all Chicago
making homelessness history

February 13th, 2019 Meeting Minutes

I. Introductions

A. Sixteen people in person (including anna, sixteen including Matt), and one person on the phone, karen from heartland.

II. Review of Minutes

A. Approvedrian reviewed the HMIS 2018 Activities and Outcomes

III. Brian and Padma reviewed the HMIS 2018 Activities and Outcomes

A. Chris expressed concern about clients going inactive from the One List if they are inactive after thirty days.

B. Skilled Assessors and follow up information. It would be helpful to at each contact update the contact for the client. Email and phone contact information.

IV.   Data Quality

A. Addition of new Housing questions to better track Unsheltered clients.
B. **Currently**: we track unsheltered clients with the "place not meant for habitation" housing status.
C. **Comments**: PSH providers think this does not apply. May need Kim to further explain the thinking behind the addition of questions. From the questions already asked, we may already be collecting clients' periods of sheltered and unsheltered through the chronic homeless questions.
D. **Next steps**: Context of the TA being given to the Chicago CoC on the background we are missing on the addition of questions. Can we send out the questions and explanation of background and potential benefits the additional questions.

V.   Data Quality plan updates - planned proposals

A. More explicit guidance for…
B. Timeliness for Housing Move In Date (referral to HMIS to Move In Date)
    1. Actually will be measured by Actual Move in Update vs. Housing Move in date data line - 2 days will be proposed to DQSC
    2. Comment: **This could be difficult for Mon - Fri providers.** Different for scattered site. May not be realistic for all problem types. HMIS Committee opinion is that 7 days is more realistic for timeliness measurement.
C. Question about why Child Only Entries are showing up negative on DQ reports. Is a 17 year old a 'child'? Some confusion around logic of child only entries. Seeming that some entries that were not flagged were being flagged.
D. Requesting a training with visuals to provide guidance for new data quality standard reports.
E. **Looking ahead:** Some agencies may not run their manual reports. There is a difference in the SQL DQ report and the HMIS Art Report. Next time, details will be include along with graphics for data elements across UDE categories.
F. **DQ comment:** Discussion of clients who are exited without being housed. Suggestion to add questions for the narrative in which a client does not make it through the Housing process with a PSH provider/potentially RRH providers as well.

VI.   HUD New Data Standard 2019

A. Specifications sent to Vendors.

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B. HUD will release more guidelines on data entry. HMIS suspect the standards will be more strict. HUD will explain changes at April conference.
C. Will each member of a Household need Move In Dates? Or only the HoH.

VII. Integrating HMIS with DFSS ACM (Active Contract management)

A. All measures from ACM will be integrated with the HMIS database. The report will be run through HMIS.
B. Similar to ECH report that is sent to the city quarterly.
C. **Questions:** WIll programs run the report and send to DFSS or will DFSS run the report?

VIII. Provider Concerns

A. Changes to All Chicago HMIS project types
B. SPC has concerns to propose to the HMIS Committee.
   1. Response time when calling in for issues. They don't get responses from calls about reports that they're trying to submit whereby. Need response in a timely manner that addresses a policy on response time (SLA?).
   2. Standard could be communicated to identify urgency and response times to HMIS tickets.
C. Can All Chicago HIMS Lead create a program without notifying the agency. Specific example was SOAR pilot program.

IX. Role of HMIS Committee

A. Padma has draft information from the Board of Directors on the role of committees. This will go out in the Board packet tomorrow 2/14.
B. Make an update to the SOP. If HMIS Committee did a call to share an awareness of HMIS Committee activities.
C. **Question**: Not specifically changes being made to the HMIS Committee by the Board. Question is how HMIS Committee needs to be supported to operate under the new SOP board committee. Ask to committee members - how do you see the HMIS Committee supporting and doing its job.
D. Does the existing HMIS Committee MOU still stand? If so, they'd need to just give guidance to the committee and formal changes would need to go through the CoC.
E. HMIS should be part of:
   1. DQ

2. Tool changes
3. Changes to evaluations