



Jackson County Continuum of Care  
 HMIS Users Workgroup Meeting  
 Date: 5/15/2024  
 Minutes by: Tanner South

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

Minutes:

- **Call to order** – Meeting was called to order by Barbara Johnson at 2:00 p.m.
- **Approved Minutes** – Approved minutes for workgroup meeting 4/17 at 2:03 p.m.
- **Reports Review (Debbie Boyd)** – Review of how to run and use the report card report (OHCS System Query v2.6).
  - Terminology within HMIS and BusinessObjects:
    - Project – what we tend to think of as a program. The actual services that someone is enrolled into.
    - Provider – another term that refers to what tends to be thought of as a program.
    - Program – the fund source that funds the projects.
- **Follow-ups Training (Debbie Boyd)** – How to create follow-ups within HMIS, and the multiple ways that is possible.
  - Goals or no goals? Follow-ups can be created instantly when a follow-up is performed, or goals can be entered into a scheduled follow-up within HMIS well before the follow-up occurs. Either solution is valid and depends more on workflow and personal preference.

**Action Items:**

- **Prepare for learning Eva report and System Query** – We will be rolling out a new process for maintaining data quality within HMIS. This process will be based on the Eva report, and the System Query report, with training for those reports being planned for the workgroup meeting.

**Next HMIS Users Workgroup Meeting: (Date), from (time) – (time)  
Olsrud Center, ACCESS, 3630 Aviation Way, Medford**