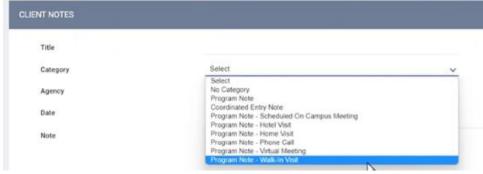
## **VT HMIS ADVISORY COMMITTEE - MINUTES**

## JUNE 7, 2022, 10AM-12PM

## Attendance:

- Committee Members: David Bogdan; James Doyle; Gwen Williams; Jessica Makela; Ari Kisler; Laurie Murray; Lee Trapeni; Linda Amante; Rebecca Gruel; Stephanie Smith; Will Towne
- Guest: Stefanie Willett (sitting in for Becca Lewis)
- o ICA: Karina McNamara; Louise Masterson
- Absent: Elizabeth Melville; Becca Lewis; Chelsea Alsofrom
- Software Transition and ICA Update
  - Coordinated Entry reports are in live site and we are training CE lead agencies this afternoon on the reports
  - ICA Reporting Team is working on FSH and HOP reporting
  - ESG CV Outcomes report this is due quarterly we will need to check in with the reporting team on the status of this
  - Migrated data: Contacts; custom data for CE status and annual assessments; CE assessments – BoS complex service needs, BoS housing barriers, and Chittenden scores assessment.
  - Next to be pushed to migration (test site): Files and notes
  - o In process: HOP and FSH custom data
  - Next to be pushed to live site: custom assessments (SSOMs and UVH assessment).
- Notes Category in Clarity
  - Some agency requests and would like to come up with a statewide standard as all end users will see the same categories
  - Standard that ICA initially put in: No Category; Program Note; Coordinated Entry Note
  - An agency came up with the additional Program Note options: Program note: scheduled on campus meeting; hotel visit; home visit; phone call; virtual meeting; walk-in visit



- Linda expressed a desire to have a 'Housing Navigation / Case Management Meeting' category
- o 'In Person Meeting' instead of ('on campus'; 'hotel visit'; 'home visit')?- although those are helpful for some agencies.
- 'Unable to Contact' category suggested to be added
- 'Housing counseling or Housing Search or Apartment Viewing' suggested to be added
- 'Program note' versus 'case management note'? These may be the same or they may be different – it depends on if the group can determine a significant difference

- 'Chronic Documentation Notes' especially useful for PSH track especially for Chittenden.
  - Current Living Situation is intended for this purpose this is how PATH and Outreach record client location for reporting to HUD.
  - Stephanie expressed that this is concerning because case managers will use CLS
    as self-report even though that is not the intention of the CLS the case
    manager is asked to verify they have evidence a client is in a certain location.
  - Wondering if this is a training issue that ICA can continue to help with.
  - There is a File category 'Homeless Documentation' does require a file upload and not a place to write a note.
  - ICA and Chittenden will follow up on this conversation to see how the system can support this work.
- Desire to be able to run a report that allows agencies to look at specific client or case manager – having written guidance on this would be helpful
  - Definitely run a report on a client's notes
  - Dave shared a note report you can run by case manager and get results for multiple clients: Program Roster; which tells you the number of notes written by case manager
  - Custom Report ICA will follow up with our reporting team would like to be able to report on a single case manager notes for all clients.
- Next meeting agenda items thoughts / suggestions
- Next Meeting in 2022
  - o July 5, 2022 cancel, lots of committee members on vacations
  - August 2, 2022 next meeting
    - Review list of Note categories
  - o September 6, 2022
  - o October 4, 2022
  - o November 1, 2022
  - o December 6, 2022