



## **HMIS User Group Meeting December 1, 2011**

**Myia Jeffries, ACCESS  
Don Kelley, CAN  
Karen Stambaugh, HM Life  
Pauline Egan, Family Promise  
Melanie Hayduke, InfoLine, Inc.  
Riva Colvin, Legacy III  
Bill Cardina, Oriana House  
Patrice Henderson, CSB  
Mary Jane Benko, InfoLine, Inc.  
Fred Berry, InfoLine, Inc.**

### **Agenda**

#### **➤ Welcome/Introductions – Thank you for attending!**

#### **➤ Services in HMIS**

Discussion on keeping track of Services for clients. Some agencies do and some don't. If we go to a Central Intake, providers will have to enter services.

#### **➤ Workflow Reminder**

Reminded attendees that the ServicePoint workflow was chosen for a reason. Everything you do in ServicePoint is time stamped therefore the workflow is very important. If you vary from the workflow, you can run into problems.

#### **➤ Report Card to Helen**

The Data Completeness report or Report Card is going to be sent out every month and you will have ten days to fix it. The score will then be given to Helen and she will keep track of them.

#### **➤ Reports in the community**

Sue and Helen would like to use these reports more. Sue would like to send these reports to people in the community (funders, foundations) to show them what the CoC is doing.



### ➤ **Meeting Attendance**

Attendance at the HMIS User Group meeting and the HMIS Advisory Committee meeting is not optional. Next year there will be a total of 8 meeting. Four User Group and four Advisory Committee.

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

**CoC Community Meeting on Tuesday, February 14, 2012 at 9:30 AM**

**CoC Steering Committee on December 28, 2011, 1:30 at ACCESS**

**HMIS Advisory Committee Meeting on Thursday, March 1, 2010, 1:30 PM**

**HMIS User Group Meeting on Thursday, February 2, 1:30 PM**

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