



## HMIS User Group Meeting February 6, 2014

### Agenda

- **Welcome/Introductions – Thank you for attending!**
  
- **Interims and Follow-ups**  
**Interim and Follow-ups will not be used for Emergency Shelters. However, will be required by HUD for Transitional and Permanent Support Housing programs. It will be a great way to make sure that all the correct data on clients is in the system and will help when pulling data into the APR. Only glitch is when entering income data--at each entry of an interim or follow up will have to end income and then reenter it again even if the income is the same.**
  
- **Services in HMIS**  
**Will be able to have uniform services for all agencies and will make sure that each agency is set up the same way to maintain consistency. All in attendance were in favor of uniformity in services. Fred said that Mary Jane would gather information from providers on services that they use and a uniform pick list can be created. After pick list is created, a training will be done during a user group meeting.**
  
- **ROIs**  
**Agencies have begun entering all ROIs into HMIS. Fred gave a demonstration in HMIS by using the ROI tab, clicking on the paperclip and then uploading the ROI. The ROI will show up in two places, under the ROI tab and at the bottom of the client profile page. Fred said that the HMIS brochure will be updated by Mary Jane for providers to include this information.**



➔ **Case Manager**

**Fred would like for providers going forward to add the name of the case manager to the client's profile in HMIS as a way to better coordinate services for the client. This will help other providers down the line if they have questions about a client because providers will know who worked with the client last. Unfortunately, you have to type the case manager's name in every time but Fred suggested that a case manager pick list could be created for each agency by Mary Jane so did not have to type the name each time.**

➔ **Other Updates**

**Fred discussed the blog and encouraged users to subscribe to the blog so they know what is going on in the community.**

[www.communityvoicesummit.org](http://www.communityvoicesummit.org)

**Our next meetings will be as follows:**

**HMIS Advisory Committee Meeting on Thursday, March 6, 2014, 1:30 PM at Info Line  
CoC Steering Committee on March 26, 2014, 1:30 at ACCESS  
HMIS User Group Meeting on Thursday, April 3, 2014, 1:30 PM at Info Line**

**For printed materials and other HMIS related information go to [www.HMISSummit.net](http://www.HMISSummit.net).**