PARTNERS IN CARE & BRIDGING THE GAP
Oahu & Hawaii Balance of State Continuum of Care

Statewide Data Committee Meeting
Tuesday, April 25, 2017   10:00 AM – 11:30 AM
Location: AUW Building, 5ᵗʰ floor conference room, 200 N. Vineyard, Honolulu, HI

Attendees:
In Person: Elizabeth Anderson (KPHC), Eric Englin (PIC), Jen Stasch (PIC), Connie Mitchell (IHS); Erin Rutherford (CCH), Lindi Kim (Gregory House), Tamah-lani Noh (State), Natalie Okeson (PHOCUSED), Paul Ruddell (HPO), Carlos Peraro (CPC), Amber Collins (PHOCUSED), Thayer Goya (C&C), Tom McDonald (ASI)
By Phone: Beth Murph (CCH), Denise Oguma (Hope Services), Alex Durupan (Hoomaukeola), Ana (ASI), Chris Pitcher (ICF), Maude Cumming (FLC), Marc Alexander (C&C Hon), Scott Morishige (State), Darlene Pires (PACT), Polu (KWO), Cecilee Tanaka (CCH), Phil Acosta (Alea Bridge), Sarah Yuan (UH), Marc Alexander (C&C), Jun Yang (C&C)

MINUTES

Agenda Topic	Discussion	Outcome/Action
Approval of minutes	Approval of Minutes for 3/28/17 Statewide Date Committee Meetings	Minutes were approved
HMIS system admin team report	-PIT count report almost complete. Working on un-duplicating data -BNL for families is ready. Working on coordinating training for the report, show providers how assessments show up on report. Working on singles BNL- to be completed next week. Additional columns PHOCUSED suggested will be part of BNL. -CES user manual on HMIS website. -BTG conveners are trained for Family BNL. Working on training for PIC. -HPP report is done, working on shelter, SHEG, outreach, legal report. -Connie asked if BNL has people being prioritized or if it's entire list of people. Carlos said it's based on the prioritization scheme that PIC and BTG agreed upon, and it's only those who have shared consent and have a VISPDAT record. The lists will be ranked by prioritization and will include all assessment records. What about lists for those who don't give consent? If client does not consent, that data is not shared. Carlos said there will be a report for organizations to see which clients they are working with even if they do not consent to share data. Connie is concerned about agencies who have partnerships together and cannot see each other's data if a client doesn't consent. Carlos said HPO will have to address it because they instructed CPC how to set up the projects within HMIS. Connie said there a lot of people who have not consented to share and it will take a lot of time to go back to have those clients re-sign consents. Paul indicated that HMIS was set up with how PIC indicated they wanted to share. Paul said we can make changes going forward but it doesn't address previous clients. Paul says revised consent form should help with this issue. HPO needs written documentation from providers that indicates what they want, why, and what it would look like (e.g. outreach workers from different agencies working together on same client.) Carlos suggested creating a new organization in HMIS to address Connie's issue (i.e. make a new org for KPHC/IHS/Chow).	

	From Chris: goal of CES is not to just "get people on a list". People on list should be people that we are actively working with, not all people who are homeless in general. 2 main issues: how effectively will non consent sharers be served through CES? How can providers with contracts together share data?	
HPO Report	HPO to comment on how many concurrent users we have and how much we're spending on it. Carlos said the costs is not just with adding new users, there's costs with training, help desk, support, TA which will all need to be accounted for if HMIS admin team will be working with nusers. Re. additional entities to access HMIS data- i.e. MEDQUEST. We have data request form, written P&P, etc. in place. However, access for research purposes isn't part of the consent form, privacy notice, and P&P. Connie recommends that we create a subcommittee to review these types of requests. Carlos mentioned that these research purposes/projects, it takes up system admin time. There needs to be resources allocated for this administrative time. The requestor would need to pay any costs associated with admin time. Carlos would have to give a price quote for how much it will cost for this data.	
DV CES	Darlene has begun discussions with DV providers on this issue. She will report more as this develops.	
HMIS Support group	Update from Connie on HMIS support group (share ideas, best practices). Carlos said lots of training completed for all new users. Most orgs and of users trained in person or via webinar. HPO has list of orgs who have not been trained.	
SDC Document Revision	New consent form: reviewed changes. HUD has said that clients do not have to fill out consents to go into HMIS. So if a client does not consent, they do not need to fill out this new consent form. Take out the 'initial' part. Why is there a 3 year expiration date? This was started when Hale O Malama began. Do we even need it? Take out the time limit. Ask Janet Kelly to review new consent form. Ask her if we're violating any state policies?	
CES technical committee	Will start meeting after the SDC meetings from 11:30am-12:30pm, followed by planning meeting from 12:30pm-1:30pm.	
Vacancy for voting member	Have vacancy for PIC voting member Alex Durupan.	Position to be filled by next meeting
Open discussion	Open discussion Beth: wants to see the functionality in VISPDAT module where Caseworthy allows for identifying documentation to be uploaded to a document manager. We need that functionality to be made live so we have a repository for identifying documents. Carlos suggested adding the language to the consent form that their identifying documents will be shared. Carlos said making this functionality is very easy, they can provide training and support on how to do this. Carlos to double check with Harold that the system has enough storage space for the uploaded documents. HPO is saying the storage capacity is large.	
New business	New APR report available in HMIS	
Next Meeting	5/23/2017, 10:00am AUW	