

## Data and Evaluation Meeting Notes

December 7, 2016

2:00pm – 3:20pm

Present: America Caro, Brandy Howard, Sara Thompson, Stephanie Carl, Dave Leibson, Tony Turnage, Ahmad Haj-Ali, Leonard Chari and Mary Kenion

CoC Documentation: a suggestion was brought before the group to look at the possibility of implementing a standardized form for CoC programs (emergency shelter, rapid re-housing, transitional housing, permanent supportive housing, safe haven) to manually track entries/exits of clients. This would provide a way for all organizations to reconcile their data in HMIS with a manual record that was standardized for each like program. It was noted that this would serve as checks/balances to data quality to reduce data elements being challenged after data has been signed off on. After much discussion, the group consensus was that the problem was not widespread across the CoC, but reflected one organization. Instead of creating an additional standardized paper document, organizations will still be responsible for maintaining manual records to reconcile data entered into the system of record. All members were advised that the expectation moving forward is that all agencies are signing off on data in the system of record via the new sign-off process.

APR Sign-off: Beginning with the 2<sup>nd</sup> Quarter APR sign-offs due on January 15<sup>th</sup>, all organizations will be required to run and submit a PDF version of the entire APR from the system of record. Once submitted, this information will serve as the data for the annual report. Ahmad will not be running any APRs for this purpose. The 5.1 version of the APR allows for any links to be clicked on to view specific client information. With program managers at the table, it was decided that each entity will be responsible for reconciling data prior to designee signing off.

HMIS Feedback: APR reporting on transgender is not being counted towards total number. Data capture issues noted in PSH programs with respect to chronic homeless status. There are issues with auto-populating a HUD assessment as some of the information does not pull over. CoC code will not pull over after auto-populate intentionally. It was noted that TAY are being counted at Doorways in general and not just as head of household – group found this to be helpful informational, but noted that we should look at how we count as a CoC.