

**Norfolk Homeless Consortium**  
**Committee: HMIS**  
**Date: April 8, 2008**

**Attendees: Pat Vedomske, Sari Friedman-Rosner, Carolyn Hawkins, Suzanne Davis, Alisa Berry, Tonya Gibbs, Irma Hinkle & Juanita Dowdy**

**I. Agenda Items**

- ART Reports
- Outcomes/Trends/Gaps for HMIS
- ART Training

**II. Key Decisions/Action Items**

- Null values in HMIS continue to remain low. Out of the 10 universal data elements required, all have less than 2% reported as missing.
- HMIS sub committee formally requested input from the NHC on specific outcomes, trend data, or service gaps for which they would like HMIS to be used to gather information. No information was forwarded to the sub-committee as of the April meeting date. Based on the sub-committee members' suggestions, Pat Vedomske generated sample charts to demonstrate the type of trend information that could be pulled using ART. The charts compared year-to-date information on two variables: 1) clients entering with disabilities and 2) city of origin. These reports were samples. Pat needs to establish a filter to eliminate duplicate clients. Additionally, March and April data were not complete at the time that the reports were pulled. In future meetings, the sub-committee will consider adding additional required fields in order to gather information needed to identify what is a successful client.
- Pat added a question to HMIS for Central Intake that will allow shelters to communicate to the DHS staff whether or not a client is allowed to return to the shelter. Additional discussion occurred about data entry issues in Central Intake related to capturing information on individuals who have an emergency overnight stay on the floor of the shelter and issues related to household composition and duplicate households appearing in the data.
- The sub-committee chairs would like to add a permanent agenda item on Central Intake and HMIS and to invite all Central Intake participants to attend the HMIS sub-committee meetings. Because the agencies need to address issues related HMIS data entry, the committee chairs believe that the most appropriate forum for this discussion will be the HMIS sub-committee.

**III. Additional business**

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

- N/A

**IV. Upcoming Meetings**

- **May 13, 2008—Norfolk CSB office, 225 W. Olney Road, Norfolk, VA 23510.**