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# TUCSON PLANNING COUNCIL FOR THE HOMELESS

## HMIS Committee

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### February 18, 2010 Minutes

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

<b>Next Meeting:</b> Thursday, Month 18, 2010, 3:00 – 4:30 p.m. SAAF, 375 S. Euclid Avenue
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<b>Report to TPCH General Meeting Month xx</b>
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#### TOPICS DISCUSSED

1. **Minutes.** Susanna Rodriguez moved and Pearl Bruno seconded that the minutes of the January meeting be approved as presented. **Motion passed.**
2. **Statistics and Data Quality.** Don Logue reported. There are currently 9,700 program entries, and 6,060 unduplicated clients. The number of null fields remains low as reflected by the circulated report. Don also circulated samples of some standard sample data quality reports from the Advanced Reporting Tool (ART). Karen Caldwell noted that she found the workflow report helpful for determining which data elements remain to be entered. ART can schedule these reports and automatically send to an individual with an ART license.
3. **AHAR.** Don reported. For the first time, Tucson/Pima County qualified to participate in the Annual Homeless Assessment Report (AHAR) in the individual and family transitional housing categories. TPCH could not qualify in the emergency shelter category because the AHAR does not allow pro-rating of data when an entire year's data is not available, and a number of users entered the system after the first of the reporting year. This year HUD will do a special veterans only AHAR. This required a software patch. Don obtained it and has submitted the data on veterans that is available without the Veterans Administration participation. It currently appears that TPCH will qualify in all AHAR categories for the fiscal year October 1, 2010-September 30, 2011. TPCH will be able to do a more complete veterans report next year will if Veterans Administration Supported Housing (VASH) is added.
4. **Gospel Rescue Mission (GRM) Implementation.** Staff of the GRM women's and children's shelter have been trained. A couple of staff members from the men's center attended and will begin data entry prior to the full training for men's center staff on March 9<sup>th</sup>. In April, GRM community ministries, including non-housing programs will be added to HMIS.
5. **New Providers Joining HMIS.** Susanna Rodriguez noted city staff put a request in to their deputy director to be allowed to enter data on VASH, which is administered by the City of Tucson, into HMIS for the current 140 and additional expected 70 VASH vouchers. The deputy director is seeking the administrator's agreement. Some VASH recipients also obtain support from the Homelessness Prevention and Rapid Rehousing Program (HPRP or Project Action) data. The objective is to ensure that all 240 VASH "beds" are ultimately entered into HMIS. Pima County personnel have convinced the Pio Decimo Center to join HMIS and enter their 60-70 transitional housing beds. Their staff will be trained in the March 12<sup>th</sup> class.

6. **Future Trainings.** The next basic training is Friday, March 12<sup>th</sup>, 1:00-4:00 p.m. in the Pima County computer training lab. Don noted that he has asked the county to obtain 25 more licenses to accommodate additional agencies. He is also seeking additional ART licenses so that each participating agency can maintain one ART user and regular report access. He noted that the need for new trainings has decreased, and future classes will be scheduled quarterly, with beginning and advanced trainings in alternate months. In-house trainings can be scheduled if individual agencies need them.
7. **Reporting Workgroup.** Mary Beth reported. The group met twice. Participants are finding and addressing a number of considerations including: data ownership; when data should be considered sufficiently complete and accurate enough to be publicly released; how to express how HMIS participants' data relates to the entire community; and when and in what context standard reports should be publicly released. The next meeting is March 11<sup>th</sup>, 1:00-2:30 p.m. in the Rillito-Sabino Room of the City Sentinel Building.
8. **Budget Issues.** Don noted that federal regulations continue to require a 20% match of federal funds. TPCH's match has traditionally come primarily from the ADOH and secondarily from Pima County. He recently received word that ADOH will continue funding an April-to-March grant for the coming year. A new source of matching funds must be found for April 2011.
9. **HPRP.** Mary Beth reported. HPRP does quarterly reports from the HMIS system. It is a complicated report that separates prevention and re-housing services as well as City and County funding. The contract and resource specialists enter the data, and Don has guided the creation of reports for the City and County.
10. **Service Point 5.0 Upgrade.** Bowman Software currently expects to issue this upgrade sometime this summer. Don noted that it the look will be different, but the functionality very similar. He believes that an upgrade training will be needed. Consensus was to discuss timing of TPCH's upgrades and training needs at future committee meetings.
11. **New Emergency Vouchers Program.** Clients who receive emergency housing through the new funding from ADOH will need to be entered into the HMIS system.
12. **Next Meeting:** Thursday, March 18<sup>th</sup>, 3:00-4:30 p.m. SAAF. 375 S. Euclid Avenue

Submitted by Settle Madden

#### Attendance

Name	Organization	Email
Russell Beaudry	La Frontera Center, Inc.	rbeaudry@lafrontera.org
Pearl Bruno	Compass Health Care	pbruno@compasshc.org
Karen Caldwell	Primavera Foundation	kcaldwell@primavera.org
Leslie Carlson	Implementation Coordinator PTEH	lcarlson@cox.net
Kimberly Cook	New Beginnings for Women & Children	kcook@nbwctucson.org
Stan Hamnett	Gospel Rescue Mission	shamnett@grmtucson.com
Mary Beth L. Jantzen	SAAF	mjantzen@saaf.org
Don Logue	Symmetric Solution	dlogue@symmetricsolutions.com
Susanna Rodriguez	City of Tucson	susanna.rodriguez@tucsonaz.gov
Cheryl Sanchez	Jackson Employment Center	csanchez@pima.gov
Megan Sanes	Our Family Services	msanes@ourfamilyservices.org
Perry White	Esperanza en Escalante	pwhite@eeeveterans.org