

**Data Subcommittee Meeting Minutes  
November 5, 2014**

**Present:** Lloyd Schmeidler, Sonia Ensenat, Laura McDuffee, Tim West, Debbie Bailey, Thurston Alexander-Smith, Tia Sanders-Rice, Matt Schnars

**Minutes from October 1, 2014**

- Debbie made motion to approve the minutes, seconded by Tim, Approved.

**Update on Reports**

- Upgraded the Data Completeness Report Card (DCRC)
  - ‘Veteran Status’ as it is displayed on client profile.
  - Does not include the “don’t know” or “refused” that was in previous versions. Will not modify this report to include this.
  - Due to update of latest DCRC, ART users will need to re-schedule this report to hit their ART inbox. Users will be notified of this in CHIN monthly newsletter.
- Review of Priority 3 reports to determine which to update or remove
  - These reports were all custom-built for agencies. CHIN does not know how much they are used.
  - Many of the reports in Priority 3 have been impacted by the upgrade and/or data standards. Reports that will not be impacted will remain available to end users. Reports that will be impacted will be moved to a folder clearly labeled to indicate that they have not been mapped or tested and may have inaccurate data. Users will be notified of this in their newsletter.

**CHIN Upgrade**

- Bowman is working on a new upgrade to fix the SSVF and AHAR exports. These should be available next week. CHIN will let users know about system updates as they hear from Bowman.

**Project Entry Screen Changes**

- Reviewed five legacy questions on the Project Entry Screen to determine if the questions are no longer needed. The chart below details action taken on each question.

<b>Question</b>	<b>Action</b>
<i>Primary Reason for Homelessness</i>	Keep
<i>Secondary Reason for Homelessness</i>	Delete
<i>Has client ever served in the military</i>	Tabled- Matt and Tim will talk to their Per Diem programs to learn how much this element is used
<i>Is client homeless due to foreclosure</i>	Delete
<i>Where client stayed the night before coming to you</i>	Delete

**Consent Form**

- Shared information about HUD's 2014 Data Standards moving 'Veteran Status' from the project entry screen to the client profile. Client profile is visible to any end user regardless of ROI (unless the entire client profile is locked).
- This change in visibility requires an update to our stand-alone consent form.
- Reviewed draft consent form with proposed 'Veteran Status' changes. Changes were approved.

**Add Client Location**

- This discussion has been tabled until the December 2014 meeting.