

# Working Group Report to the CoC Board

September 2019

**Working Group:** Data and System Improvement (DWG)

**Champions:** Michele Fuller-Hallauer and Stacy DiNicola

**Meeting Details:** September 16, 2019, from 8:30–11:00 a.m. at Clark County Social Service

**Working Group Members:** Ariana Saunders (CCSS), Catherine Huang Hara (CCSS), Danita Osborne-Morris (CCSS), Matt Manlangit (CCSS), Michele Fuller-Hallauer (CCSS), Mike Reed-*phone* (Bitfocus), Stacy DiNicola (City of Henderson)

**Invited Guests:** Christine Garrett (CCSS), Jasmine Cook (CCSS), Louis Lacey (HELP of SNV)

## **Accomplishments/Action Items Completed:**

1. **Census Application Demonstrations** – In preparation for the 2020 Homeless Census, the DWG is researching new applications that can be used to help with the Point-In-Time (PIT) Count and the homeless survey. The DWG received two demonstrations; one from Esri on their Survey123 for ArcGIS application and one from Simtech Solutions on their Counting Us application for potential use during the 2020 Homeless Census. The DWG requested additional information on each application and will discuss further at the next meeting.
2. **Review Draft Governance Document** - A draft governance document was provided for the DWG to review and discuss. The DWG is required to have Governance Document or Policies & Procedures available for public comment by October 31 and will present them along with any feedback that was received to the SNH CoC Board in January 2020. The DWG was asked to review and provide feedback to Michele and Stacy by October 9 so that the document can be presented to the Joint Working Groups on October 14.

## **Pending Items:**

1. **Discuss and select a Census Application for 2020** – The DWG will review additional information on the census applications and select an application to use for the next census.
2. **Discuss next steps for analysis on Racial Disparities** – Matt Manlangit, CoC Data Analyst, presented a preliminary data analysis on racial disparities in Southern Nevada at the September SNH CoC Board meeting. The DWG will discuss at the next meeting.
3. **Review Built for Zero system-wide data dashboards** – The BFZ Working Group reviews data on veterans and chronically homeless and the system-wide data. The DWG will discuss this at the next meeting.
4. **Discuss Draft Governance Document** – The DWG will review the feedback on the governance document and make additional changes as necessary before posting them for public comment on or before October 31.

**Next Meetings:** Monday, October 21 from 8:30-11:00 a.m. at Clark County Social Service

## **Sub-Working Group Updates:**

**Working Group:** HMIS Working Group

**Champion:** Catherine Huang Hara

**Meeting Details:** September 18, 2019 (3<sup>rd</sup> Wednesday of each month) via WebEx

# Working Group Report to the CoC Board

September 2019

**Working Group Members in Attendance:** Becky Coutinho (City of Henderson), Catherine Huang Hara (CCSS), Julee King (Bitfocus), Matt Manlangit (CCSS), Nora Saldivar (Bitfocus), Mike Reed (Bitfocus), Mindy Torres (HELP of Southern Nevada), Sanaa Khan (City of Las Vegas)

## Accomplishments/Action Items Completed:

1. **HMIS Action Plan Review** (handout): specific updates were added to the plan, including update the HMIS data standards for Coordinated Entry. Agencies will need to enroll under a CE agency to note service delivery.
2. **HMIS Fast Fact Sheet:** Originally 6 pages long wanted to reduce it to a one-pager, Julee has managed to get it down to 2 pages. General feedback is that most appreciated the quick overview that it provides. Suggestions for including some data on the number of users, active clients, programs, and agencies in the system. Data could be in a call-out box, broken down by CoC. Updated draft with logos will be reviewed in October.
3. **Data Quality Plan Annual Review:** Request to have this document shared at an upcoming PADL meeting, particularly around timeliness and completeness, which is reviewed program by program.
  - a. Timeliness: will be adding Diversion with a 3-day expectation for data entry, as is listed under Prevention. In Clarity, Diversion will be adding the program under the Coordinated Entry Agency, will need to know which users will need switch access to enter the data
  - b. Completeness: most data elements are targeted at 100% with exception of race, ethnicity, veteran status, disabling condition, destination, housing move-in and living situation at 95%
  - c. Accuracy: harder to monitor without access to paper filesThe entire document is available at Bitfocus Nevada CMIS website. Updated draft to be reviewed by the Statewide CoC, then brought back to the group in November
4. **Release of Information Report Update:** Improvements in entry, issue with dashboard including deleted enrollments which are being updated, most of the improvement has been on older clients vs. new clients. Clark County and Catholic Charities are highest without ROIs. Started sending out monthly to each of the providers. Report is available from the data analysis tab. Request to add refusals to share data outlined in ROI, articulating that deidentified data will be entered.
5. **Future Meetings:** Group agreed to maintain meetings as teleconference and schedule to maintain through the rest of the year. Catherine to start scheduling through next year, if there is a need to meet in person could consider doing so every quarter.

