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| HAND_Logo_2 small | **HAND agency Administrator meeting** October 31, 2017 |

## Detroit CoC Agency Administrator’s Meeting Minutes

## Attendees: Cynthia Adams, Japheth Agboka, Paige Beasley, Jalesa Beck, Dana Dooley, Jamie Ebaugh, Tracy Faulkner, Debbie Flowers, Jean Griggs, Brandi Haggins, Julie Herzig, Jeff Hunt, Carina Jackson, Tina Johnson, Sebrina Johnson, Joel Kade, Wayne Kennerly, Angelina Kennerly, Simbi King, Elizabeth Lawlis, Lauren Licata, Sonya Lockhart, Karen McLeod, Joey Merchant, Donald Montgomery, Matthew Niemi, Angie Qawwee, Michele Robinson, Thomas Rogers, Angela Shand, Lori Stephens-Harper, Keshona Sterling, Jennifer Tremonti, Tara Tyus, Donna Williams, Austin Williams, Okeima Williams-Saxton, Jamie Wojahn, Dawn Worley, Charlotte Carrillo, Krystal Davis, Kyra Fisher, Sonya Gregory, Wanda Knight-Wilson, Clarice Werdlow, Constance Williams

## Kiana Harrison, Anita Posey, Alexis Alexander, Selwin O’Neal

## Welcome to the HAND Agency Administrator’s Meeting

## This meeting takes place every 6th Tuesday, at 10:00 am.

## You can register for it through the following link:

<https://attendee.gototraining.com/r/3318787167195378689>

## All users will be muted throughout the meeting, if you have a question, you can raise your hand on the control panel or type your question into the chat box at any time during the meeting. If you are calling in via telephone, don’t forget to enter your Audio Pin.

**Welcome New Users to the Meeting:** If you are a first-time attendee of the meeting, when we get to this portion, please raise your hand and introduce yourself to us!

**User Attendance** will be logged and all meeting minutes, supporting documents and recordings will be uploaded to the HMIS webpage at [www.handetroit.org/hmis](http://www.handetroit.org/hmis)

## Misc. 2017 Data Standards Updates - Kiana

The 2017 Data Standards updates which went into effect on October 1st. There was a delay in the “mapping” for PSH Entry Dates and RRH Residential Move-In 🡪to the new “Housing Move-In Date” field. The mapping was successful after 10/16/2017. Please check the old client files to make sure the dates have been mapped.

**Project Start/Entry:** At this time, Mediware will be leaving the language on the project entry as is. Because of this, we will be discussing that the project start/entry are concurrent terms that users should treat as the same. In resources, we will be mentioning this, and encourage all of you to do the same as you work with your users.

**MCAH Working on Two New Resources:** We are developing two new resources, a Project Terminology Table and a condensed version of the changes to the Data Standards Video.

**HUD Standards -Local PSH HMIS Training:** Occurred October 17th & October 23rd – Thank You to All that attended! We will be following up with an electronic version of materials as wekl as training certificates in the near future.

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## Updating Policies and Procedures for Detroit - Selwin

Detroit’s 2017-2018 Policies and Procedures guide will be finalized November 2017. Please keep an eye on your Inbox for the meeting invite that allows us to cover all of the new changes to the P&P.

## AHAR - Selwin

Just a reminder that draft reports for both All Persons and Veterans are due today, October 31st. We did submit the draft report to HUD and they have already provided their feedback. The deadline for the final submission of the All Person and Veteran report is due on or before December 1st with December 5th being the deadline for confirmation. We appreciate all of you going ahead of us and cleaning up the data.

## Coordinated Entry Checklist - Kiana

Many of your CoCs are in the process of also completing your Coordinated Entry Policies and Procedures prior to the January, 2018 deadline. We have been pouring through the requirements with CoCs across the state, and strategizing with communities on how to draft their P&Ps to meet the requirements. To assist you, we have a couple things we are looking at, and you can reference the [Coordinated Entry Checklist here](https://www.hudexchange.info/resources/documents/coordinated-entry-self-assessment.pdf).

A couple thoughts:

* The HMIS Policies and Procedures address the Data Management requirements and recommendations, plus many recommended elements in the Checklist
* As we have worked with many of you to pilot, we are planning on writing more specific guidance on creating a standalone provider page and setting up a process for keeping a BNL on the system: Some of you have been working with us to pilot this, and we want to thank you for your work and feedback on it! We intend to take some of the lessons learned and add them to a guidance document later this year.

## CAM 2.0 – Family Shelter Launch – November 15th 2017! – Kiana

The referral process and ACCESS to Family Shelter Beds is changing November 2017. You should have all received a link to the NEW CAM Website and CAM Newsletter earlier this month. Please plan to participate in any upcoming trainings or sessions that apply to the work you are doing with the CAM in Detroit.

