

## **HMIS/PIT Committee – COC Workgroup**

March 13, 2014 11-11:30 am Go-To Meeting

### **Attendance:**

Carrie Poser (ICA), Andrea Huss (Family Services), Ruthann Schultz (YWCA), Kristen Wallace (CACSCW), Lisa Haen (KHDS), Cara Rohrer (Lakeshore CAP), Barb Larson (NCCAP), Holli Zambrowicz (NEWCAP), Becky Schillinger (NWCSA), Lori Hallas (FSC), Leigh Polodna (West CAP), Lori Scheder (TSA St. Croix/Polk), Adam Smith (ICA)

### **Excused:**

Tammy Frassetto (Ryan Community), Erika Trawitzki (Hebron House), Suzanne Marsolek (Western Dairyland)

### **Absent:**

None

### **Agenda Items:**

#### **(1) Attendance Policy**

- a. Discussed Balance of State Board of Director approved attendance policy regarding committees. There were no questions or concerns. The policy states:

*Each committee member is required to attend each meeting scheduled by the committee. If a committee member cannot make a meeting, s/he must notify the chair in advance and provide a reason. If a committee member does not notify the chair in advance, the absence will be considered unexcused. If a committee member has two unexcused absences in a calendar year, they will no longer be a committee member.*

#### **(2) Purpose of the workgroup**

- a. Two goals for a final product

#1 –Standardized data entry for COC-funded projects

- Discussed the difference between what is minimally required to generate an APR and what is best practice to ensure an accurate representation of what projects are doing for clients.
- Discussed how we differentiate a good project from a struggling project.
- Will be focusing on: Entry/Exit, Interim Reviews, and Service Transactions

#2 - Process for reviewing & making recommendations based on quarterly-APRs

- b. Timeline for final product

July 1<sup>st</sup> – approved & up and running with training & technical assistance

#### **(3) Results of 4<sup>th</sup> Quarter APR submissions -**

- a. Discussed plan for review and deadlines. Presentation will be ready by next workgroup meeting.
- b. The 1<sup>st</sup> quarter of 2014 submissions will be due 4/15/14 and will look at data from 1/1/14 – 3/31/14.

(4) Next Meetings

- c. A series of doodles will be sent out to schedule meetings for April – June.
  - i. The goal is to meet twice in April, once in May, and twice in June.
- d. Starting in July, the workgroup will go back to meeting monthly.

(5) Homework Assignments:

- a. Prior to the next meeting (will set the deadline based on the results of the first doodle), each person is responsible for submitting the answers to the following two questions to me:

**#1 - Let's pretend you are in charge. If you had 10 projects, but you could only fund 5 of them – how would you decide which ones to fund? What factors would you look at? These can be data-related for non-data related or a combination of both. Make sure you address how you would incorporate DV agencies into your methodology.**

**Think about the projects in your community – how do you know which ones are good and which ones are struggling? Are your factors objective or subjective? How did you decide which factors to look at? Why did you not include some factors but did include others?**

**This is an opinion question based on what you think. Once all of the answers have been turned in, I will collate them & send them back out to the group so we can discuss them at the next meeting.**

**#2 – Thinking about how you & your agency do data entry for your COC-funded project(s) right now, please answer the following questions:**

- a) Explain the process, time frames, etc. for completing Entry/Exits for clients. For both ENTRY and EXIT, when do you create them and what steps are taken. For EXIT, how do you decided reason for leaving and destination. When are they completed? What steps are taken?**
- b) Explain how interim reviews are being used for the COC-funded project(s). How often are they used? For what purpose are they used? When do you make a change? What are you focusing on?**
- c) Explain how service transactions are used for the project. Which transactions are put in, what are they called, why, for whom, etc ? How often are transactions put in? What purpose do they serve? Etc.**

End of meeting.

**Note:**

A doodle was sent out in order to determine the next meeting date/time.

As a result of feedback, the next workgroup meeting will be: **Wednesday, April 2<sup>nd</sup> from 2-3 pm.**

The deadline for completing the homework assignment above is: **Friday, March 28<sup>th</sup>.**

**Current members of the COC Workgroup (as of 3/13/14):**

<b>COC</b>	<b>Name</b>	<b>Agency</b>	<b>COC-funded</b>
Brown	Andrea Huss	Family Services of NE	Yes
CAP			
Central			
Chippewa			
Coulee	Ruthann Schultz	YWCA of Coulee	Yes
Dairyland	Suzanne M.	Western Dairyland	Yes
Fox Cities	Tammy Frassetto	Ryan Community	Yes
Indianhead			
Jefferson	Kristen Wallace	CACSCW	Yes
Kenosha	Lisa Haen	KHDS	Yes
Lakeshore	Cara Rohrer	Lakeshore CAP	Yes
North Central	Barb Larson	NCCAP	Yes
Northeast	Holli Zambrowicz	NEWCAP	Yes
Northwest	Becky Schillinger	NWCSCA	Yes
NWISH	Lori Hallas	Forward Service Corp.	Yes
Ozaukee			
Rock-Walworth			
Southwest			
Washington			
Waukesha	Erika Trawitzki	Hebron House	Yes
West Central	Leigh Polodna Lori Scheder	West CAP TSA of St. Croix County	Yes Yes
Winnebagoland			
HMIS	Jennifer Allen Adam Smith	DOA/ICA DOA/ICA	Yes Yes
Other			