

**Kings/Tulare Continuum of Care on Homelessness
HMIS Committee Meeting Minutes
Via Conference Call
02/10/09 – 1pm**

MEETING CALLED TO ORDER: Nanette Villarreal called meeting to order.

PRESENT: Nanette Villarreal, Machael Smith, Lucia Orozco, Linda Compo-Blazich, Cindy Root, and Mickie Manning.

DISCUSSION/ACTION ITEMS:

A. HMIS Update

1. Currently 5 active agencies inputting data: Visalia Rescue Mission, Champions Recovery, Family Services, Central California Family Crisis, and Kings Community Action.
Following Discussion, clients from El Primer Paso have been entered into ClientTrack, although they have not been exited. Currently there are two families living in units. Exit information is needed. Ms. Smith stated her contact, Gail Young, is no longer working for El Primer Paso, but has agreed to help in collecting information from clients. Ms. Compo-Blazich indicated she has been in contact with HUD via conference calls. She has also met with clients' currently in units and has agreed to meet with them once again to collect exit information. Ms. Villarreal made the point that technically clients have exited the program since El Primer Paso no longer exists. It was stated the information is at risk and needs to be collected as soon as possible. Ms. Compo-Blazich agreed to inquire about clients that have left housing. Ms. Villarreal suggested continuing discussion at an executive level.
2. Ms. Smith presented Project Homeless Connect (PHC) data to committee. An email was sent out to members, prior to the meeting, with an attachment containing PHC results and graphs. It was pointed out that most PHC clients were listed as renting, which was determined a concern and agreed to find a solution for next years PHC. Ms. Smith stated 666 client intakes were entered into HMIS, and some were not entered due to poor data quality. Data was reviewed and a suggestion was made by Ms. Villarreal to omit social security numbers. Ms. Villarreal requested graphs showing gender by venue as well as clients who rent or own their home by venue. Ms. Smith agreed to resend PHC data with requested items and asked to delete prior email.
3. Ms. Smith asked committee members, what types of reports would be most beneficial to them as an agency. Responses indicated it would be useful to know how many clients have been served as well as collecting mainstream data, specifically regarding exit of clients. Example, knowing benefit of program; a client exiting the program to permanent housing or with income.
4. Ms. Villarreal announced to agencies that technical assistance is available and to please ask if needed. Ms. Smith added they should not wait until they felt frustrated.

B. Data Quality Plan

1. A Data Quality Plan Work Sheet was previously emailed out to committee. Ms. Smith mentioned a quality plan is currently imbedded in our Policy and Procedures Manual, but is missing components. Question was posted by Ms. Smith, if Data Quality should be kept in Policy & Procedures Manual or implemented separately. Ms. Smith added the continuum currently does have a data quality plan, but is not written out. Committee suggested implementing a separate Data Quality Plan due to arguments of simplicity and convenience. Ms. Villarreal asked Ms. Smith to draft a Data Quality Plan to present during next meeting. Ms. Smith agreed to create a separate document and revise the Policy and Procedure Manual.

C. Agency Quarterly Compliance Evaluations

1. Semi-Annual Site Visit Compliance Checklist was emailed out to committee prior to meeting. Ms. Smith explained checklist was a self-compliance tool for agencies, and critical for those who are HUD funded. She added, the toolkit allows Executive Directors to evaluate staff and policies for compliance. Ms. Smith stated document has been sent out to each agency and are due back Friday February 12, 2009.

D. Agency Site Visits

1. Following discussion, Ms. Villarreal spoke to site visits; site visits assure compliance with HUD regulations. Visits will assist, help and provide resources to agencies in regards to ensuring compliance. Question was posted by Ms. Smith, should visits be semi-annual or on an annual basis. Committee suggested conducting visits on an annual base. It was also suggested to schedule the agency's first visit 6 months into implementation and yearly thereafter. Ms Villarreal asked Ms. Smith to develop a site visit schedule. Ms. Smith agreed to develop the document and send out for review. Agencies may provide feedback. Document will be sent to Ms. Compo-Blazich on February 25th to be added to CoC's agenda for approval.

E. HMIS Quarterly Training

1. Ms. Smith indicated next training topic would be on cube analysis, which had been previously discussed and agreed upon during last training in December. Ms. Villarreal suggested topic to be on site visit details.
2. Next HMIS training was previously scheduled for Thursday March 5th at 10:00am at Visalia Rescue Mission.

Adjournment/Next Meeting- May 12, 2009 at 1pm via conference call

Respectfully submitted,

Lucia Orozco