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# TUCSON PIMA COLLABORATION TO END HOMELESSNESS

## HMIS Committee

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### August 10, 2011 Minutes

Vice Chair/convener: Pam Moseley

<b>Next Meeting:</b> September 7, 2011, 3:00 – 4:30 p.m., SAAF, 375 S. Euclid Avenue
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<b>Report to General Council</b>
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| ■ Committee working on licenses, data sharing, and data standards |
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#### TOPICS DISCUSSED

- Minutes.** Russell Beaudry moved and Karen Caldwell seconded that the minutes of the July meeting be accepted as presented. **Motion passed.**
- Training updates.** Trainings on the Advanced Reporting Tool (ART) and the general reporting tool were held in July. Dates for trainings on data sharing and the ART data quality reports have not yet been set.
- User licenses.** All user licenses remain in use although some may be made available soon as the local HPRP effort, Project Action, winds down. Don Logue has emailed all agency supervisors of HMIS license holders their number of current licenses and whether any can be returned, and will soon inquire about future needs. Primavera Foundation and Esperanza en Escalante representatives reported that each soon will need additional licenses due to a new grant. Mike Abeyta of Comin' Home said that they urgently need another license. Pam reminded all committee participants that it is important to share what they learn and discuss at these meetings with their internal hierarchy.
- Data sharing.** Training for the data sharing pilot project has not yet been set.
- Data quality reports.** Susanna Rodriguez noted that each agency should begin to run data quality reports regularly in addition to those sent quarterly by the system administration. Regularly reviewing and correcting data as needed will make APR preparation easier. .
- Data quality standards.** Susanna noted that the committee is responsible for setting the continuum's data quality standards in addition to ensuring that the entire continuum of care complies with the U.S. Department of Housing and Urban Development (HUD) data quality standards. She suggested that the conversation on standards be started by reviewing the standards of both HUD and other cotinuums. Sally Ramsey noted that Old Pueblo Community Services does an intake after a client arrives on their property. Their intake forms duplicate parts of HMIS and case managers set down immediately after intake to do the HMIS entry. The longest gap between intake and data entry is from Friday to Monday, if an intake is done on Friday. It was noted that not all intake workers enter their own data. Transitional housing program representatives noted that they may have a long gap between beginning to work with a client in shelter and entering that client into HMIS because they cannot enter the client until after the emergency shelter completes their HMIS exit. This fact may mean that standards will need to differ by type of program.
  - **Next step.** Participants will research the work flow at their organizations and bring information about their methods and best practices to the September committee meeting.
- Old Business/DES report request.** Pam reported that the basic demographic information requested by the state homeless coordinator – to be combined and compared all the state's continuums' demographics – was compiled and forwarded. Don Logue will report on the amount of time used and the cost to the HMIS grant of compiling that report so that the committee can make an informed decision about whether to request compensation for such special reports. DES is asking for this information on a quarterly basis. After that report was submitted, the state homeless coordinator asked for additional information on length of homelessness.

**8. New Business.**

- **Inter-committee communications.** Pam noted that there was a lengthy discussion in the most recent TPCH Continuum of Services (CoS) Committee regarding: the importance to the entire continuum of the HMIS; how HMIS can best be used to support community efforts; how HMIS can continue to function and support growing programs within its limited and already strained budget; and that the HMIS Committee’s input into the TPCH strategic planning process will be crucially important. A specific request for the committee’s participation in the strategic planning process will follow.

Susanna noted that both the HMIS grant and its matching funds are currently committed, despite the increasing number of programs and the expectation of the addition of homeless veterans’ data. It is possible for projects that have unspent funds to re-allocate those funds to the continuum’s HMIS. Once this is done, the donor program cannot recover those funds. This year’s reallocation opportunity has passed, but preparations for achieving reallocation of unused funds next year will be important.

The CoS Committee has asked that the HMIS Committee work more closely with them on recommendations as to how to meet the additional demands on HMIS to best benefit the community.

Mary Beth Landis-Jantzen noted that it will be important to learn whether there are additional agencies that plan to extend their use of the HMIS software beyond their HUD requirement to their individual needs.

- **Chair resignation.** Pam reported that Don Logue has expressed that his HMIS duties require that he resign as committee chair.
  - **Next step.** The committee will elect a new chair at the September meeting.

**9. Next Meeting.** Although the committee generally meets on the second Tuesday of the month, this would make the meeting after the September General Council meeting. Consensus was to hold the meeting Wednesday, September 7<sup>th</sup>, 3:00-4:30 p.m., SAAF, 375 W. Euclid Avenue.

Submitted by Settle Madden

**Attendance**

Name		Organization	Email
Mike	Abeyta	Comin’ Home	mabeyta@cominhome.org
Russell	Beaudry	La Frontera Center, Inc.	rbeaudry@lafrontera.org
Anne	Boettcher	COPE	aboettcher@copebhs.com
Karla	Calderon	TMM Family Services	kcalderon@tmmfs.org
Karen	Caldwell	Primavera Foundation	kcaldwell@primavera.org
Cassandra	Galloway	Gospel Rescue Mission	cgalloway@grmtucson.com
Stan	Hamnett	Gospel Rescue Mission	stanhamnett@gmail.com
Mary Beth	Landis-Jantzen	SAAF	mjantzen@saaf.org
Sonia	Lopez	Pio Decimo Center	slopez@piodecimocenter.org
Roseanne	Loya	Open Inn	rloya@openinn.org
Pam	Moseley	Pima County CDNC	pamela.moseley@pima.gov
Sally	Ramsey	Old Pueblo Community Services	
Celeste	Reynolds	Salvation Army	celeste.reynolds@usw.salvationarmy.org
Susanna	Rodriguez	City of Tucson	susanna.rodriguez@tucsonaz.org
Phyllis	Russell	Esperanza en Escalante	phyllis.russell@eeeveterans.org
Cheryl	Sanchez	Sullivan Jackson Employment Center	cheryl.sanchez@pima.gov
Megan	Sanes	Our Family Services	msanes@ourfamilyservices.org
Claudia	Vazquez	Salvation Army	claudia.vazquez@usw.salvationarmy.org
Rodney	Williams	The Giving Tree Outreach	rodney@thegivingtreeoutreach.org