



# PARTNERS IN CARE & BRIDGING THE GAP

Oahu & Hawaii Balance of State Continuum of Care



Statewide Data Committee Meeting

Tuesday, May 23, 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), Erin Rutherford (CCH), Lindi Kim (Gregory House), Natalie Okeson (PHOCUSED), Paul Ruddell (HPO), Carlos Peraro (CPC), Jay King (AUW), Anna Kelly (SMS), Tom McDonald (ASI), Darlene Pires (PACT), Allison Hinazumi (CPC)

**By Phone:** Beth Murph (CCH), Denise Oguma (Hope Services), Ana Pilotin (ASI), Polu Toa (KWO), Dodi Rivera (WCCHC), Challis Santos (US Vets)

## MINUTES

Agenda Topic	Discussion	Outcome/Action
Approval of minutes	Approval of Minutes for 4/25/17 Statewide Date Committee Meetings	Minutes were approved
Monitoring	This shouldn't be in SDC or Planning cmte. Recommend that PIC creates a monitoring committee. Need to develop work plan. Erin to f/u with PIC	*Erin will present to PIC exec to create a "work group", not official cmte
HMIS system admin team report	<p>Per Carlos:</p> <p><b>System build out:</b> VISPDAT Coverage Report to see who has been assessed (HH, singles, etc.), client documentation available, consent, score, etc. Should be ready in early June. It will not have prioritization because the CES administrator should make those decisions. CES Admin can see the VI score and which clients should be mentioned in case conf. Allison mentioned some providers have been contacting SAT to ask what they can do to make their clients score higher. This should not be happening.</p> <p><b>Monthly Summary Report Census:</b> will help ID flow of subpopulations (family, youth, chronic, Veterans). See how it changes from month to month</p> <p><b>Print functionality:</b> CW working on it, soon orgs can print intakes/encounters/exits. No time table since CW is contracted to do this</p> <p><b>Email Acct for CW:</b> can use this for password resets and case mgr referrals.</p> <p><b>Set up and Reporting:</b> function for State HF and State RRH will be coming soon. Outreach, HPP, SHEG, Legal, Shelter available now. User manuals are also in system</p> <p><b>Training:</b> Lots of training coming up for these new projects. Will also have trainings for providers on CES</p> <p><b>System Performance Measures:</b> due each month to HUD, SAT is submitting. Will develop SPM reporting for orgs and projects which will help CoC NOFA and hopefully get bonus funding</p> <p><b>Stakeholder Collaboration:</b> City wants to integrate their performance standards/timeliness/DQ into their contracts. City rec'd training for CAPER report with ESG reporting. PIC will get training for CES. Helped HYSN with RHYPOINT data</p>	



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	<p><b>Agency collaboration:</b> working on system integration for agencies who have CW internally and want to move data from own system to HMIS</p>	
<b>HPO Report</b>	<p>From Paul: Paul will be the new HPO rep for SDC.</p> <p>HMIS users: 57 concurrent users and over 400 total users (\$30 per month per user), unlimited numbers of total users. Annual maintenance support times number of users is \$150/year.</p> <p>3 things from the Governor's Proclamation for funding HMIS:</p> <ol style="list-style-type: none"> <li>1. Additional training statewide for HMIS regardless of funding source</li> <li>2. Modifications for state projects being incorporated into HMIS</li> <li>3. CES/BNL development in HMIS</li> </ol> <p>Scope of work for CW: set up and design is complete. Relying on SAT to address ongoing HMIS things. CW does configuration, annual report, support for the SAT, etc.</p> <p>What is proper channel for requesting changes to HMIS? Paul will listen to providers requests and then present to SAT based on priority. Natalie asked for HPO follow up on adding 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</p> <p>HMIS contracts/funding sources: Paul presented list of HMIS funding sources. Paul will get updates on CoC funding sources once it's consolidated next month</p> <p>Paul addressed outreach workers issue of not being able to see client information when consent is not shared and agencies are in contracts with each other. Paul indicated that just because 3 agencies may be working together doesn't mean info should be automatically shared. Consent is a client's decision and agencies should be encouraging clients to consent to share data.</p>	<p>Natalie will be the POC for communicating priority issues to HPO.</p> <p>Paul to email Erin electronic copy.</p>
<b>HMIS Support grp</b>	<p>Connie not present. Will remove this item from agenda unless needed in future</p>	
<b>SDC Document Revision</b>	<p>Consent form: keeping to 3 years. Janet Kelly has reviewed.</p> <p>P&amp;P updates:</p> <p>Natalie update page 17 DQ standards</p> <p>Elizabeth can update the page 14 timeliness standards.</p> <p>Natalie and Elizabeth to submit to Erin by end of next week.</p>	<p>Erin to send Carlos a list of authorized agencies</p> <p>Comments due by end of week, then Erin to email for approval.</p>
<b>Open discussion</b>	<p>Nothing</p>	
<b>Next Meeting</b>	<p>6/27/2017, 10:00am AUW</p>	