



# PARTNERS IN CARE & BRIDGING THE GAP

Oahu & Hawaii Balance of State Continuum of Care



Statewide Data Committee Meeting

Tuesday, March 28, 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:** Elizabeth Anderson (KPHC), Eric Englin (PIC), Jen Stasch (PIC), Alex Wade (PIC), Connie Mitchell (IHS); Erin Rutherford (CCH), Lindi Kim (Gregory House), Tamah-lani Noh (State), Christel Magallanes (Family Promise)

**By Phone:** Beth Murph (CCH), Denise Oguma (Hope Services), Alex Durupan (Hoomaukeola), Ana (ASI), Chris Pitcher (ICF), Maude Cummings (FLC), Marc Alexander (C&C Hon), Scott Morishige (State), Darlene Pires (PACT), Matt Olsson (Homebase), Polu (KWO), Macy Sevaetasi (US Vets)

## MINUTES

Agenda Topic	Discussion	Outcome/Action
Approval of minutes	Approval of Minutes for 2/28/17 Statewide Date Committee Meetings	Minutes were approved
Update on action items from Feb mtg	<p>Eric said that he and Carlos did not get to connect yet regarding making a new meeting with agencies' data providers. PIC will be following up on CoC funded data monitoring. Connie expressed importance of people meeting to share strategies for mitigating impact of HMIS, can be used for sharing information and best practices, and encouraging each other. Can an agency user convene this meeting?</p> <p>Reiterating that ALL CLIENTS should be sharing data. Agencies need to check the data sharing consents for all their clients and attempt to get non-sharers to sign new consents to share data.</p> <p>Connie suggested people need to be trained on how to present the importance of this information to clients. Erin suggested coming up with a script for clients to use.</p> <p>F/U with HPO on can we add more users, the # of users Hawaii can have, if agencies can pay for their own users, etc. Can we get a report that says the typical days/times people are using HMIS?</p> <p>Carlos to comment on how providers can go into HMIS and correct their data (i.e. check for data sharing consent). Carlos to comment on "add new" button for exit (i.e. when clients come back into a program after exit). What happened to the "add new" button? Ana experiencing issues and not getting any response. Where is auto-exit function? Carlos to comment</p>	<p>Connie will facilitate this and will talk to one of her staff to start heading these meetings.</p> <p>Erin will take lead.</p> <p>HPO to comment/provide update</p> <p>Carlos to comment/provide update</p>
HMIS system admin team report	No representatives present from HMIS SAT. No report given.	
CES technical committee	Not much progress yet. PIC Planning mtg on Thursday and will discuss a lot of information regarding CES and where Data Cmte and Planning Cmte fit together.	

Contact for Statewide Data Committee Chair: Erin Rutherford, [erin.rutherford@catholiccharitieshawaii.org](mailto:erin.rutherford@catholiccharitieshawaii.org), 527-4765



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	<p><b>BNL discussion:</b> Individual list does not have sufficient fields that the Family BNL has. Need that additional information for prioritization and making referrals for single CES. Current BNL has people who are document-ready. This is not sufficient. <b>We need a list of names for providers to share and list the names of clients and who they are working with and where they reside.</b> What is BTG going to do for BNL for singles? Maude reported that BTG only wants the BNL to include people who are document ready. They don't need a full list of people (both doc-ready and non-ready) because they have smaller outreach contracts and can track this internally.</p> <p>Jen wants to know how we will incorporate DV the CES process? Connie recommends that the DV shelters assign a number to people and enter the data into HMIS to give an identifier. Darlene says her agency does not use HMIS. Darlene asked that if someone enters an anonymous person into HMIS, will it show they are coming from a DV shelter? Jen suggested the agency should not be displayed. Jen said HUD has guidance. <b>Recommend that the DV providers meet to discuss CES with DV.</b></p>	<p><b>Darlene to take lead on figuring out how to incorporate DV into CES.</b></p>
<p><b>Vacancy for voting member Sharon Graham</b></p>	<p>Have vacancy for BTG voting member.</p>	<p>Maude is meeting with BTG on April 3<sup>rd</sup> and will ask for volunteer for voting member.</p>
<p><b>Open discussion</b></p>	<p>Connie mentioned there are non-CoC members who encounter homeless but are not interested in doing VISPDAT. We think that non-HMIS workers need to be more engaged and not just pushing their clients on to the homeless workers (i.e. CCSS, AMHD, Faith-based communities, etc). <b>Brings up issue of concurrent users. Can we give access to non-traditional HMIS users?</b> Currently PHOCUSED takes referrals from non-HMIS agencies, but there is no one to input them into HMIS and the burden would fall on another HMIS inputting agency. Ohana (Medicaid) is funding the CCSS programs. Who can take the lead on these discussions? Can HICH support this?</p> <p>Connie mentioned using more faith-based community entities to help with services (i.e. getting people document-ready, do VISPDAT's, get access to HMIS.) Could do "regional hubs" across the island where people can visit and get specific set of services. Jen mentioned many of the faith-based entities are landowners, have land that could be utilized, etc. How can we use their land for services?</p> <p>Jen and her staff has reviewed monthly monitoring reports for all CoC funded projects. She presented a spreadsheet of Oahu CoC funded programs with benchmarks listed <b>(Maude reported BTG has issues with getting data out of HMIS for monitoring)</b>. Has pulled out data sets related to CES, DQ, and timeliness. Jen has info for chronic info missing, # exits, census, etc. This report will show improvements from month to month. This type of reporting will drive the CES, help us achieve benchmarks, etc. Jen will do this monthly overview and incorporate it into her quarterly monitoring</p>	<p><b>Erin to follow up with HPO on that. Erin to follow up with Scott on this issue and start discussions now.</b></p>



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	<p>reviews. The system performance measures is where we lost most points in last year's NOFA. We will need to show in this year's NOFA that we have improved. Jen requests that all grant agreements and CoC funded projects are listed with the same name in HMIS. It would be easier to see in HMIS which projects are funded by which entity (i.e. CoC, State, City, Federal). Can we clean this up as part of HIC process? We encourage other funding sources to do this as part of their monitoring as well. Maude expressed that it is difficult to monitor projects. It would be beneficial for PIC and BTG to be able to monitor CoC funded projects via HMIS and hold agencies to benchmarks (without having to wait for Carlos' monthly reports and without having to sift through all reports {timeliness, chronic, etc.} and compile for each project).</p>	<p>Carlos to comment. Can we get an easy-to-read monitoring report?</p>
<p><b>New business</b> <b>Update needed for all SDC docs</b></p>	<p>Need to be updated, examined, and make sure things are consistent. Need volunteers to assist with updating all our documents. Volunteers: Erin, Jen, Chris, Connie, Maude.</p>	<p>Will welcome additional volunteers</p>
<p><b>Next Meeting</b></p>	<p>4/25/2017, 10:00am AUW</p>	