
TUCSON PLANNING COUNCIL FOR THE HOMELESS

HMIS Committee

October 13, 2010 Minutes

Chair: Susanna Rodriguez

Next Meeting: Thursday, November 10, 2010, 3:00 – 4:30 p.m. SAAF, 375 S. Euclid Avenue
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Report to TPCCH General Meeting October 14th
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■ n/a

TOPICS DISCUSSED

- Minutes:** Pearl Bruno moved and Karen Caldwell seconded that the minutes of the September meeting be approved as presented. **Motion passed.**
- Co-Chair Nomination/Voting:** Don Logue was nominated and approved as co-chair for 2010-2011. Mary Beth Landis Jantzen inquired about what if Don had a conflict of interest on certain decisions. It was decided, in that case, that Don would have to abstain from voting.
- HMIS/HEARTH Conference Recap:** Susanna and Don reported on the highlights of the conference. It is clear that the conference stressed that HMIS is becoming more important.
- Bowman User Summit Recap:** Don reported that about 30-40 people attended the summit. Most of the discussion was around the new version of ServicePoint – version 5. The new features include faster speed, easier usability and improved functionality. About 12 other HMIS installations have gone live. A new feature will allow agencies to see clients across providers that will benefit those grantees in collaboratives.
- ServicePoint Version 5 Upgrade:** Don reported. There will be retraining of about 140 users. Classroom training will be scheduled for Feb/Mar of next year. Re-training will be mandatory and a license will not be issued to a person until they attend the training. The committee asked that revised Quick Reference Guides be provided as these are helpful. Don also stated that each agency will be asked to assign a person to act as the Agency Administrator for HMIS. They would be responsible for running the various reports, i.e. data quality, monthly reports, for the agency and maintaining data about the programs.
- Performance Measurement:** Don reported that local communities will have to decide what performance measures will be used and how they will be reported using HMIS. Bowman might come out with these reports as part of HMIS. This is one of HUD's key areas of emphasis, as discussed in the conference.
- Data Sharing:** Agencies using HMIS already share basic demographic information about a client which includes, name, social security number, date of birth, and gender. The committee agreed to consider adding the other universal data elements in order to share them with everyone using HMIS. This would decrease the duplicate clients and improve our database. Further discussion will be held at the next meeting.
Next Step: Susanna to revise the HMIS Client Authorization form to include the universal data elements and will send to the committee for review.
- Use of Other ServicePoint Modules:** Don reported that there are other functions that are available to users, such as Activity Point, Call Point, Scan Cards to name a few. He stated that if anyone is interested to let him know.

- 9. Data Quality & AHAR:** Don reported that TPCH has qualified to participate in all the AHAR categories for the period of October 2009 to September 2010. Don requested that agencies make sure that data is entered and cleaned up. Data Quality report cards will be sent next week. The AHAR reports will be run in November.
- 10. Users and Licenses:** No report.
- 11. Reporting Workgroup:** Mary Beth reported that workgroup members include Leslie Carlson, Don Logue and herself. She asked for another or 2 members to participate. Megan Sanes volunteered to join the workgroup. It was also announced at last month's TPCH general council meeting. No one else volunteered. The workgroup will meet November 10th to start preparing for the next report that will be coming out at the end of January, 2011. Susanna will make another announcement at the next TPCH general council meeting about this workgroup seeking another volunteer to assist with the next report.
- 12. Old Business:** None.
- 13. New Business – Transition APR:** Mary Beth reported that there is more work involved in preparing the Transition APR now required by HUD. Reports must be downloaded from HMIS in order to fill out the new APR.
- 14. Next Meeting:** Thursday, November 10th, 3:00-4:30 p.m., SAAF, 375 S. Euclid Avenue

Submitted by Susanna Rodriguez

Attendance

Name	Organization	Email
Joyce Alcantar	City of Tucson	joyce.alcantar@tucsonaz.gov
Russell Beaudry	La Frontera	rbeaudry@lafrontera.org
Anne Boettcher	COPE	aboettcher@copebhs.com
Pearl Bruno	Compass Health Care	pbruno@compasshc.org
Karen Caldwell	Primavera Foundation	kcaldwell@primavera.org
Leslie Carlson	PTEH Coordinator	lacarlson@cox.net
Kim Cook	New Beginnings for Women & Children	kcook@nbwtucson.org
Olivia Gutzman	CPSA	olivia.gutzman@cpsa-rbha.org
Mary Beth Landis-Jantzen	SAAF	mjantzen@saaf.org
Don Logue	Symmetric Solutions	dlogue@symmetricsolutions.com
Sonia H. Lopez	Pio Decimo Center	slopez@piodecimnocenter.org
Scott Rich	Symmetric Solutions	hmissupport@gmail.com
Susanna Rodriguez	City of Tucson	susanna.rodriguez@tucsonaz.gov
David Roun	CODAC	droun@codac.org
Phyllis Russell	Esperanza en Escalante	prussell@eeeveterans.org
Cheryl Sanchez	Sullivan Jackson Employment Center	chsanchez@pima.gov
Megan Sanes	Our Family Services	msanes@ourfamilyservices.org
Rodney Williams	The Giving Tree	rodney@thegivingtreeoutreach.org