



**Jackson County Continuum of Care
 HMIS Users Workgroup Meeting
 Date: 3/21/2025
 Minutes by: Tanner South**

In Attendance
Debbie Boyd, Stephanie Cortes, Lisa Denison, Barbara Johnson, Nicki Eadus, Jazmine Repman, Jennifer Silver, Tanner South, Sarah Cunningham, Colton Ort, George Jarvis, Amy Stonehill, Traci Hisey, Sean Fletcher
Absent
Carolyn Anderson, Megan Armstrong, Theresa Bilodeau, Cindy Dyer, Brandi Ferreira, Melissa Frazier, Brian Graunke, Zoe La Terreur, Abby Lewis, Melissa Markos, Natalie Fyffe Nickerson, Matt Northrop, Kim Ridpath, Laura Ross, Paul Sheldon, Heather Siewell, Lisa Smith, Tina Stevens, Lisa Sutton, Mo Waite, Rhionna Watson, Bryan Wenzel, Krystle Williams, Sara Font, Cal King, Kasey Rolih, Amanda Doemland, Jenny Hannen, Josh Heuertz, Quinn Harding, Andy Davis

Minutes:

- **Call to order:** Meeting was called to order by Tanner South and Debbie Boyd at 2:04pm.
- **Annual Training Updates:** Updated the group on the precise dates and times of the Annual training next month.
 - Annual Training times are **Wednesday, April 23rd, 1:00pm – 3:00pm**; and **Tuesday, April 29th, 10:00am – 12:00pm**. These will replace the HMIS workgroup that would’ve been scheduled for 4/16/25.
 - Received input to send out a clarifying email about the annual training. Items to cover – it’s not a new user training, only one time slot is required, etc.
- **Review Survey Results:** Reviewed the results from the HMIS survey sent out in February. We acknowledged its strengths and weaknesses and analyzed how to create even better surveys in the future.
 - Decided future surveys should have a selection for “does not pertain to my position” on all questions. Many users have select uses in HMIS and may not require the knowledge of certain questions.
 - Some questions were vague or could be interpreted differently depending on the situation. Future surveys should have more pointed and specific questions, or answers that encompass multiple possibilities.

- The survey *did* inform us of some areas of weakness such as Interim Reviews and HUD Verifications that were useful in shaping the Annual Training.
- **Discussion:** Provided an opportunity for open discussion on other weak points that could be addressed in the Annual Training or other more targeted trainings.
 - Discussed the need for more report training. A training going over reporting and the different reports available to run was proposed by Debbie and will be something set up in the future. There was also a proposal for creating a guide to the most useful reports users have access to.
 - Discussed the on-demand training in the works and how that will positively impact new and existing users going forward. The on-demand training is in early development, and Tanner and Debbie will continue updating the workgroup as development progresses.

Action Items:

- **Sign up for Annual Training:** Invites to both annual training sessions have been sent out. Make sure yourselves and your users sign up for one of the sessions. If both times do not work, please reach out to Tanner South at tsouth@accesshelps.org.

**Next HMIS Users Workgroup Meeting: 04/23/2025, from 1:00pm – 3:00pm and/or 04/29/2025, from 10:00am – 12:00pm
Olsrud Center, ACCESS, 3630 Aviation Way, Medford**