



Jackson County Continuum of Care
 HMIS Users Workgroup Meeting
 Date: 4-17-2024
 Minutes by: Tanner South

In Attendance
<u>Tina Stevens, Rhionna Watson, Lisa Denison, Laura Ross, Jennifer Silver, Jazmine Repman, Ben Petetit, Barbara Johnson, Kasey Rolih, Cal King, Colton Ort, Amanda Doemland, Debbie Boyd, Tanner South, Mellisa Frazier, Abby Lewis, Carolyn Anderson, Joshua Trotter, Cindy Dyer, Brandi Ferreira, Haiku Hula, Sara Font, Michelle Spiers, Quinn Harding, Andy Davis</u>
Absent
<u>Melissa Markos, Zoe La Terreur, Theresa Bilodeau, Stephanie Cortes, Paul Sheldon, Natalie Fyffe Nickerson, Mo Waite, Megan Armstrong, Matt Northrop, Lisa Sutton, Lisa Smith, Krystle Williams, Kim Ridpath, Heather Siewell, Cole Smith, Cessi Ward, Bryan Wenzel, Brian Graunke,</u>

Minutes:

- **Call to order** – Meeting was called to order by Barbara Johnson at 2:19 p.m.
- **Approved Minutes** – Approved minutes for workgroup meeting on 3/20 at 2:20 p.m.
- **Reports Training (Debbie Boyd)** – training for running and reading different reports available through HMIS.
 - **Report card training** – how to enter BusinessObjects, basics of finding a report and favoriting reports; running report card, reading results, and exporting to excel.
 - **APR Report training** – how to run canned APR reports within HMIS, details about reporting groups, reading the report, and universal data elements.
 - **Client Served Report** – running and reading the canned client served report within HMIS.

Action Items:

- Look into the case plans tab for clients within HMIS and creating follow-ups.

**Next HMIS Users Workgroup Meeting: Wednesday, 5/15/24, from 2:00pm – 3:00pm
 Olsrud Center, ACCESS, 3630 Aviation Way, Medford**