

Norfolk Homeless Consortium
Committee: HMIS
Date: July 8, 2008

Attendees: Alicia Matthews, Irma Hinkle, Juanita Dowdy, Pat Vedomske, Willmers Williams, Suzanne Davis, Carolyn Hawkins, Alisa Berry, Yilla Smith, Michelle Grindstaff, Heather Spencer

I. Agenda Items

- ART Reports
- Outcomes/Trends/Gaps for HMIS
- ART Training
- Central Intake Process Update

II. Key Decisions/Action Items

- Current null values report indicates continued improvement in data quality. Highest percentage of nulls in “zip code” field—only 1.6% of current clients
- Sub-committee reviewed ART outcome charts on city of origin and disability diagnosis.
 - City of origin data was separated by program type and includes data on individuals that were in programs on the 1st day of the new year and the numbers added each month since January 2008. There is a higher percentage of null data for clients entered prior to January 2008 because city of origin was not a required field.
 - Data on disability diagnosis reflect single and dual diagnosis.
 - Pat will create an “unknown” option for the disability sub-assessment so that non-HUD funded agencies may report on whether or not a disability is disclosed in the event that the actual disability is unknown. Only non -HUD funded agencies will have the option of selecting unknown. HUD-funded agencies are required to specify the disability.
- Sub-committee to distribute outcome data to NHC starting in July.
- PKI needs to be updated at each agency because the certificate will be expiring in July. Pat will be setting up short meetings with each of the users to install the new certificate.
- Pat is planning for an ART training in the Fall and would like to create opportunities for users to network with each other.
- Pat will be looking at NHC required outcomes for HUD funded agencies to see if ART is capable of pulling data.
- There was discussion about Central Intake and the possibility of using HMIS to generate reports to replace the shelter list spreadsheet that is currently being maintained by DHS. Pat will need to review data on spreadsheet and determine what additional assessment questions may need to be added in order to capture data. The timetable for replacement of the spreadsheet is approximately 4 months or more.
- For those who sleep on shelter floors, each shelter will take responsibility for entering data into HMIS under a specific “slept on shelter floor” program so that data is maintained separately from their other programs so as not to affect outcomes. Shelters will gather minimal data and use a basic entry/exit for these individuals. If

the individual returns to DHS then DHS will gather complete assessment data and enter it into HMIS.

III. Additional business

(Any discussion points that should be shared with the full NHC)

- N/A

IV. Upcoming Meetings

- **August 12, 2008—Norfolk CSB office, 225 W. Olney Road, Norfolk, VA 23510 (3rd Floor Board Room)**