
TUCSON PLANNING COUNCIL FOR THE HOMELESS

HMIS Committee

September 17, 2009 Minutes

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

<p>Next Meeting: Thursday, November 19, 2009, 3:30 – 5:00 p.m. Kino Service Center, 2797 E. Ajo Way</p>
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<p>Report to TPCCH General Meeting October 8th</p>
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<p>■ n/a</p>

TOPICS DISCUSSED

- 1. Minutes.** Kim Cook moved and Pearl Bruno seconded that the August minutes be accepted as presented.
Motion passed.
- 2. Statistics/Data Quality.** Don Logue reported. There are now more than approximately 6,000 client entries, and 4,300 unique clients. General data quality is good. Only 37 clients' records have null fields, which are correctable. Don circulated a list of those null fields so that agencies know what corrections are needed.
- 3. ServicePoint[®] V 4.06 Upgrade.** Don noted that this upgrade (primarily for compliance with the new HUD data standards and Human Resources and Rapid Re-housing (HRRP) requirements) was implemented a week ago. He noted that income and non-cash benefits are now in separate areas, and data has been converted from the previous version. He asked whether users present are having any difficulties with V 4.06. No one reported a significant problem. There are some changes in drop down fields, which cause the new APRs to look different and misdirect some data. Work continues on the APR., and two different versions remain available so that appropriate data can be captured. To see the APRs in the previous format, go to the reports tab, scroll down, and choose to view the ServicePoint[®] V4.05 version.
- 4. Self Sufficiency Matrix Module (SSM).** Don noted that the upgrade moved the SSM to a separate tab, labeled "matrix". Mary Beth and Karen reported that they have used it. The old entry/exit matrices may still be used to avoid having to re-enter matrices for clients being exited after entry in the previous software version. The exit matrix will be the one on the exit screen. Programmers are still working on how to combine data from the two different matrices.
- 5. Program Descriptors Workshop.** The new software version requires updates of specific fields (80) for the particular characteristics of individual programs (eligibility criteria, services, type of beds/housing inventory, etc.). This will produce a database of every homeless services program in the community and result in the HUD Exhibit 1 housing inventory becoming resident in the HMIS system. System administrators do not have the time or knowledge to do this. It must be done by the programs' representatives. One method of accomplishing this is to have a workshop to which each agency sends one representative with the needed data. Participants discussed this method, and reached consensus to hold such a training session immediately prior to the October HMIS Committee meeting if a room is available.
 - Next steps: a.)** Don and Susanna will check room availability at the County and City buildings respectively.
 - b.)** The October HMIS Committee meeting will be held where a training room is available.

6. **HPRP Training.** Don noted that the basic HPRP data entry training is set for October 13th, 9:00 a.m.-12:00 p.m., and case management tools training set for October 15th, 1:00-4:00 p.m.
 - **Next step.** Don will send an announcement of the trainings.
7. **RHYMIS Module.** “RHYMIS” is the acronym for Runaway Homeless Youth Management Information System. Bowman, manufacturers of ServicePoint[®] software, added a RHYMIS module to ServicePoint[®]. Don asked whether there is interest in adding that module, probably at an additional cost, to the TPCH HMIS. The general feeling was that this would be helpful to agencies that serve youth.
8. **ART.** “ART” is the acronym for Advanced Reporting Tool, an add-on for ServicePoint[®] which produces nicely formatted reports. It is required for HPRP reporting. It also comes at an additional licensing cost, and will need to be factored into the budget, Don said.
9. **HMIS Presentation at TPCH Conference.** Don noted that Scott Rich and he are doing the HMIS presentation at the TPCH 2009 Annual Conference, Friday, September 25th, 10:15-11:30 a.m. He encouraged committee members and their colleagues to attend.
10. **Bed Coverage/Agency Participation.** Susanna Rodriguez reported. She has not yet learned whether the Pio Decimo Center housing programs are dedicated to or serve homeless persons. She learned that the local Veterans Administration (VA) is agreeable to having the City of Tucson enter data on the local Veterans Administration Supported Housing (VASH). However, the city currently has no staff available to do so. They are checking which staff may be able to do this, and also exploring whether a provider agency, such as Comin’ Home, Esperanza en Escalante, or Old Pueblo Community Services (OPCS), may be able to do this. Mark Salcido was not available to report on whether additional OPCS programs should be added to HMIS. Don reported that they have been unable to schedule a meeting with Gospel Rescue Mission due to key personnel vacations.
 - **Next step.** Committee members whose agencies work with VASH will check whether their staff may be able to enter this data.
11. **System Administrator II Status for City/County Staff.** Pima County approved the proposal discussed last month. The appropriate personnel have received access, and report that they are finding it easy and convenient to troubleshoot the collaborative APRs.
12. **AHAR.** Karen noted that two web seminars about the Annual Homeless Assessment Report (AHAR) will be offered several times each in the next two weeks. For more details go to www.ahar.hmis.info or www.hmis.info. The first, AHAR 101, is very designed for communities that have not yet participated. She and Mary Beth will participate.
 - **Next steps:** Karen will forward the announcement about the webinars.
13. **Old Business.**
 - **HPRP.** Gary Bachman reported that the responses to the HPRP request for proposal are currently being reviewed. The local contract with HUD is in place, and the program will start around October 1st.
14. **New Business.**
 - **New Users.** Don reported that no new user trainings are scheduled because of the need to train for HPRP, and asked whether there were any new users who need basic instruction. One new user and the need for an additional user at Compass were reported.
 - **Next step.** Don will try to schedule an individual training for the new user, and see if he can find an unused license in advance of the purchase of HPRP licenses.
 - **HMIS Intranet.** Don noted that a separate log-in is no longer needed for accessing the HMIS intranet when you are using the system.

15. **Next Meeting:** To be set in conjunction with the session for training on and entering data on the housing inventory and program descriptors.

Submitted by Settle Madden

Attendance

Name	Organization	Email
Joyce Alcantar	City of Tucson	joyce.alcantar@tucsonaz.gov
Gary Bachman	Pima County CDNC	gary.bachman@pima.gov
Anne Boettcher	COPE	aboettcher@copebhs.com
Pearl Bruno	Compass Behavioral Health Services	pbruno@compasshc.org
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
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
Phyllis Russell	Esperanza en Escalante	prussell@eeeveterans.org
Cheryl Sanchez	Jackson Employment Center	chsanchez@pima.gov
Megan Sanes	Our Family Services	msanes@ourfamilyservices.org
Penny White	Esperanza en Escalante	