





HMIS User's Meeting

Minutes for May 3, 2006

Agenda Item	Discussion	Action Item	Add'l Notes
I. Meeting Called to Order; Welcome	Mike called the meeting to order at 9:00 AM, Introductions made all around.		
II. Presentation	See attached for presentation material covered.		
III. KeyPoints  HUD Data Sheet  SHP  Data Quality Report  Statistics	<p>Data Sheet must be filled out completely (see attachment) eventually this information will affect funding, even for non-HUD funded agencies. The HMIS system will be the statewide database system in the future.</p> <p>SHP (Supportive Housing Program) It is important that we complete implementation of the intake application process and bed management entry and then generate APR.</p> <p>NOTE: The agencies funded through SHP are top priority. These agencies are scheduled to be fully implemented by month end, May.</p> <p>Data Quality Report: This is an important tool we can use to ensure we are entering quality data, that everything is correct and filled in. It is something that will be used in the future to help determine funding. HUD wants Brevard County to “rate” agencies - entering quality data is part of that rating.</p> <p>Statistics: We now have 12 participating HMIS partners out of 21 partners that have signed agreements. Bottom line – Partner Agencies who are not participating could risk losing funding.</p> <p>Discussion: Consider forming a mentor/buddy system with the non-participating partners to help them become active in the program.</p>	Mike Chapman to email Data Sheet to HMIS users	Included w/minutes
IV. HMIS Web Pages	HMIS will have pages on the 2-1-1 Brevard web site tentatively starting Sept. 01, 2006. (see presentation attachment) It will be for HMIS Users only, general public will not have access. Discussion: When problems with the HMIS database arise there is only one contact person (Mike) to try to resolve	Rosa will set up a “Yahoo Group” for HMIS users. Mike to email Rosa list of HMIS users email addresses.	When you get the invitation to join, please fill in your information as soon as possible. This will be an excellent tool for the team to use.

HMIS User's Meeting

Minutes for May 3, 2006

	these issues at present. Suggestion by Rosa to set up an email group where questions might be answered by another user who has run across the same problem and help one another. General consensus, good idea.		
V. Open Discussion	<p>HUD data sheet, HUD requires this information in response to the Directive from the U.S. Congress. That is one reason it is so important to fill out all of the information.</p> <p>Report Training: Since there is only one person, at present, to set up specialized reports for the agencies, Mike asked for volunteers who would go to Crystal Report Training, then help set up agency specific reports. Training is in Orlando and cost \$400/person. Suggestion by Rosa that we could also look into FIT students for internship help with setting up reports. (Another alternative to check out is to go to Program Management in Metsys and look at the reports that are already available, see if any are applicable to your agency)</p> <p>User Training: If anyone is in need of further training or training of new personnel, please contact Sandy at 631-9290 Ext. 201.</p> <p>Customer Survey Form: Rosa stated that it is becoming more important in the funding process. The funders want to know what kind of service the clients feel they are receiving.</p>	<p>Mike & Rosa to collect questions funders ask when they are considering giving grants. This will help make a "report" template which can then be manipulated by agencies to fit their report requirements.</p> <p>Everyone think about what questions you would need on a customer survey form. Email to Mike.</p>	Further discussion and planning needed for this action item.
VI. Other Items of Interest	<p>Community Calendar at www.211brevard.org</p> <p>. This is where you can add your activities/fundraisers onto the 2-1-1 community calendar for everyone to see.</p> <p>Pat on the Back – Florida was the first state in the nation to have a HMIS Conference – Yea!</p>		
Participants	Seventeen people from eight agencies were present.		
VII. Wrap up & Adjourn	Meeting adjourned 10:30 AM Next meeting scheduled for 9:00 AM on August 3, 2006.		

HMIS User's Meeting

Minutes for May 3, 2006

	Location TBD		
--	--------------	--	--