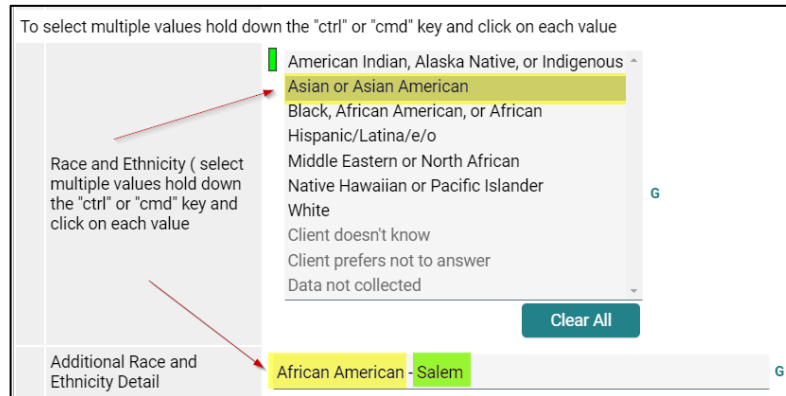


Meeting Minutes – January 8, 2024, 10:00am

Attendance:	Name	CoC		Name	CoC
X	Debbie Boyd	502 voting	X	Rochelle Hamilton (Chairperson)	505 voting
	<i>George Jarvis</i>	<i>502 alt</i>	X	<i>David Mulig</i>	<i>505 alt</i>
	Daphne Bramlett	502	X	Cory Hackstedt	505
	Melissa Markos	502	X	Dina Eldridge	505
X	Ben Scott	503 voting		Ken Thompson	505
X	<i>Mary Kay Boldajipour</i>	<i>503 alt</i>	X	Hunter Belgard	OHCS
X	Annie De La Rosa	503	X	Amy Hatfield	OHCS
	Autumn Rackley	503	X	Desireé Perry (Secretary)	OHCS
X	Cristoph Klews	503	X	Chris Berg	OHCS
	Shenika Cumberbatch	503	X	Kieran Chase	OHCS
X	Tim Weese	504 voting			
X	<i>Jan Calvin (Vice-Chairperson)</i>	<i>504 alt</i>			
X	Rachel McKee	504	X	Mark McComas	ICF

- Minutes:**
1. **Minutes from previous meeting (12-11-23) were approved and seconded.**
 2. Follow-up on **Notes/Action Items** from previous meeting.
 - a. The LSA OMC Workgroup (12/28/23) was very helpful for working through the LSA process. Thank you to everyone who could attend! **There is one more HUD LSA workshop today @ 1pm if you would like to attend that.**
 - b. WellSky – deletion script (12/15/23): Please let us know if you notice any issues with this move. We have had a couple already reported to us, but so far the deletion has been relatively smooth.
 3. **Race & Ethnicity Data Entry Error**
 - a. Users are not entering additional race/ethnicity data correctly. Users are choosing one option in the *Race & Ethnicity* data field, and then typing in a second option in the *Additional Race and Ethnicity Detail* field.



