



**Jackson County Continuum of Care
 HMIS Users Workgroup Meeting
 Date: 12/18/2025
 Minutes by: Tanner South**

In Attendance
Tanner South, Debbie Boyd, Lisa Denison, Matt Northrop, Jennifer Silver, Colton Ort, George Jarvis, Amy Stonehill, Traci Hisey, Tessa Kyber
Absent
Carolyn Anderson, Megan Armstrong, Stephanie Cortes, Cindy Dyer, Brandi Ferreira, Melissa Frazier, Brian Gruanke, Barbara Johnson, Zoe La Terreur, Melissa Markos, Jazmine Repman, Kim Ridpath, Laura Ross, Heather Siewell, Lisa Smith, Tina Stevens, Lisa Sutton, Sarah Cunningham, Mo Waite, Rhionna Watson, Bryan Wenzel, Krystle Williams, Sara Font, Cal King, Kasey Rolih, Amanda Doemland, Jenny Hannen, Josh Heuertz, Quinn Harding, Andy Davis, Vera Hughes, Isabelle Rinehart

Minutes:

- **Historical Inaccuracies:**
 - Debbie and Tanner have discovered training inaccuracies that have been historically passed down from older users. This included processes such as inputting data through the assessments tab, lack of using interims, etc. These findings helped inform the review items covered throughout the meeting.
- **SPDAT Updates and Review:**
 - TAY-VI-SPDAT and VI-SPDAT scores are now visible at the bottom of the client summary page. This location is ONLY for looking at SPDAT scores, and not meant for entering them.
 - Debbie and Tanner led a review of entering SPDAT’s into the system using entry assessments and interim review assessments. If a certain project or assessment is missing the SPDAT sub-assessment, contact the HMIS helpdesk for assistance.
- **How Interims Work:**
 - Debbie and Tanner reviewed the reason interims are used, and how date/time stamps work within the system. A reminder was given to not use the “Verify and Save” function within assessments and only use “Save” or “Save and Exit” to ensure time stamps are valid.
- **Transaction Best Practices & LTRA Changes:**
 - Debbie and Tanner announced changes to 25-27 LTRA funding within HMIS. LTRA funds can now only be used for “HP” and “PH with supportive services” type

projects. Service transactions will be required for these projects, including notes describing the details of the transaction.

- Debbie provided a basic overview of service transactions and how they should be entered into the system.
- **Open Discussion:**
 - Tanner gave a reminder of the HMIS On-Demand training and the HMIS Manual. Both are available as resources for all users, and users may contact him if they do not currently have the resources.
 - Debbie shared the OHCS learning library as another resource with HMIS information. The link to the site will be sent to the workgroup.
 - The possibility of custom picklists in HMIS was brought up by the group. Debbie and Tanner will be looking into ideas to determine how customizable certain elements of the system are.

Action Items:

- Bring back the items discussed in the meeting to your own teams and users.
- Have a happy holidays and we'll be back in January!

Next HMIS Users Workgroup Meeting: 01/21/2026
Olsrud Center, ACCESS, 3630 Aviation Way, Medford