



# 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  
July 24, 2018

**Attendees:** Carla Houser (PIC Data Chair – RYSE), and Karen Thomas (PIC); Casey (U.S. Vets), Norm Baker (AUW), Morgan Esarey (AUW CES Admin), Elizabeth Anderson (KPHC), Jake Rachels (Mobile Shower), Sharon Baillie (PIC), Cecilee (Catholic Charities), Brian Johnson, (HUD), Andy, Neil, Camile (Catholic Charities), Daniel Gore (Daniel Gore Consulting), Macy (U.S. Vets), Zoe Lewis (Catholic Charities), Marc Alexander (CCHNL).  
**Phone:** N/A.

Topic	Discussion	Outcome/Action
Call to Order, Approval of Minutes,	<ul style="list-style-type: none"> <li>The meeting was called to order at 10:04 a.m.</li> <li>All members introduced themselves at this time.</li> <li>All members present at the meeting</li> </ul>	Approved
Continuing Business <ul style="list-style-type: none"> <li>- HMIS System Administration Team               <ul style="list-style-type: none"> <li>o Updates</li> <li>o Reports</li> </ul> </li> <li>- Approval of New Agencies: AFY, OHANA Health, AlohaCare, Revive and Refresh, Project Vision</li> <li>- Approval of HMIS Agency Participation Agreement</li> <li>- HMIS User Fees</li> </ul>	<b>HMIS System Updates</b> <ul style="list-style-type: none"> <li>Daniel, the new HMIS Admin has trained up to 7 users</li> <li>Act access issues, users are reaching out. E.g. how to delete client , updating</li> <li>NOFA work is awaiting clarification of Project names, Daniel and Karen both new and are not familiar.</li> <li>Daniel suggested we make a better agency contact list, perhaps a contact management system.</li> <li>Is HUD APR and SAGE APR the same, Karen asked, Tom said yes.</li> <li>Karen questioned preferred format of APR report. Perhaps there are items not needed now.</li> <li>Carla suggested a Day to Day user manual, Preview Admin documents, very customized, Daniel, before creating a new manual should get the big customizations going.</li> <li>Do we copy and paste and rename forms that PIC would use? Karen</li> <li>Karen requested a video of the next online training Daniel provided to the users to keep in-house.</li> </ul> <b>Reports</b> <ul style="list-style-type: none"> <li>We have the HMIS Monitoring report from June from C. Perero.</li> <li>Elizabeth, they need to be pared down. Need to make it more user friendly.</li> <li>New agencies are sending with contact information, user access and mandated reason has to be applicable.</li> </ul> <b>Approval of new agencies.</b> <ul style="list-style-type: none"> <li>Daniel can set up the 5 agencies</li> </ul> <b>HMIS Agency Participation Agreement</b> <ul style="list-style-type: none"> <li>Thanks to all, esp, Norm and Daniel</li> </ul> <b>HMIS User Fees</b> <ul style="list-style-type: none"> <li>Norm, Looking at Jan 2019 for User fees to start</li> <li>We have a concern for money</li> <li>July is and can do a line item.</li> <li>PG 1 \$37,000 for CaseWorthy</li> <li>\$ for Daniel or Administrator</li> <li>Call center</li> <li>Admin Fees</li> <li>Money for yr 2 &amp; 3 – 3 full PIC staff</li> <li>Monies split from HMIS contracted ½ &amp; Planning</li> <li>2<sup>nd</sup> yr need \$85,000</li> <li>PG 2 CaseWorthy 40 users at same time, currently have 275 users so need \$325 per person</li> <li>Back PG Graduated based on users &lt;3 etc.</li> </ul>	Karen suggested a Wish List and she will be the funnel for all requests. Once she has she will work with leads agency users to get input what to take out of reports.  Motion to approve agencies/and HMIS Agency Participation Form Jake, Mobile Shower moved & Morgan, AUW seconded  All approved/ 1 abstention  Elizabeth is opposed to user fees for agencies

	<ul style="list-style-type: none"> <li>Agency Setup is ~ \$10,000 &gt; 11 is \$8,000</li> <li>Oahu island system Harold is ok with that CDBG grants covering; State grants covering</li> <li></li> <li>Norm, will still have \$20,000 to cover in next year. Perhaps we can split remainder between all read only agencies.</li> <li></li> </ul>	
New Business	<p>Meet with BTG</p> <ul style="list-style-type: none"> <li>Carla, we have been discussing meeting between BTG and PIC and we could ask Chris Pitcher to Liaise.</li> <li>Norm agree and offered to contact Howard with HPO State</li> <li></li> <li>Elizabeth said they need forms and they have missing ones.</li> <li>Carla, Chris can provide assistance.</li> <li>Cecilee, create a chart for types of training and work it out between BTG and PIC</li> <li></li> </ul> <p>Training</p> <ul style="list-style-type: none"> <li>Daniel will do it and connect data entry</li> <li>Availability of materials not there,</li> <li>Retrained every year?</li> <li>HPO stated no training from Carlos must use PIC training first.</li> <li>Elizabeth, Reactivation fee 45 or 90 users locked out</li> <li>Director just running reports once a year</li> <li>Jake, this all sounds like a good start.</li> </ul> <p>Health Care – How to price them because Read Only</p> <ul style="list-style-type: none"> <li>They will be Read only, Sharon should we price based on cost savings?</li> <li>Worry system already gets slow, when Read only or in might increase.</li> </ul> <p>PIC LOGO on VISPDAT add to wish list.</p> <p>Make 1 pg for HMIS consent form before going to website.</p> <p>General discussion from CES Oversight regarding 900 singles and 125 Family's dropping from BNL.</p> <ul style="list-style-type: none"> <li>Request of a Before and after from CES team</li> <li>Problem clients were automatically removed after 6 months. Proper process of adding or changing form should be followed.</li> <li>Wish list change form to 12 months for VISPDAT</li> <li>Request for Daniel to run query for VISPDAT in last 6 months.</li> <li></li> <li>Get a copy of old report for VISPDAT drop time.</li> </ul>	<p>Elizabeth is opposed to user fees for agencies</p> <p>Daniel, make query to find current Read Only users.</p> <p>Sharon will do</p> <p>Jay to do this.</p> <p>Daniel run query for VISPDAT that have dropped.</p> <p>Will have to be request at meeting between BTG and PIC.</p>
Next Meeting	August 28, 2018 at PIC – Suite 210 from 10:00 a.m. to 11:30 a.m.	