Pinellas County Homeless Leadership Board
Data and System Performance Committee Meeting
February 14, 2019 9:00 a.m. - Noon
Location:

**UPDATED AGENDA**

1. Approval of Minutes  
   Action Item

2. Data Review:  
   Action Item  
   a. Monthly Data  
   b. Quarterly Data

3. PHMIS View Only Process  
   Action Item  
   a. Review current Pinellas HMIS Policies & Procedures

4. Drafting CoC Benchmarks  
   Discussion Item

5. Update from Racial Disparities Subcommittee  
   Information Item

6. Review March Agenda  
   Discussion Item
Data & System Performance Committee | MINUTES
January 10, 2019  9:30 a.m. – 11 a.m.
Juvenile Welfare Board

Attendees:
Christa Bruning  Avery Slyker
Ricky Zanker  Denis Sousa
Zak White  Brian Leaply
David Lacke  Cindy Kazawitch
Stephanie Reed
Zack Haisch
Shelia Lopez
Keven Marrone

1. Agenda Item: Minutes
Notes/Discussion Items

MOTION: Zak White moved to approve, David Lacke seconded – No discussion
VOTE: Motion Passed

2. Agenda Item: Data Review

Notes/Discussion Items
Committee would like to look at removing “other” as an exit destination used by the CoC. Pinellas HMIS staff stated this would not be possible, as it is required by HUD, the committee stated they would like to create exit destination tip sheets for HMIS users. The sheets would be taken to Provider’s Council to ensure that the HUD definitions match with needed destinations from funders. Then a training for end users can be completed by HMIS trainer.

The lack of exits to VASH in December may account for the decline in positive exits, the committee would like this reviewed before the final report goes to the full HLB for approval. The committee would also like PSH added to the PH section of the returns to homelessness.
3. **Agenda Item: Prioritization of Work Plan Activities**

Notes/Discussion Items

The committee reviewed the presentation by the HLB staff and agreed that strategies one and two on the work plan could be completed during regularly scheduled meetings but targets four and five need more time. The committee requested for the February 2019 meeting that the HLB staff provide baseline data for each of the recommended benchmarks, USICH recommended goals, and the Ohio Balance of State Continuum of Care (BoSCoC) goals. Shelia Lopez will share the VA diversion benchmark goals. The committee stated one recommendation that needs to be made to system redesign is for FSI and the county’s AFAP program to be added to homeless prevention, the committee believes “homeless prevention goals need to effectively capture all services.” The committee also stated that based on outcomes for prevention a recommendation that may come be made is to review what service only projects within the CoC could be considered actual prevention projects if they had additional funding to meet HUD’s prevention requirements.

MOTION: Zack Haisch moved to adopt the Ohio Balance of State CoC benchmark template and USICH recommended goals as the CoC’s stretch goals; Shelia Lopez seconded.

VOTE: Motion passed.

**Agenda Item: System Performance Recommendation**

Notes/Discussion Items

The committee revised the language for the recommendation for anyone without a 7 hour or longer shelter stay be removed from HMIS. The reviews for these entry/exits would be completed by Pinellas HMIS staff and the removals from the system would only be completed by Pinellas HMIS staff. The committee stated that this also needs to be revisited by the committee with a recommendation that Street Outreach be deployed to these locations. The street outreach discussion was tabled and moved to the February 2019 committee meeting.

MOTION: Shelia Lopez moved to recommend a new policy and process for Pinellas HMIS, no entries into homeless projects unless the individual has stayed for 6 hours or longer. Day entries with no bed stays should be entered into Pinellas HMIS. Pinellas HMIS staff will be responsible for reviewing entry/exits and the removal of any entry/exits will be completed only by Pinellas HMIS staff; Zac White seconded.

VOTE: Motion passed.

ACTION: The next DSP Committee Meeting will be from 9 a.m. - Noon

**Agenda Item: Racial Disparities Subcommittee**

Notes/Discussion Items

The committee stated that they would the HLB staff to request the lack of membership on this subcommittee with the Provider’s Council. DSP Chair will take this to the January 2019 Provider’s Council meeting and request each provider sent a representative to the January 31, 2019 subcommittee meeting.
Notes/Discussion Items

Pinellas HMIS staff have been receiving requests from providers for view only access to HMIS. The CoC also just entered into an agreement with Pinellas County Schools for view only access. Additionally, the ROI and client confidentiality policies for HMIS state data and information can only be shared with end users. The committee would like to review both policies at the February and/or March 2019 meeting(s). The committee recommends that they do not want policies to become “red tape” during the process of an individual attempting to access services, however ROI’s need to specify within departments can have view only access and they should have a statement about information being released for the coordinator of services. The committee also believes that organizations requesting view only still would need to pay for HMIS licenses and not receive assistance with CoC dollars for these licenses.