

## **The Continuum of Care for the City and County of Racine, U.A.**

### HMIS/Data Committee Meeting Minutes

United Way of Racine County, 2000 Domanik Drive, Racine, WI

March 21, 2014

**Present:** Maureen George (Love, Inc.), Angela Holland (HALO), AJ Jelks (HALO), Zeke Leo (RKCAA), Jen Loaicano (TLC), Gai Lorenzen (LAW), Irma Love (HALO), Brian O'Connell (City of Racine), Sharen Pease (CVD), Denise Rangel (Safe Haven), Martice Scales (HOPES), Mirijah Sheppard (Bethany), Adam Smith (ICA), Melissa Taggart (VAF), Jen Toth (WRC), Iraidia Vasquez (LAW), Demetri Vincze (CoC)

**Absent:** Lori Life (RVM)

**Introductions** made by all.

#### **WISP Policies and Procedures Manual**

User Agreement certifies that user will follow Policies and Procedures Manual

ICA will send out 'cheat-sheet' to help agencies run reports for ETH grant

#### **City Emergency Solutions Grant (ESG)**

HMIS must be used in the same way as it is for CoC program funding

Gai: suggestion that agencies submit the same monthly report to the city as to the state

\$137,767 is the allocation for the City – a 17% increase – City will increase individual agency grants

Adam: if coding for any city funded clients, use 'City ESG'; if coding for state ETH, use 'ESG'

#### **Communication, Funding, and HMIS entry**

Gai: executive directors need to share with staff what funding they are receiving, and what for.

Adam: this is critical to avoid data entry errors. The problem is not that staff are incapable of entering data, the problem is miscommunication. 'Case Management' has to fit under a certain category; it is not a stand-alone category.

#### **Committee Co-Chairs**

Gai: floor is open to volunteers. Job description: arranging committee meetings, coordinating with Gai and Adam, deciding agenda items, communicating with the head of the CoC.

Denise volunteered; Adam nominated Martice.

#### **Committee Function**

Educating CoC about WISP technical aspects, upgrades, and trainings.

From CoC application: "Responsible for the development of HMIS policies and procedures, identification of training needs and opportunities, oversight of data. Review agency data for quality. Coordinates with Evaluation/Performance Committee."

#### **HMIS Lead Business**

New help desk: [wisp@icalliances.org](mailto:wisp@icalliances.org)

Email format for ICA staff: `firstname.lastname@icalliances.org`

Training opportunities listed on [www.icalliances.org/wisconsin](http://www.icalliances.org/wisconsin)

New end-user agreement will be published by April, users will have to re-certify

#### **End-user performance:** what can end-users do to improve?

Adam: timeliness. Try to find/create time in your schedule, because if you let data sit too long, your notes will make less sense and quality will decrease. Ideal: enter within a week.

Gai: review data quality reports to find errors and collect them (need an ART license to run these)

ART licenses are \$80 per year; ART is an advanced reporting tool that can produce different reports; monthly trainings are provided by ICA on ART

Balance of State CoC is requiring quarterly APRs (by calendar year) to be sent to BOS data committee

#### **Next meeting date**

Will be determined by Gai, Adam, Martice, Denise