

Trenton/Mercer CoC
Data Committee Meeting Minutes
Tuesday, May 17, 2016

- 1. Welcome and Introductions** – Marygrace Billek called the meeting to order at 2:05pm.
- 2. Review April 19, 2016 Meeting Minutes** – Motion to approve minutes by Ann Schilling; Seconded by Ben Thornton; All in Favor to approve with corrections to a typo under item 3 and a bullet under number 4 – change LDEs to UDEs ; Approved by all with amendments.
- 3. Housing Inventory Chart Update**
 - The Grant Inventory Worksheet (GIW) has been released. Minor corrections were needed and were made with Joanne Locke.
 - Focusing on RRH as determined by the Executive Committee because this is the way our community utilizes the funding.
 - 20 vouchers are coming to our community for youth. HUD recently had a webinar related to youth homelessness.
 - Members asked to look out for the Letter of Intent (LOI)
- 4. Disabling Condition in HMIS**
 - There are a series of questions pertaining to disabling condition. Check the one that applies to the client, which will trigger other questions to appear. Then, check the longevity of the disability.
 - All intakes are on the HMIS website related to this area.
 - Ann Schilling suggested that system administrators answer the question from the perspective that if a person was not in the program would they be able to live independently.
 - Vivienne Stewart shared that when doing an intake, if done correctly, it will deem the individual chronically homeless.
- 5. Consumer Look-ups/Rolling Over Intake Information from Previous Intake**
 - Previous Organization – set sharing level to all
 - Must select option B (willing to share)
 - Do a consumer look-up
 - Similarities are pulled when using letters from first and last names
 - Full name and SS# must match identically in order to pull in to intake screen.
 - Demographics, income, etc. pulls over for a single step program.

6. New Business

- Data Member Survey will be sent out electronically. Members asked to complete and return the survey to Joanne Locke.
- APRs are due 10 days after the contract ends.

Meeting Adjourned

Next meeting June 21, 2016