
TUCSON PLANNING COUNCIL FOR THE HOMELESS

HMIS Committee

December 17, 2009 Minutes

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

Next Meeting: Thursday, January 21, 2010, 3:00 – 4:30 p.m. SAAF, 375 S. Euclid Avenue

■ Report to TPCCH General Meeting Month January 14, 2010 n/a
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TOPICS DISCUSSED

- 1. Minutes.** Susanna Rodriguez moved and Jodi Barnes seconded that the minutes of the previous meeting be approved as presented. **Motion passed.**
- 2. AHAR update and coverage.** Don Logue reported. We have been hoping that TPCCH will qualify for AHAR (Annual Homeless Assessment Report) in three categories. Don has been working on this submission but has learned that since we did a staggered implementation in the last year, it is possible we may only qualify for one or two of the transitional housing categories. We need to have 50% coverage as of October 1, 2008. There is still a question as to whether we will qualify for the transitional categories because not all transitional programs were entered into HMIS as of October 1, 2008.

Don passed around a list of programs with bed inventories and asked members to review the list to assess whether the information was entered as of October 2008. Also, the housing inventory for some of the programs may no longer be accurate.
 - **Next step. a.)** Don will email the list to committee members and asks that we all review the information and respond to this request for information as soon as possible.
- 3. Veterans – entry issues.** Susanna and Jodie met with their supervisor to discuss the question relating to entering data into HMIS for the veteran programs. It has not yet been resolved.
 - **Next step. a.)** Susanna and Jodie will follow-up to see how this data can be entered into HMIS.
- 4. HMIS – other programs not participating.** Don Reported. Don passed around a report of the programs not currently inputting into HMIS. The list is based on the 2009 Housing Inventory Chart. Committee members were asked to note program information that is not accurate.
 - **Next step. a.)** Don will work at cleaning up the list and provide training, such as to Old Pueblo Community Services and the Gospel Rescue Mission in January.
- 5. DES quarterly report assistance.** Don reported. Mattie Lord, State Homeless Coordinator at AZ DES, held a meeting regarding the DES Quarterly Shelter Data Report. Much of that information is in HMIS. They want to change the report to be more meaningful. It was agreed that Symmetric Solutions would provide them a report with aggregate data from HMIS on a quarterly basis. This will be tested during the quarter ending 3/31/2010 and will likely be implemented for the quarter ending 6/30/2010. After that point, the DES contractors will no longer be required to manually submit the Quarterly Shelter Data Report.

6. **Self-Sufficiency Matrix – DES request.** Don reported. At the meeting with Mattie Lord, she inquired about Pima County's use of the Self-sufficiency matrix. Maricopa has been using it and pulling reports from the data. Currently in Pima County some agencies are using the Self-sufficiency matrix and entering data into HMIS and some are not. Don suggested that we wait and address this question again in a few months. There may be new clarification from HUD about the SSM.
7. **New APR report update.** Don reported. The current APR (Annual Progress Report) is expiring and a new one will replace it which will be aligned with HMIS data standards. It will be submitted via e-snaps. Programs will begin data collection for the new APR in April 2010 which means the first report will be completed May 2011. Projects will continue to use the current form until this is in place. Once these new APRs are finalized, there will be additional trainings.
8. **Future training – ART.** Don reported. The ART (Advanced Reporting Tool) training on December 8, held at the City of Tucson Technology offices went well.
 - **Next step.** There will be an HMIS beginner training early in 2010 with some Old Pueblo staff and Gospel Rescue Mission, likely to be held at their locations.
9. **Reporting responsibilities/needs.** Karen and Mary Beth facilitated discussion. Now that there is a lot of data in HMIS, most organizations are trained, and we have systems in place for required reporting, the question arises as to the kinds of information we want to obtain from the data. This includes questions of who are potential users of data, how will the data be accessed and what routine reports should be provided.

Currently data is being used, or soon will be used, for the following: APR, AHAR, Shelter Surveys, HPRP reporting, DES quarterly reporting, individual agency reporting needs, aggregate data reports to ADOH, Continuum of Services for the HUD CoC application, and the ADOH State Homeless Report.

There are other potential uses for the data. These include the Consolidated Plan, Plan to End Homelessness, Continuum of Services and special reports for local decision makers.

The committee decided to form a short-term work group to look at how the community can use data from HMIS. The purpose of the workgroup will be to make recommendations as to what standard reports we would find most useful to pull on a regular basis (what data is included and who should it go to) and to recommend procedures for requesting additional special reports.

The committee decided that it would be best to seek input from people outside of just the HMIS committee. Leah Jones and Don Logue from the HMIS Committee and Leslie Carlson from Plan to End Homelessness have volunteered. We will invite a member from the Continuum of Services committee and Gary Bachman from Pima County to join this work group.

- **Next step. a.)** Karen will send an email to Gary Bachman and the chairs of the Continuum of Services committee requesting representatives to join the work group.
 - b.)** After identifying the work group members, a meeting will be set, likely in the 2nd or 3rd week of January, to coordinate with Don being in Tucson.
10. **Workgroup volunteer.** Karen reported. Per Karen's email sent November 23 to the HMIS committee, TPCCH asked for one person from each committee to join a work group that will set the agenda for a meeting between agency executive directors and City/County managers. The purpose of the meeting is to talk about the HEARTH Act as well as state funding. Thanks to David Roun from CODAC who volunteered to represent the HMIS committee. Karen asked if there were others who have interest in joining this work group and there were none.
 11. **Next Meeting:** Thursday, January 21, 2010, SAAF. 375 S. Euclid Avenue

Attendance

Name	Organization	Email
Joyce Alcantar	City of Tucson	joyce.alcantar@tucsonaz.gov
Anna Boettcher	COPE Bridges	aboettcher@copebhs.com
Jodie Barnes	City of Tucson	jodie.barnes@tucsonaz.gov
Karen Caldwell	Primavera Foundation	kcaldwell@primavera.org
Leslie Carlson	Plan to End Homelessness	lcarlson@cox.net
Kim Cook	New Beginnings	kcook@nbwctucson.org
Olivia Gutzman	CPSA	olivia.gutzman@cpsa-rbha.org
Leah Jones	Old Pueblo Community Services	leahjones@helptucson.org
Mary Beth Landis-Jantzen	SAAF	mjantzen@saaf.org
Don Logue	Symmetric Solutions	dlogue@symmetricsolutions.com
Rosanna Mendoza	TMM Family Services	rrodriguez@tmmfs.org
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	Jackson Employment Center	chsanchez@pima.gov
Megan Sanes	Our Family Services	msans@ourfamilyservices.org