



Jackson County Continuum of Care
 HMIS Users Workgroup Meeting
 Date: 6-26-24
 Minutes by: Tanner South

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

Minutes:

- **Call to order** – Meeting was called to order by Tanner South at 2:02
- **Approved Minutes** – Approved minutes for 5/15 workgroup meeting at 2:04
- **Eva Report Training** – Debbie Boyd led a training session on the Eva report and the strengths of using the report to better data quality within programs.
 - A quick example of a reporting group was included with this training. A reporting group within HMIS can be created that includes multiple projects, allowing the ability to pull canned reports on several reports at once.
 - Hashed CSV report: Debbie went over how to pull a hashed CSV report from a program or programs within HMIS. This is a canned report that any HMIS user can pull, and the CSV file will be needed to upload to Eva.
 - After running the CSV report, Debbie uploaded the file to Eva to analyze the data quality errors, and then downloaded the Eva report to export the file into an excel file.
 - Debbie then discussed how to read the Eva report, what kind of errors it highlights, and how the report can be used to clean up incorrect data.
- **Discussion** –
 - Debbie and Tanner now have the ability to create and edit reports within BusinessObjects. Users that have suggestions for additions to existing reports, or

the need for a new report can contact Tanner and Debbie to see if it would be possible to make those changes. Any reports that do get updated or created will live in the Jackson County folder within BusinessObjects.

- A Jackson County HMIS helpdesk email is in the works that will be available to all HMIS users. Tanner and Debbie will be able to respond to help requests through the helpdesk.
- An HMIS users shared drive is also in the works that will be available to all HMIS users. This drive will house HMIS workgroup recordings and minutes, training documentation, and more.

Action Items:

- Practice using Eva with the knowledge attained from this training.
- Prepare for learning the client served and APR canned reports at the next meeting. We can use these reports to compare clients that are actively enrolled in certain programs and the clients that have received service transactions for said programs. This comparison can highlight clients that have received services that may not have been entered into the program within HMIS.

**Next HMIS Users Workgroup Meeting: 7-17-24, from 2:00pm – 3:00pm
Olsrud Center, ACCESS, 3630 Aviation Way, Medford**