

Meeting Minutes - December 20, 2021, 10:00am

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

- Agenda:**
1. Minutes from previous meeting (12-6-2021) were voted on and approved (Rochelle motioned, Molly seconded, all approved)
 2. New Implementation:
 - a. Participation Agreements (PA) – Hunter has a meeting this afternoon with the DOJ (Department of Justice). He's hoping to get the final approval to send out agreements ASAP. Apologies that there will be a short turnaround on returning these to OHCS
 - 1) This must be signed and submitted by 12-31-21 in order to use the new instance starting 1-1-22
 - b. Trainings
 - 1) currently unable to test visibility as the ROI tab is still turned on.
 - 2) There will be Office Hours the week of 1-3-22 (3 – 4 times). This will be posted in the Agency News as well as Teams invites sent out
 - c. System Admins for the CoC's
 - 1) Elliott Lapinel – 504
 - 2) Justina Fyfe – 505
 - 3) David Mulig – 505
 - 4) Molly Heiss – 503
 - 5) Caitlin Rodgers – 503
 - 6) Debbie Boyd – 502





	<ul style="list-style-type: none">d. Data entry...please stop entering data into the current instance on 12-28-21 by 9am. Any data entered after this will NOT more to the new instance. IF you need to do data entry please reach out us so that we can come up with a plan for data entry. Please reach out ASAP. <p>3. System Preferences:</p> <ul style="list-style-type: none">a. Demo site is in it's first round of setupb. Second round of updates are almost done. Everyone will know when it's done. Please review and let OHCS know if there's any changes anyone wants <p>4. New OHCS email!!! Please use: OHCS.HMISHelp@hcs.oregon.gov for any and all HMIS questions. Someone from the team will get back to you!</p> <p>5. Newest member to the OHCS HMIS team! Please welcome Chris (Robert) Berg! This is our very own Research Analyst. He'll be one more resource for all of us when it comes to reports and how to look at data. We're so excited to have him with us!</p> <p>6. Questions/Info from Hunter:</p> <ul style="list-style-type: none">a. System Admin 1 may be: Debbie Boyd, Rochelle Hamilton, Caitlin Rodgers, Justina Fyfe and David Mulig.b. Each CoC will have one System Admin 2<ul style="list-style-type: none">1) These folks will be able to see 100% of the clients. However, they cannot update providers outside of their tree.2) Hunter motioned to approve 1 person/CoC to have System Admin 2 (each must have a background check). Debbie seconded the motion. All approved. The Bylaws may need to be changed to accommodate this change. Amy will look into this and report back at the next meeting.
<p>Notes/Action Items</p>	





Next Meeting:	January 24-2022
Contact:	Amy Hatfield, HMIS Support Specialist, Oregon Housing & Community Services 503-881-8535 amy.hatfield@hcs.oregon.gov

