC Recovery
Lurinda Stubblefield	Lutheran Social Services
Robert Lewis	City of Riverside Homeless Outreach

Absentees

Erika Olivares	Loma Linda VA
Jennifer Rosales	CoC Office Support
Leonard Jarman	Path of Life – Hulen
Lourdes Kirkpatrick	Housing Authority
Susan Adams	Loma Linda VA Medical Center

DPSS Staff

Alex Apodaca	HMIS Lead and Systems Administrator
Felicia Folmar-Avery	HMIS Project Manager
Joanna Monje	HMIS Support Assistant
Ryoko Yamasaki	HMIS Support Assistant
Liz Calanche	CoC Coordinator

Call to Order

Meeting called to order by Lynne Brockmeier at 9:07 AM.

Introductions

Attendees were welcomed and self-introductions were given.

Approval of Minutes

Lynne Brockmeier entertained a motion to approve the March 2nd, 2011 meeting minutes. David Leahy moved to carry the motion. Robert Lewis moved to second the motion. All in attendance agreed. The motion was carried, and the minutes were approved.

HMIS Business

Lynn Brockmeier presented a letter to the DPSS to send to HMIS participants as requested by the committee. Advised that it has not gone out as of yet. The committee reviewed the letter and decided not to send out the letter. The letter mentioned upcoming Hearth training, and this training has been put on hold indefinitely.

Lynne Brockmeier also presented a letter to the committee on the notification of changes in HMIS license. The committee expressed concern last month that there was no notice given to the agencies so that they should be given advance warning to make room for budget changes. Lynne mentioned there was a letter that was sent out to the grantees that did mention an HMIS line item, but it did not specify the increase was due to the agencies now being responsible for the funding of their HMIS licenses. Even though the cost of the licensing is minimal, the committee thought the agencies should've been advised beforehand. In response to the committee's view that all parties should be

made aware of the HMIS licensing change, the committee asked that Lynne Brockmeier send an email to Susan, Judy, Alex, Felicia, and David asking them to send out notification to the grantees specifying that the HMIS increase is due to the new license requirements. It is the committee's hope that all parties concerned be notified as soon as possible. Also, the committee agreed that the change in HMIS licensing is effective beginning January 1st, 2011 on renewal of the agency contract.

Felicia Folmar-Avery presented a policy addenda and signature form to the group regarding the HMIS role in making policy changes. Felicia mentioned that this form should be kept in the back of the policy manual. The group discussed the best way to share any policy updates with all members. The group decided that they first need to identify the agency administrators, so that the individual agency administrators could pass on any policy updates to their members. The committee requested Alex Apodaca to create an email address list of agency administrators so that the HMIS Committee could advise them of any updates to policy. The committee wanted to also add to this new proposed policy regarding the creation of new policy that if any member would like to make any changes to existing policy that they should attend the HMIS Committee Meeting so those changes could be proposed and voted on. Felicia will continue to work on the policy amendment she presented.

Felicia Folmar-Avery also presented an Agency to Agency Agreement which details data sharing between agencies. The Agreement discusses an agency being HIPAA compliant and details specific information on data being shared. The purpose of this Agency to Agency Agreement is to protect an individual's privacy and only to share that information when it is required by the involved agency. Although client confidentiality is mentioned in the policy, the manual of policy and procedures is not a signed document stating the reason why data needs to be shared across the system. The group discussed how important data sharing is between agencies to prevent duplication of services and clients in the system and to prevent the repayment of grant funds because of unnecessary duplication. Committee members felt the six page document presented by Felicia should be carefully read by all committee members before they could comment on its contents.

Alex Apodaca has been asked previously by the committee to provide documentation on how various agencies are doing on data collection. Alex was asked to bring any compliance issues to the committee so they could write letters as a group to those agencies to make sure they are in compliance. Alex reported that agencies are doing better now due to changes in the system preventing agencies from skipping required fields when entering information. Alex said that due to these improvements in data collection, he was confident there should be compliance this year in 4 categories and next year we should be compliant in 5 categories. Going forward, Alex said he would work on fulfilling the committee's request to provide data compliance and agency tracking with information such as the number of problem cases reported and how they were resolved.

Next Steps

- The committee requests an HMIS email be sent out to agency administrators asking all agencies to identify agency administrators.
- Felicia will continue to work on the change in policy amendment.
- The committee will revisit the topic at the next meeting of Agency Agreement after committee members have read the 6 page document.
- Felicia and Alex will review the document and the HUD guidelines and advise on how to move forward on the agency to agency agreements.
- Lynne will send an email to Susan, Judy, Alex, Felicia, and David asking them to send out notification for the specific change regarding the new license requirements for HMIS.

- Alex Apodaca will contact by email all known agency administrators and ask all agencies to respond back with a complete list of their agency administrators and the committee will review this list next month.
- Alex Apodaca will provide data compliance reports and it will be a standard agenda item
- Alex Apodaca will follow up with general statistics for each month on what HMIS problems and issues had been addressed and their resolution
- Committee members will begin considering for next meeting if they would like to formalize committee bylaws etc

Next Meeting

The next meeting is scheduled for Wednesday, July 6th, 2011 at 9:00 AM.

Adjourn

Meeting adjourned by Lynne Brockmeier at 10:56 AM.

Submitted by: Jennifer Dunlop DOMH