



A program of the North Carolina Housing Coalition

**CAROLINA HOMELESS INFORMATION NETWORK**

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**CHIN Data Committee Meeting Agenda**

Wednesday, November 5, 2014

12 PM –1PM

Call in number: 866-687-5608 Code: 230-138-4831

<b>START</b>	<b>12:00</b>	
<b>ONE</b>	<b>Agenda Item: Welcome &amp; Call to Order</b>	<b>Agenda Item Completed:</b> <input type="checkbox"/>
	<b>Presenter:</b> Lloyd Schmeidler	<b>Estimated Time:</b> 3 minutes
	<b>Background Information:</b> This meeting is for Data Subcommittee Members.	
	<b>Supporting Materials:</b> <ul style="list-style-type: none"> <li>n/a</li> </ul>	
<b>TWO</b>	<b>Agenda Item: Approval of Minutes</b>	<b>Agenda Item Completed:</b> <input type="checkbox"/>
	<b>Presenter:</b> Lloyd Schmeidler	<b>Estimated Time:</b> 3 minutes
	<b>Goal:</b> <input checked="" type="checkbox"/> Share Info <input type="checkbox"/> Obtain Input <input type="checkbox"/> Make Decisions	<b>Formal Approval Needed?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Supporting Materials:</b> <ul style="list-style-type: none"> <li>Previous meeting minutes</li> </ul>	
<b>THREE</b>	<b>Agenda Item: Update on Reports</b>	<b>Agenda Item Completed:</b> <input type="checkbox"/>
	<b>Presenter:</b> Laura McDuffee	<b>Estimated Time:</b> 5 minutes
	<b>Goal:</b> <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input checked="" type="checkbox"/> Make Decisions	<b>Formal Approval Needed?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Background Information:</b> Review current work on reports	
	<b>Supporting Materials:</b> <ul style="list-style-type: none"> <li>Report Update List</li> </ul>	
	<b>Action Items:</b> Review Data Completeness Report Card changes and other key reports. Finish reviewing the list of CHIN reports to determine which reports can be removed (archived) or replaced with other reports.	
<b>FOUR</b>	<b>Agenda Item: HMIS Upgrade</b>	<b>Agenda Item Completed:</b> <input type="checkbox"/>
	<b>Presenter:</b> Sonia Ensenat	<b>Estimated Time:</b> 5 minutes
	<b>Goal:</b> <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input type="checkbox"/> Make Decisions	<b>Formal Approval Needed?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<b>Background Information:</b> General update on ServicePoint upgrade to 5.11.4. Will also cover impact on SSVF export and other reports	
	<b>Supporting Materials:</b> <ul style="list-style-type: none"> <li>Report Update List</li> </ul>	

	<b>Action Items:</b> n/a	
<b>FIVE</b>	<b>Agenda Item: Changes to Project Entry Screen</b>	<b>Agenda Item Completed:</b> <input type="checkbox"/>
	<b>Presenter:</b> Sonia Ensenat	<b>Estimated Time:</b> 20 minutes
	<b>Goal:</b> <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input checked="" type="checkbox"/> Make Decisions	<b>Formal Approval Needed?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<b>Background Information:</b> Several questions on our project entry screen are legacy questions that were added by this committee (or the CHIN Operations Committee, which preceded the Data Committee). These questions may no longer be needed and may no longer be needed and may be confusing to users or creating additional work.	
	<b>Supporting Materials:</b> <ul style="list-style-type: none"> <li>Project Entry Screen Questions and Options</li> </ul>	
	<b>Action Items:</b> Determine changes to questions on project entry screen	
<b>SIX</b>	<b>Agenda Item: Change to Consent Form</b>	<b>Agenda Item Completed:</b> <input type="checkbox"/>
	<b>Presenter:</b> Sonia Ensenat	<b>Estimated Time:</b> 10 minutes
	<b>Goal:</b> <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input checked="" type="checkbox"/> Make Decisions	<b>Formal Approval Needed?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Background Information:</b> As part of 2014 data standard changes, the U.S. veteran status was moved from project entry screen to the profile screen and it is now part of the client file that is visible to any user, regardless of ROI (as long as the client file is visible to that user). Therefore, our stand-alone consent form needs to be updated.	
	<b>Supporting Materials:</b> <ul style="list-style-type: none"> <li>CHIN Consent for Release of General Information (Draft)</li> </ul>	
	<b>Action Items:</b> Change stand-alone consent form to add “and veteran status” to item #2. Privacy practices and paragraph consent do not need to be updated. See attachment #1.	
<b>SEVEN</b>	<b>Agenda Item: Change to Menu for “Client Location”</b>	<b>Agenda Item Completed:</b> <input type="checkbox"/>
	<b>Presenter:</b> Sonia Ensenat	<b>Estimated Time:</b> 10 minutes
	<b>Goal:</b> <input checked="" type="checkbox"/> Share Info <input type="checkbox"/> Obtain Input <input checked="" type="checkbox"/> Make Decisions	<b>Formal Approval Needed?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Background Information:</b> CHIN submitted a question to HUD asking how the “client location” question should be answered for out of state clients and whether an “out of state” option was allowable. HUD replied that the actual CoC code should be recorded. Question originally came from a user in Asheville.	
	<b>Supporting Materials:</b> <ul style="list-style-type: none"> <li>Copy of HUD Help Desk Question and Response</li> </ul>	
	<b>Action Items:</b> Determine what changes to make to the drop-down menu for the “client location” question	
<b>EIGHT</b>	<b>Agenda Item: HUD Update (as time allows)</b>	<b>Agenda Item Completed:</b> <input type="checkbox"/>
	<b>Presenter:</b> Sonia Ensenat	<b>Estimated Time:</b> 4 minutes
	<b>Goal:</b> <input checked="" type="checkbox"/> Share Info <input type="checkbox"/> Obtain Input <input type="checkbox"/> Make Decisions	<b>Formal Approval Needed?</b>

		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<b>Background Information:</b> Update on 2014 AHAR	
	<b>Supporting Materials:</b> n/a	
	<b>Action Items:</b> n/a	
<b>END</b>	<b>1:00 Adjournment</b>	
<b>NEXT MEETING:</b> December 3, 2014 at 12:00PM		