MID-WILLAMETTE VALLEY HOMELESS ALLIANCE

HMIS Users Workgroup
January 10, 2023 Minutes

Attendance

HMIS Users Workgroup	RSVP	Attended
Hunter Belgard, OHCS (Co-chair)	yes	yes
Jimmy Jones, MWVCAA (Co-chair)		yes
Shawntel Black, Neighbors	yes	yes
Tara Stephen, CHS	yes	yes
Matt Herbert, CATP	yes	yes
Kathleen Calder, Easterseals Oregon		
Doug Odell, Family Promise	yes	yes
Christine Sommer, MCHA	yes	yes
Kaela Lombardi, MWVCAA/ARCHES	yes	yes
Rachel Miller, MWVCAA/ARCHES	yes	yes
Alisa Tobin, MWVCAA/HOME	yes	yes
Bennett Teal, SHA		
Dominique Schoessler, Shangri-La	yes	
Jill Tucker, St. Francis Shelter	yes	
Brenda Newey, UGM, Simonka Place	yes	yes
Kimberly Nowlin, WATW, Grace House	no	
Jan Calvin, MWVHA Consultant	yes	yes
Tim Weese, ARCHES	yes	yes

Guests Present
Elliot Lapinel, MWVCAA

1. Welcome & Business Items

a. **Minutes.** Rachel moved to approve the minutes; Kaela seconded; approved unanimously.

b. **Quad Squad Update.** Hunter reviewed information shared at the 1/9 Quad Squad meeting, noting that there are new APR and CAPER reports for FY2023.

c. **Rapid Rehousing start date.** HUD provides guidance on the start date for RRH, but there our data shows that there the start dates are not consistent for all programs. Jan will convene a meeting for RRH providers to review the HUD guidelines and develop recommendations for consistent definitions and protocols. *Recommendations will be discussed at the next meeting.*

d. **OHCS' agreement with WellSky includes 392 hours of "community service hours."** Hunter asked people to think about ideas to make life easier, align with goals, help pull data from different sources in HMIS. *This will be on next month's agenda, too.*

2. Data Quality Plan Template

HUD requires each CoC to have a Data Quality Plan. OHCS, as our HMIS Lead will be creating our Data Quality Plan. Hunter shared a template provided by Abt (subject matter experts contracted by HUD). Hunter walked through the contents and noted some of his recommendations for people to think about. The sections include:

- Data Entry Timeline – within three business days; exception to five business days for large mass events such as warming shelter.

- Data Completeness – 95%; allows some programs to be lower (e.g., client shows up at 11:00 p.m. and leaves at 2:00 a.m.) "Client doesn't know/Client refused" is an acceptable answer for almost all the UDEs (HUD doesn't allow that for SSN).
- Accuracy/Consistency
- Monitoring
- Remediation Enforcement
- Data Use and Disclosure
- Data Release – e.g., parameters if/when data can be released
- Verifiable Assessment
- Release of Information
- Program Interim Updates – only for permanent housing (maybe transitional housing? Or different timeline for TH)
- Training Requirements

Hunter noted that perhaps there are certain programs that need to be addressed in the plan (e.g., families, youth). *He will send the draft to everyone and asked for critical review.*

3. SAP Business Objects

Data Completeness Report Card (0252) report doesn't work; 0260 is almost the same. But even better is:

OMC Standard Reports (Oregon Multi-Continuum) folder shows all the reports that can be run. At the top there is a subfolder that includes **Data Quality Reports** (which is basically the 0252 report). These reports now also show county of residence. USE THESE 😊

4. Upcoming HMIS Agenda Items

a. Data Quality Plan Overview
b. Local Positive Destinations Report
c. Possible Change to RRH & PSH Program Start Date

NEXT MEETING

February 14, 2023
HMIS Users Workgroup, 2:30-3:30 p.m. **.**
https://us02web.zoom.us/j/82448995403?pwd=UHJxeW9UZDYxcTBiV0U1Z1RVSGhRUT09
Meeting ID: 824 4899 5403 Passcode: 057658 One tap
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