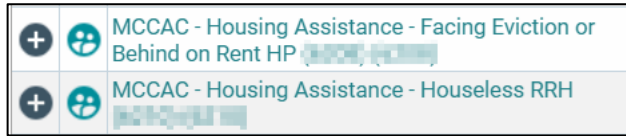


- b. Entering Race/Ethnicity data in this manner makes it so that the client report as a single race/ethnicity, instead of multiple in HMIS reports.
 - i. In addition, location information (e.g. city or county) should not be entered in this field either – there are other fields for that information in HMIS.
- c. The purpose of the **Additional Race and Ethnicity Detail** field is to provide more specificity on the previously highlighted **Race and Ethnicity** attestations.
 - i. **2024 HUD Data Standards: Additional Race and Ethnicity Detail:** “Provide additional specificity the client would like to share about their race or ethnicity.”
 - ii. Examples include:
 - 1) “Asian or Asian American” with “Korean” in the additional text field
 - 2) “American Indian, Alaska Native, or Indigenous” with their specific tribe/ tribal affiliation in the additional text field.
- d. Quad Squad decided to add text to the data fields to provide more clarity:
 - i. The **Race & Ethnicity** data field now has directions on how to select multiple in parentheses.
 - ii. **Additional Race and Ethnicity Detail** field now reads as **Is there any other race/ethnicity detail not listed above?**
 - iii. Text box displays the 2024 HUD Data standards definition for the **Additional Race and Ethnicity Detail** field when mouse rolls over it.
 - iv. See the **NewsFlash** in HMIS for pictures!
- e. To fix errors that are already in the system, you can create a ReportWriter report to pull the **Additional Race & Ethnicity Detail** field on the client records. *Please reach out to the OHCS HMIS team if you need assistance.*

4. Bundling OHCS programs in HMIS

- a. This topic refers to the proposal to bundle similar OHCS programs into one HMIS provider and then associate the provider to multiple funds. (e.g. short term rent funds associated to the same provider). *This does not include Federal programs (SSVF, ESG, GPD) and state programs like HSP.*
- b. We already have some CAAs leaning into this structure and process. MCCAC has shifted to having two providers with multiple funds associated to each provider. For example, when the client is enrolled in the *Housing Assistance – Facing Eviction* or

Behind on Rent HP provider, the fund options for service transactions include OHCS-EHA – DRF, EHA-GF, EHA – VET DRF, ERA (elderly), and ORE-DAP wave 3 (along with local funds as appropriate).



- c. This allows for users to choose funds that are available, without exiting and re-enrolling clients in another EE provider. The agency can then use the service transactions to inform reports.
- d. If you are interested in this type of workflow, let the OHCS HMIS team know, and we can assist in re-structuring programs and getting you set-up in HMIS.

5. SPM Workgroup for February?

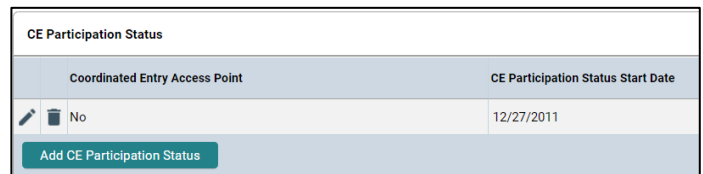
- a. OMC Quad Squad admin team wanted to offer an SPM workgroup, if needed.
- b. Overall feedback from OMC Quad Squad is that an SPM workgroup is not needed this year, so nothing will be scheduled.

6. WellSky Reporting Issues

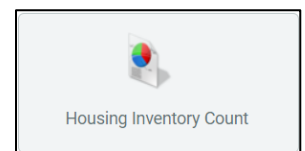
- a. The OMC HMIS is on an auto-update. However, for this update we needed to send a request to update to 5.15.1, so the available update did not auto-update for our site (we apologize for that!).
- b. With the upgrade to 5.15.2, the APR started working enough so that SAGE would accept the upload. However, there were quite a few software bugs with the **Shelters** module, such as not being able to exit clients.
- c. WellSky gave us the option to move into 5.15.2 immediately, but we would start experiencing the errors. The OHCS HMIS team polled the CoC admin to see what they thought, and it was decided that we would wait until 5.15.3 was available – which should fix everything for the reports and the previous software bugs with 5.15.2. **This update should be done by 1/15/24 (01/16/24 for those who have a holiday).**
- d. Let Hunter B. know if you need him to contact HUD for the extension on the report submissions.

