



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
June 26, 2018

Attendees: Carla Houser (PIC Data Chair – RYSE), Brian Johnson (HUD), Zoe Lewis (Catholic Charities), Elizabeth Anderson (KPHC), Norm Baker (AUW), Rachelle Keaton (AUW CES Admin), Morgan Esarey (PHOCUSED), Jake Rachels (Project Vision), Tom McDonald (PIC Planning Chair), and Sharon Baillie (PIC); **Phone:** Seseliy, (Catholic Charities) and Charisse (U.S. Vets).

Topic	Discussion	Outcome/Action
Call to Order, Approval of Minutes,	<ul style="list-style-type: none"> The meeting was called to order at 10:04 a.m. All members introduced themselves at this time. All members present at the meeting minus Brian from HUD will be apart of the PIC Data Committee. 	Elizabeth moved, and Morgan seconded the approval of the May 2018 minutes. The minutes passed with no objections.
Continuing Business <ul style="list-style-type: none"> HMIS System Administration Team <ul style="list-style-type: none"> Updates Reports Approval of New Agencies: AFY, OHANA Health, AlohaCare, Revive and Refresh, Project Vision Approval of HMIS Agency Participation Agreement 	HMIS System <ul style="list-style-type: none"> The PIC BOD approved a 3-month contract with Daniel Gore Consulting at a Special Meeting of the BOD on June 25, 2018. Daniel will help during the NOFA process, helping us get through this rough patch as well as help analyze what our system can do, etc. PIC Will be making a formal offer to Karen Thomas for the PIC Data Coordinator position. Karen is very well versed in GIS and Systems. Daniel Gore does all of his training through e-modules. E-trainings may be a possibility in the future for our CoC but would need to check on a price for this. HMIS New Agency Access <ul style="list-style-type: none"> Aloha Care/Ohana Health: view only options? Revive & Refresh: contract with C&C-2 users requested AFY: subcontracted through IHS HMIS Agency Participation Agreement <ul style="list-style-type: none"> Waiver or sliding scale system for non-funded agencies; need to look at Houston example; Will incorporate users fees into the agency participation agreement We have the assurance but we need to add the addendums The CES P&P and HMIS P&P need to be looked at and possibly updated. 	We need to follow up with Carlos regarding the HMIS monthly monitoring reports for May and June 2018. There should be an MOA on the backend of CaseWorthy for PIC and BTG Admin interactions. Brian highlighted the reports that Carlos currently puts together for PIC – referencing the April 201 monitoring report. The new HMIS Admin will need to look at condensing and making the monthly reports user friendly. All new agencies preliminary approved; pending approval of new agency participation agreement. Carla will send out amended version of HMIS Agency Participation Agreement for Data Committ.ee approval
New Business <ul style="list-style-type: none"> HMIS User Fees 	<ul style="list-style-type: none"> Norm highlighted the proposed user fee budget. PIC currently pays for up to 40 persons to use HMIS at one time. 	Norm is waiting to hear back from CaseWorthy on the

	<ul style="list-style-type: none"> • We need to generate \$90,000, which would be \$328 each user at our current 275 users. • Possible set up fees – Pay an initial amount up front fee for agencies which would include training and then per user? • Jake suggested Information sessions for the users coming forward new to HMIS so they are able to potential see what they want, think they are getting, and where they fit into the system. Entering versus viewing access. • Training cost for each new user. What would the cost be for each new user? • Training package would be for agency. • 3 Tier System <ul style="list-style-type: none"> - Graduated approach, 1-3, 4-10, 11 and up - Can you do viewer access versus data entry access, would fees be different? - \$100, \$300, 500 	<p>average number of users in the HMIS system at one time.</p> <p>Brian noted that agencies are able to create a line item in grants to make sure that the cost of HMIS access is covered.</p> <p>Ask Daniel what the cost of the e-learning modules would be – Can each agency have one log-in or training and not individual usernames for training, etc.</p>
Next Meeting	July 24, 2018 at PIC – Suite 210 from 10:00 a.m. to 11:30 a.m.	