



**Data Users Workgroup**  
**Agenda**  
May 29th, 2015  
VHA Conference Room Hough  
10-11 am

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**Attendees:** Heather Young (SHARE), Jennifer (SHARE ASPIRE), Sarah Bowens (Salvation Army), Alaire deSalvo (Janus Youth), Tom Bottemiller (Second Step)

Staff: Dale Whitley, Paul Dumlao, Brenda Schallberger

▪ **Data Quality Update and Discussion**

- **Old Report Card** – We got our A (97%). Those data standards we have down well!
- **We now have new universal data standards.** Bowman just released a new report card. There are new questions recently updated in assessments so they are now available to answer. They need to be completed for folks already in your program – which means going back into the record and filling in the details, especially important for clients who will be there for awhile.

Paul ran the new report card for our programs, and Dale handed them out to each participant of a program. The new data standards really skew things. For example, for the sub-assessments in the old report card such as Income, Non-Cash or Disabilities, you only needed to select "Yes" for any one type and the report would count the category as complete. With the new HUD Verification process, every single type under the category must have either a yes or no for the category to be considered complete. So, that's a piece of the cleanup. To clean up, mark everything that is missing for each client. HUD wants us to be looking at each type individually. We're looking for the green check.

Tip: After pressing the HUD verification button, if you have incomplete answers there will be a box at the top of the HUD verification window that if checked, will switch all incompletes to "No".

***How long will this take to do the updates?*** Ideally can people commit to going back to clean up in May? Then we can go forward. We will send report card and try to keep in touch about when we can get them cleaned.

▪ **New ServicePoint Upgrade Features**

- **Updated UDEs** in Counts Report Dashboard – There are a couple that maybe some people use. For example, if you have a set bed list, you can look to see if you have forgotten to exit someone. Click on edit next to counts report and choose report type.

Action Item: Dale will send future enhancement to Bowman – regarding time frame.

- **Ability to remove issuer name from ID cards** – You have the ability to issue ID cards for clients if that is useful. Go to Client point and look up the client and profile; there is a button (Issue ID Card). You can choose an image too. (SHARE meals uses this program.) You now have the option to not include your program's name on the card when it is created.

- **Needs Report downloading glitch corrected** – Under canned reports, there is a Needs Report. You can run it based on program and dates. (HSC uses it.) It used to get hung up when trying to download to Excel and it no longer gets hung up.

- **Posted Information on HMIS Website**

<http://www.councilforthehomeless.org/hmis-documents/> - We posted some forms: ROI Form and User Policies and Procedures (CoC Grant program requirements), HMIS terms (useful for a new hire). Also posted are HUD data standards (the large report which includes all instructions).

<http://www.councilforthehomeless.org/hmis-reports/>

AHAR – Paul and Dale spent a lot of time on it. The info is submitted to HUD and they in turn produce these reports with charts and graphs. Look it over. ☺

- **HUD guidance regarding “No Exit interview completed”**

In a Q & A, HUD clarified that answering the "Destination" exit question using the "No Exit Interview Completed" response would still count as a "missing" response in HUD's new APR report when it is released. They will apparently be creating sub-categories under the missing category to differentiate between "Missing - null data" and "Missing - No exit interview completed". So please try to collect destination information from exiting clients whenever possible.

- **Misc tips and tricks and items for next meeting?**

11:00 am **ADJOURN**

**Future meeting schedule:**

July 31, 10-11am VHA Conf Rm Hough)

September 25, 10-11 VHA Conference Rm Hough