Data Subcommittee Meeting Minutes
Special Meeting
February 4, 2015

Members present: Bob Silber, Lloyd Schmeidler, Tim West, Laura McDuffee, Sonia Ensenat, Debbie Bailey, Tia Sanders-Rice

Other participants: Barb Ritter, Gerry Leslie, Thurston Smith-Alexander

The meeting was called to order at 12:03PM.

Approval of Minutes

- A minor correction to a sentence about the current quality of NC data was made.
- A motion to approve the minutes with correction was made by Debbie Bailey and seconded by Bob Silber. The motion carried.

Update on Reports

- The Wake Passage Home report (formerly Wake SSVF GPD report) went through draft phase and was moved to production folder for use.
- The SAGEFA Clients report uses the retired veteran's field; this needs to be swapped out for updated data element.
- The Enrolled Clients Count with Time in Program report is not working due to a formula that calculates time in program incorrectly. There are currently 4 versions of this report available (report versions include: agency, CoC, monthly for agency, monthly for CoC). Variable in formula needs to be updated. CHIN estimates that this work will take about 1 hour.
- A motion to recommend the GC approves modifications to the Enrolled Clients Count with Time in Program report was made by Debbie Bailey seconded by Tim West. Motion carried.
- An updated PIT report should be released by Bowman by the end of this week.
- An HMIS APR draft report has been released. This report has a data quality check for the new data elements and is the only report in Servicepoint that includes the new elements. Barb suggested that Sonia move this to an accessible folder on the NC Servicepoint site for use.

Request for report modification from Charlotte Mecklenburg

- The Community Link report is used to keep track of program goals and is frequently used by senior management team.
    - The modification requested includes adding another program and goals to the existing report.
- Sonia suggested moving money in the budget to re-hire report writer for 4 hours at $65-70/hr.

- Community Link does not think paying for the reports with their own funds will be an option.
- Barb at MCAH offered to review this report. If Barb is able to re-create the report, this modification may be added to transition tasks.
  - Barb will discuss this task on Monday (2/9/15) at GC meeting.
  - Nicole will email Barb the name of report as it is listed in ART, the name of folder, and a summary of the critical information to be added.

Changes to RHYMIS screen

- Three items from the RHYMIS screen are collected at other places in HMIS and required of all HMIS users. This committee was tasked with making a recommendation about the addition or removal of these questions to the RHYMIS screen.
  - Primary reason for homelessness:
    - This is not a HUD data element.
    - Barb explained that this question is not reliable in youth populations because children are homeless for different reasons (the options listed are for adults), and clients often have many reasons for homelessness and clients may report reason based on agency.
    - A motion to not include Primary reason for homelessness on RHYMIS screen was made by Tim West and seconded by Debbie Bailey. The motion carried.
  - Highest level of education attained:
    - This is not a HUD data element.
    - The current RHY program specific HUD data elements ask last grade completed (4.24) and school status (4.25).
    - A motion to remove highest level of education attained from RHYMIS screen was made by Tim West and seconded by Debbie Bailey. The motion carried; Lloyd Schmeidler voted nay to motion.
  - Employment status:
    - This is a RHY program specific HUD data element (4.26).
    - The options for this question do not match HUDs current options.
    - A motion to remove employment status from RHYMIS screen was made by Tim West and seconded by Nicole Dewitt. The motion carried.

This meeting adjourned at 1:10PM.

The next meeting will be held on February 25, 2015 at 12:00PM.

These minutes were submitted by Tia Sanders-Rice.