

MEETING MINUTES TEMPLATE

Meeting Title: Data and Evaluation Committee – Arlington County CoC
Date: November 5, 2019
Time: 2:00-3:30 p.m.
Place: Sequoia 1 Building – Conference Room A

Attendance: Ahmad Haj-Ali, Leonard Chari, Kathy Paal, Brandy Howard, Dana Murray, Logan Alley, Lucy Yohn, America Caro

Agenda Items

Welcome/Introductions

FY20-Q1 CoC Report Card

Ahmad shared that the Transitional Housing Providers, Phoenix House and Borrromeo Housing, have not been submitting data in HMIS to the CoC. These providers are receiving a small amount of funding, but are still required to submit data. If we have providers in our CoC who are not submitting data, we have to report "null" for the whole transitional housing program type. These programs are overseen by staff in the Behavioral Health Department, and Ahmad has trained their staff on how to enter data in HMIS. The Point in Time and Housing Inventory Count are coming up so it would be very helpful to have this data. After some discussion, it was decided that Kathy and Leonard as D&E Co-Chairs would email the Executive Committee Co-Chairs and Mary Kenion to request that the Executive Committee reach out to the two transitional housing providers to ask them to provide data.

HMIS 2020 1.5

After working with Social Solutions, Ahmad has cleared the new HMIS update of errors so that the APR and other reports are accurate. Each program type had different errors generated in HMIS after the update so it took a little bit to fix them. Validation reports are still false flagging errors so Ahmad will continue to work with Social Solutions on that issue.

2020 PIT Survey for sheltered clients

There was a question re: chronic homelessness (HUD definition), which was whether an individual with a disabling condition must have documentation of that disability to qualify as chronically homeless. Ahmad and other committee members confirmed that yes, the disability must be verified. An SSI letter or other diagnostic letter can be used. The Built for Zero list of chronically homeless should pretty well match the list from the PIT count. After some discussion, the committee decided it would be helpful to put as an instruction in the survey: "If there is proof or documentation of disability within the last year, and proof of length of homelessness, and enrolled in the by-names list, please answer yes. Otherwise, answer no."

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For Veterans, they must prove their status by showing the DD214 form. There is a website where you can pull up that form. In addition, names can be sent to the VA for verification.

For the unsheltered homeless, David Ordonez helps to identify those who are chronically homeless or veterans.

The committee briefly reviewed the 2020 PIT Action Plan (timeline).

System Performance Measure Report

The deadline for submitting the System Performance Measure Report is February 28, 2020. This report covers the period 10/1/18-9/30/19. Ahmad asked that each program verify that its error rate for that period is 5% or below.

CoC Administrators – Open System

The Executive Committee voted on November 4th for an open HMIS system where the CoC administrators would have access to data from other CoC programs. It will be effective November 8, 2019.

Next Meeting

December 3, 2019