



MINUTES
January 2022
Racine CoC HMIS Committee

1. Attendance: Iraida Vazquez (ICA), Teresa Reinders (CoC), Denise Staufenbeil (WRC), Justin Kasdorf (CVI), Andrea Batts (HOPES Center), Jori Chambers (WRC), Westley Sikich (HALO), Angela Holland (HALO), Ben Cornell (Safe Haven), Stephanie Hartleben (LSS VHRP); Irma Love (HALO)
2. September 2021 Minutes approval: Motion to approve - Iraida Second motion: Jori
3. Victim Service Providers: Funding with Emergency Solutions Grant (ESG) funds where CAPER would have to be the report. HUD has encouraged DV providers to participate in HUD meetings. Shared with Jori and Pam to attend if wanting to. The current comparable data base meets HUD requirements of report.
 - a. [Link](#) shared for victim services providers to see if their data base is current. Link will provide a test run to see if report is accepted in repository.
 - b. [HUD HMIS Lead, and System Admin meetings](#) are held on 3rd Wed of each month. Join the HUD Exchange mailing list to attend monthly.
4. HMIS Data Analytics On Demand: 3rd time course offered, introductory course, limited numbers, register quickly because it fills quickly; link provided; it is self-paced, historically a 6 – week course, but encouraged to read description to gauge how long; intensive, there is homework; for community providers that are interested in data from HMIS; already closed, filled; the link does provide the syllabus for the course; says it isn't open to 24th, may want to try on that date in case there are spots opening
5. Federal Reports: Prepare for SPM and LSA reports by ensuring that data has been cleaned up during the timelines provided. Working through data clean up; draft was provided to system performance committee, make sure COC funded are accurate (Hope, SAFE Haven, CVI, HALO) run the reports for dates provided and update for quality; make sure to update all incomes/benefit income information; and ensure done by 2/15
 - a. Teresa needs HIC reports from CVI and VA; there is a monthly report that should also be submitted to Teresa; there is a 5-day entry grace period for HMIS data, all that information needs to be updated. Teresa needs her report by 4th Wednesday of each month; report for Teresa goes to state to determine funding
 - b. Question for Racine PSH, he receives a link from Milwaukee for report; Racine does not send link and Teresa does not send a reminder (she will begin to send email reminders) Iraida suggests running a HIC report and send to Teresa; Iraida will assist Justin in running report
6. ESG CAPER due for funders; run reports for respective date ranges;
<https://icalliances.org/wisconsin/> Training knowledge base, for guidance on running report.

Iraida will not be running city capers, Provider will receive a link for submitting data from City Administrator, Brendan. State CAPER data we are still in midst of that year, suggested to keep up data updates/input and check progress.

7. All sheltered data needs to be entered into HMIS by 2/1, the quality review are due the 4th; dates cannot be changed; minutes from PIT: team overview, website to sign up for teams, prep meetings held, virtual orientation 1/25 and online registration is underway, link not available currently, possibly through HALO and Teresa will provide link or information as she get it; you can also email Scott at Hope Center to register.
 - a. No changes of dates since workgroup approved. Teresa makes motion to approve the timelines by workgroup for PIT; Ben seconded motion. Call for in favor and opposed. Unanimous vote to approve.
8. C1 Well-being Training Resource. Read attached four-page training. Used by HALO for PSH project and CVI. The questionnaire is to be applied with trauma informed care and there is HUD preferred language provided for the data element question. HMIS users have access to link only.
 - a. B. New user training suspended because of recording updated trainings to remove Bitfocus elements.
 - b. C. there is a report in Clarity for data analysis and those that have looker license you can run the report; let Iraida know if you would like a data analysis license, it is a cost of \$120/year; allows to run more sophisticated report for data.
9. Melissa Taggart is representing Racine at the WI Statewide HMIS Advisory Board. Iraida providing summary of October and January meetings.
 - a. Hired Housing Navigator in Racine
 - b. ICA is doing LSA and data clean up, provided feedback on migration of data from SP to Clarity and that it passes HUD warning and error flags; it is passing and almost ready to submit as is
 - c. Discussed software and data transition
 - d. ICA provided files to Bitfocus for migration to live system; work is moving toward creating reports on legacy data and to analysis – 19 reports are created, included COLA, ICA built 50 reports to assist with transition and data
 - e. Policy procedures and governance documents reviewed at next meeting for updates as needed; last year updated to accommodate migration from SP to Clarity
 - f. Presentation by DOJ about data sharing with that department; presented a proposal that will need to be reviewed and discussed in April; any questions, suggestions, or concerns please pass on to Melissa Taggart

Added comments to agenda: Next HMIS meeting will be March 17th at 10:30 a.m. please calendar ahead of invite as a reminder. Iraida suggested reaching out regarding feedback, suggestions for anything ICA and HMIS.

Motion to adjourn meeting: Ben and Second to adjourn is Iraida

Vote of approval to end by group.