## PIT/HIC Coming! - Alexis

With the winter months approaching, it’s time to start thinking about your local PIT/HIC process, since January will be here before we know it!  MCAH has many tools available to review and use as you begin discussions within your communities. The [PIT Kit Resources](http://www.mihomeless.org/index.php/michigan/documents/pit-kit-resources/viewcategory/187-pit-kit-resources) section of the MCAH website contains all of the 2017 PIT/HIC resources. While these are last year's documents we encourage you to review and reference them in your planning process.

As always, MCAH will be providing updated training and documentation at a future date.  Once training dates are confirmed registration links will be sent out. Prior to PIT season being here, there are a couple things to think of.

* **Begin talking with your providers about how to classify your beds/units:** As we have worked with some CoCs across the state, we have heard from many of you that there are some projects operating in your community that have ambiguity in how their beds should be classified. Now is a great time to begin talking with your providers about how their projects operate to determine which project type their beds and units should be included in.
* **Think about which date you will hold your PIT Count on:** Since other federal reporting activities share the last Wednesday of January as a required reporting date, we would encourage communities to consider making it your PIT date.

## SSVF - Alexis

## Assessments

## The SSVF and VASH assessment sets have been updated to reflect the 2017 data element changes. A new set of VA-GPD assessments has been added. Please check the *MI HMIS Assessments 2017* table to make sure that your provider pages are using the correct MSHMIS SSVF, VASH and VA-GPD intake, update and exit assessments.

## Retired Questions

## The *VAMC Station Number* has been changed to a pull-down menu and the text field has been retired and removed. The *Use of Other Crisis Services Information* is retired, and does not need to be collected as of 10-1-17, so it has also been removed from the assessments. The *Residential Move-In* *Date* field has been replaced by the *Housing-Move-In Date* field, which has been retired. Bowman Mediware has mapped over the old *Residential Move-In* responses into the new *Housing Move-In* date field, so the old field has been removed.

## SSVF Export

## The *SSVF 2016 Export* was used for data export through the end of 9-30-16. We have been assured that Bowman Mediware will have a new *SSVF 2017 Export* ready in time for the next upload. The 2016 export will not upload to the repository past the FY 2016 close-out. You will need to use the new export for the clients in your projects beginning October 1, 2017.

## Additional Fields

## We are in the process of adding a Zip Code of Last *Permanent Address* field to the M*SHMIS* *VA-GPD Intake* assessment.

## 252 Data Completion Report – Non Cash Income- Alexis

Discussion about Non-Cash benefits section needing extra filtering when scrutinizing the client detail tab

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## 2017 RHY Data Standards Webinars- Selwin

MCAH hosted two webinars to discuss the various RHY data collection changes that began on October 1st. The 2 videos are entitled **“2017 HUD Data Standards Webinar for Youth Projects (ACF-FYSB Grantees and MDHHS HYR Grantees)** and **“2017 HYR Contract HMIS Data Collection Updates (MDHHS HYR Grantees ONLY)”** and will be on the MCAH website soon.

## ITEMS OF CONTINUED IMPORTANCE:

**APR 0625 Report Retired - SELWIN**

The ART 0625 Annual Performance Report has been retired from ART.  The report is still available but WILL NOT be used to populate the new CoC APR SAGE submission.  The ServicePoint CoC APR takes the place of this old report.  The 0631 APR Detail Report is still available at this time.

**New Chronic Homeless Resources - KIANA**

New resources are available on the HUD Exchange for [understanding Chronic Homeless in your CoC’s HMIS.](https://www.hudexchange.info/trainings/courses/capturing-chronic-homeless-status-in-a-client-s-hmis-records/) This includes a short 17 minute video that explains how to capture the information about a client’s living situation in HMIS needed to calculate their chronic homeless status.

**SNAPS’ Data Strategy Resources - KIANA**

HUD has produced a number of products and tools to assist communities in improving data quality and in evaluating system and project level performance.

[CoC Data Quality Brief](https://www.hudexchange.info/resource/5293/coc-data-quality-brief/) – Introduces tools HUD has developed to support data quality improvement and recommends a process of implementing a data quality management program.

<https://www.hudexchange.info/resources/documents/Data-Quality-and-Analysis-for-System-Performance-Improvement-Brief.pdf>

[System Performance Improvement Briefs](https://www.hudexchange.info/resource/5291/system-performance-improvement-briefs/) -  Highlight different aspects to help CoCs better understand and improve their homeless system.

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| For more information, also review [SNAPS' Data Strategy](https://www.hudexchange.info/news/snaps-data-strategy/). |

**Agency Announcements:**

**Register for the HAND Newsletter:**

If you, or a co-worker you know, would like to sign up to receive the HAND e-newsletter, you can do so here: <http://bit.ly/1S2VGYj>

**Our next meeting will be Tuesday, December 12, 2017 at 10:00 am - Please mark your calendar.**