
TUCSON PLANNING COUNCIL FOR THE HOMELESS

HMIS Committee

January 21, 2010 Minutes

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

Next Meeting: Thursday, February 18, 2010, 3:00 – 4:30 p.m. SAAF, 375 S. Euclid Avenue
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Report to TPCH General Council February 11th
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■ n/a

TOPICS DISCUSSED

- Minutes.** Cheryl Sanchez moved and Pearl Bruno seconded that the minutes of the December meeting be approved as presented. **Motion passed.**
- Statistics and Data Quality.** Don Logue reported and circulated a data report reflecting the more than 5,500 unique and 8,800 total system entries. Quality is quite good, with only 32 null fields out of all universal data element entries. Residence prior to program entry is the most often neglected field, with chronically homeless next. He asked that programs with null fields please correct those.
 - **Next step.** HMIS participants with null fields will correct those fields.
- Data Reporting Workgroup.** Mary Beth Jantzen reported. An HMIS workgroup was created to look how the community can use data from HMIS. The HMIS Committee has asked the workgroup to come up with recommendations as to what standard reports we would find useful and to recommend procedures for requesting special reports. Nine people attended the first meeting held on January 13.. The workgroup has representatives from various TPCH committees, including Continuum of Services and Plan to End Homelessness. When reports and intervals are determined, the workgroup will work on recommended procedures for who may and how to: request data; respond to requests; distribute reports; and speak to the public on behalf of and in regard to the TPCH HMIS system. Some of these issues are addressed in the TPCH/Pima County operating protocol, but need to be better defined. The workgroup will refer these recommendations to the entire committee, which has responsibility for the final decision. Another meeting is scheduled Thursday February 11th immediately before the TPCH General Council meeting. Don noted the workgroup will be examining the best practices of other continua of care.
- AHAR: Regular and Veterans.** Don reported.
 - **General.** HUD would not allow prorating of emergency shelter beds to account for missing data for the past year's AHAR, so TPCH currently appears eligible to participate in AHAR in two categories only. The system is very close to eligibility in both individual and family transitional housing categories. The Primavera Foundation has caught up data to help reach eligibility, and Old Pueblo Community Services is in the process of doing so. TPCH will most likely qualify in all categories for the next AHAR report submission.
 - **Veterans.** HUD has established a special category for reporting on veterans, and is working on procedures for veterans reporting.
- Gospel Rescue Mission (GRM) Implementation.** Don reported. The system administrators met with GRM personnel and assessed their equipment and network last week. They plan to implement data on the women's shelter in February; the men's shelter in March; and their community ministries in April. GRM will be using ServicePoint[®] as their overall data management system.

6. **ART Usage.** Don reported on the Advance Reporting Tool (ART) installation, which is required for running all the HPRP reports. There are a limited number of licenses. This is a strong tool that allows for more complicated reports and data analysis. Training for about 15 people has been completed. Primavera bought extra licenses for their own reporting, and any agency that wishes to do so may do likewise. The systems administrators can run a limited number of internal agency reports as time allows. Don asked whether there was interest in a second ART training in the near future. No one expressed interest. Mary Beth noted that training on the basic ServicePoint® reporting tool may be needed as well.
7. **DES Self Sufficiency Matrix.** The Arizona Department of Economic Security (DES) has asked whether TPCB can re-engage in the Arizona Evaluation Project, now that HMIS is fully operational. This requires SSM reporting.

Don asked whether DES personnel should be asked to come to Tucson to present training on the DES Self Sufficiency Matrix because all entities receiving DES funds are required to use the SSM.

Participants discussed how to determine answers on SSM questions that appear to be very subjective. Karen Caldwell noted that her Primavera has one person who oversees ServicePoint and answers such questions to establish internal consistency within the agency.

 - **Next step.** Don will check with HUD and DES about requirements and scheduling SSM training.
8. **Future Training Classes.** Don reported. For now it appears that a report writing training, an SSM training, and eventually an ART training are probably needed. He asked whether participants had new users to train. La Frontera had one. No other trainings were requested.
 - **Next step.** Don will email an inquiry about training needs in these and other areas, and consider feedback before establishing the trainings schedule.
9. **Old Business/Veterans Issues.** Susanna Rodriguez reported that they are still trying to determine the best way to enter Veterans Administration Supported Housing (VASH) clients going through Section 8 into the TPCB HMIS. They are trying to clarify exactly who should enter the data when the VA cannot. She hopes to have an answer soon.
10. **New Business/PIT Counts.** Don noted that the PIT counts occur next week, and could be answered through the HMIS or done by hand at participants' preferences. The results would come from an ART report, and will be accurate only if a program's data is completely up to date for the January 26th survey date. Some information, such as turn-away and wait list data, is not contained in HMIS and will need to be provided separately. Consensus was that participants would like Don to generate reports, if only to check data accuracy, and that the reports should be by agency and summarized by programs.

Mary Beth noted that the 2009 Housing Inventory Chart does not exactly equal the most recently entered program descriptors. Don said that not all program descriptors have been appropriately entered, so that capacity is not completely documented in HMIS yet.
11. **Meeting:** Thursday, February 18, 2010, 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
Dia Barney	Cope Community Services	dbarney@copecommunityservices.org
Russell Beaudry	La Frontera	rbeaudry@lafrontera.org
Karen Caldwell	Primavera Foundation	dbarney@copebhs.com
Kim Cook	New Beginnings for Women & Children	kcook@nbwctucson.org
Pearl Bruno	Compass Health Care	pbruno@compasshc.org
Karen Caldwell	Primavera Foundation	kcaldwell@primavera.org
Olivia Gutzman	CPSA	olivia.gutzman@cpsa-rbha.org
Mary Beth Landis-Jantzen	SAAF	mjantzen@saaf.org
Rosanna Mendoza	TMM Family Services	rrodriguez@tmmfs.org
Susanna Rodriguez	City of Tucson	susanna.rodriguez@tucsonaz.gov
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