
TUCSON PLANNING COUNCIL FOR THE HOMELESS

HMIS Committee

March 18, 2010 Minutes

Co-Chair/convener: Mary Beth Landis-Jantzen

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| <p>Next Meeting: Thursday, April 15, 2010, 3:00 – 4:30 p.m. SAAF, 375 S. Euclid Avenue</p> |
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| <p>Report to TPCH General Meeting April 8th</p> |
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| <ul style="list-style-type: none">■ Committee recommends that the governance protocol be renewed with deletion of the words “and receive HUD funding”.■ Committee recommends that the current software and systems administrators be retained. |
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TOPICS DISCUSSED

1. **Minutes.** Phyllis Russell offered the correction that Esperanza En Escalante’s representative was Perry White, not Penny White. Stan Hamnett moved, and Leah Jones seconded, that minutes be approved as amended. **Motion passed.**
2. **Statistics and data quality.** Don Logue circulated the monthly report showing approximately 6,700 unique clients and more than 11,000 program entries. Rapid increases in the amount of data are anticipated as Gospel Rescue Mission (GRM) adds additional programs and Pio Decimo Center joins the system. Overall data quality remains good. Only 34 clients have null fields. Most are children of families in service.
 - **Next steps. a.)** Participants with null fields will complete them.
 - b.)** Julie Kudrna of the Primavera Foundation will present a case study on managing data quality at the April committee meeting.
 - c.)** Mary Beth will work with Julie to distribute a paragraph about the case study in preparation for the next meeting’s discussion on quality management.
3. **Housing Inventory Chart/Point-in-time Surveys.** Don reported. The DES annual PIT shelter survey and the housing inventory chart in the HMIS system must agree and be accurate prior to submission of the annual funding application to the US Department of Housing and Urban Development (HUD). He reminded participants that accuracy in completing the PIT shelter survey is critical. He has worked with shelter providers that submitted confusing data to assure accuracy.
 - **Next steps: a.)** HMIS participants will update their HMIS housing inventory of beds that are dedicated to homeless persons to reflect the figures reported on their 2010 PIT shelter count.
 - b.)** Agencies adding new programs will contact Don Logue for set-up assistance.
4. **Future Trainings.** Don noted that they held a basic training for GRM, Pio Decimo Center, and other new users. An advanced training was also held for the GRM women’s and children’s programs staff. Training on the Advanced Reporting Tool (ART) is planned for the second week of April. Going forward, basic trainings will be offered quarterly. On-site trainings for agency personnel are scheduled as required.
 - **Next step.** Don will email ART training details when the day, time and site are final.
5. **Reporting Workgroup.** Mary Beth reported. The workgroup continues to develop recommendations for the committee on the type of general reports needed regularly, and procedures for handling requests for special reports and information regarding aggregate data.

- 6. Protocol Agreement Review.** The protocol between TPCH and Pima County for HMIS operating expires at the end of March. Margaret Kish reviewed the history, importance, and general contents of the governing protocol, and requested feedback. She noted that the document is a working agreement, rather than a contract, and that Pima County, as grantee, is responsible for obtaining \$42,000 in matching funds for the \$180,000 annual HMIS grant. Participants reviewed and discussed the protocol. Don noted that the document was developed in accord with the then-published HUD HMIS guidelines. HUD has not yet published its revised HMIS guidelines. We may want to recommend changes to the Protocol Agreement in the future to come in line with HUD governance guidelines and recommendations made to the HMIS Committee relating to data use and disclosure. Leslie Carlson requested deleting the words “and receive HUD CoC funding” as part of the definition of participants, because the system has been extended to encompass the largest possible number of homeless shelter providers.

Stand Hamnett moved that the committee recommend that the current protocol be approved as written with the deletion of the words “and receive HUD funding” in regard to HMIS system participants. Susanna Rodriguez seconded. **Motion passed without opposition or abstention.**

- **Next step. a.)** Mary Beth will inform the Executive Committee of the recommendation.
- b.)** Margaret will email an MS Word copy of the protocol to the TPCH administrative coordinator for markup per the committee’s recommendation and distribution with the next General Council reminder.

