



HMIS User Group Meeting June 5, 2014

**Amy Marsteller, AMHA
Carmen Sanders, ACCESS
L. Plante, CAN
Karen Stambaugh, HM Life
Pauline Egan, Family Promise
Allison Ball, Oriana
Sharon Davis, OMCDC
Dawn Swanson, Shelter Care
Patrice Henderson, SCCS
Terrie Lutz, The Salvation Army
Brandon McCutcheon, Valor Home
Monica Tillis, SSVF(FCS)
Janet Lowers, The Salvation Army
Pam Hopkins, The Salvation Army**

Agenda

➔ **Welcome/Introductions – Thank you for attending!**

➔ **PKI Certificate**

Explained that because of the 'Heartbleed' virus, Bowman would like us to use a new PKI certificate to access ServicePoint. In the next few weeks, Mary Jane will be loading the new certificate on computers that use ServicePoint. Both the old and new certificate will be on your computer. You will be using the old certificate until Bowman deactivates it and the new one is activated.

➔ **Data Completeness Reports**

Discussion of the Data Completeness report and how to run it and the differences that occur when the report is run.

➔ **Services in HMIS**

Explained that providers will have to put services into HMIS. Discussion then took place on what services would have to enter. There was some confusion on exactly what should be entered. For example, every time you give the client food, do you have to enter a service?



➔ **Case Manager**

Demonstrated how to put in a case manager who is serving a client at an agency. HMIS users must start entering this information or they will be locked out of HMIS.

Our next meetings will be as follows:

HMIS Advisory Committee Meeting on Thursday, September 4, 2014, 1:30 PM at Info Line
CoC Steering Committee on July 23, 2014, 1:30 at ACCESS
HMIS User Group Meeting on Thursday, August 7, 2014, 1:30 PM at Info Line

For printed materials and other HMIS related information go to www.HMISSummit.net.