
TUCSON PLANNING COUNCIL FOR THE HOMELESS

HMIS Committee

September 8, 2010 Minutes

Co-Chairs: Susanna Rodriguez

Next Meeting: Wednesday, October 13, 2010, 3:00 – 4:30 p.m. SAAF, 375 S. Euclid Avenue
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Report to TPCCH General Meeting September 9th

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| ■ Request for HMIS Report Workgroup volunteers |
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TOPICS DISCUSSED

- 1. Minutes.** Karen Caldwell moved and Cheryl Sanchez seconded that the minutes of the July meeting be approved as presented. **Motion passed.**
- 2. Support during September.** Don Logue noted that he and Scott Rich will be in conferences most of this month, yet able to receive emails on their phones. They request that support questions be emailed to them. If a voice reply is needed, please direct questions to Pam Hughes at 800-509-2477.
- 3. Preparation for AHAR.** Don noted that the end of the Annual Homeless Assessment Report (AHAR) to Congress reporting period ends September 30th. Permanent supportive housing will be included in this year's AHAR for the first time. He urged everyone to complete and quality check their data before September 30th. This is the second year of TPCCH participation.
- 4. Statistics and data quality.** Don reported. The system contains 17,179 entries and 9,612 unduplicated clients. Salvation Army, Primavera Foundation and Sullivan Jackson Employment Center have the greatest number of clients. Data quality remains very good.
- 5. HMIS Standard Report.** The first annual HMIS Standard Report has been published to the TPCCH website, and its publication announced to the TPCCH list serve. The next one will be prepared after the December 31st calendar year end.
- 6. New Reporting Workgroup.** A reporting workgroup needs to be formed to work with the HMIS administrator to prepare the next HMIS Standard Report for the January 1-December 31, 2010 period. The workgroup's focus will be on summary writing, and selecting a topic for a special report. Mary Beth Jantzen volunteered. She noted that the previous workgroup, which included representation from specific populations and the county, did not complete a protocol for special requests. She asked whether the new workgroup should be asked to complete that task. Leslie Carlson noted that an additional issue for the initial reporting workgroup is that the report covers only the individuals who accessed services from HMIS participating agencies, and cannot be used to represent the number of homeless individuals in the community. The HMIS numbers include people in permanent supported housing, some of whom have been housed for years. She recommended that the new workgroup look closely at how the report can communicate the relationship between the HMIS report and the number of persons without housing in the community. Leslie also volunteered.
 - Next step. a.)** Additional volunteers for the Reporting Workgroup will be requested at the September General Council meeting and the committee's October meeting.
 - b.)** Mary Beth and Leslie will create a suggested timeline for the upcoming workgroup's tasks.

7. **Planning for ServicePoint® 5.0 upgrade.** Don noted that he, Scott, and Pam are planning for implementation of the ServicePoint® 5.0 upgrade. The look of the upgraded software is very different, although the functions are the same. They may want to form a workgroup to advise on timing and training for the transition. He will report on more on timing after the software manufacturer's conference at the end of this month.
8. **User IDs/Licenses.** Don reminded participants that there are no unused licenses available. All participating agencies need to check whether all their licenses are still needed, and whether any are available for transfer.
- **Next step.** Anyone who finds an available license will notify Don Logue at dlogue@symmetricsolutions.com.
9. **Data Element Issues & Interpretation.** Don noted that compiling the first HMIS Standard Report brought up issues regarding how users are interpreting and entering data. Don projected screens of the user interface where confusing options are found, and participants discussed items to be always answered, altered and removed
- **Next step.** Don will make the needed adjustments to the HMIS system options, including removing the old version of the Self Sufficiency Matrix.
10. **October Training.** Don noted that he plans to give new user trainings the week of October 11th, and asked whether participants had any other training needs. None were expressed.
11. **New Business.** Co-chair Philip Pierce has left Gospel Rescue Mission. The Gospel Rescue Mission is seeking someone with ServicePoint® experience.
- **Next step.** If needed, committee will elect a new co-chair in October.
12. **Next Meeting.** Wednesday, October 13, 2010, 3:00-4:30 p.m., SAAF. 375 S. Euclid Avenue

Submitted by Settle Madden

Attendance

Name	Organization	Email
Anne Boettcher	COPE	aboettcher@copebhs.org
Karen Caldwell	Primavera Foundation	kcaldwell@primavera.org
Leslie Carlson	Coordinator PTEH	lcarlson@cox.net
Kim Cook	New Beginnings for Women & Children	kcook@nbwctucson.org
Diana Figueroa	Comin' Home	dfigueroa@cominhome.org
Olivia Gutzman	CPSA	olivia.gutzman@cpsa-rbha.org
John Hudson	Pima County CDNC	jhudson@pima.gov
Leah Jones	Old Pueblo Community Services	leahjones@helptucson.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
Susanna Rodriguez	City of Tucson	susanna.rodriguez@tucsonaz.gov
Phyllis Russell	Esperanza en Escalante	prussell@eeeveterans.org
Cheryl Sanchez	Sullivan Jackson Employment Center	chsanchez@pima.gov
Claudia Vazquez	Salvation Army	claudia.vazquez@usw.salvationarmy.org