



# PARTNERS IN CARE & BRIDGING THE GAP

Oahu & Hawaii Balance of State Continuum of Care



Statewide Data Committee Meeting  
Tuesday, October 24 2017 10:00 AM – 11:30 AM  
Location: By Phone only

**Attendees:**

In person: Natalie Okeson (PHOCUSED), Eric Englin (PHOCUSED), Erin Rutherford (CCH), Theresa Lonetti (PIC), Carlos Peraro (CPC), Elizabeth Anderson (KPHC), Brian Johnson (HUD), Piper Ehlen (Homebase), Matt Olsson (Homebase)

By Phone: Denise Oguma (Hope Services), Debra DeLuis (CCH), Macy (US Vets), Ali (US Vets), Marc Alexander (C&C Hon), Elizabeth Murph (CCH), Maude Cumming (FLC), Sarah Yuan (UH)

## MINUTES

Agenda Topic	Discussion	Outcome/Action
<b>Approval of minutes</b>	Approval of Minutes for 9/26/17 Statewide Date Committee Meetings	<b>Minutes approved</b>
<b>HMIS P&amp;P Revision</b>	<p>Erin presented revised manual to be approved. Noteworthy changes:</p> <ul style="list-style-type: none"> <li>-Creation of an HMIS participant agreement. Still being revised</li> <li>-Need street outreach ad hoc group to decide uniform practice for reporting unknown names. Need this in order to prevent duplication</li> <li>-New responsibilities of CoC's include monitoring for HMIS agencies and HMIS Lead. P&amp;Ps had talked about monitoring but there has been no monitoring to date. Each CoC will have the authority to monitor their HMIS usage and will decide how they want to monitor. Could possibly do peer monitoring, but would require time commitment. Should be developed over the next few months. Should also be monitoring over HMIS Lead.</li> </ul> <p>Also, CoC's are responsible for approving new agency HMIS access.</p> <ul style="list-style-type: none"> <li>-New HMIS access roles to be added</li> <li>-New consent form. HPO will send out new version and Carlos will post on website.</li> <li>-Revised privacy notice and privacy policy. All staff to hang the notice in interview/intake areas and take on outreach. Provide clients the policy if asked.</li> <li>-Revised monitoring. Ensure checklist (appendix 5) is being followed</li> </ul>	<p><b>New P&amp;P approved</b></p> <ul style="list-style-type: none"> <li>-Paul to complete</li> <li>-Elizabeth to form and meet</li> <li>-CoC's to update governance for monitoring, and how to approve access requests</li> <li>-Paul to update</li> <li>-HPO/Carlos to distribute</li> <li>Agencies to follow up</li> <li>Agencies to follow up</li> </ul>



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	<p>-Revised roles and responsibilities on page 8 of P&amp;P. added a column for CoC responsibilities. Updated user and agency. All agencies to review.</p> <p>-Need to update page 27 for new HMIS roles.</p>	<p><b>Agencies to follow up</b></p> <p><b>Paul to update</b></p>
<b>HMIS system admin team report</b>	<p>Exit Destination Report: Isolating system performance measure #7. By county/program type, by org. Will be produced monthly. Lists exits to unknown location, missing, etc. Will continue to have that as an appendix so agencies can see how they are performing.</p> <p>Upgrade issues: upgrade to 2017 Data standards. Worked through issues, updating data elements</p> <p>Working with CES administrators to update columns to by-name list. BTG Singles prioritization to be completed by 10/30.</p> <p>Finished all HPO reports. Scheduling trainings for shelter and outreach programs to learn about new reports.</p> <p>Report development: will integrate P&amp;P changes into reporting queue. Develop reports for 2017 standards.</p>	
<b>HPO Report</b>	N/A.	
<b>Data Specialist Group</b>	Meeting cancelled for 10/26 at 10:00am at I.H.S. Kaaahi Shelter. Next meeting scheduled for 11/16 at 10am	
<b>New Business</b>	<p>Voting by proxy:</p> <p>-If a voting member cannot attend and is unable to vote on action items in person, they can either:</p> <ol style="list-style-type: none"> <li>1. Email SDC Chair their vote in advance</li> <li>2. Send a representative on their behalf to vote in their stead.</li> </ol> <p>Please make sure the representative is knowledgeable in the voting item.</p> <p>SDC agreed to allow Eric to act in Natalie's place while she is on maternity leave.</p>	
<b>Next Meeting</b>	11/28/17 10:00am, Location AUW	