

Central Virginia Continuum of Care  
HMIS Committee Meeting Minutes  
07.19.18

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Present: Diana Brown, Dorothy Thomas, Jamie Warrick, Megan Wood, Rayanne James, Sarah Francis, Sarah Quarantotto, Tashama Woodberry, Michele Bauman, Becky O'Meara, Jordan Schaller, Damien Douglas

- I. Meeting began at 10:03am. Sarah Francis welcomed all attendees and had everyone in the room introduce themselves and the agency they represent.
- II. Sarah Francis reviewed the monthly data quality APR submission process. The reports are due on the 25<sup>th</sup> of every month as a PDF via email to the Planning Council (Damien Douglas – [ddouglas@theplanningcouncil.org](mailto:ddouglas@theplanningcouncil.org)) and to Miriam's House as the CVCoC Lead for HMIS (Sarah Francis – [francis@miriamshouseprogram.org](mailto:francis@miriamshouseprogram.org)). This is important for data integrity and tracking.
- III. Sarah Francis mentioned the upcoming HMIS Accuracy Audit and the Technical Standards Audits in August. A signup sheet was passed around for each user to claim a date and time for their individual Accuracy Audit and Technical Standards Audit. All present users selected a time slot. Sarah Francis will send a meeting request accordingly for each audit.
- IV. Sarah Francis reviewed some common errors found while reviewing the results of the System Performance Measures and other reports. Exit dates have not been the most accurate due to clients not being exited directly when they exited a project. To combat this, Sarah Francis instructed the committee to run an APR for one day to match up the number of participants with the amount of people on their caseload. The discrepancies should be noted and fixed to reflect the most accurate information.

Additionally, while reviewing data for necessary State reports, there were cases of child only households. While our policies do not allow for this to happen, our HMIS does not technically count it as an error. To avoid the child being disconnected from the parent within the system, Sarah Francis advised the committee to scroll down a little farther when viewing the APR to section 8a which outlines the household composition. This section will indicate if a child has been separated from the head of household and should be corrected to reflect the most accurate information.

Finally, since there was an emphasis on length of time homeless in the System Performance Measures, date homelessness started accuracy is important. Sarah showed the committee how to review the exit/entry tab to check for any breaks in homelessness to verify the date given during the intake process. Sarah Quarantotto added that it is important to report the most accurate data, advising to ask additional questions if the date is not clear or if it is not consistent with answers to previous questions.

- V. Sarah Francis explained how the Planning Council has developed updates to their HMIS Policies and Procedures Update. Since they are the acting HMIS lead for most CoCs that they serve, it is typical for the CoC to adopt their policies and procedures. Sarah Francis said that our current Central Virginia Continuum of Care Policies and Procedures will be reviewed against the updates provided by the Planning Council to see what items need to be added to remain compliant and proactive in user and data integrity. Once our HMIS Policies and Procedures are updated it will be sent out to the whole committee for review and feedback.
- VI. Sarah Quarantotto mentioned the 2018 Blue Ridge Continuum of Care Symposium: Creating Safe Space held on August 7, 2018 in Roanoke.
- VII. Miriam's House HMIS Committee Agenda was completed at 10:20am.
- VIII. At 10:30am, The HMIS team from the Planning Council introduced themselves to provide a user training on the Annual Performance Report process and a general review of the system – how to enter a household, how to add updates for income, how to exit partial households, how to include annual assessments, how to attach an ROI, how to update for disabilities, how to include income details, and answered specific questions from users.
- IX. HMIS Committee meeting adjourned at 11:50am. The next meeting is scheduled for October 18<sup>th</sup>, 10am at Miriam's House.

Submitted by: Sarah Francis