Statewide Data Committee Meeting
Tuesday, January 24, 2017
10:00 AM – 11:30 AM
Location of meeting: AUW Building, 5th floor conference room, 200 N. Vineyard, Honolulu, HI
Attendees: In Person: Natalie Okeson (PHOCUSED), Elizabeth Anderson (KPHC), Eric Englin
(PIC), Jen Stasch (PIC), Connie Mitchell (IHS); Erin Rutherford (CCH)
By Phone: Kelly (Ulu Ke Kukui), Challis (US Vets), Debra DeLuis (CCH), Beth Murph (CCH), Denise
Oguma (Hope Services), Sue Nakama (FLC), Alex Durupan (Hoomaukeola), Sarah Yuan (UH)

MINUTES

Agenda Topic	Discussion	Outcome/Action
Approval of minutes	Approval of Minutes for 10/25/16 Statewide Date Committee Meetings	Minutes were approved
Update on Street Outreach Data Collection	HPO not here. Waiting on HPO to decide if we could condense the outreach encounter form. Wanted the forms to be paired up with PATH forms. Connie mentioned we need to focus on de-duplication, use BNL, have all outreach providers communicating and working as one. Especially important for agencies to data share if clients cross over regions of the island. May require manipulation of outreach database- Carlos confirmed it is possible to adapt the system. This may be a mandate as part of CoC Coordinated Entry System (CES).	<mark>Need update from HPO</mark>
HMIS system admin team report	-Working on data collection for RFP's (HPP, SHEG), working on shelter and outreach data collection. -Working on disseminating a lot of the monthly reports. Carlos asked the data committee to make sure providers are updating accurate information. Continuing to see issues with missing data, timeliness still an issue, issues with census. Carlos suggested for future meetings we can touch on the monthly reports. -Hand in hand there have been a lot of in-person trainings, webinars, trainings for new users, etc. This is helping with the data. Carlos team can come to your agency to do in-person or webinar trainings. Will have a report-specific training coming up soon. 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. Jen said this could help with NOFA scoring to encourage data quality and participation. -CES and BNL work is in early stages, waiting on feedback and direction from Homebase/OrgCode. Will work on establishing BNL structure.	**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)**
CoC data requests	Will address in February meeting. Need more input from Chris. CoC's have access to the data for reports. Some requests for more difficult to get and were large data requests not easy to pull.	
PIT count updates	-PIT unsheltered data collection module is in late stages of testing. Hope to have module up and ready for survey data entry by January 30th. Will put together a brief resource manual for the data enterers (will add webinars if needed) to use as doing data entry. -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. -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. -Regarding large encampments (home-type encampments) and some located on private land, we still consider those persons homeless. -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. -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.	
CES technical committee	-Need updates from PIC planning committee and also CES planning group. -Carlos asked if Jen is waiting on any data and she does not need assistance at this time. -Connie asked if VISPDAT cumulative lists can be accessed. Carlos said some exports can be pulled, but the custom report format hasn't been established.	
Open discussion	-Will add a "reports" item on the agenda for each month's meeting so the SDC are reviewing system admin team reports -Discussed VISPDAT's. Can Carlos run a report that states which agencies are inputting VISPDAT's into HMIS? -Discussed need for prioritization- document ready clients are easy to house but the ones who are mentally ill, have high needs and are not document ready should be the prioritization.	**-Carlos to run VISPDAT report and share with agencies** **-Natalie will follow up on state funding for getting ID.**
New business from Connie- Oracle and data	Connie wanted to see if the CoC is interested in having Oracle analyze EMS data, ER/hospital data, HMIS. This is opportunity to bring together data from different entities (aggregate data). Getting Oracle to support our community would be good. Are we interested in doing this? Data committee is supportive. Connie also introduced bill for funding for this. Connie will also ask advocacy cmte for support. Carlos asked giving a little bit of time because it will take time from the system admin team.	**Connie will type something up and give to BTG/PIC exec cmte to ask for support.**
Next Meeting	2/28/17 10:00am	