

## HMIS/PIT Committee – COC Workgroup

July 9, 2014 1:00-2:00pm Go-To Meeting

### Attendance:

Carrie Poser (ICA), Andrea Huss (Family Services), Meredith McCoy (YWCA), Suzanne Marsolek (Western Dairyland), Lisa Haen (KHDS), Cara Rohrer (Lakeshore CAP), Holli Zambrowicz (NEWCAP), Becky Schillinger (NWCSA), Lori Hallas (FSC), Erika Trawitzki (Hebron House), Leigh Polodna (West CAP), Lori Scheder (TSA St. Croix/Polk), Jennifer Allen (ICA)

### Excused:

Tammy Frassetto (Ryan Community), Kristen Wallace (CACSCW), Barb Larson (NCCAP),

### Absent:

Letty Castillo (CWCAC)

### Agenda Items:

#### **(1) Update about Homework & Policy**

There are currently 16 people on the committee. As of 11:00 this morning, 6 people were missing Homework 2.5 and 10 people were missing Scorecard #1. Without this information, it will be difficult to collate the information. The August quarterly meeting is a little over 1 month away.

Discussed a policy regarding deadlines, active participation on a committee, attending vs. turning in work. The group would prefer the Board of Directors develop a policy that was applied across the board to all committees as a universal standard. Lisa Haen asked that the Board consider an “Excused Homework” similar to excused absences.

Carrie agreed to send out the homework (2.5 and scorecard #1) and who has turned in what. The deadline to get everything done and turned in is 7/21/14. Lori Hallas expressed concern as she would be out of town. The committee agreed that she can turn her work in by 7/22/14.

#### **(2) Additional Scorecard**

Two new scorecard options. (1) New Jersey and (2) HMIS.

*Homework – Scorecard #2* will be to review these two additional scorecards and share feedback.

Deadline is 7/21/14.

#### **(3) HMIS update?**

Jennifer Allen shared that the ICA website will be updated with trainings for August, September, and October. People need to check the website for these updates. Trainings will include: Fund Manager, ART – Reports (including the DSO), Data Standards, and Scheduling Reports.

Lori Hallas asked about security training. Jennifer stated that there would be 2 security trainings held in August and that will also be on the ICA website.

#### **(4) Next Meeting(s) – will send out doodle for beginning of August**

\*The August meeting is the last one before the August quarterly meeting. We need to be prepared to present status of: (a) performance measures, (b) data entry standardization – Entry/Exit, Interim Reviews, and Service Transactions, and (c) scorecard for quarterly APR submissions.

Attendance Tracking for COC Workgroup (as of 7/9/14):

COC	Name	Agency	3.13.14	4.2.14	5.5.14	6.6.14	7.9.14
Brown	Andrea Huss	Family Services	X	X	X	X *	X
Central	Letty Castillo	CWCAC		X	X	ex	AB
Coulee	Ruthann Schultz	YWCA of Coulee	X	X			
Coulee	Meredith McCoy	YWCA of Coulee			X	X	X
Dairyland	Suzanne Marsolek	Western Dairyland	ex	X	X	ex	X
Fox Cities	Tammy Frassetto	Ryan Community	ex	X	AB	X	ex
Jefferson	Kristen Wallace	CACSCW	X	X	X	ex	ex
Kenosha	Lisa Haen	KHDS	X	X	X	X	X
Lakeshore	Cara Rohrer	Lakeshore CAP	X	X	X	X	X
N. Central	Barb Larson	NCCAP	X	X	X	X	ex
Northeast	Holli Zambrowicz	NEWCAP	X	X	X	ex	X
Northwest	Becky Schillinger	NWCSA	X	X	X	ex	X
NWISH	Lori Hallas	Forward Service Corp.	X	X	X	X	X
Waukesha	Erika Trawitzki	Hebron House	ex	X	X	X	X
W. Central	Leigh Polodna	West CAP	X	X	X	X	X
W. Central	Lori Scheder	TSA of St. Croix Cty	X	X	X	AB	X
HMIS	Jennifer Allen	ICA		X	X	X	X
HMIS	Adam Smith	ICA	X				

X = attended

Blacked out = had not yet joined or left the committee

ex = excused absence

AB = unexcused absence

Notes:

\*Jordan Gullickson sat in for an absent Andrea Huss.

Continua not represented on COC Workgroup:

CAP	Indianhead	Ozaukee	Rock-Walworth
Southwest	Washington	Winnebago	