AGENDA

Committee Meeting

1. Approval of Minutes  Action Item
2. CoC Definitions  Ratified Vote
3. PHMIS Policy Edits  Action Item
   a. Licenses
   b. Timeliness/Completeness
4. New Report Request  Update
   a. Self-Resolved Exits
   b. Turnover/Repeat Entry
   c. VI-DPDAT Scores w/Positive Exits
   d. Veteran Trend
5. Monthly Report Review  Action Item
6. Quarterly Report Review  Action Item
7. 55+ Data  Review Item
Attendees:  
Christa Bruning  
Shelia Lopez  
Stephanie Reed  
Lisa Davis  
Randy Zanker  
Amanda Gerber  
Kevin Marrone  
Kayetrenia Nichols  
Zack Haisch  

HLB Staff  
Avery Slyker

1. **Agenda Item: Minutes from December 2017**  
   Zac White moved to approve; Stephanie Reed seconded - Motion passed with no discussion.

2. **Agenda Item: CoC Definitions**  
   Shelia Lopez moved to approve the CoC Definitions with the noted edits from the committee with a ratification at the April 2018 meeting. Stephanie Reed seconded, passed with no discussion.

3. **Agenda Item: HMIS Viewing & Background Screenings**  
   The committee voiced concerns for HMIS viewing for any organization, due to confidentiality. Of particular concern is the protection of youth data within the system. Client releases of information for PHMIS would need to encompass the view only agencies and language would need to be updated on the release. Committee suggestion to PHMIS is to create a formal process to request view-only status, submit these requests to DSP for review on a case by case basis then DSP would forward to PHMIS Governance for approval.

4. **Agenda Item: Monthly Report Review**  
   The committee decided to capture RRH capacity by using the proposed annual entries into RRH per funded project then divide by 12 mo. The committee approved adding the National Alliance to End Homelessness RRH benchmarks to the CoC benchmarks. The committee requested the following new data reports from PHMIS:
   - Self-Resolved Exits
   - Turnover/Repeat Rates for ES and RRH
   - 5-year Analysis of 55+ Individuals with Entries into the System
   - VI-SPDAT Scores with Positive Exits
   Zack Haisch approved the monthly data be forwarded to the HLB consent agenda. Stephanie Reed seconded - Motion passed no discussion.

5. **Agenda Item: Focus Groups**  
   The committee would like Chris Steinbocher, HLB member, to approach USF St. Petersburg to see the availability of a paid/or inkind mixed method study to determine:
   - Reasons Behind Homeless in Pinellas County
   - Why Housing in Pinellas County Cannot Be Maintained
   - Why Can’t Affordable Housing Be Found in Pinellas County

Stephanie Reed stated the county has focus group questions developed that USF could utilize.
**Policy 2-10: Universal Data Elements**

The PHMIS requires each HMIS Member Agency to enter client level data based on a set of predefined data standards.

**Universal Data Element Procedures:**

PHMIS data standards are based on the most current revision of the HUD Homeless Management Information System (HMIS) Data Standards. Each Member Agency is responsible for ensuring that a minimum set of data elements, referred to as the HUD Universal Data Elements (UDEs) as defined by the most current HUD HMIS Data Standards Manual, will be collected and/or verified from all clients at their initial program enrollment or as soon as possible thereafter. Member Agencies are required to enter data into the HMIS as specified in Section 9. HMIS Data Quality Policies and Procedures. The UDEs are all included collectively on the Client Profile, Assessment, and HUD Entry and Exit assessments, which are on the ServicePoint Entry and Exit screens, respectively. Member Agencies must report client-level UDEs using the required response categories detailed in the “Required Response Categories for Universal Data Elements” section of the most current HUD HMIS Data Standards Manual. The most current version of this document can be from the [HUD Exchange](https://exchange.hud.gov).

Every program entering data into PHMIS is graded based on the following elements: completeness, consistency, accuracy, and timeliness. **Data is to be entered into PHMIS within 72 hours of client receiving services, unless an exemption has been approved by the PHMIS Governance Committee and projects are to strive for 95% or higher completeness rating.**

**Policy 2-b: Program-Specific Data Elements**

All Member Agency providers are encouraged to record all Program-Specific Data Elements (PSDE) for all clients entered into PHMIS even if not required for funding.

**Program-Specific Data Element Procedures:**

Optional PSDE are a valuable area of the client record and part of case management. Therefore, though not required, these elements are encouraged to be completed for each client especially if the client is in a housing or financial assistance program. The more complete the client record, the better the information available is to more effectively help the client.

**NEW Policy 1-9: Required Licensing Fees**

PHMIS staff will monitor and review all user licenses, license usage, and set licensing fees for the Pinellas HMIS annually.

**Licensing Fee Procedures:**

The PHMIS shall evaluate licensing fees annually and discuss proposed changes with local funding entities. HLB HMIS Member Agencies, (unless they meet the qualifications to receive a subsidized license as outlined in Policy 1-10, price change will take effect during the next annual billing cycle.