- 7. Software and consultants.** Don Logue excused himself. Participants reviewed their experience with the current software and consultants. Feedback was favorable on both software and (unanimously on) consultants. Leah Jones moved to recommend continuing with the current software and systems administrators. Cheryl Sanchez seconded. **Motion passed with Symmetric Solutions abstaining.**

- **Next step.** Mary Beth will inform the Executive Committee of the recommendation.

- 8. Old Business/HMIS expansion.** Don thanked Pima County for encouraging Pio Decimo to join HMIS. He noted that the only local homeless housing providers that are not yet entering data are the Veterans Administration Supported Housing (VASH) program and those Comin’ Home programs not funded by HUD. Both county and city require HMIS participation in their contracts with homeless housing providers. Margaret noted that Pima County has not yet required HMIS participation in its outside agency contracts, despite the fact that some services may go to homeless. Susanna noted that she is unsure whether the city requires this. Participants discussed whether HMIS participation should be required from every agency that provides any service to homeless persons. Don noted that even though HUD has not specifically addressed this issue, it has expanded requirements from housing only to include outreach and prevention; and may expand its requirements further.

- **Next steps. a.)** Susanna will check whether the city outside agency contracts require HMIS participation for grantees that provide non-housing services to homeless persons.
- b.)** Committee will discuss in April whether to recommend that the city and county include such requirements in their contracts.

9. New Business.

- **HUD consultant visit.** Mary Beth noted that Meggan Medina of the Cloudburst Group, HUD consultants for HMIS, may be in Tucson for a future HMIS Reports Workgroup meeting.
- **HMIS and Housing Inspection Requests.** Joyce Alcantar noted that her section has been given responsibility for homeless housing inspections, and asked whether HMIS could be used to create inspection requests and track them. Don noted that he believes this can be done.
 - **Next step.** Don will explore how housing inspection requests might be tracked in HMIS.
- **Protocol Review and CoS timeline.** Mary Beth noted that TPCH should consider the HMIS protocol before each grant application transmission, and consider changing the cycle renewal dates to reflect the grant period.
 - **Next step.** Susanna will add HMIS protocol review to the Continuum of Services Committee (CoS) timeline.

10. Next Meeting: Thursday, April 15, 2010, 3:00-4:30 p.m., SAAF. 375 S. Euclid Avenue.

Submitted by Settle Madden

Attendance

| Name | Organization | Email |
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| Joyce Alcantar | City of Tucson | joyce.alcantar@tucsonaz.gov |
| Leslie Carlson | PTEH Implementation Coordinator | lcarlson@cox.net |
| Kelli Gacic | COPE | kgacic@copebhs.org |
| Olivia Gutzman | CPSA | olivia.gutzman@cpsa-rbha.org |
| Stan Hamnett | Gospel Rescue Mission | shamnett@grmtucson.com |
| John Hudson | Pima County CDNC | jhudson@pima.gov |
| Leah Jones | OPCS | leahjones@helptucson.org |
| Mary Beth Landis-Jantzen | SAAF | mjantzen@saaf.org |
| Margaret Kish | Pima County | margaret.kish@pima.gov |
| Don Logue | Symmetric Solutions | dlogue@symmetricsolutions.org |
| Rosanna Mendoza | TMM Family Services | rrodriquez@tmmfs.org |
| Phillip Pierce | Gospel Rescue Mission | ppierce@grmtucson.com |
| Susanna Rodriguez | City of Tucson | susanna.rodriguez@tucsonaz.gov |
| David Roun | CODAC | droun@codac.org |
| Phyllis Russell | Esperanza en Escalante | prussell@eeeveterans.org |
| Cheryl Sanchez | Sullivan Jackson Employment Center | ccsanchez@pima.gov |
| Megan Sanes | Our Family Services | msanes@ourfamilyservices.org |