7. CE Participation Status Information

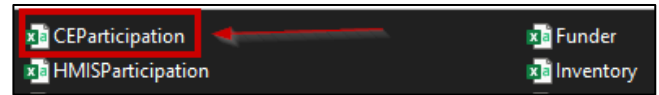
- a. CoC HMIS Leads need to ensure that the CE Participation Status field is filled out appropriately. This field is designed to identify a project's type of engagement in the local Coordinated Entry System (CES). *Please refer to the [2024 HUD Data Standards Manual](#) (pg. 44-45) for more details.*



- b. While we wait on a SAP BO report that will collect this provider information, HMIS admin can use the **Housing Inventory Count** in the Custom Reports section to see which providers have this information filled out.



c. The admin can click the report button, then click “Start New Export.” The report can be run on a CoC or a specific project in the a CoC. Once the report is downloaded, the results are broken down into separate excel files, one of which is the CEMParticipation file.



d. If the provider’s project ID is listed in this excel file, then the provider has information in the CE Participation Status field. If the provider’s ID is missing, then the CE Participation status field is not filled out on the provider’s “Standards Information” tab.

e. Most of the providers already had this field filled out automatically when the HUD standards update occurred. However, you will want to ensure that the information is accurate. **If you need to update information that is already there, you will need to delete the original information line and re-enter the entire line to avoid an error message.**

8. Announcements

a. **Spring NNSDC Conference:** April 10th – 12th (Kansas City, MO)

i. Hunter B. should be in attendance for this conference.

b. **WellSky Service Order Update:** The service order has not been executed yet, but the meeting to finalize the order is the week of January 8th. More information to come.

i. This should be executed sometime this week. We are moving forward with a daily flattened database export. It’s a new way to get data out of the system. This could open some more options for reporting in the future!

c. **HMIS Assessments update**

i. **This applies only to users who create assessments in HMIS.** When you create an assessment question, if you do not check any of the “Reportable in Advanced Reporting Tool” options, and leave “Requirement Options” as “Neither,” the question will not be created.

Requirement Options	<input type="radio"/> Required (User MUST Answer this Question) <input type="radio"/> Encouraged (User Cautioned Against Leaving Question Blank) <input checked="" type="radio"/> Neither
Reportable in Advanced Reporting Tool	<input type="checkbox"/> Client Universe <input type="checkbox"/> Entry/Exit Universe <input type="checkbox"/> Service Universe

d. **OHCS SAP BO Report Trainings**

i. The OHCS HMIS team plans to conduct some HMIS trainings on SAP BO reporting. Dates/times to be determined – sessions will be announced on the NewsFlash in HMIS.

e. **New Vice-Chairperson Term**

i. Jan C. is moving into a new position and stepping down as Vice-Chairperson. *Nominations for a new vice-chairperson can be sent to Desiree’.*

f. **Data Quality Reminder**



	<ul style="list-style-type: none"> i. The OHCS HMIS team has noticed that there is a trend where additional household members are not being exited with the Head of Household. ii. Please remind your users to make sure all household members are checked when they are exiting a household from a provider. There is a slight lag in the system when loading the household list after clicking the exit 'pencil,' so remind your users to wait a moment for the household composition to load before clicking "Save and Continue."
Notes/Action Items	<ul style="list-style-type: none"> • OMC HMIS Reports Training Sessions – dates TBD. <i>Please keep an eye out for a NewsFlash.</i> • New Vice-Chairperson needs to be nominated and voted in. <i>If you wish to nominate yourself, or someone else, please email Desiree (contact info below).</i>
Next Meeting:	<p>Monday, February 12, 2024, at 10:00am</p> <p>Microsoft Teams meeting Join on your computer, mobile app or room device Click here to join the meeting Meeting ID: 228 818 819 616 Passcode: fKt6Ra Download Teams Join on the web</p> <p>Or call in (audio only) +1 503-446-4951,,55695217# United States, Portland Phone Conference ID: 556 952 17# Find a local number Reset PIN Learn More Meeting options</p> <hr/>
Contact:	Desiree H. Perry, HMIS System Analyst, Oregon Housing & Community Services 971-720-9168 desiree.perry@hcs.oregon.gov

