



# PARTNERS IN CARE & BRIDGING THE GAP

Oahu & Hawaii Balance of State Continuum of Care



Statewide Data Committee Meeting

Tuesday, December 19, 2017 10:00 AM – 11:30 AM

Location: AUW Building, 5<sup>th</sup> floor conference room, 200 N. Vineyard, Honolulu, HI

Attendees:

In person: Erin Rutherford (CCH), Eric Englin (PHOCUSED), Morgan Esarey (PHOCUSED), Alison Hinazumi (CPC), Heidi Sewell (CPC), Connie Mitchell (I.H.S.), Elizabeth Anderson (KPHC), Natalie Okeson (PHOCUSED)

By Phone: Darlene Pires (PACT), Cecilee Tanaka (CCH), Maude Cumming (FLC), Paul Ruddell (HPO), Macy Sevaaetasi (US Vets), Tom McDonald (ASI)

## MINUTES

Agenda Topic	Discussion	Outcome/Action
<b>Approval of minutes</b>	Approval of Minutes for 11/28/17 Statewide Date Committee Meeting, with following changes: <ol style="list-style-type: none"> <li>Connie proposes changing P&amp;P/privacy notices so that outreach workers have ability to see <i>encounters through MOA's</i> without getting official consent to share data</li> <li>Remove HPO Report action item “Heidi to run a SPM report to begin discussion”</li> </ol>	<b>Minutes approved</b>
<b>HMIS P&amp;P Revision</b>	CoC boards have not yet approved final HMIS P&P from November. Erin to email CoC Chairs again to see if Boards will approve final revisions. Can the boards ask to do an email vote?  Creation of an HMIS participant agreement. Still being revised. Will present at January’s meeting.  Discussion on consent to share: -Issue that the consent form’s first sentence currently states “___ (agency) is an Authorized Agency in Hawaii’s Homeless Management Information System (HMIS) <b>and</b> Coordinated Entry System (CES).” This limits CES agency participation that are not HMIS entering agencies. The non-HMIS agencies would not be an authorized agency to participate in CES activities such as case conferencing where consented client information is being shared. Recommend to change the first sentence to state “HMIS and/or CES”. The processes for approval to become an HMIS agency would be followed according to the P&P, and approval to participate in CES would come from the CES Oversight Group. The Authorized Agency list would encompass both HMIS agencies and non-HMIS CES agencies.	<b>-Paul/Erin to complete</b>  <b>SDC vote to revise consent form to state “HMIS and/or CES”, and to extend Authorized Agency list to included agencies participating in CES that do not use HMIS</b> <b>Votes:</b> <b>Yes- Erin, Connie, Elizabeth, Natalie, Paul, Darlene</b> <b>No-0</b> <b>Abstain- Maude</b> <b>Vote is approved</b>
<b>HMIS system admin team report</b>	Updates: -SA is reaching out to agencies who may need additional assistance with monitoring and HMIS data entry. -Data Quality 2014 report no longer available. Use version 7.0. This version incorporates the revised HUD data standards that went into effect on 10/1/2017.	





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	<p>-Encourage agencies to run the VISPDAT Coverage report to see which clients have not consented to share data. Run the report and export to a csv file and then can sort by ‘no’ for consent to share</p> <p>-If a client doesn’t consent to share then it should be brought to case conferencing for review.</p> <p>-Eric gave example that he rec’d from SAT a list of families who make up PSH Priority 1 category. Out of 40 on the list, 27 did not consent to share and won’t get a referral. Alison said of the 27, only 2 have a VISPDAT completed in the last year</p> <p>-Ask Eric to reach out to agencies and see if they can bring the non-consented clients to case conference. Agencies should also reach out to CES admins when they do not get consent but still request a referral.</p> <p>-Alison will see if reports can be redesigned to help agencies easily identify who hasn’t consented to share and what priority level they fall under</p>	<p><b>Alison to follow up</b></p>
<p><b>Data Specialist Group</b></p>	<p>Next meeting 12/21/2017 at 10:00am. Review of concerns at last meeting:</p> <ol style="list-style-type: none"> <li>1. Please allow CES Coordinators full access to HMIS data or at the very least give them the VISPDAT and Case Mgr role to be able to view <b>shared</b> client data such as encounters by all agencies, program enrollment.</li> <li>2. Please allow expanded HMIS access to the PIC Director and CoC Chairs. PIC Director does have access and can run some reports. Jen to comment on what reports/data she isn’t able to get that she needs to access (aggregate data).</li> <li>3. Are we clear that chronic homeless status is being correctly noted in HMIS now? APR chronic status seems not to be accurate, perhaps due to incomplete transfer of client info not being complete?</li> <li>4. We are looking for quicker response to tickets in the coming month due to HMIS Admin hiring more staff.</li> <li>5. Find a way to strengthen relationships with case management agencies</li> <li>6. We remain unclear about how the permanent housing exits from transitional housing are being noted.</li> </ol>	<p><b>Done</b></p> <p><b>Nothing to address unless PIC Director says there is data she cannot access and needs</b></p> <p><b>CW made changes to chronic field in October upgrade for new data standards. Working on solutions</b></p> <p><b>New staff Heidi and Kierstin</b></p> <p><b>Discuss later if needed</b></p> <p><b>Alison to clarify what exit destinations count as permanent housing (Info sheet distributed at 12.21 data spec. mtg)</b></p>
<p><b>New Business</b></p>	<p>SDC Chair, Erin Rutherford, will be resigning as Chair starting January 1, 2018. Discussion on replacement from potential agencies who are not current board members: KPHC, AUW, PHOCUSED, HIS, HCAP, MHK, Waikiki Health, KWO, Waianae Coast Comp, Alea Bridge, SMS</p>	
<p><b>Next Meeting</b></p>	<p>Date: 1/23/2018; Time: 10:00am; Location: AUW</p>	