



HMIS Committee Meeting

November 17, 2010

1:00pm

VIA Conference Call

Meeting called to order: Machael Smith called meeting to order

Present: Machael Smith, Nanette Villarreal, Lucia Orozco, Linda Compo-Blazich, Cindy Root.

Action and Discussion Items:

I. Minutes from Previous Meeting

Motioned made by Ms. Villarreal and second by Ms Smith, motioned carried to approve May's minutes.

II. Site Visits

Turning Point – Site visit was completed in May. Ms. Smith found four issues. Turning Point has applied for funding which will require more focus on HMIS data quality from HMIS user.

Champions – Site visit was completed in May. One major issue found: low data completeness value on Social Security data field.

KCAO- Site visits for the HPRP and regular HMIS program was completed in September.

HPRP site visit had no issues present. Regular HMIS program had one major issue; null value for Social Security is low. Ms. Smith mentioned that bed utilization for this agency has also been low. Current bed rate is set in the HIC at 35. Bed utilization average is 47%.

Victory Outreach – Issues with Victory Outreach have been discussed with HUD and has been allowed to remove programs from the HIC.

III. Bed Utilization Rates

Ms Smith mentioned bed utilization rates for programs in HMIS are low. Ms. Smith will call programs. Ms. Smith also mentioned the AHAR is due in a week and a half, Oct. 1, 2009 to Sept. 30th, 2010.

IV. Point In Time

Discussed adding additional data elements to sheltered individuals to match the survey conducted on unsheltered individuals. Information not captured last year from sheltered individuals include: Spouse Completed Survey, # of Times Homeless Last 3 Years, How Longs Homeless This Time, Language, Size House/Apt Needed, Services Needed, Reason(s) for CURRENT Homelessness, Homeless with Spouse/Partner, and Served Time in Jail/Prison. A customized workflow in HMIS will be created to capture PIT survey questions. Training will be provided to HMIS users in the beginning of January on how to enter PIT information.

V. HMIS Quarterly User Training

Training will focus on entering PIT information through a new customized workflow specific to PIT. Training will be scheduled in the first week of January. Location will be confirmed at CSET.

VI. Comments, Concerns, Issues

Ms. Root expressed concern regarding visual display of windows within ClientTrack. Ms. Smith pointed out that she may have to decrease her screen percentage.

VII. Meeting adjourned at 1:45pm.

Next Meeting Date and Time

February 8, 2011 at 1:00 pm

Via Conference Call