HMIS Advisory Committee Meeting

7/9/2024

**Attendees**

Brittney Behr, Racquel McGlashen, Ashley Brozenski, Tyler Claitt, Amanda Pfeiffer, Andrea Chirinos, Andrew Sullivan, Angel, Brad Sefter, Caren Olson, Charlene Juvida, Chris Ham, Corey Berg, Danielle Landaal, Dewey Wooden, Donna Horton-Robinson, Doug Little, Fiorella Rodriguez, Heidy Diaz, Jackie Ebert, Jay Bush, Jennifer Royce, Jessica Rios, Juan Correa, Karen, Karen Pupo, Krystine Schafer, Mary Jo Reynolds, N Henderson, Nigel Bell, Pavia Quamina, Roxanne Beardmore, Sabrina Weier, Tamela Mitchell, Taylor Thomas, Tim Reed, Tino Paz, Tracy Dale, Victoria Brantley, Warren Foster, Will Allphin, Zeus Gonzalez

Call to order: Brad Sefter

Committee Roll Call: Brad Sefter, Danielle Landaal, Tracy Dale, Corey Berg

Approval of minutes from 5/14/2024

Agenda Approval:

**Committee Voting Member Nominations**

* If interested in nominating yourself (or somebody else with their permission), can be submitted to hmis-advisory@hsncfl.org
	+ Include: name, agency, role with HMIS, how long you’ve worked in HMIS, email, phone, biography
* Voting will be done virtually to approve in August
* 30 minutes every other month + 1.5 hour advisory committee meeting

**PIT/HIC Data online**

* Data tables (including county-specific figures)
* Infographics for each county and total

**Evidence-based Pracitces Workshop**

* To register, complete google form or email Andrew.sullivan@ucf.edu
* How to understand data more effectively from a case manager’s perspective

**HSN University Training**

* HMIS 102: Street Outreach
	+ If you are in street outreach, take this course!
* HMIS 102: PATH
* Working on Reporting & Data Quality in ClientTrack series – will be announced when complete.
	+ How to run reports, address data quality
* Still do zoom sessions bimonthly if you prefer to do zoom instead of HSN university. Please submit request early to attend
* Can also do refresher individually if timing doesn’t work
* Data collection templates on the website
* If you would like live refresher training, submit ticket (HMIS team comes to agency to

**Data Quality Monitoring**

* Q3 Scorecards coming out this week
* Link to schedule data quality monitoring session
* Opportunity to review users, data quality, recommendations on data cleaning

**APR Deep Dive**

* How to run and view data
* Goals
	+ Learn about what the APR report is & what it’s used for
	+ How to run and view APRs
	+ Review APR and how to use the data
* What is the APR?
	+ Annual Performance Report
	+ Uses **most recent enrollment** for **deduplicated** clients
	+ Table 5 – useful summary data (number of people, heads of household, stayers/leavers)
* APR vs CAPER
	+ APR – for CoC funded projects; 27 questions; subsections for veterans, chronic, youth
	+ CAPER: for RUSH, ESG, ESG-CV funded projects; 26 questions
	+ Same data quality sections (Q6)
	+ Can be run by anyone for any project, regardless of their funding source
* APR uses
	+ For Data Quality Monitoring
	+ Required by jurisdictions with certain funding sources
	+ Used to monitor & understand project documentation & activity
* How to run and view APRs
	+ Video (also on website)
	+ Stores on Files on Server – Export file is used when APR is required for Sage upload
* APR Menu Buttons review
	+ Reviewed different buttons. Refresh, Go back to parent report, save, print, search, Report Parameters, Get help
* What kinds of questions can the APR answer?
	+ They are multiple reports in one so it can answer multiple questions
	+ Brad: can track multiple exit destinations and separate into categories
	+ Warren: Data quality section is the most valuable
	+ How many people have you served?
		- Q5 – Report validations table
			* Count of clients
			* Count of clients for DQ: Street outreach & emergency shelter – they have date of engagement. If this is different, would only count most recent enrollment and only active clients.
			* Number of leavers
			* Number of chronically homeless persons
			* Number of adult head of households
		- Q5: a summary of client data (age, household types)
			* Members of household only are counted if they have an enrollment completed
	+ How many people have you served?
		- Q7: persons served
			* Total number of persons served by adults & children
			* Total number of clients served at a point in time
		- Q8: Households served
			* Total number of active households
			* Total number of households served at a point in time
		- Important to run at a years-timeframe
	+ Who have you served?
		- Q9: Contacts & Engagement
			* Total number of active clients who were contacted by street outreach & number of contacts made with them since project entr
			* Total number of persons engaged during operating year
		- Q10-Q12: Age, Gender, Race/Ethnicity
		- Q13: Physical & Mental Health Conditions
		- Q14: Domestic Violence
		- Q15: Living Situation
			* Immediately prior to project entry – used to determine chronicity
		- Q24: Permanent Supporting Housing specific
			* Sexual orientation of adulst in PSH
			* Translation assistance needed
		- Q25: Veterans
		- Q26: Chronically Homeless
		- Q27: Youth
	+ How long are your enrollments?
		- Q22: Length of time
			* Length of participation
			* Average and median length of participation
			* Always evaluated in the type of project
			* Length of time between project start date & housing move-in date
				+ By race & ethnicity
			* Length of time prior to housing (based on date homelessness started)
				+ By race & ethnicity
				+ These two questions will most likely become more important for HUD
	+ Run APR on one project at a time – helps to better evaluate the information in the APR
	+ How have you helped the clients you’ve served?
		- Q16-Q20: Income
			* Case & non-cash income changes
		- Q21: Health Insurance
			* Insurance changes
		- Q23: Exit Destinations
* Q6B – Relationship to head of household
	+ This is under our control! Should be clean data for this question

Committee Roll-Call Vote

Remember to send in nominations to the hmis advisory email

Next Meeting: 9/10/2024 10:30am