



HPAC DATA SUBCOMMITTEE MEETING NOTES

Thursday, July 21, 2016, 8:30 to 9:30 a.m.

Meeting Attendees: Isaac Blackstock, Yolo Community Care Continuum; Phalicia Chow, Yolo Community Care Continuum; Tracey Dickinson, Yolo County HHS; Ginger Hashimoto, Yolo County HHS; Elaine Lytle, Yolo County HHS; Niomi Michel, Empower Yolo; and Mark Sawyer, West Sacramento Police Department

Announcements/Updates Reminders

- New HUD HMIS Data Standards Released
 - The Homeless Analyst shared that HUD released a new version of its HMIS Data Standards Manual and Dictionary. In total, HUD instituted 18 changes, which are summarized in the “HUD HMIS Data Standards Summary of Changes” attachment.
 - The new changes must be implemented by October 1, 2016. While most of the changes are on the backend of the system, the Homeless Analyst is still waiting on further guidance from both HUD as well as Sacramento Steps Forward as to the impact on HMIS users.
 - Upon a preliminary review, the Homeless Analyst does not anticipate the need to “back enter” data as was the case last year. Therefore, a training or technical assistance is likely not necessary.
 - The most significant change users will notice is a revamp of the chronically homeless questions. To further facilitate ease of data entry, HUD carefully reconstructed the questions on the backend of the system, applying new logic appropriate to client responses in order to avoid asking for information that may be irrelevant. For more information, please refer to the “Exhibit 3 Flow Chart” attachment.
- VI-SPDAT
 - The Homeless Analyst informed the subcommittee members that agencies should contact the County on as needed basis to receive training on the VI-SPDAT. At this time, there is not enough demand to warrant establishing a reoccurring schedule.
 - The Homeless Analyst also asked for feedback regarding how to improve the training. Several subcommittee members offered input that the Homeless Analyst will incorporate into future trainings.



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- CoC NOFA Assistance
 - The Homeless Analyst reminded subcommittee members that agencies should contact her if they need HMIS-related assistance for their CoC project application.
- Data Sharing Agreement
 - The Homeless Analyst reminded subcommittee members that HPAC instituted the HMIS Data Sharing Agreement and subsequently opened the system to agencies who elected to opt-in.

Refresher Training Debrief and AHAR Preparation

- Training Feedback
- Recommendations
 - The subcommittee skipped this agenda item and decided that the Homeless Analyst should reach out to agencies individually to review the “Data Quality and AHAR Preparation Recommendations” attachment.

HUD System Performance Measure Report

- Review Key and Report
 - The subcommittee reviewed the “HUD System Performance Measures Report Key and Report” attachments. The Homeless Analyst explained that this is a new report mandated by HUD. The report is due August 1, analyzing the period of October 1, 2014 through September 30, 2015.
 - All of the data generated by the report is extrapolated out of HMIS. Thus, it is highly recommended that all homeless service projects start using HMIS, regardless of funding source, so the report reflects the true efforts put forth by the entire system.
 - While HUD will not use this year’s report as part of the scoring for HPAC’s CoC application, the County anticipates the report will be an integral part of future funding decisions. This year’s report will serve as baseline data.
 - The Homeless Analyst received approval from the subcommittee members to submit the presented report.



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HMIS Policies and Procedures Manual

- Review Outline
 - The Homeless Analyst explained that HPAC's governance charter subcommittee decided that HMIS should have its own policies and procedures manual.
 - Since written HMIS standards is worth points on this year's CoC application, the subcommittee members agreed that the Homeless Analyst should write a draft manual, solicit feedback, and seek final approval from the full body of HPAC during its August meeting.
 - The subcommittee members reviewed the various data quality benchmarks/goals already set forth by Sacramento Steps Forward. After discussion, the subcommittee members amended some of the benchmarks/goals; however, the subcommittee members will have to the opportunity to provide further feedback when reviewing the draft manual.

Adjourn

- Next meeting, Thursday, October 20, Mary L. Stephens Library, Davis