



# PARTNERS IN CARE & BRIDGING THE GAP

Oahu & Hawaii Balance of State Continuum of Care



Statewide Data Committee Meeting

Tuesday, August 22, 2017 10:00 AM – 11:30 AM

Location: AUW, 200 N Vineyard, Honolulu, HI 96817 5<sup>th</sup> floor Conference room

Attendees:

**In Person:** Natalie Okeson (PHOCUSED), Erin Rutherford (CCH), Jen Stasch and Alex Wade (PIC), Carlos Peraro (CPC), John Gibo (HPO), Theresa Lonetti (PIC), Alison Hinazumi (CPC), Lindi Kim (GH), Elizabeth Anderson (KPHC), Connie Mitchell (I.H.S.)

**By Phone:** Denise Oguma (Hope Services), Debra DeLuis (CCH), Cecilee Tanaka (CCH), Anna Kelly (SMS Hawaii), Macy (US Vets), Phil Acosta (Alea Bridge), Sara Yuan (UH), David Nakama (Maui County), Brian Johnson (HUD), Chris Pitcher (ICF)?

## MINUTES

Agenda Topic	Discussion	Outcome/Action
<b>Approval of minutes</b>	Approval of Minutes for 7/27/17 Statewide Date Committee Meetings	<b>Minutes were approved</b>
<b>Updated SDC Documents</b>	Update #4 Privacy Posting and Notice: Edit Change #4 to “If you are enrolled in the Supportive Services for Veteran Families (SSVF) Program, your information will be shared as mandated by the Department of Veteran Affairs. Update #5 CHO Data Safeguards outside of HMIS: No changes needed Update #5 Client consent length: Edit Change #2 to “The HMIS client consent form is valid for three years from the date of signature whereby the client consents to share their data. Monitoring...” Edit change #4: “For clients with limited English proficiency, the agency must...” Update #6: Per Chris, want to update entire DQ Plan. Carlos to work on completing the DQ Completeness Thresholds. All data elements should be at 10% or less.	<b>Approved</b>  <b>Approved</b>  <b>Approved</b>  <b>Carlos will present new draft at September meeting.</b>
<b>HMIS system admin team report</b>	Per Carlos/Alison: -Will be hiring new staff to assist with additional trainings -Alison experiencing issues with training staff who do not have basic computer skills/knowledge. Recommend if you are sending staff to training they are prepared with how to access the webinar, open browsers, call in, etc. -Possibly have training attendees take a basic computer knowledge or competency test before webinar training.  HMIS Training Policies and Procedures Document: Concerns: - How can “no show” policy be less punitive and more incentivized? Requiring someone to wait 60 days for training after 2 no-shows seems unrealistic. Sometimes issues come up (i.e. sick, client visit) and someone misses the training unexpectedly. Suggestions: -If a person no-shows, we inform others on a waitlist as soon as possible so that others can join the training. -Each agency can have ED plus 2 additional POC. The POC can be informed when there are openings due to cancellations.	<b>Carlos/Alison to revise Training P&amp;P with suggestions. Will monitor new policy for two months and do follow up to see if working well or not.</b>



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	<p>-Can we open the training to more spots (i.e. 7 instead of 5) and the first 4 who log in first get the training?</p> <p>-Could the 3 day reminder also be a confirmation? If not confirmed, the spot will be cancelled and next person in line will get to attend training</p> <p>-Have agency staff give feedback in the data specialists meeting.</p>	
<b>HPO Report</b>	<p>Working on HMIS Training P&amp;P document and new SDC/CoC/HPO MOU.</p> <p>New reports available in HMIS. Will send out notices and due dates in 2 weeks.</p>	
<b>Data Specialist Group</b>	<p>Presented Action items from 8/17 meeting.</p> <p>Next meeting scheduled for 9/21/17 at 10:00am at I.H.S. Kaaahi Shelter</p>	
<b>Open discussion</b>	<p>Chris Pitcher will be visiting Honolulu on week of October 16<sup>th</sup>. Will be spending comprehensive review of HMIS P&amp;P on October 17<sup>th</sup> and 18<sup>th</sup>.</p>	<b>Please hold the date for SDC meetings</b>
<b>Next Meeting</b>	9/26/17 10:00am, Location AUW	