



PARTNERS IN CARE & BRIDGING THE GAP

Oahu & Hawaii Balance of State Continuum of Care



Statewide Data Committee Meeting

Tuesday, Feb 28, 2017

10:00 AM – 11:30 AM

Location of meeting: AUW Building, 5th floor conference room, 200 N. Vineyard, Honolulu, HI

Attendees: In Person: Amber Collins (PHOCUSED), Elizabeth Anderson (KPHC), Eric Englin (PIC), Jen Stasch (PIC), Alex Wade (PIC), Connie Mitchell (IHS); Erin Rutherford (CCH), John Gibo (HPO), Carlos Peraro (CPC), Lindi Kim (Gregory House), Darlene Pires (PACT), Tamah-lani Noh (State)

By Phone: Debra DeLuis (CCH), Beth Murph (CCH), Denise Oguma (Hope Services), Alex Durupan (Hoomaukeola), Sarah Yuan (UH), Ana (ASI), Chris Pitcher, Maude Cummings (FLC)

MINUTES

Agenda Topic	Discussion	Outcome/Action
Approval of minutes	Approval of Minutes for 1/24/17 Statewide Date Committee Meetings	Minutes were approved
Update on Street Outreach Data Collection	Chris put together recommendations for outreach. People want to combine PATH and state outreach to one form. Internally there are discussions on whether or not this will work. HPO has not been able to address this due to other activities (i.e. legislature session, RFP's, etc.). Carlos and HPO working together to put together the outreach forms. PATH and state outreach is 2 distinct funding sources. It's difficult to use 1 form since the funding sources are different. Connie asked what is the definition of "contacts" vs. "encounters" as she understands they may be different for PATH and State Outreach. Carlos clarified that "contact" and "encounters" is synonymous. Contact and encounter is when you meet with someone but don't collect all HUD assessment data. The "engagement" definition is when a staff is collecting data for all HUD assessments. Connie asked what is the data quality standard for street outreach? If the client reaches engagement stage standard is 10% or less for missing/unknown/refused responses.	
HMIS system admin team report	From Jan mtg: Connie asked if each organization can name the person responsible for monitoring their agency's data and have regular meetings with all these persons so they can develop goals, make improvements, review organization dashboards, etc. Needs to be structured. Finished with HPP and SHEG set up in HMIS. Finalized the auto-exit functionality. Services have been set for auto exit feature to kick in at 90 days if no service or encounter has occurred. Auto exit is available now. Working on a report for agencies to identify who has been auto exited. Revising BNL for families to take into account the issues with data sharing consent. Do not want to discount what clients have consented to share. Until we change our consent to share data process, we cannot start sharing data until policies change or other mechanisms. There will be large chunks of data that will not show up on the BNL report if they do not consent to share data.	Update? Eric and Carlos will take the lead on beginning these meetings with data management representatives from HMIS entering agencies (either in person or webinar format so BTG can participate)



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	<p>SAT is revamping the reports and they will be finished by tomorrow. Providers should go back to their families within HMIS and ask them to sign new consents to share data if they are willing to reconsider.</p> <p>Erin asked can we use the families BNL for singles and other subpopulations? BNL development that was paid for by ESG has not been finalized. Eric was working with Caseworthy directly during December and January. There is a report that you can do for any subpopulation that will report on the federal benchmarks and criteria, but it does not actually produce an actual BNL report. Only the Mayor’s Challenge group will need to use this report for now. Possibly need to think about revising the data sharing policy.</p> <p>CHL report: imperative for chronic homeless status to be accurate within HMIS. 1. The client won’t be prioritized and 2. It will hurt the CoC NOFA cycle. Funders need to monitor agencies data quality so that it is accurate. It’s also important because it will show whether or not we are improving in addressing chronic homelessness. <u>Encourage all agencies to run monthly DQ reports, HoH listing reports, etc. so that agencies are consistently entering in data that is high quality.</u></p> <p>Timeliness report: Ana said she experiences issues with entering in family household members. It’s the dynamics of entering the data that results in timeliness issues. Denise mentioned that the system takes a long time to input the data. They are utilizing 2nd shift staff to input the data because the system is quicker to respond during non-work hours. Maude asked if we can purchase more concurrent users so that additional people can help with data entry? John from HPO reported that in the next contract year there may be additional users included but it is expensive. Erin asked if agencies can pay for their own additional users? Jen wants to know how many concurrent users we currently have? If we need more then we could include additional HMIS costs in the next FY NOFA. Carlos reported they haven’t received any tickets, other than FLC, that have issues with accessing the system. What will the cost increase be in next contract year? If we get more users will it address the timeliness issue?</p> <p>Consent for data sharing report: Ana said she feels like the data sharing number is low because most of her families do consent to share data. Ana wants to know how do agencies check to see if this report is accurate? What if they elected to not share with one agency but consent with another? Does that affect consent? Carlos said that consent should not be affected. Jen asked Carlos if they can send an email to providers to explain how they can go into the system and check for consent sharing and correct any errors.</p>	
<p>PIT count updates</p>	<p>-PIT unsheltered data collection module is in late stages of testing. Hope to have module up and ready for survey data entry by January</p>	



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	<p>30th. Will put together a brief resource manual for the data enterers (will add webinars if needed) to use as doing data entry.</p> <p>-Connie and Jen mentioned gap in missing people because they are out late at night. Most providers stop around 9:00pm but the homeless come out after, some moved due to weather conditions. Alternate strategies include visiting sites at different times, Connie will do late night outreach on Windward side. May need to stagger people's times more because surveys counted too early in the evening. Connie suggested going out really early in the morning.</p> <p>-Community policing is also good resource. The police can give the outreach workers information on homeless locations, safe times to survey, and have agreed to accompany outreach teams. Police have been helpful in rural areas because they know the homeless persons and are familiar with them.</p> <p>-Regarding large encampments (home-type encampments) and some located on private land, we still consider those persons homeless.</p> <p>-Need to see how providers can follow up with the homeless surveyed to connect them with services. Want to look at data collected and try to incorporate into the BNL. Connie's agency will make a copy of their surveys so they can start following up and not wait for data entry. Jen and Connie will work on sharing the referrals with providers.</p> <p>-BTG indicated on Hawaii Island team leader is putting together a spreadsheet and map those outreach to those that indicated they wanted assistance after the count. Kauai and Maui indicated they are doing the same.</p>	
CES technical committee	CES TC can help with RFP process. Erin to follow up with Tom McDonald.	
Open discussion	N/A	
New business Vacancy for voting member Seng Lee	Elizabeth Anderson nominated to replace Seng Lee as voting member. All voting members present approved this nomination. Elizabeth is now a voting member.	
Next Meeting	3/28/17 10:00am	