

**Kings/Tulare Continuum of Care on Homelessness
HMIS Committee Meeting Minutes
Via Conference Call
8/11/2009 – 1pm**

MEETING CALLED TO ORDER: Machael Smith called meeting to order.

PRESENT: Machael Smith, Nanette Villarreal, Lucia Orozco, Kate Welch, Linda Compo-Blazich, Cindy Root, Beatriz Camberos

DISCUSSION/ACTION ITEMS:

I. Minutes from Previous Meetings

1. Minutes were reviewed by committee.

II. HMIS Update

1. Machael mentioned it was going much better. After reviewing data quality reports for last month, Machael reported that not all clients were being exited.
2. Machael reported status on new agencies; possible three new agencies. Machael has a meeting with Turning Point on the 20th to start up and is expected to be up and running in three to four weeks. Aspiranet will be calling Machael next week. Victory Outreach has been hard to contact, she finally received a contact name and number for someone from Porterville yesterday. It was discussed that 25% to 30% of the bed inventory is from Victory Outreach. Victory Outreach is two separate cells; Visalia Church and Porterville Church. Machael also left a message with THHSA.

III. HPRP Data Elements/Revised HUD Data Elements

1. Prior to the meeting Machael sent out the HPRP and Revised HUD Data Elements out to the committee for review. Machael stated they are proposed elements except for HPRP. They will be finalized about September/October.
2. Machael provided an overview of the documents. CoC Programs also includes HPRP programs. ClientTrack has begun implementing the HPRP piece. Universal Data elements have added don't know and refused fields. Machael expressed a concern over this change due to the ability of creating null fields. Machael stated that currently Lucia and herself are working with agencies that have more than 5% null fields to see why they are null. % of null fields is being looked at on a monthly basis. Machael continued with an overview of the elements. Elements have been taken out, changed or added. Machael provided comments on specific changes. Question was made regarding a definition. Machael indicated she would look at question and make sure the right definition is listed on the instructions page in the client's packet.
3. Program Specific Data Elements. Machael provided a review on program specific elements, which includes additions, deletions, and modifications. These elements are for agencies that are HUD funded. Data elements, "reason for leaving" and "services provided" are now optional. Question was offered by Machael to keep or delete question, "Reason for Leaving". After discussion it was agreed to keep question and to recommend to the CoC committee for approval on August 27th. Motion carried.
4. HPRP Data Elements. Machael gave a snapshot of what is coming out. Data elements are all new. She will keep everyone posted.

IV. Agency Site Visits

1. Machael gave an update on progress- CCFCC had their site visit last month. It went well, with only a few areas for improvement. They requested additional grant reports. Champions had their site Visit in May. KCAO is due for their site visit this month. Joey will be getting back to Machael with a date and time. It will be their six month visit.

V. HMIS Quarterly User Trainings

1. Next training is scheduled for September 10th. Feedback was requested on topic. After discussion it was determined to be best to push back the date in order to train on the new data elements. Machael mentioned she would contact Visalia Rescue Mission for a new date and time. A separate training will be held for HPRP.

F. Comments, Concerns, Issues

1. Machael mentioned she forgot to include change on Policy and Procedure document that we can not refund unused seats.

Adjournment/Next Meeting- November 10th at 1pm via conference call.

Respectfully submitted,

Lucia Orozco