
TUCSON PLANNING COUNCIL FOR THE HOMELESS

Homeless Management Information System Committee

March 19, 2009 Minutes

Co-chair/convener: Karen Caldwell

Next Meeting: Thursday, April 16, 2009, 3:00 – 4:30 p.m. SAAF, 375 S. Euclid Avenue

Report to TPCCH General Meeting April 9th

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| <ul style="list-style-type: none">■ Motion to adopt HMIS Participant Agreement as presented |
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TOPICS DISCUSSED

1. **Minutes.** Val Quadros moved and Susanna Rodriguez seconded to approve the minutes of the previous meeting as presented. **Motion passed.**
2. **Homeless Prevention (ARRA).** Don Logue reported. The American Recovery and Reinvestment Act allocated a total of \$1.5 billion for homeless prevention nationwide. The funds are to be distributed by the existing ESG process through local jurisdictions; and must be used only on homeless prevention services only in a limited period of time. It is mandated that all homeless prevention activities supported by ARRA funds must be documented through HMIS. It could mean that a number of agencies must be added to the TPCCH HMIS systems, but that is currently unclear.
3. **Schedule.** Don reported. The next training will be on Monday, April 6th, 9:00 a.m. – 12:00 p.m. It is designed primarily for outreach providers, and, hopefully, the Salvation Army Hospitality House. On May 11th training will be for non-HUD-funded transitional housing programs. These are primarily located in existing user agencies. It will be up to the agencies to decide whether additional individuals need to be trained., The June training will be for anyone who missed training previously or is new to an existing user agency.
4. **Data Quality.** Scott Rich reported. There are now 2,248 individuals entered into the system. Overall data quality is very good. Two main agencies are working to improve their entry of clients' household members. Don distributed a list of the most common data quality problems to help in spotting errors. Those are: not entering all clients; adding a client without searching first, resulting in duplicate clients; not selecting the correct provider program; incorrect entry dates; not completing all data for the children and other household members; forgetting to enter the "service transactions" for housing/shelter; forgetting to exit clients; and not checking data by running reports in the report writer. Scott noted that running the query "clients still in program" can help users identify clients who should be exited. A universal data report will reveal null fields.

He reported that TPCCH is one of the few continua using the system for APRs across multiple-agency programs. This seems to be working well so far. Reports on data quality by agency will be rolled out soon. They will also be training users to quality control their own data on a monthly and quarterly basis.

Scott asked how the open data sharing among collaborative programs is doing. Consensus was that it seems to be going well.

Participants noted that there is an issue with the system doubling income, and asked whether there is a technique for appropriately entering income for a client served by more than one agency so that the income information is reflected in collaborative and agency APRs without being doubled. Don and Scott noted that they are researching the issue in order to come up with an appropriate, standard way to handle the matter and prevent doubling of income..

Scott noted that Cheryl Sanchez of Jackson Employment has entered the most clients to date, 239.

- 5. Future Training Workshops.** Don reported. He stated that what used to be called User Groups are now actually Advanced Training Workshops. Cheryl and Nick Salcido noted that they felt the previous workshop was good. Cheryl said that the handouts were particularly helpful. On Wednesday, April 8th, 1:00-3:00 p.m., there will be a two-part workshop including an overview of advanced functions in ServicePoint (such as medical and employment assessments, case plans, services provided, etc.), ShelterPoint, and ScanPoint modules (available, but not required by HUD), and using Excel for creating HMIS reports. The latter can be used for management reporting and grant applications, he noted. On May 13th, the workshop will be in-depth on case management. On June 10th, there will be a repeat of the reportwriter workshop.

These advanced assessments are not currently available and will be unlocked for users after the training. There are 30 standard assessments, and more can be created.

HMIS users are asked to let Don and Scott know if there are specific topics they would like covered.

- 6. Grant Renewal.** Don reported that HUD renewed the HMIS grant. The County has received the portion of this year's match that was provided by the Arizona Department of Housing, and is providing the remainder of the match.
- 7. User Licenses.** Don reported. The grant renewal will enable the purchase of additional licenses, through County procurement, as/if needed. Scott asked that any agency that has a staff person using ServicePoint leave their employ immediately notify Don and Scott so that the license can be inactivated to provide system security, allow for reassignment of the license as needed, and prevent unneeded license expenditures..
- 8. APR Workshops.** Additional APR workshops will be scheduled when the majority of programs are closer to their annual reporting date. Val encouraged agencies to run monthly reports to spot potential data issues before they need to run an annual report.
- 9. Governance Document Feedback.** Karen reported that she has received only two feedback comments. One was that Old Pueblo Community Services liked the agreement. The second was a question regarding data extraction. She reviewed the agreements' contents and asked for participants' comments. Don noted that HUD is coming out with new data standards that will require all Continua of Care to have such an agreement specifying the roles of each participating party. Consensus was that the document is well-written and accurate. **Committee participants agreed unanimously to move at the next General Council meeting that TPCB adopt the agreement as presented.**

- 10. Next Meeting.** Thursday, April 16th, 3:00-4:30 p.m., SAAF, 375 S. Euclid Avenue.

Submitted by Settle Madden

Attendance

Name	Organization	Email
Karen Button	Comin' Home	
Karen Caldwell	Primavera Foundation	kcaldwell@primavera.org
Kim Cook	New Beginnings for Women & Children	kcook@nbwctucson.org
Olivia Gutzman	CPSA	olivia.gutzman@cpsa-rbha.org
Leah Jones	Old Pueblo Community Services	leahjones@helptucson.org
Don Logue	Symmetric Solutions	dlogue@symmetricsolutions.com
Ellen Noble	SAAF	enoble@saaf.org
Val Quadros	La Frontera	vquadros@lafrontera.org
Scott Rich	Symmetric Solutions	hmissupport@gmail.com
Susanna Rodriguez	City of Tucson	Susanna.rodriguez@tucsonaz.org
Phyllis Russell	Esperanza en Escalante	prussell@eee.tuccoxmail.com
Mark Salcido	Old Pueblo Community Services	marksalcido@helptucson.org
Cheryl Sanchez	Jackson Employment Center	chsanchez@pima.gov
Steve Wind	LeCroy & Milligan Associates	steven@lecroymilligan.com