



HMIS Committee Meeting

February 8, 2011

1:00pm

VIA Conference Call

Meeting called to order: Machael Smith called meeting to order

Present: Machael Smith, Nanette Villarreal, Lucia Orozco, Anna Green, Cindy Root.

Action and Discussion Items:

I. Minutes from Previous Meeting

Motion made by Ms. Villarreal and second by Ms Green, motioned carried to approve November's minutes.

II. Site Visits

Resources for Independence- Ms. Orozco reported no findings for this agency. CSET- Ms. Orozco reported two findings for this agency. 1. Client demographics did not accurately represent 100% of the data entered in HMIS. Data elements on hard copy forms did not match data entered in HMIS. CSET's plan to correct this finding is for users to cross check client files to HMIS data. 2. Agency had no method to cross reference the number of clients served with Data Quality reports. CSET will make sure they have a secondary mechanism to keep track of clients served in order to ensure 100% of clients are entered into HMIS.

Site visits to be completed next quarter are Turning Point in March and Visalia Rescue Mission and Family Services in April.

III. Adjustment to End User Agreement Form

Revision for Inferred Consent

Ms Smith proposed to change the first item on the End User Agreement. The first item refers to obtaining consent from clients to enter information into HMIS. Since most agencies are now using inferred consent, it has been proposed to be changed to "If your agency is using "Informed Consent", a Client Consent - Release of Information for Data Sharing form must be signed by each client whose data is to be entered into the HMIS." Ms. Smith mentioned that KCAO was the only agency to continue to use informed consent. Ms. Villarreal made a motion to approve the document and second by Ms. Orozco. Motion was carried to approve the End User Agreement.

IV. Program Performance Reports

Bed Utilization Rates

Ms. Smith provided a bed utilization graph and explained that emergency shelters on average are under 60% for every last Wednesday of each month. In order to include this information on the AHAR which runs from October 1st – September 30th, rate must be at least 50%. She further explained that barriers such as drug use may be the reason these

numbers are so low. Ms. Smith continued to explain that bed utilization for transition housing is on average 90% for each last Wednesday of each month.

After much discussion on how to approach this issue and determine a method to resolve it a motion was made Ms. Root and second by Ms. Villarreal to review the specifics of utilization by the HMIS committee. The review will be conducted by program type and agency to analyze and provide a recommendation to the Executive Board at the next CoC executive meeting which will be held on March 10th. Ms. Smith stated that she will get confirmation from each director on number of clients served and bed inventory before sending out reports to the committee.

Monitoring Program Performance

Ms. Smith suggested we begin producing Program Performance reports on a quarterly basis to review each agency's performance related to the APR. These reports will be reviewed and findings will be presented to the executive board. Reports will be related to the goals written into the strategic plan in the NOFA. Ms. Smith will send out a report for review and presented to the executive board for adoption at the March 10th meeting.

V. Point in Time

Update on Supplemental Surveys in HMIS

Supplemental surveys we are still waiting on are from Family Services and the Men's Campus at the Visalia Rescue Mission. Ms. Smith stated that this year the number of clients served that night will still be counted regardless if they entered the surveys in HMIS.

Housing Inventory Surveys

We are also still waiting on a few Housing Inventory surveys.

VI. HMIS Quarterly User Training

Topic – To be discussed

Next training – April 2011

Location – CSET (to be confirmed)

Recommendation was made by Ms. Smith to look at performance measurements and how agencies can pull their own reports.

Ms. Smith will send out a survey to HMIS users for general issues to be included in the training.

VII. Comments, Concerns, Issues

- a. Another conference call has been scheduled for March 1st at 1pm to discuss recommendations on the Bed Utilization Rates. Ms. Smith will send out the report as well as HUD HRE utilization tools.
- b. Victory Outreach has been removed from the Housing Inventory Chart. HMIS equipment has not been recovered. Ms. Smith will send Victory Outreach a final letter stating they have 10 business days to comply or the authorities will have to be notified of the missing equipment. After some discussion it was determined that all Victory Outreach clients in HMIS will be deleted from the software.

VIII. 2011 Meeting Dates and Times

May 10, 2011

August 9, 2011

November 8, 2011

All meetings at 1:00 pm via Conference Call