Each HLB HMIS Member Agency is required to pay any associated fees listed below for licenses requested. The fees listed below are non-negotiable and are for a 12 month period ending one year from the date of payment receipt.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Fee</th>
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<tbody>
<tr>
<td>New License</td>
<td>There is a one-time setup fee ($255), the annual license fee ($234) plus an admin rate ($25) to</td>
<td>$514/user*</td>
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<tr>
<td>Purchase a new license for HMIS. Includes advanced reporting license. Fees are per user.</td>
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<tr>
<td>Annual License Renewal</td>
<td>There is an annual license fee ($234). Includes advanced reporting license. Fees are per user.</td>
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<tr>
<td>Vendor Assisted Reports, System Changes, or Technical Assistance</td>
<td>There is a fee for support from the vendor to create any new reports. Fees are per report at the current vendor rate. Rates subject to change without notice. Will require upfront deposit to spec out report. Upfront deposit goes towards balance of report project.</td>
<td></td>
</tr>
<tr>
<td>$234/user*</td>
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</tbody>
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*Fee subject to change based on vendor pricing change.

**NEW Policy 1-10: Subsidized Licensing Fees**

The HLB will provide subsidized licenses to PHMIS staff, HLB staff, and PHMIS Member Agencies who meet the following criteria:

- any program funded by the HUD Continuum of Care (CoC);
- whose organizational mission is to end homelessness; or
- any service providing assistance to homeless, Categories 1 – 4, as defined by HUD
  (Category 1 – Literally Homeless  ● Category 2 – Imminent Risk of Homeless  ● Category 3 – Homeless Under Other Federal Statutes  ● Category 4 – Fleeing/Attempting to Flee DV)

**Licensing Fee Objective:** Each HLB HMIS Member Agency Administrator will receive a subsidized license. Additionally, two subsidized licenses per program or service physical location will be granted, if needed. Additional subsidized licenses can be requested through the HLB Pinellas HMIS Help Desk ([https://pinellashmis.zendesk.com/access/unauthenticated](https://pinellashmis.zendesk.com/access/unauthenticated)). Subsidized licenses will be granted upon a case by case basis from the HLB HMIS Governance Committee if there are subsidized licenses available.

For programs or services that need additional non-subsidized licenses, the Member Agency Administrator can make a request for additional non-subsidized licenses through the HLB Pinellas HMIS Help Desk ([https://pinellashmis.zendesk.com/access/unauthenticated](https://pinellashmis.zendesk.com/access/unauthenticated)). An invoice will be generated for payment.

**Eligibility:** Basic need services that will be eligible for subsidized licenses in HLB HMIS are:

- **food** - soup kitchen, food pantry, and food banks
- **homeless diversion** - financial assistance providers who help current homeless individuals and families (defined by the HEARTH Act) exit to permanent housing (i.e. rapid re-housing or homeless prevention)
- **housing/shelter** - homeless emergency shelters, transitional housing, or permanent supportive housing listed in the housing inventory chart
- **clothing/drop-in center** - a one stop center where a variety of basic needs are given such as telephone use, mailing address, clothing, computer use, showers, laundry, etc., or small organization whose mission is to provide clothes to homeless children
- **homeless street outreach** - teams who contact and engage with homeless clients on the street or in local emergency/ transitional facilities
- **homeless child care slots** - dedicated programs that provide child care only to homeless children and families
- **travelers aid** – funds for transportation assistance for clients returning home

Generally, providers falling into the following categories would not be eligible for subsidized licenses but may be granted upon a case-by-case basis from the HLB HMIS Governance Committee if there are subsidized licenses available:
• Information and Referral
• Housing/Shelter provider not listed on the Housing Inventory Chart
• Non-Homeless diversion financial assistance
• Non-Homeless dedicated child care slots
• Tutor/Mentoring
• Legal Assistance
• Physical Health
• Behavioral Health
• Law Enforcement providing basic need social service not related to homeless outreach
  • All others not listed as eligible basic needs services
National Average for Homeless Elders 17%

PHMIS 55+ Data

Entries 55+
October 1, 2012 - March 31, 2018

2016 Population Distribution by Age
National Average 55+ Adults 13%
Florida Average 55+ Adults 13%


National Average for Homeless Youth 2%

PHMIS Youth Up To Age 24 Data

Youth Up To Age 24 Entries

2016 Population Distribution by Age
National Average 0-18 24%
Florida Average 0-18 22%
“Unknown Exits”

For transitional housing, the agreement must be for a term of at least a month and be automatically renewable upon expiration, for a maximum term of 24 months.

For permanent housing, the agreement must be for a term of at least one year and be automatically renewable upon expiration.

FYI: A program fee is any fee assessed by a recipient or subrecipient other than rent or an occupancy charge. For leasing projects, recipients and subrecipients are not allowed to charge program fees, even if they elect not to impose an occupancy charge. Some examples of disallowed program fees to program participants would be laundry or cleaning services, child care, transportation, or case management. This new requirement may require some existing projects to restructure their program policies and project budget. Again, NO other charges can be imposed other than rent or occupancy charge.

If individuals are exiting ES and renting hotel rooms as “apartments” these need to be exited in PHMIS as hotel, motel paid by self.