

Meeting Minutes - October 18, 2021, 10:00am

| Meeting Information: Those in Attendance | Name | In Attendance | CoC | Name | In Attendance | CoC |
|---|-------------|---------------|-------------------|---------------|---------------|-----|
| | Debbie Boyd | Yes | 502 | Denise Jerome | | 505 |
| Vicky Armstrong | Yes | 502 | David Mulig** | Yes | 505 | |
| George Jarvis | Yes | 502 | Caleb Green | Yes | 505 | |
| Annie | Yes | 503 | Dina Eldridge | Yes | 505 | |
| Molly Heiss* | Yes | 503 | Rochelle Hamilton | Yes | 505 | |
| Caitlin Rodgers | | 503 | Laura Moore | | 505 | |
| Autumn Rackley | | 503 | Alissa Parrish | Yes | IFC | |
| Elliott Lapinel | Yes | 504 | Hunter Belgard | Yes | OHCS | |
| Jan Calvin | Yes | 504 | Amy Hatfield* | Yes | OHCS | |
| Tim Wiese | Yes | 504 | | | | |
| Justina Fyfe* | Yes | 505 | | | | |

- Agenda:**
1. Minutes: minutes from previous meeting (9-27-2021) were voted on and approved (Debbie motioned, George seconded, all approved) Officers:
 2. New Implementation:
 - a. Things are moving quickly and well
 - b. Hunter will send an email to Wendy to start the official purge
 - 1) Language will be sent out about purge process
 - 2) Plus, there will be two representatives at each Quad Squad meeting from each CoC
 - c. A lot of training hours will be coming from Tyler at WellSky
 - d. Because we are officially customers of WellSky, we have access to their portal
 - 1) Voting members will have access to the portal, but will not be starting a case until they have talked to OHCS. OHCS will okay any case creation
 3. System Preferences:
 - a. Work will continue at this meeting to move forward with purging programs/providers
 - 1) OHCS wants input from CoC's (don't be afraid to give your opinion)
 - b. OHCS will be instituting user audits
 - 1) A policy will be written for this
 - a) If a user has not logged in within 90 das of receiving credentials, their license will be deleted. If they need it recreated, OHCS will do that once. If a third (3rd)





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| | <p>need arises, the Executive Director (ED) will have to provide a written request to receive the license again. If it is the ED who is needing their license, a conversation will be held.</p> <p>c. Amy put forth sending out the system preferences, with notes from previous meetings and having members review and send back to Amy to compile them and send back out. Deadline that was agreed on is: get notes, questions, concerns to Amy by end of day, Friday 10-1-21; Amy will compile and send back out by end of day Tuesday, 10-5-21</p> <ul style="list-style-type: none">1) This will be a continuing process as we work through the performance measures. If everyone is in agreeance, we will continue the timeline. Will follow-up at next meeting if this is a feasible timeline <p>d. Data Standards:</p> <ul style="list-style-type: none">1) There are some new assessment questions coming, these include client perceived questions. We will discuss as they come along <p>e. MOU:</p> <ul style="list-style-type: none">1) The MOU is to allow all CoC's to use the new implementation as well as work towards being able to see each other's data2) Previously an example MOU was sent out. Some CoCs signed and sent it back3) OHCS will be sending out a new MOU, we ask that this is signed and returned as quickly as possible. Discussion was held around who had to sign the MOU, it does not need to be an ED, it can be whoever is the most appropriate for your CoC/Program. <p>4. *Executive Committee members:</p> <ul style="list-style-type: none">a. Justina Fyfe – Chairb. Molly Heiss – Vice-Chairc. Amy Hatfield – Secretary <p>5. **Backup Committee members:</p> <ul style="list-style-type: none">a. David Mulig – Chairb. Empty – Vice-Chair |
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| Notes/Action Items | |
| Next Meeting: | November 15, 2021 |
| Contact: | Amy Hatfield, HMIS Support Specialist, Oregon Housing & Community Services 503-881-8535 amy.hatfield@hcs.oregon.gov |

