

Data Subcommittee Meeting Minutes January 7, 2015

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

Others: Barb Ritter, Thurston Alexander-Smith, Matt Schnars, Ashley Trudnak

Minutes from December 3, 2014 (2)

- Notes under report writer were clarified. Second bullet now reads “Attempted to finalize CHIN’s budget before NCHC’s 2015 contract extension.”
- Motion to approve minutes with corrections made by Debbie Bailey, seconded by Bob Silber. Approved

Changes to meeting (3)

- Tia Sanders-Rice proposed moving the Data Subcommittee meeting to the last Wednesday of the month to ensure that the Data Subcommittee meeting is held after the Governance Committee’s meeting. This will also allow at least a week between the Data Subcommittee and Governance Committee’s meeting times.
- Tia Sanders-Rice proposed extending the Data Subcommittee meeting time to 1.5 hours to allow committee to address all agenda items during HMIS transition
- Motion to hold Data Subcommittee meeting on the last Wednesday of the month approved as written
- Motion to extend Data Subcommittee meetings to 1.5 hours approved as written
- Next meeting of the Data Subcommittee will be held on February 25, 2015
- Committee chair requested a special meeting of the committee between January and February 2015 if items come to the groups attention

Update on reports (4)

- Reports from the “Report update list v4” were reviewed
 - No shading= Report is waiting on updates from Bowman
 - Red= Report is under development, in “Draft” folder, waiting for testing
 - Blue= Report was previously in “Draft”, moved to “Production” folder
 - Green= Report does not need to be updated
 - Gray= Report was removed
- The Enrolled Clients with Time in Program report was previously marked green. After further review, Laura determined that the report contained the old veteran field. This report has since been updated to include the new veteran field

- All agency specific reports were updated before the end of December 2014. These reports were moved into folders for specific agencies
- Report requested by Charlotte was removed and is no longer being worked on
- The Data Completeness Report Card and the APR (both canned Bowman reports) have not been updated to reflect all 2014 data standards. NC and other HMIS implementations using ServicePoint are waiting for Bowman to release updated versions of both reports
- CHIN staff did not have an update on the recent AHAR submission

2015 NC PIT and HIC Process (5)

- CHIN staff proposed a process for NC's PIC and HIC
- 3 reports in HMIS
 - PIT: Number of people in ES, TH, and demographic information
 - HIC: Number of beds in ES, TH, and PSH
 - HIC Supplement: Number of people in RRH, PSH, and demographic information (Used to generate RRH bed count for HIC)
- NCHC role in proposed process:
 - Obtain PIT report from Bowman, make modifications
 - Cosmetic, add "prior residence" field
 - Make the report available to users
 - Instruct on how to run the report
 - Answer questions about the report (CHIN will route questions about form to NCCEH)
- NCCEH role in proposed process:
 - Create form used to collect data
 - This form is used to gather and disseminate statewide data. The data NCCEH collects mirrors HUD's requests except for one item related to prior residence (specifically discharged from institutions within 30 days of becoming homeless)
 - Train on form
 - Check form against Bowman report (when released)
 - Create crosswalk for report (if needed)
 - Answer questions about the form
- CHIN is seeking to make a recommendation to CoCs about which reports to run to ensure that data are in good shape before the PIT. Again, because of 2014 changes, reports do not completely reflect all variables required by HUD. Decisions for the committee:
 - Should CHIN make modifications to reports to reflect 2014 HUD data standards?

- 4 reports available for data quality check. Please note that no reports below (without modifications) will be an exact check. CHIN proposed making small modifications to the reports below to update them to 2014 standards
 - 2014 PIT
 - Data Completeness Report Card (DCRC)
 - Raw Data Entry
 - APR Detail
 - There has been no indication from Bowman that a new DCRC will be released for the 2015 PIT count
 - Barb explained that NC's data should be in "good shape" because it went came through the AHAR process
 - CHIN noted that the "move in date" is not a field in any report except the Raw Data Entry; this could be an issue for RRH projects
 - If CHIN recommends reports, which reports should be recommended?
 - All end users will use the DCRC to check their data quality prior to the 2015 PIT
 - Super users will help RRH projects with "move-in date" by using the Raw Data Entry report
 - These recommendations will be presented to the Governance Committee on Monday, January 12, 2015
 - Will the Data Subcommittee consider making a change to the PIT report to include the "prior living situation" item?
 - Barb Ritter from MCAH and Debbie Bailey expressed concern about modifying Bowman reports and the. Barb suggested creating a new report for the "prior residence" item that could be used beyond the PIT. She explained that creating this report would be easy and could be done quickly
 - Barb stated that she has built analytic hours into the transition budget and that these hours can be used for this purpose
 - Tia Sanders-Rice at NCCEH will work with Barb Ritter to develop the logic for the prior residence report. After defining the logic for the report, NCHC will build the report
 - Matt Schnars expressed concern about the amount of work required to gather data on entries into homelessness from institutions, and wanted to know why the state needs this information. It was explained that this information is needed to know more about the interaction of services. It is also discussed in

Exhibit one, and NC's Consolidated Plan. Matt will follow up with Martha Are and Denise Neunaber for more information

Charlotte request to modify drop-down menu

- Charlotte would like to add 5 new options to the drop-down menu for the “reason for homelessness” item
 - Proposed options are not represented among current options in menu
 - Relocation
 - Family Break up
 - Aged out of Foster care
 - Insufficient income for housing
 - Other (specify)
- The “reason for homelessness” item is not a HUD question; it’s a custom question that was added several years ago
 - Changes to this item will not impact HUD reports
- Data Subcommittee approved Charlotte’s request to modify the drop-down menu for this item

Meeting adjourned at 1:11PM

Next meeting on February 25, 2015 at 12:00PM

Submitted by Tia Sanders-Rice