

---

# TUCSON PLANNING COUNCIL FOR THE HOMELESS

## Homeless Management Information System Committee

---

### June 18, 2009 Minutes

Co-chairs/convener: Mary-Beth Landis-Jantzen

<b>Next Meeting:</b> Thursday, July 16, 2009, 3:00 – 4:30 p.m. SAAF, 375 S. Euclid Avenue
--

<b>Report to TPCH General Meeting July 9<sup>th</sup></b>
---

■ n/a
-------

### TOPICS DISCUSSED

- 1. Minutes.** Phyllis Russell moved and Kim Cook seconded that the April minutes be approved as presented.  
**Motion passed.**
- 2. HMIS Committee Description.** Participants reviewed and discussed the current HMIS Committee description, its duties and activities. Suggestions included that: the description be re-worded to specifically reflect the responsibilities included in the HMIS governance protocol; the requirement that all agencies receiving HUD funding and/or participating in the TPCH HMIS must participate in the committee's work; and descriptions of other HMIS Committees be reviewed for appropriate verbiage.
  - **Next step.** With the suggestions in mind, Mary Beth will draft a new committee description, and then distribute to members.
- 3. HMIS June Update.** Don Logue reported that June basic training was well attended and included representatives of the Salvation Army, Giving Tree, and La Paloma Services as well as new staff at user agencies. A separate in-depth workshop on Shelter Point plus a review of entering families, services and income (areas where common errors occur) was also presented and well attended. More than 4,000 clients are currently in the system. More than 3,000 of these are unduplicated. Duplicates are clients of more than one program or agency. There are currently only 54 clients with null fields.

All purchased licenses (75) are currently in use. More will be needed to accommodate Homeless Prevention and Rapid Re-housing Program (HPRP) documentation when HPRP becomes active. Those licenses will be purchased with HPRP grant funds.

Don circulated the most recent data summary and error reports.
- 4. Upcoming Trainings.** Don reported that there is no need for basic training in July. System administrators will therefore offer a series of one-hour Annual Performance Review (APR) workshops for each project. He is trying to schedule these for July 13-15<sup>th</sup>. They will work with grantees and sponsors to review their data and create accurate APRs. Jodie Barnes noted that each program sponsor should attend an APR workshop and ensure that their data is correct prior to sending their APR to their project's grantee for integration. In August and September, there will be basic training and workshops on using the system for HPRP documentation.
  - **Next step.** a.) Don will send a reminder that every sponsor and grantee needs to attend an APR workshop to the TPCH list serve.
    - b.) Don will publish the APR workshops schedule to the list serve when completed.
    - c.) Grantees with sponsors will send their overall goals to Don for availability during APR workshops.

5. **New Data Standards and Governance Update.** Don reported that HUD has released its final draft of data standards as an emergency posting for a 60-day public comment period. After that, the standards (with changes, if any) become effective for six months. Additions will probably be made to include HMIS use for HPRP data. Generally, HUD data standards become effective for three years with U.S. Office of Management and Budget approval. Submission for that approval will probably wait on HPRP standard development. It appears that HUD has dropped the requirement for Self Sufficiency Matrix (SSM) use. When HUD completes its privacy and security standards, the committee will need to formulate the TPCH policies on same.
6. **HPRP Update.** Don noted that system administrators are working on understanding the changes that the software manufacturer will implement in ServicePoint® for HPRP and with the city and county local HPRP reporting needs. The current HPRP schedule appears to be to request agencies to help define HPRP qualifications in August, and then award contracts in September. Jodie noted that she will be working with HPRP. Joyce Alcantar will take over Jodie's former duties with Shelter Plus Care and Pathways.
7. **Use of HMIS Data.** Participants reported that, in addition to required HUD reporting, they use HMIS data for: reporting on non-HUD grants; writing grant applications; and preparing custom reports for internal tracking. Don noted that HUD is asking for more and more data from both continua and individual grantees and sponsors. HUD has not yet set a benchmark or baseline for null fields, but will probably do so soon. He added that participating in the Annual Homeless Assessment Report (AHAR) earns TPCH additional points on its HUD application, and is a highly desirable use of HMIS data that requires maximum bed coverage in the system.
8. **Future Direction of Committee.** Mary Beth noted that the committee will need to base much of its future direction on the final HUD data and governance standards plus the still-undefined HPRP reporting requirements. While HPRP is not a HUD program for which TPCH bears responsibility, most HPRP contractors will be TPCH members and all contractors' use will affect the HMIS system. Don noted that things are going well from the system administration point of view.
9. **SSM State Requirements and HUD Data Standards.** Don noted that while HUD requirements for SSM use appear to be postponed, the HUD-proposed and Arizona Department of Economic Security usage requirements differed. If HUD eventually requires SSM use, there should be a discussion with DES to help develop the most effective use of the SSM within TPCH HMIS. Jodie noted the HPRP data requirements will require some type of assessment, which may or may not be the SSM.
10. **Next Meeting.** Thursday, July 16<sup>th</sup>, 3:00-4:30 p.m., SAAF, 375 S. Euclid Avenue.

Submitted by Settle Madden

## Attendance

Name	Organization	Email
Joyce Alcantar	City of Tucson	joyce.alcantar@tucsonaz.gov
Jodie Barnes	City of Tucson	jodie.barnes@tucsonaz.gov
Kim Cook	New Beginnings for Women & Children	kcook@nbwctucson.org
John Davis	Compass Health Care	jdavis@compasshc.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.org
Phyllis Russell	Esperanza en Escanlante	prussell@eetucsoncoxmail.com
Mark Salcido	Old Pueblo Community Services	marksalcido@helptucson.org
Megan Sanes	Our Family Services	msanes@ourfamilyservices.org
Cheryl Sanchez	Jackson Employment Center	chsanchez@pima.gov