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

Statewide Data Committee Meeting
Tuesday, June 27, 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), Erin Rutherford (CCH), Macy Sevvaaetasi (US Vets), Alex Wade (PIC), Jay King (AUW), Alison Hinazumi (CPC), Carlos Peraro (CPC), Connie Mitchell (IHS), Paul Ruddell (HPO), Jen Stasch (PIC), Natalie Okeson (PHOCUSED), Tom McDonald (ASI)
**By Phone:** Denise Oguma (Hope Services), Challis Santos (US Vets) Darlene Pires (PACT), Maude Cumming (FLC), Cecilee Tanaka (CCH), Tamahlani Noh (State of Hawaii), Beth Murph (CCH)

## MINUTES

| Agenda Topic | Discussion | Outcome/Action |
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| **Approval of minutes** | Approval of Minutes for 5/23/17 Statewide Date Committee Meetings | Minutes were approved |
| **HMIS system admin team report** | Per Carlos:<br>-New report: HH listing with VISPDAT coverage. See who has consented to share, who has been assessed/not assessed, BNL client documentation. Alison put together instructions for how to access report and what report can be used for. This report will indicate which clients show up on the BNL and if they do not show up, it will explain why not on BNL. The report will NOT show assessment record information (i.e. score).<br>**Agencies should look at which clients have not consented to share data, and which consents have expired, so they can go back and get new consents signed.<br>-New HMIS consent form. Will now make document functionality available.<br>-State RRH reports in HMIS will be available within next 2 weeks.<br>-Will be hiring one more person for HMIS training.<br>-Alison (CPC) working with PHOCUSED and PIC on CES training. Will be training 20 people (line staff) per week starting July 6th. Every Thursday from 9:30am-12:30pm. July 5ᵗʰ training for CES leads. Subsequent trainings will involve service providers. Training involves how to get clients on BNL, get them document ready, submitting requests for referrals, etc.<br>-CPC will be offering trainings on new reports available.<br>-Print functionality: Still working with Caseworthy on this<br><br>Erin asked how can we improve training process? Trainings not available often enough (i.e. some have to wait one month out); some people no-show for trainings and then a spot is available but providers are not aware. Want to make the best use of CPC and providers time.<br>Alison said "Train-the trainer" is not a good option at this point because some trainers were giving inaccurate information which affects data quality.<br>Jen asked if we can make recordings available? Can there be a follow up quiz to see if people completed and understood the information from training? | **Carlos and HPO will revisit training policy and report back suggestions and improvements in July's SDC meeting.** |

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| **HPO Report** | From Paul:<br>Working with CPC to get new state contract reports available in HMIS. Reports available, manuals have been created and shared. Paul encourages all providers to go into HMIS, test the reports, and then provide feedback to HPO.<br><br>HPO funding new position with CPC for training and monitoring (for up to one year through additional funds the State had for FY17).<br><br>Erin asked for follow up on: Natalie asked for HPO/CPC to add Housing Navigator field to BNL. When there is no case mgr listed it's difficult to know who to contact for the CES referral. It would need to be a field you can type in since some VISPDAT surveyors are people who do not have HMIS access. We could have a POC for each agency (i.e. supervisor) so we know which agency to contact for the referral. Phone number may be better than a name/POC because staff change but phone numbers typically remain the same. CPC/Natalie/Tom will work on a solution.<br><br>HUD CoC project grants have been consolidated into 1 grant $124,462 for PIC and about $30K for BTG | **Paul will email Erin electronic copy** |
| **HMIS Users Group** | Had first HMIS users meeting. Had about 20 show up. Users were able to get support from each other- drafted list of concerns. Eric has the list and will be following up. | |
| **SDC Document Revision** | Consent form (distributed). Needs approval by SDC voting members. Jen requested changing "and" to "or" on 2nd bullet after court order. Erin to make change.<br>New user agreement form (distributed)<br>Interviewer Script (distributed)<br>P&P updates: will have a 2 day meeting with TA Chris Pitcher. Waiting to schedule dates.<br><br>*Erin to send HMIS P&P's to voting members to approve changes thus far. | **Consent form approved by majority group (Maude, Beth, Denise, Natalie, Connie, Darlene, Erin approved; Elizabeth opposed) CPC to put all new documents on Hawaii HMIS website.** |
| **Open discussion** | Eric distributed data quality monitoring document for CoC funded projects. Still need a monitoring working group. Jen and Alex can work with new chair to do a monitoring work group. | |
| **Next Meeting** | 7/25/2017, 10:00am | |