
TUCSON PLANNING COUNCIL FOR THE HOMELESS

HMIS Committee

January 22, 2009 Minutes

Co-Chair/Convener: Karen Caldwell

<p>Next Meeting: Thursday, February 19, 2008, 3:00 – 4:30 p.m. SAAF, 375 S. Euclid Avenue</p>
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<p>Report to TPCCH General Meeting February 12th</p>
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| <ul style="list-style-type: none">■ HMIS governance protocol draft nearing completion■ Comment period to be made available by email to TPCCH members prior to March 12th meeting.■ Request to schedule vote on pre-distributed protocol at March General Council. |
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TOPICS DISCUSSED

1. **Minutes.** Gary Bachman moved and Rosanna Mendoza seconded that the minutes of the previous meeting be approved as presented. **Motion passed.**
2. **Co-chair.** Eric Cross is resigning as co-chair due to conflicting obligations. A new co-chair is needed. Karen described the duties as: coordinating meetings; creating the agendas for the meetings; acting as liaison with the grantee and system administrators regarding implementation and operation; and reporting at General Council meetings. **Mary Beth Landis-Jantzen was unanimously elected as co-chair.**
3. **Implementation Schedule.** Don Logue reported. Training and accession to the HMIS system was provided this month to the first group of emergency shelters (the smaller ones), the Salvation Army transitional housing programs, and Compass Health Care's permanent supported housing programs. The week of February 9th, they will train staff of and add to the system the larger emergency shelters, Primavera, the Salvation Army, and the Giving Tree. The only remaining large emergency shelter is the Gospel Rescue Mission (GRM). Symmetric Solutions will give the GRM management a demonstration soon to encourage their approval for the shelter's participation.
The February training will be on the 9th. On Wednesday, February 11th, they will offer an APR workshop in the Kino training lab, 1:00-4:00 p.m., in lieu of a user group meeting on that Friday.
The training in March will be on Monday the 9th with a user group following on Wednesday the 11th.
4. **Data quality.** Don reported that the data quality remains good generally. An unknown factor is how well the newly added users feel that they are catching up with data input.
5. **User Group Meetings.** Karen noted that only four persons attended the most recent user group meeting. All felt that it was very productive, and that many more people would benefit from attending. She asked for suggestions on how to encourage attendance. Brian Smith noted that he has attended only when he has questions. Don asked whether there was a need for in-depth training in specific areas. Brian noted that he has many questions on APRs. Gary suggested devoting each meeting to a specific topic.
 - **Next step:** Participants will email Karen at kcaldwell@primavera.org with further suggestions.
6. **Data sharing.** Karen noted that data sharing for the New Chance collaboration has been established and is going well, with Cheryl Sanchez from Jackson doing the primary data entry. There are some limitations, but the objective of avoiding the need to enter a client to the system more than once has been achieved.

7. **Updating user licenses.** Karen reminded participants that it is important to keep user licenses updated. If an individual leaves, or responsibility for data entry is reassigned within an agency, it is important to notify Symmetric Solutions immediately so that the system is not paying for unneeded licenses. If you need an additional license, email Don at dlogue@symmetricsolutions.com with the name of the individual who needs to be trained, and then have the individual sign a user agreement in order to be assigned a license.
8. **Governance document.** Gary reported that Pima County continues working with their attorney and the HUD consultant to create a document, being called a governance protocol, which outlines the different duties, responsibilities and roles of the county, software manufacturer, system administrators, TPCCH, and participating agencies that use the system. He is waiting for the most recent update of the draft. That draft will be presented to the committee for review, amendment if needed, and committee approval prior to submission to the TPCCH General Council for approval. It provides for an annual review of the operation of the system and all parties' performance prior to each year's grant renewal submission. Jodie asked if it was possible to have the protocol available by March so that it can be included when City contracts are renewed. Participants discussed and decided that the protocol may be distributed throughout TPCCH by email.
- o **Next steps:** a.) When the protocol draft is finalized, Gary will forward to the committee co-chairs for review.
 - b.) Protocol will be sent to committee members by email for review and comment.
 - c.) Comments will be discussed and protocol amended as needed.
 - d.) Committee-approved protocol will be distributed to TPCCH members approximately two weeks prior to the March General Council meeting for review and comment.
 - e.) Committee plans to request a vote on the protocol during the March General Council meeting.
9. **Old Business.** Gary Bachman noted that the committee needs to begin considering planning and budgeting for the coming year. The HMIS budget year begins in April. Members need to discuss issues such as: how to enhance the system; whether to budget less for training and more for other activities; if an advanced reporting module should be purchased; whether street count reports should be integrated, etc. Members should also consider how to best use the information that HMIS collects for the community's benefit.
- o **Next step.** Budgeting and use of HMIS data will be discussed at the February meeting.
10. **Next Meeting.** Thursday, February 19th, 3:00-4:30 p.m., SAAF, 375 S. Euclid Avenue.

Submitted by Settle Madden

Attendance

Name	Organization	Email
Gary Bachman	Pima County CDNC	gary.bachman@pima.gov
Jodie Barnes	City of Tucson	jodie.barnes@tucsonaz.gov
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.org
Rosanna Mendoza	TMM Family Services	rrodriguez@tmmfs.org
Phyllis Russell	Esperanza en Escalante	prussell@eetuccoxmail.com
Cheryl Sanchez	Jackson Employment	chsanchez@pima.gov
Brian Smith	COPE	bsmith@copebhs.com
Amy Wittmer	Comin' Home	awittmer@cominhome.org