**Next Meeting:** Wednesday, October 30, 2019 1:30-3:00 pm via WebEx

**Working Group:** Census Working Group

**Champion:** Danita Osborne-Morris

**Meeting Details:** No meeting in September

**Working Group Members in Attendance:** NA

**Next Meeting:** TBD

## **Working Group Report to the CoC Board**

**October 2019**

**Working Group:** Data and System Improvement (DWG)

**Champions:** Michele Fuller-Hallauer and Stacy DiNicola

**Meeting Details:** October 21, 2019, from 8:30–11:00 a.m. at Clark County Social Service

**Working Group Members:** Catherine Huang Hara-*phone* (CCSS), Christine Garrett (CCSS), Danita Osborne-Morris (CCSS), Kate Marcel (UNLV), Kathryn Barker (SNHD), Matt Manlangit (CCSS), Michele Fuller-Hallauer (CCSS), Mike Reed-*phone* (BitFocus), Nick Barr (UNLV), Stacy DiNicola (City of Henderson)

### **Accomplishments/Action Items Completed:**

1. **Selected a Census Application for 2020 Homeless Census** – The DWG discussed the advantages and disadvantages of using ArcGIS or Simtech Solutions mobile application for the upcoming 2020 Homeless Census, and after weighing the options, agreed to move forward with using the Survey 123 for ArcGIS tool for the 2020 census.
2. **Approved the Draft Governance Document** - The DWG reviewed the draft governance document and discussed next steps for posting the document for 30-day comment period. The group approved the draft to post for comments.

### **Pending Items:**

1. **Discussion on Racial Disparities** – Matt Manlangit, CoC Data Analyst, presented a preliminary data analysis on racial disparities in Southern Nevada at the September SNH CoC Board meeting and is asking for feedback from the DWG. The DWG will review the report and provide feedback for discussion at the next meeting.
2. **Review Built for Zero system-wide data dashboards** – The BFZ Working Group reviews data on veterans and chronically homeless and the system-wide data. The DWG will discuss this at the next meeting.
3. **Discuss Priorities for the 2020 CoC Competition** – In preparation for the 2020 CoC Competition, the DWG will test the unmet need formula with some data points and discuss further at the next meeting.

**Next Meetings:** Monday, November 18 from 8:30-11:00 a.m. at Clark County Social Service

### **Sub-Working Group Updates:**

**Working Group:** HMIS Working Group

**Champion:** Catherine Huang Hara

**Meeting Details:** October 30<sup>th</sup> (3<sup>rd</sup> Wednesday of each month) via WebEx

**Working Group Members in Attendance:** Catherine Huang Hara (CCSS), Jennifer Huse (SNAMAHS), Julee King (Bitfocus), Matt Manlangit (CCSS), Mindy Torres (SNAMAHS), Mike Reed (Bitfocus), Nora Saldivar (Bitfocus)

### **Accomplishments-Action Items Completed:**

1. **Monthly Review of HMIS Action Plan:** Updated data standards were implemented at the beginning of the month, with some issues of services being retired. Glitches were immediately corrected for outreach projects still using some of these service categories.

## **Working Group Report to the CoC Board**

**October 2019**

2. Statewide CoC: Held a statewide CoC call as well as attended the Statewide CoC meeting in Reno held on October 23<sup>rd</sup>-24<sup>th</sup>.
3. Data Quality Plan: was reviewed and had been introduced to the statewide group. Will be posted for review and presented to providers at the November 5<sup>th</sup> PADL meeting. Statewide group will review for approval in January.
4. Quarterly Public Alert Review: Discussion on the content of public alerts, and appropriate information. Will further discuss with PADL for feedback.
5. Coordinated Entry Update: updated data standards forthcoming, and determination of reporting requirements are still pending.
6. V3 Tool: Updated tool is available in HMIS for agencies to run.

**Next Meeting:** Wednesday, December 18<sup>th</sup> (November cancelled due PHC All Provider Meeting)