ServicePoint (HMIS) Committee Minutes

**Date:** Tuesday, October 24, 2017 **Time:** 2:30 pm

**Place:** Lake County Central Permit Facility

500 W Winchester Rd. Unit 101, Libertyville, IL 60048

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| **1.0** |  | **Call to Order & Introductions**  David Fries, Catholic Charities  Christen White, PADS Lake County  Greg Mavromatis, Veterans Affairs  Yareli Facundo, Lake County Community Development  Brenda O’Connell, Lake County Community Development |
| **2.0** |  | **Approval of Minutes** |
|  |  | August 22 meeting minutes were approved. |
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| **3.0** |  | **Chair’s Remarks**  The chair had no remarks this month. |
| **4.0** |  | **Staff Reports** |
|  |  | 4.1 HMIS Reports   * CAPER and APR update released * AHAR draft data due 10/31   Brenda confirmed that data will be ready to submit by 10/31, and we will have another month to make corrections.  4.2 ServicePoint 6 and Qlik New Reporting Tool  No new news on SP6, release is delayed to December.  The committee discussed integrating Qlik displays on every level of access.  4.3 New HMIS Data Standards and Data Dictionary (effective 10/1/17)  Yareli hosted a data standards training for all CoC members  4.4 Referral Network Implementation  Brenda reported from visit to Healthcare Foundation of North Lake County site visit; Electronic referrals to Coordinated Entry is new.  4.5 211 Implementation  The committee discussed the potential for linking United Way-administered 211 to ServicePoint. |
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| **5.0** |  | **Old Business**  5.1 ServicePoint Training Plan  Training plans for the future into December include Coordinated Entry training, PIT training, and Security training, using Zoom.  The delay is ServicePoint 6 will also delay the development of training materials, possibly until May.  5.2 Data Quality Framework  The committee discussed options for addressing agencies that miss data quality standards with some amount of frequency.  The committee discussed methods of communicating data quality framework expectations & communicating points penalties to executive directors, and confirmed that Yareli sends framework to agency HMIS admins.  5.3 SSVF Data  Greg reported on SSVF data; As of April 1, SSVF packets take national homeless assessment database, which goes into HMIS. The committee discussed the potential for this change to allow for quick updates for the CoC. The committee discussed a potential agreement with Kenosha and Suburban Cook regarding shared clients.  5.4 Fee Structure  Brenda confirmed that the fee structure was set up to effectively cover ART prices for HMIS users. Prices will be moved to Coalition Board for approval. |
| **6.0** |  | **New Business**  6.1 Charter Review  Committee members agreed to review the charter independently, and send any edits/additions to Yareli  6.2 Building Committee  Committee members were encouraged to reach out to their network to recruit new committee members. |
| **7.0** |  | **Adjournment** |