
TUCSON PIMA COLLABORATION TO END HOMELESSNESS

HMIS Committee

June 8, 2011 Minutes

Co-chairs: Don Logue, Susanna Rodriguez

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| Next Meeting: July 6, 2011, 3:00 – 4:30 p.m., SAAF 375 S. Euclid Avenue |
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| Report to General Council |
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| ■ HMIS Annual Report 2010-2011 to be prepared soon. |
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TOPICS DISCUSSED

- Minutes.** Kim Cook moved and Pearl Bruno seconded that the May minutes be approved as presented. **Motion passed.**
- Training and help sessions.** Don Logue reported. He has posted on the Service Point system news and emails all user the schedule of trainings beginning with concurrent new user training and individual help sessions tomorrow in room 301 of the Kino Service Center. He asked if there were any requests for July trainings. There were none. Don indicated that, if there is not demand, there will be no trainings next month.
- HMIS participation.** Don noted that he reviewed the 130 local homeless assistance programs, and found that the following were either not – or not completely – participating in HMIS: Church on the Street; Franciscan Ministries; Giving Tree Outreach Program; Sister Jose Holliday Shelter; and the Southern Arizona Veterans Administration Health Care System. Participants noted that the Franciscan Ministries operates only a continuous winter shelter program with volunteer assistance only, and that the “Sister Jose” shelter is probably the associated emergency shelter for women. The Franciscan shelters efforts’ point-in-time count data was actually obtained by 2011 Street Count enumerators. It was noted that the Veterans Administration currently plans for SAVAHCS to enter data into their HOMES software, and to eventually integrate HOMES with HMIS.
 - **Next step.** Any participant with contact information for Franciscan Ministries or Church on the Street will email that information to dlogue@symmetricsolutions.org.
- Data sharing.** Don noted that the emergency shelter group held its second data sharing meeting this morning. They agreed to share entry, exit and basic profile data on each client on a go-forward basis. They are currently working on a new client authorization form to indicate and obtain permission for the data sharing, and then will design and deliver training to the emergency shelter intake workers on how to explain the form. They hope to have training for data sharing in July.
- Data quality reports.** Don provided an on-screen demonstration of the process for participants, using the Advanced Reporting Tool (ART). He urged everyone to run their own data quality reports before the end-of-quarter.
- Data quality standards.** Don emphasized that it is important for all users to track their data quality and keep it high> Data quality must be reported individually in Annual Performance Reports (APRs) and collectively in the annual TPC application to HUD. HUD will begin to evaluate each continuum of care as a community, He noted that this committee is charged with setting the procedures and standards for the TPC continuum, and needs to begin to formalize standards – such as how soon new clients must be entered.

Mary Beth Landis-Jantzen noted that subsidized housing programs often depend upon government or other agencies’ programs for information, and may not receive information promptly after intake. It may be necessary for data entry timelines to differ by type of programs. Salvation Army and Gospel Rescue emergency shelter representatives noted that they enter data right away in order to use HMIS to track open bed capacity. Participants discussed whether they may obtain needed information sooner; arrange for it to be provided sooner to the HMIS users; and/or alter internal procedures to speed data entry.

- 7. New APR update.** Don noted that the new HUD-required APR is now available in the HMIS ServicePoint software, through the ART only. From here forward, all APRs must be generated through HMIS. He noted that a data quality report for finishing the APRs is coming soon in ServicePoint. All APRs are due 90 days after the end of the grant year.
- 8. HEARTH update.** Don noted that the full extent of the HEARTH Act's effects and changes on HMIS systems is not yet known. HUD has not received full funding for HEARTH Act implementation and therefore plans to implement the act in at least four stages, starting with implementing the new definition of homelessness and the new Emergency Solutions Grants this summer.
- 9. Old Business/Reporting workgroup.** Don noted that the workgroup met immediately before this committee meeting. A major topic of discussion was how to respond to the increasing number of requests from outside entities – such as the Arizona Department of Economic Security – for special, customized reports. Next month, they begin working on the next annual report, that for the July 1, 2010-June 30, 2011 fiscal year. Mary Beth noted that the workgroup is losing the retiring PTEH coordinator, and would like at least a replacement member and, possibly, additional members.
- 10. Next Meeting.** Wednesday, July 6th, 3:00-4:30 p.m., SAAF, 375 S. Euclid Avenue. .

Submitted by Settle Madden

Attendance

| Name | | Organization | Email |
|-----------|----------------|-------------------------------------|--|
| Anne | Boettcher | COPE | aboettcher@copebhs.com |
| Pearl | Bruno | Compass Health Care | pbruno@compasshc.org |
| Karla | Calderon | TMM Family Services | kcalderon@tmmfs.org |
| Karen | Caldwell | Primavera Foundation | kcaldwell@primavera.org |
| Kim | Cook | New Beginnings for Women & Children | kcook@nbwctucson.org |
| Stan | Hamnett | Gospel Rescue Mission | shamnet@grmtucson.com |
| Mary Beth | Landis-Jantzen | SAAF | mjantzen@saaf.org |
| Don | Logue | Symmetric Solutions | dlogue@symmetricsolutions.com |
| Pam | Moseley | Pima County CDNC | pmoseley@pima.gov |
| Sally | Ramsey | Old Pueblo Community Services | sramsey@helptucson.org |
| Celeste | Reynolds | Salvation Army | celeste.reynolds@usw.salvationarmy.org |
| Scott | Rich | Symmetric Solutions | hmissupport@gmail.com |
| Susanna | Rodriguez | City of Tucson | susanna.rodriquez@tucsonaz.gov |
| David | Roun | CODAC | droun@codac.org |
| Cheryl | Sanchez | Sullivan Jackson Employment Center | cheryl.sanches@pima.gov |
| Megan | Sanes | Our Family Services | msanes@ourfamilyservices.org |
| Perry | White | Esperanza en Escalante | pwhite@eeeveterans.org |
| Rodney | Williams | The Giving Tree Outreach Program | rodney@thegivingtree.org |