

Data Subcommittee Meeting Minutes February 25, 2015

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

Other participants: Nancy Holochwost, Thurston Alexander-Smith, Gerry Leslie

The meeting was called to order at 12:01 PM.

Approval of Minutes

- A motion to approve minutes as submitted made by Debbie Bailey and seconded by Tim West. The motion carried

Update on Reports

- The Enrolled Clients Count Report has been updated. Changes made include an update to the time in program calculation and a change in the Vet Status field.
- The Salvation Army report has been updated.

Update on Report Modifications

- There was not an update on the progress of the modification to a Community Link custom report that allowed the tracking of program goals. In previous meetings, Barb Ritter proposed to review this report and determine what work should be done.
 - The Governance Committee approved this work.
 - Nicole Dewitt emailed the report to Barb in early February, but has not heard back. Nicole Dewitt will follow up with Barb on this request.
- CHIN does not expect to modify any PIT or HIC reports from Bowman. The PIT and HIC draft reports have been released. Bowman is currently making changes to these reports.
 - Gerry stated that Bowman plans to release the final versions of these reports by Friday.

RHYMIS Screen

- The recommendation that changes be made to the RHYMIS screen were approved by the Governance Committee.
 - Changes are currently being implemented.
 - Programs have been contacted and are entering data.
 - A Wilmington project, while not RHYMIS funded is entering data on the RHYMIS screen.

PIT and HIC Communication with CoCs

- CHIN presented a PIT/HIC document for this subcommittee to review and offer feedback. The document provides the following information:
 - How to use Bowman reports to compile the HIC and PIT.
 - How to check data quality.
- A spreadsheet for Project Descriptor Elements will be included as an attachment.
 - Agencies can update the PDEs on their own, or contact CHIN to complete this work.
- There was concern about the timing of the release of the document due to the current draft versions of the HIC and PIT reports.
- A suggestion to add language at the beginning of the document notifying CoCs that the reports are in draft form IF the final versions of the report are not released at the end of February 2015 was presented. A motion to accept this suggestion was made by Tim West and seconded by Debbie Bailey. Motion carried.

This meeting adjourned at 12:33 PM.

The next meeting will be held on March 25, 2015.

These minutes were submitted by Tia Sanders-Rice.