

Data Subcommittee Meeting Minutes December 3, 2014

Present: Lloyd Schmeidler, Sonia Ensenat, Laura McDuffee, Tim West, Debbie Bailey, Thurston Alexander-Smith, Tia Sanders-Rice, Gerry Leslie, Nicole Dewitt, Bob Silber, Matt Schnars

Minutes from November 5, 2014 (2)

- Bob Silber's was not included in the list of committee member present of Oct 1 or Nov 5 meetings. He was present at both meetings
- Debbie Bailey made motion to approve the minutes, seconded by Tim West, Approved.

Update on Reports (3)

- Laura contacted agencies that have custom reports in CHIN (Note: This list only includes current reports)
 - Noted if report was in use—
 - Gray= report not used, to be archived
 - No shading= report does need updating by Bowman or CHIN
 - Green= report does not need updating, still used (not impacted)
 - Blue= updated
 - Also included estimate of how much time it would take to update reports
 - Data Completeness Report Card- waiting on Bowman to update
 - The others are custom reports, updating these reports - will be added into CHIN staff work plan, taking into account when reports are needed and other priorities
 - Caper- wording changes
 - HBA- this would involve more swapping out of fields, some variables may need to be expanded to accommodate the "data not collected" option
 - CHIN does not know when these reports will be needed next (still checking with agencies), so they do not know how soon they need to be updated. The report writer has enough work for the rest of the year;
 - The Charlotte CA report is scheduled for the first report in 2015

Report Writer (4)

- Transition Subcommittee met on Nov 24 to discuss the CHIN budget from Jan-April 2015
- Attempted to finalize CHIN's budget before NCHC's 2015

- Transition Subcommittee recommended that the report writer not be included in the Jan-April 2015 budget
- This recommendation will allow for CoCs opportunity to work with report writers they know during the transition period
- Sonia said at least 7 reports (in white at the top) would not be updated by the end of 2014
 - CHIN does not know how often these reports are used, or how soon they need to be updated (still waiting on agencies to tell CHIN)
 - Updates to these reports would take a total of 10hrs
 - The Mecklenburg CA report would not be completed because it was scheduled to be done in 2015 (it is not on this list) Laura will ask the report writer to provide an estimate of how long the Charlotte report will take
 - Committee members expressed concern that Charlotte has been waiting on CA report for a long period of time; how will the Transition Subcommittee's budget decision impact Charlotte's request?
 - Subcommittee agreed that there is no need to re-prioritize
 - Lloyd recommended that Matt contact Charlotte to discuss Coordinated Assessment report options in HMIS
 - Tim West reminded the group that in a previous meeting, Rebecca Pfeiffer said that she would try other methods to obtain Charlotte's CA report. He encouraged CHIN to work towards completing the report.

Changes to Project Entry Screen (5)

- Question tabled at last month's meeting: "Has client ever served in the military?"
 - Durham and Forsyth do not need this question
 - Question will be removed from intake forms and moved to the bottom of entry screens.
 - Tia suggested improving training on this question as data provided by CHIN shows that clients provide different answers to "Are you a veteran" and "Have you ever served in the military"

Change to Menu for "Client Location" (6)

- Gerry shared Michigan's response to a similar situation. Discussion about HUD's rules on client location—where was client staying when they came into the program. They may have come from out of state originally, but did not stay there the night before coming into the program. Michigan only added additional codes to areas where traveling across state borders has been an issue
- A change to the drop-down list would be applied to the entire state. In Bowman, there is not a way to limit changes to the drop down list to a specific CoC.

- Subcommittee agreed that additions to the CoC drop-down menu will be added as requested

Training Subcommittee (7)

- Met to get feedback on the training videos
- Changes:
 - Adding sentence to referral piece (must pick up the phone to call agency), services video was a lot of information. Will split this up into 2 videos.
 - 1-how to make a referral.
 - 2- how to add services
- CHIN estimated that the videos will be completed by the end of next week
- Subcommittee recommends to the GC that the 2014 Data Standards Training and quiz be required of newly trained users
- Subcommittee recommends to the GC that the training videos be available for use as soon as possible
- CHIN will give a list of users trained between 10/1/2014 and now to GC for review

AHAR Update (8)

- Sonia stated that a few CoCs signed up for the 1 hour slots
- Number of AHAR questions has decreased in the past week
- There are no more bugs in the AHAR reports
- Sonia stated that AHAR reporting is going well

Next meeting at January 7, 2015 at 12:00PM

Submitted by Tia Sanders-Rice