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# TUCSON PLANNING COUNCIL FOR THE HOMELESS

## HMIS Committee

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### May 20, 2010 Minutes

Co-Chair/convener: Karen Caldwell

<b>Next Meeting:</b> Thursday, June 17, 2010, 3:00 – 4:30 p.m. SAAF, 375 S. Euclid Avenue
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<b>Report to TPCCH General Meeting June 10<sup>th</sup></b>
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■ n/a
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### TOPICS DISCUSSED

- 1. Minutes.** Pearl Bruno moved and Phyllis Russell seconded that the minutes of the April meeting be approved as presented. **Motion passed.**
- 2. New Co-chairs.** As announced by email, the committee's electronic vote elected Philip Pierce and Susanna Rodriguez as committee co-chairs for 2010-2011.
- 3. Governance Protocol Document.** The TPCCH General Council approved the protocol May 13<sup>th</sup>.
- 4. Statistics and data quality.** Don Logue reported. There are now 7,700 unduplicated clients and over 14,000 program entries. Data quality remains good with only 41 null fields. He has sent each agency their data quality reports. HUD will soon begin requiring data quality reports twice a year.
  - **Next steps.** Don will continue to send agencies data quality reports on a quarterly basis.
- 5. Upcoming HMIS training.** The next new user training class will be Monday, June 7<sup>th</sup>, 12:30-3:30 p.m., at the City of Tucson information technology training lab. One hour of training for City grantees on how to use HMIS to track housing inspections will follow immediately.
- 6. New/revived programs on HMIS.** Don noted that the Giving Tree is returning to active HMIS use after a lull due to personnel changes; and that Comin' Home will add its programs that have not yet been entered. He has received word from HMIS consultant that the Veterans Administration (VA) policy is changing to allow entering VASH clients into HMIS systems. These changes will bring our system close to 100% homeless shelter/housing coverage although it's not yet clear if local agencies are aware of this change in policy.
- 7. Homeless Data Exchange (HDX).** HUD has begun an on database for compiling continua of care HMIS data on housing inventory charts (HIC), point-in-time surveys (PIT), the Annual Homeless Assessment Report (AHAR), and the quarterly Homeless Pulse reports. TPCCH's HIC and PIT data must be finalized and input by May 31<sup>st</sup>. Continuum of Care consultant representative Steven Wind has entered the most of the required data, and Don will add the remaining date from HMIS. Most HMIS user will never use HDX, but will be able to run reports from it.
- 8. HEARTH/HMIS Conference.** There will be same-content HMIS training conferences in September in Denver and Atlanta. The conferences' goal is to give attendees – continuum of care representatives, HMIS administrators, and shelter/housing administrators – knowledge to prepare for implementation of the HEARTH Act and HPRP as well the new HUD data standards. Karen noted that Margaret Kish has said that she will attend, and asked about committee representation. Susanna Rodriguez, Jodie Barnes (per Susanna), Don Logue, and Scott Rich (per Don) all plan to attend. Don added that he and Scot will go to the upcoming ServicePoint 5.0 training. It currently appears that that upgrade will not be released until late fall or winter.

9. **“Reason for leaving” definition.** Discussion tabled. New HUD data standards make this field optional.

10. **Reporting Workgroup.** Don and Leslie Carlson reported. The workgroup reached consensus that the best way to make HMIS data available to the entire continuum and community is to create and publish reports for the June-July fiscal and January-December calendar years. The workgroup’s has nearly defined the reports’ contents, and hopes to have a template representing the aggregate data to review at the next HMIS Committee meeting. Contents would include a written summary discussing major findings, possible interpretations, and the limitations of the presented statistics. If approved, the first report could be produced and distributed after June 30<sup>th</sup>. The committee would like the TPCH administrative coordinator to assist pending TPCH co-chairs’ approval.

#### 11. New Business.

- **Upcoming data standard changes.** Don noted that HUD begins applying the new data standards on June 1<sup>st</sup>. TPCH’s system is already in compliance. There are few changes in universal data elements. Changes to the program-specific data elements are most important. Information on clients’ income and non-cash benefits must now be updated annually. HPRP and outreach fields were added. All HUD grantees now must use selected domains of the self-sufficiency matrix (SSM).
- **New APRs.** Don reported. HUD is beginning to require that Annual Performance Reports (APRs) be generated through HMIS and submitted in eSnaps. The requirements for beginning electronic APRs vary by type of program and fiscal year-end date. They begin with program years ending July 1, 2010. The new electronic APR form and data fields not yet released, although drafts appear to require more data than the current form 4118 APR. He said that the draft is, however, very logical and based on the HMIS data fields. He is unsure whether domestic violence grantees, exempt from HMIS use, will continue to file paper APRs or will need to manually enter the data into the electronic form.
- **Meeting day change.** Don asked participants to consider and discuss next month meeting during the second week of the month.

12. **Next Meeting.** Thursday, June 17<sup>th</sup>, 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
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
John Hudson	Pima County CDNC	jhudson@pima.gov
Don Logue	Symmetric Solutions	dlogue@symmetricsolutions.com
Sonia H. Lopez	Pio Decimo Center	slopez@piodecimnocenter.org
Rosanna Mendoza	TMM Family Services	rmmendoza@tmmfs.org
Ellen Noble	SAAF	enoble@saaf.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	Sullivan Jackson Employment Center	chsanchez@pima.gov
Megan Sanes	Our Family Services	msanes@ourfamilyservices.org
Claudia Vazquez	The Salvation Army	claudia.vazquez@usw.salvationarmy.org
Rodney Williams	The Giving Tree	rodney@thegivingtreeoutreach.org