
TUCSON PLANNING COUNCIL FOR THE HOMELESS

HMIS Committee

August 20, 2009 Minutes

Co-Chairs: Karen Caldwell, Mary Beth Landis-Jantzen

Next Meeting: Thursday, September 17, 2009, 3:00 – 4:30 p.m. SAAF, 375 S. Euclid Avenue

Report to TPCH General Meeting September 10th

■ n/a

TOPICS DISCUSSED

- 1. Minutes.** Don Logue offered the correction to July minutes item 9 that the refresher training is in August (tomorrow) not September. **The corrected minutes were accepted by consensus.**
- 2. Bed Coverage/Increasing Agency Participation.** Don circulated a report regarding homeless bed coverage. HUD uses the percentage of a community's beds for homeless persons that are entered into HMIS as an important evaluation criterion. HUD requires 65% minimum coverage, and prefers 75-85% coverage. Since October 2008, the TPCH HMIS has reached 79% total bed coverage. Coverage is at 77% for transitional (TH) and emergency housing (EH), and 81% for permanent supported housing (SHP). Gospel Rescue Mission beds need to be added in the EH and TH categories. Missing from the transitional housing category are one or more programs each at Pio Decimo, Comin' Home, and Old Pueblo Community Services; and from the permanent supported housing category, the local Veterans Administration Supported Housing (VASH) program of up to 140 beds. In all, approximately 700 beds remain to be entered.

Participants discussed the fact that VA national policy bars the use of HMIS. However, it was noted that since the local Section 8 housing personnel are doing the VASH eligibility screening, the VA may allow the City of Tucson to VASH data.

 - **Next step. a.)** Susanna Rodriguez will follow up on Pio Decimo, which may not have beds dedicated to homeless persons.
 - b.)** Susanna and Jodie Barnes will look into an alternative method of obtaining data on VASH.
 - c.)** System administrators will meet with Gospel Rescue Mission management.
 - d.)** Mark Salcido will check with Nick Jones about adding in the other Old Pueblo Community Services programs to HMIS.
- 3. APRs.** Don noted that the annual progress reports (APR) workshops have been completed and a number of APRs reviewed and submitted. Jodie noted that each person who comes in under SHP needs to be counted in APRs for both housing and case management. It is important to record all services including transportation and food provided when submitting these reports.

Don and Scott noted that they have been generating and performing all edits on cooperative grant APRs. This is because, currently, only system administrators can see data from all the agencies involved in a collaborative grant. The process has strained the HMIS budget for administrative services. It has also caused delays and frustration for those needing to edit their APRs. Additional cooperative programs have APRs due in September. They proposed that the city and county collaborative grant program administrators also be made system administrators in order to facilitate data review as well as APR generation. Administrators will only access records within their own programs, although with administrator status they are not locked out of access to other data. Audit trail will record their actions and ensure compliance with security and privacy protocols.

APRs cont'd.

Susanna Rodriguez moved and Phyllis Russell seconded that the committee recommends to the grantee that cooperative grant administrators City of Tucson and Pima County be given HMIS system administrator II privileges in order to facilitate the APR process. **Motion passed without opposition or abstention.**

- **Next step.** Co-chairs will notify grantee of the recommendation.

4. **Immediate ServicePoint Upgrade.** Don noted that the ServicePoint version 4.06, addressing the new HUD data standards and enabling HPRP data tracking, will be installed shortly. User interface changes are minimal although the Self-Sufficiency Matrix data is collected differently requiring some work by the system administrators.
5. **ServicePoint 5.0 Upgrade.** This major upgrade is currently scheduled for the first or second quarter of 2010. The graphic look and workflow are significantly different, and more user friendly, but the functionality is very similar.. Committee members who viewed the demo had positive feedback.
6. **Training Schedule HPRP.** There will be a basic HMIS training tomorrow. There will be no basic training in September. Instead, training will be provided for and timed to coincide with Homeless Prevention and Rapid Re-housing Program (HPRP) implementation.
7. **Next Advanced Workshop – Program Descriptor Data.** The new HUD data standards require that the housing inventory chart plus related program and housing details be populated in each HMIS system. Doing this correctly will be the topic of the next advanced workshop. Prior to that workshop, system administrators will notify agencies about program information needed. The goal is to have one representative of each agency bring the gathered data and enter it during the workshop, which will probably be in October. This will guide HIC compilation, Exhibit 1 completion, and future APRs as well as, potentially, assist with the point-in-time counts. The workshop may be held in October or delayed until after both HUD application completion and HPRP implementation.
8. **HMIS Self-assessment Report.** Don noted that HUD has posted an electronic self-assessment tool at <http://hmis.hudhre.info/etool/> . He completed the assessment and reported that the TPCB system needs to work on compliance with the new standards in terms of participating agencies and system operation and privacy.
9. **Incentives.** Karen asked participants to offer their ideas to: encourage non-user agencies to participate; encourage current users to remain engaged; and reward those who are maintaining current and accurate data. Joyce suggested getting supervisors to give their case managers a paid hour off for keeping their data up to date. Scott suggested a paid day off for a perfect APR.
 - **Next step.** Committee members will consider additional incentive tactics.
10. **Old Business/Data Summary.** Don circulated system statistics that show almost 5,500 clients entered, with 3,136 unduplicated clients. He described data quality as “really good”, with the number of null fields going down. He noted that the total of unduplicated clients is lower than total clients because some individuals entered are served by more than one program.
11. **Next Meeting:** Thursday, September 17th, 3:00-4:30 p.m., SAAF. 375 S. Euclid Avenue

Submitted by Settle Madden

Attendance

Name	Organization	Email
Eva Ahumada	COPE	eahumada@copebhs.com
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Rosanna Mendoza	TMM Family Services	rrodriguez@tmmfs.org
Susanna Rodriguez	City of Tucson	susanna.rodriguez@tucsonaz.gov
Phyllis Russell	Esperanza en Escalante	prussell@eeeveterans.org
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Cheryl Sanchez	Jackson Employment Center	chsanchez@pima.gov
Megan Sanes	Our Family Services	msanes@ourfamilyservices.org