



PARTNERS IN CARE

Oahu Continuum of Care

Partners in Care is a coalition of Oahu's homeless service providers, government representatives and community stakeholders working together in partnership to end homelessness.

PIC Data Committee Meeting Minutes
 200 North Vineyard Boulevard, Suite 210
 May 22, 2018 10:00 a.m. to 11:30 a.m.

Attendees: Carla Houser (PIC Data Chair – RYSE), Erin Rutherford (Catholic Charities), Elizabeth Anderson (KPHC), Norm Baker (AUW), Jay King (AUW CES Admin), Rachele Keaton (AUW CES Admin), Tom McDonald (PIC Planning Chair – ASI), Eric Englin (PHOCUSED), Natalie Okeson (PHOCUSED), Morgan Esarey (PHOCUSED), Carlos Peraro (HMIS), Jake (Project Vision), and Sharon Baillie (PIC); **Phone:** Marc Alexander (City and County of Honolulu), Ceslie, Shalese (U.S. Vets).

| Topic | Discussion | Outcome/Action |
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| Call to Order, Approval of Minutes, | <ul style="list-style-type: none"> • Carla Houser, RYSE Executive Director introduced herself as the new PIC Data Chair as well as the temporary CES Youth Admin. • All others introduced themselves at this time. | |
| Continuing Business - HMIS System Administration Team <ul style="list-style-type: none"> o Updates o Reports - HMIS Lead Updates | NOFA <ul style="list-style-type: none"> • Tom highlighted PIC's 2017 NOFA score. <ul style="list-style-type: none"> - PIC scored low on the DATA section of the NOFA, 17 points lower than BTG. - Data portion needs to improve for this year's NOFA. - Carlos added that HUD looks strictly at increases and decreases – such as PIT count. HMIS System Admin <ul style="list-style-type: none"> • Carlos is continuing to work on PIC related items such as the monthly monitoring reports. <ul style="list-style-type: none"> - Finalized the HPO reports – data collection and reports finalized in the system. - Working on new data quality report; aligning with the old report CaseWorthy was no longer maintaining; no timeline on when it will be finished – at least several weeks - Sam is the Planning Committee – Monitoring and Evaluation Subcommittee Chair and will be doing desk monitoring. - Carlos noted that there is the ability to pull reports for all the CoC funded projects - Carlos suggested looping in Chris Pitcher on conversation regarding HMIS reporting – system level/project level HMIS Lead Updates <ul style="list-style-type: none"> • Norm continues to look at the underpinnings of HMIS <ul style="list-style-type: none"> - We need to work on the access issues, a system needs to be laid out - HMIS MOU between PIC and AUW - Clarification on relationship between PIC and BTG is needed - Policy and Procedures for HMIS apparently not received since 2015 • The HMIS contract was transferred from the State to AUW on April 26, 2018 <ul style="list-style-type: none"> - There is around \$20,000 left on the contract which needs to be spent by the end of June 2018 - The new HMIS contract amount will be \$124,672 - HUD is trying to cut down on HMIS funding as it should become self-sustaining - In the future user fees for the HMIS system may be the way to go - Carlos contracted through June 30, 2018 | The 2018 NOFA should be dropping at the beginning of June 2018. Erin suggested sending the monthly monitoring reports to the Data Committee when sending out the agendas. Carlos looks forward to working with and supporting PIC in terms of types of reports needed. Will do training if there is a large group that requests it. There us a webinar once a week – contract is vague. Sharon has access to pull reports on CoC funded projects. Carlos will send Norm and Carla his HMIS Admin contract. Carla will call Marc Chandler at HUD to find out the allowable expenses for Data money – Plan in place for spend down by the next PIC BOD meeting |

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| | <ul style="list-style-type: none"> - Carla would like to see a Youth System started in HMIS with left over Data money - Carlos noted that this is a good idea and that it would involve coming up with a scope and framework as well as process and decision making - Carlos will do systems performance measure for PIC by May 31,2018 - HIC and PIT information submitted to HDX by Carlos | |
| <p>New Business</p> <ul style="list-style-type: none"> - PIC Data Committee Governance - HMIS Lead Transfer | <p>Data Matrix</p> <ul style="list-style-type: none"> • Data Committee <ul style="list-style-type: none"> - PIT Count and NOFA - HIC - Policy and Procedures - Security and Privacy - Governance/MOU - Data Quality - Monitoring and Evaluation - HMIS – Leads: AUW/HPO • Erin noted that the P and P's should be updated every year with a thorough review of all changes <ul style="list-style-type: none"> - Each CoC board is responsible for approving access | <p>The names will be taken off the bottom of the PIC Data agenda as it included state-wide data members previously.</p> <p>Other large funders should be involved if bringing together the State-wide Data Committee again.</p> <p>Carla should be sent all requests for access to HMIS</p> <p>Check with Chris and Maude regarding what a complete package looks like with HMIS forms</p> |
| Next Meeting | June 26, 2018 at PIC – Suite 210 from 10:00 a.m. to 11:30 a.m. | |