

**PA-509 EASTERN DATA MANAGEMENT OUTCOMES COMMITTEE**  
**MEETING MINUTES**  
Friday, August 21, 2015  
11:00AM – 12:00PM  
Conference Call

**Committee Responsibilities:**

The Committee is responsible for conducting and coordinating research into the characteristics and needs of homeless, or at risk of homelessness individuals and families. It will review the availability of housing and services, conduct gaps analyses, provide data to the CoC, and make recommendations to the CoC to encourage potential areas of change/improvement. In this capacity, it oversees all data collection and use of data within the CoC. This includes, but is not limited to: ensuring compliance with HMIS regulations and compliance with the CoC's data quality plan, privacy plan, privacy policies, and Standard Operating Procedures, and recommending changes to the board, as necessary.

1. **Welcome:** Madra Clay, Executive Committee Chair – meeting called to order at 11:03 a.m.

**Attendees:**

Madra L. Clay, Homelessness Program Manager, Data Committee Chair  
David Weathington, PA HMIS Administrator, HMIS Lead Agency  
Joseph Artiaco, Lehigh Valley Center For Independent Living (SSVF)  
Joni Bussler, YWCA Williamsport (Northern Tier)  
Maria Garlick, Clinton County Housing Coalition (Northern Tier)  
Dawn Vioral, Cumberland County Housing Authority (Central Valley)  
Lisa Day, Family Promise of Monroe County (Pocono)  
Kristine Blasco, Community Action Committee of Lehigh Valley  
Weston Brehm, Columbia County Housing & Redevelopment Authorities (Central Valley)  
Carol Gordon, Family Service, Inc. (South Central)

**Not Attended:** Deanne Best, Lehigh County Conference of Churches

Mission and Vision was approved by the committee:

**Mission Statement:** To maximize available data resources in order to reduce, prevent, and end homelessness in the Eastern PA Continuum of Care Collaborative (CoC).

**Vision:** To establish performance benchmarks in PA HMIS to help the Eastern PA Continuum of Care Collaborative meet its goals.

2. PA HMIS Governance Charter overview given by David Weathington. Committee members will provide comments on the PA HMIS Governance Charter by September 4, 2015. Draft of charter to be presented to the governing board by October 19<sup>th</sup> meeting.
3. Committee workgroup will be created in Eastern PA CoC Wiggio site for additional interactions and updates from the quarterly meetings.
4. CoC and ESG program performance reports were reviewed and it was determined that these reports will be provided to the CoC governing board at all meetings. Determining the best way to address unit utilization and how it's reported will be reviewed by the committee. The committee will provide recommendations to the board for a baseline method of reporting utilization. One recommendation is to use the PA HMIS database function/Housing Inventory as a required program update for measuring performance may help to improve the reporting.
5. RHAB performance reports can be provided for each meeting or on a quarterly basis. Will let the RHAB Co-chairs determine how frequently they want the report.
6. Analysis of barriers for reporting in the system revolved around unit utilization. For this year's (2015) review and ranking, the unit utilization measurement was removed by the Ranking and Review committee.

7. Best practice research for HMIS implementation - committee members were asked to think of ways DCED can make the implementation better based on what have been done throughout other continuums. The specific focus for this was around HMIS program participation.
8. Best practice research for setup and reporting on Coordinated Entry in HMIS - Joseph Artiaco discussed a presentation conducted by ServicePoint on the implementation of Coordinated Entry. Joseph will post the materials on the Wiggio workgroup site.
9. Analysis of Point-In-Time Methodology - members asked the committee to review more effective ways to conduct and possibly enhance the Point In Time methodology for 2016's count. This will be reviewed more in detail closer to the Point In Time count to be conducted in January.
10. Next meeting: September 17, 2015 at 11:00 a.m. All other meetings to be held via conference call on the third Thursday of the month, no less than quarterly.

Meeting adjourned at 12 noon.