

# HMIS Committee Meeting

May 30, 2007

Attendees: Frank Barger, Mike Chapman, Lynn Cowart, Paula Davis, Judy Detrick, Robynne Hester,

Agencies Represented: 2-1-1 Brevard, Inc., BCCHT, City of Titusville, Coalition of Hungry & Homeless, Crosswinds Youth Services, United Way

Michael Chapman chaired the meeting in Dave's absence. The meeting was called to order at 9:30 am.

Purpose: Review HMIS Needs Assessment Survey & Prioritize Needs for RFP to Vendors

Minutes of last meeting, May 22, 2007, reviewed and approved with changes. 1) Remove "Ian will call Collier County..." page three and on page one "Lynn ..." change Service Point to Pathways.

Mike Chapman showed graph of person, agency and survey response, bar graph of all questions & answers and pie graphs for each pertinent question. Using this presentation of survey responses, the HMIS Committee prioritized Brevard County HMIS needs. (See Attachment)

Fifteen agencies responded with at least one survey, some of them sent multiple surveys. Two of the agencies do not participate in HMIS but are members of the BCCoC. Twenty-two surveys were returned.

Paula Davis, representing Brevard County, asked the difference in participating and non-participating agencies. Mike explained that participants must sign an agreement and pay monthly fees and agree to provide reports per HUD requirements.

Review of each survey question response resulted in the following prioritization of needs.

Item 3: **A** Client service history is viewable by all participating agencies. Only the agency that created the record has edit and delete privileges.

Item 4: **A** Fields through-out all data entry screens have the ability to be navigated by keyboard or pointing device. (Tab order)

Item 5: **A** Fields such as: Date, SSN etc. be auto-formatting with auto-incrementing when a field is completed.

Item 6: **A** The HMIS vendors provide support during our community's business hours. (eastern time zone)

Item 8: **C** Provide photo ID cards for clients including a bar code that can be scanned. The card system must be simple to use for both the client and HMIS users. The card system must have the ability to provide a single card that can be utilized at any participating HMIS agency. Also, the card system must have the ability to quickly scan clients though food lines.

Item 9: **C** Provide a client notice (or) Alarm tool that will Pop-Up when the client's record is accessed by any user from any agency.

Item 10: **A** Provide a module or an effective method to manage the WIN/Vets program.

Item 12: **A** Custom report writer available to administrators.

Item 14: **A** Ability to import into the database, aggregate counts from participating and non-participating agencies.

Item 17: **A** Provide tools to manage private and/or internal programs with abilities to:

- a) Record program Entry and Exit information
- b) Print application forms
- c) Track client activity history
- d) Record application process
- e) Schedule follow-ups

Item 19: **C** Ability to record a customized internal case number (or) client number to each client's case.

Item 20: **A** Service assignments with tracking; units, cost per unit and related report functions.

Item 21: **B** Wait-List tool having the ability to place clients into a wait list for service/material availability.

Item 22: **A** Provide counselors and/or case workers a method to track and record a client's progress through a program and have tools available to; record progress notes, activities, status checks, notes, attendance and follow-ups.

Item 23: **A** Ability to manage multiple funding sources for a single service or program with related reporting abilities.

Item 24: **A** Record referrals to HMIS participating agencies and out-side agencies/programs/services that are not currently participating in the HMIS.

Item 25: **A** Ability to record facility usage by rooms/units with reports reflecting usage.

Priority Rating: A = 13, B = 1, C = 3 on the available questions. Each question was discussed, voted and priority letter approved.

Discussion as to what to present to BCCoC and when...

The Committee would like to have two or three vendors to present to BCCoC for vote. A special BCCoC meeting may be required due to task time constraints. The next scheduled BCCoC meeting is June 13, 2007.

Can we get someone from the vendors besides sales people to demonstrate or at least be involved in the question/answer sessions? (Mike will look into)

To date, two vendors appear viable; Bell Data & Pathways. Service Point was discussed and dismissed due to several unfavorable references.

Should we have try to obtain both Bell Data and Pathways to attend our next meeting and give demonstrations. Discussion resulted in "probably not a good idea" we should have one demo at a time. Discussed and passed.

#### Next Step(s)

Vendor assessment based on survey results, plus budget, legal and privacy issues.

Draft RFP.

Complete Community Surveys

#### Assignments

Committee Members to look at the vendor websites, make notes on first impressions of how web site looks, acts, attention to detail, etc. for next meeting.

Lynn to follow up with Pasco County on the Pathways software.

Mike to draft RFP. and email to HMIS Committee Members before next meeting.

Committee Members to review RFP and come to next meeting prepared to finalize.

Mike to contact Collier County (may result in a third vendor)

Mike to set up vendor demo for Bell Data for next Committee meeting if possible.

Mike to bring Pathways up to speed with Bell Data as far as our needs and data and set up a demo if possible.

Next meeting to be held at 2-1-1 Brevard, Inc. on Thursday, June 7, 2007 at 9:00 am.

Meeting adjourned 11:15.