

HMIS/PIT Committee – COC Workgroup

April 2, 2014 2-3pm Go-To Meeting

Attendance:

Carrie Poser (ICA), Andrea Huss (Family Services), Letty Castillo (CWCAC), Ruthann Schultz (YWCA), Suzanne Marsolek (Western Dairyland), Tammy Frassetto (Ryan Community), Kristen Wallace (CACSCW), Lisa Haen (KHDS), Cara Rohrer (Lakeshore CAP), Barb Larson (NCCAP), Holli Zambrowicz (NEWCAP), Becky Schillinger (NWCSA), Lori Hallas (FSC), Erika Trawitzki (Hebron House), Leigh Polodna (West CAP), Lori Scheder (TSA St. Croix/Polk), Jennnifer Allen (ICA)

Absent:

None

Agenda Items:

(1) Results of 4th Quarter APR submission

Results from the 4th quarter APR submission (1/1/13 – 12/31/13) were reviewed. Common errors and issues were discussed. Some specific issues include: permanent housing projects and “night before” locations being ineligible; less than 20% increase in earned income; less than 65% housing stability; data quality errors over 5%; and missing interim reviews. Other areas to identify include: Medicaid vs. SCHIP in non-cash benefits and less than 54% increase in non-earned income.

Committee agreed to hold off on referrals to the Project Evaluation & Assistance (PEA) committee given the new performance measures for earned income and non-earned income. The 2013 letter will be updated and then areas of concerns, issues, and points to be aware of will be sent to agencies.

The 1st Quarter APR (1/1/14 – 3/31/14) is due April 15th.

(2) Review Homework Assignment #1

Discussed the variety of responses to how COC funded agencies currently handle ENTRY and EXITS, Interim Reviews, and Service Transactions. This committee is tasked with developing a standardized work flow. In order to do that, we need to know where everyone is coming from to find some commonalities.

Discussed the variety of responses provided regarding how to evaluate a “good” project. There was actually a lot of commonality. This committee is tasked with looking at COC-funded project performance. Having an agreed upon baseline is imperative to starting this process.

(4) Homework Assignment #2

Prior to the next meeting (will set the deadline based on the results of the doodle for the next meeting), each person is responsible for submitting the answer to the following questions:

Using the collated responses to Homework Assignment #1,

#1 - Review the collated responses and identify common themes, developing a **top 8 list of factors** that should be considered when determining ranking/performance. Then, of those 8 factors – highlight the ones that can be looked at with data and therefore this committee.

#2 - Look at the current processes being used by agencies (in terms of Entry/Exit, Interim Reviews, and Service Transactions). For each section (EE, IR, ST), identify the commonalities among the

various agency responses. Then, for each section, draft a baseline standard from those common practices.

#3 – Write down any questions you might have about the performance measures and/or standards for data entry. Write down anything we might be missing or additional thoughts you might have.

(5) Next Meeting(s) – will send out doodle for the end of April/beginning of May.

***Minutes from this meeting will include the deadline for Homework Assignment #2, the next meeting date, and the collated answers from Homework Assignment #1.**

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: **Monday, May 5th at 2:00 pm.**

The deadline for completing the homework assignment above is: **Friday, May 2nd at 4:30 pm.**

Current members of the COC Workgroup (as of 4/2/14):

COC	Name	Agency	COC-funded
Brown	Andrea Huss	Family Services of NE	Yes
CAP			
Central	Letty Castillo	CWCAC	Yes
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	NWCSA	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
Winnebago/land			
HMIS	Jennifer Allen	DOA/ICA	Yes