**Data Committee Meeting Minutes**

**Sept 3, 2014**

**Present:** Tia Sanders-Rice, Lloyd Schmeidler, Debbie Bailey, Bob Silber, Nicole Dewitt, Sonia Ensenat, Laura McDuffee.

**Minutes from Aug 6 and Aug 13**

Debbie made motion to approve both sets of minutes, seconded by Bob. Approved.

**Requested Changes to Raw Data Report (Entry/Interim/Exit Series)**

1. Add the Group ID and/or Household ID from the EE table be added - Approved
2. Add the demographic fields (DOB, Race, Gender, Ethnicity) - Approved
3. Include program type field from the provider table (ES,RRH, TH, PSH, etc.) - Approved
4. Eliminate all of the headers across the top of the sheet – Not approved
5. Committee also approved adding “relationship to head of household”

For demographic information and “relationship to head of household”, the report should clearly explain how this information is obtained (for example, ethnicity is the client’s ethnicity at the time the client enters the program)

**Custom Reports Requests**

1. VI-SPDAT report (requested by Salvation Army of Greensboro) – Report showing clients with a VI-SPDAT completed, VI-SPDAT score, client housing status and date client was placed in permanent housing - Approved
2. Coordinated assessment reports (Charlotte/Mecklenburg CoC) – CoC wants a set of custom reports to go along with their coordinated assessment process. Request was received last week and CoC/CHIN staff did not have enough time to complete a report request form. Committee discussed whether the CoC could be given a limited amount of time of the report writer’s time. Decision: Ask CoC (working with CHIN staff) to submit a report request form for the next data committee meeting. CoC also has the option to hire a report writer to complete the work outside the CHIN funding stream.

**HMIS Standards**

NCHC will be checking in with MCAH to get training materials for the HMIS standards update. NCCEH has offered to do the trainings for the entire state and NCHC will work with them to implement this.

The data committee reiterated that the training will be mandatory and that users that do not complete training (or pass a quiz, if a quiz is part of the training) will have their Servicepoint accounts turned off. CHIN staff indicated that this would happen by October 8th. As mentioned last month, Executive Directors and agency staff that do client intake (even if they do not enter the information into the HMIS) are strongly encouraged to attend.

**AHAR Plan**

CHIN will hold a training in early October for CoC leads (or CoC staff who will be submitting the AHAR for each CoC). The training will guide the CoC staff on how to use the tools provided by CHIN along with the AHAR built into ServicePoint to identify and correct data issues and submit the AHAR. We expect the tools will help CoCs address most of the data issues, and remaining questions should be submitted to CHIN staff.

**Data Quality Plan**

Tabled until next month.

Next meeting: October 1, 12pm

Minutes submitted by Sonia Ensenat