Notes

1. HMIS Quarterly Report Cards
   a. Erin began the meeting by providing an update to the HMIS Quarterly Report Cards. There is still no update as to when the necessary data is available from Adsystech. The only solution is to use the HMIS Data Quality Reports for the Report Cards. The Data quality reports only include the latest enrollment. Data elements included are UDEs and Income Data. There is a tentative plan to include Referrals from CES Data. Erin asked whether 211OC should complete two different reports for 7/1/17-9/30/17 and 10/1/17 – 12/31/17 or one report for 1/1/17-12/31/17. The group agreed that they would like both reports for review. Specifics on how to review the data and due dates will be discussed at the HMIS User Meeting on 2/7/18. Erin asked if the group was fine with posting the reports to the website. The group recommended to send the report to Executive Directors and Agency Admins for review and then send the reports with the most recent change. Erin asked if the committee would like to add timeliness into ranking and the group recommended to not add it into the measures.

2. Project Performance Reports Update
   a. Measures that can be pulled the same as the last Project Performance Report
      i. Average Length of Stay
      ii. Successful Exits (as applicable to the project type)
      iii. Recidivism
      iv. Unit Utilization
   b. Measures that can be pulled with modifications or ticket resolution
      i. Change in Income for Adult Stayers
      ii. Change in Income for Adult Leavers
   c. Cannot pull measures without ticket resolution
      i. Average Length of Homelessness – some approximate date started data isn’t pulling in report
ii. Entries from Homelessness – some living situation data isn’t pulling in report
iii. RRH: Number of Days to Housing Placement – some date of move in data isn’t pulling in report
d. Proposed modifications to Income Measures (if ticket resolution isn’t possible)
i. Report is currently only pulling “Account Owner” (usually this is the head of household)
   1. Only include Account Owner in analysis instead of all adults
ii. Report is only pulling household monthly income, not income by each client in the household
   1. Use the monthly household income instead of looking at income by each client

3. Preliminary Gaps Analysis
   a. Erin reviewed the Housing Gaps Analysis Phase One Draft with the committee. The purpose of the Analysis is to determine the number and type of beds needed in order to house the homeless within our CoC. The group reviewed the Methodology and concluded that Transitional Housing and Emergency Shelter be removed from the list. They recommended to only keep Permanent Supportive Housing, Other Permanent Housing, and Rapid Rehousing. The Data Committee also recommended that DV clients and TAY Client be moved form TH and Emergency Shelter to RRH. Erin proceeded to ask whether a separate list would need to completed for Vets. OCCR believes there is not enough data to accurately reflect the correct statistics for veterans.

4. HMIS Migration to Clarity Update
   a. The migration is on track to be completed by the Go Live dates originally proposed by BitFocus (HMIS is 4/1, CES is 6/1)
   i. 211OC staff has completed System Administrator training
   b. The current focus is HMIS data:
   i. Working with Adsystech to correct issues with HUD standard HMIS data (complete by 2/1)
      1. Some issues with relation status data; will be emailing agencies with corrections
   ii. Working on setting up HMIS projects in Clarity (to be completed 3/1)
      1. BitFocus has completed their set-up of 5 agencies; 211OC to complete the set-up for 42 agencies
   iii. HMIS functionality training will most likely occur mid-March; CES functionality training will most likely occur in May
   iv. Discussion for next meeting: How much access should the agencies have to each other’s data?

Next Meeting Date: February 22, 2018, 1:00 – 2:30