

# Minutes

## HMIS Advisory Committee Meeting

DATE 1/17/2025

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TIME 11:30 AM

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FACILITATED BY Carolyn Keyser, PEH

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### In attendance

Connie Sanderson, Aimee Cosimano, Nicholas Coulter, Liz Doll, Lisa Greer, Shawntrell Holley, Jennifer Keys, Carolyn Keyser, Heidi Markham, Heather Maybee, Becky Miglioratti, Shermond Reid, Jeanette Rosario-Lugo, Janice Steimer, Cheryl Strong, Ranessa Sutton

### Agenda Items

(Please refer to the meeting slides for more details.)

1. **Meeting Schedule:** The group decided that meetings will take place on the third Friday of each month starting at 11:30 AM. The meeting frequency may be adjusted in the future based on the group's workload. To encourage open and honest discussions on sensitive topics, meetings will not be recorded.
2. **Committee's Purpose:** The HMIS Mission Statement and the role of the HMIS Advisory Committee were reviewed. Key roles include reviewing and updating policies and procedures, providing feedback and guidance on HMIS administration and data collection, and ensuring compliance with applicable standards and requirements (e.g. HUD, NYS, etc.)
3. **Policy Review and Updates:** Policies are available on the Partner's Ending Homelessness (PEH) website under the HMIS section. (<https://letsendhomelessness.org/about/hmis/>) The first document that the group will review is the HMIS Policy and Procedures Manual, available at this link -- [HMIS Policy and Procedures Manual](#). The group will review sections 1-7 at the next meeting.
  - a. Privacy and Security Updates: Personally Identifiable Information (PII) was defined, along with examples. HUD considers an HMIS Client ID to be PII. This will need to be added into our policies, if we want to continue to use this when communicating with providers and when addressing data quality issues. When emails contain PII, they should be encrypted. The group agreed that until our policies and procedures have been updated, we should only use Client IDs in emails, and not client names, whenever possible. This includes email attachments.

4. **Feedback to HUD on the Data Standards:** HUD is requesting feedback on the Data Standards as they begin working on the next version for Fiscal Year 2027. Feedback is due by May 31, 2025. A list of questions was given to the group to review before the next meeting, where we will gather feedback to send to HUD.
5. **Future Topic Suggestions:**
  - More training – help users understand how the initial training fits into their job role.
  - More consistent data entry across providers.
  - Consistent definitions of a client’s destination at exit across providers.
  - Improve data quality. Help users understand the importance of the data and why quality and timely entry is important.

## Action Items

- Read and review Sections 1-7 (pages 1-6) of the HMIS Policy and Procedures Manual and prepare any suggestions for updates/additions.
- Think about the questions provided in the MS PowerPoint for Feedback to HUD on the HMIS Data Standards. We will ask for your thoughts at the next meeting.

## Next meeting

February 21, 2025, at 11:30am via Zoom.