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# TUCSON PLANNING COUNCIL FOR THE HOMELESS

## HMIS Committee

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### June 17, 2010 Minutes

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

**Next Meeting:** Wednesday, July 14, 2010, 3:00 – 4:30 p.m.  
SAAF, 375 S. Euclid Avenue

**Report to TPCH General Meeting July 8<sup>th</sup>**

- Reports workgroup continue work

#### TOPICS DISCUSSED

1. **Minutes.** Susanna Rodriguez moved and Kim Cook seconded that the minutes of the May meeting be approved as presented. **Motion passed.**
2. **Meeting time.** Participants discussed potential new days and times for the regular committee meeting. Consensus was to meet on the second Wednesday of the month, 3:00-4:30 p.m. Mary Beth Landis-Jantzen confirmed that the SAAF meeting room is available. The next meeting will be July 14<sup>th</sup>.
3. **Statistics, data quality, and licenses.** Don Logue reported and circulated the most recent data quality report. The system now contains more than 14,000 program entries and more than 8,000 unique clients. Data quality continues to be good, with 57 null fields. Don will send another batch of data quality reports after June 30<sup>th</sup>. He noted that TPCH currently has 125 user licenses, all of which are in use. Maintaining the correct number of licenses has been challenging, in part because agencies do not always alert Pima County or the system administrators when users leave their employ. Pima County's John Hudson is writing a procedure on reviewing user logins, and assigning licenses. Don suggested adding a review of user licenses as a standard agenda item for each committee meeting, and circulating a ServicePoint® user-last-login report to help determine whether listed users still need their licenses. If not, the unneeded licenses can be re-assigned. He noted that the users, who have Advanced Reporting Tool (ART) access, can run this report for their agencies. Only the system administrator can run the report for entire system.
  - **Next step.** Incoming co-chairs will consider adding a license review to the standard committee agenda.
4. **New Data Standards & ServicePoint® Upgrade.** Don noted that there was a minor upgrade in the past month, which made a number of small changes to comply with the HUD data standards that took effect on June 1<sup>st</sup>. The release date of the next major software is unknown. That upgrade promises a major change to the graphical user interface, but little change in functionality.
5. **Homeless Pulse.** Don reported that this is a new quarterly report on homelessness created by the U.S. Department of Housing and Urban Development (HUD). It is much less detailed than the Annual Homelessness Assessment Report (AHAR) to Congress. HUD has said that they will limit the number of Pulse participants to 30 this year, and TPCH will not be asked to participate.
6. **New ART Reports.** Don noted that the software manufacturers continue to revise and add new reports to the Advanced Reporting Tool. There is a new data completeness report form, and another form that should enable TPCH complete point-in-time surveys next year. He has scheduled an ART upgrade for tomorrow. Agencies that use ServicePoint® for all their needs will be able to produce client case histories from the system after the upgrade. Users can also build their own reports using the ART tool.

7. **Upcoming Changes to HMIS.** Don has individually distributed the schedule by which HUD grantees are to switch from paper Annual Performance Reports (APRs) to electronic submission through eSnaps. He said that the new APR appears more logical and thorough to him than the current paper form.
8. **Reports Workgroup Update.** Mary Beth Landis-Jantzen reported. The group continues to meet twice monthly, and is not yet ready to bring forward their recommendations. They hope to bring basic recommendations and a template of a standard report to next month's meeting. The group requests one-half hour to review the report recommendation. After that, they will continue to complete recommendations regarding the protocol for requests for special reports. Don noted that there are currently 110 programs at 25 agencies, and 125 system users. This means that it usually takes 30 days after a period ends to review and finalize data before a final report is run.
9. **Old Business.**
- **Training.** Don noted that they held a successful training for new, revived, and potential users on June 7<sup>th</sup>. He additionally trained four users at the Giving Tree this week.
  - **VASH.** Don reported that he has had no further word regarding adding data on the Veterans Administration Supported Housing (VASH) client data to HMIS.
  - **HDX.** All required data was entered into the new HUD Data Exchange (HDX) by the deadline.
  - **APRs.** Don asked whether there was a need for an APR workshop like the one offered last year. Consensus was that there is no such need. He urged anyone who needed help or clarification on preparing their APRs to contact him or Scott Rich.
10. **New Business.**
- **2009 AHAR.** Don noted that the 2009 AHAR, the first in which TPCCH participated, has been released and is available at [www.hudhre/info](http://www.hudhre/info).
  - **Added agenda items.** In-coming co-chairs Susanna Rodriguez and Philip Pierce asked that participants let them know of any agenda items or questions, etc for the July meeting. Don suggested that attendees take turns introducing their agency and services. Participants discussed ways to increase committee attendance. Food as suggested. Don offered to underwrite the food.
  - **Upcoming trainings.** No trainings are scheduled for July. Workshops on inventory descriptors and reporting are being considered.
11. **Next Meeting:** Wednesday, July 14<sup>th</sup>, 3:00-4:30 p.m., SAAF. 375 S. Euclid Avenue

Submitted by Settle Madden

#### Attendance

Name	Organization	Email
Jacque Berkehiser	La Paloma Family Services	jacque@lapalomakids.org
Pearl Bruno	Compass Health Care	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
Sonia H. Lopez	Pio Decimo Center	slopez@piodecimocenter.org
Philip Pierce	Gospel Rescue Mission	ppierce@grmtucson.com
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 Service	msanes@ourfamilyservices.org