



Interagency Council on Homelessness (ICH) - Strategic Plan Implementation Coordination of Data and Resources

Workgroup #4 MINUTES October 13, 2015

Via Teleconference with Public Access Located At:

4126 Technology Way,
Second Floor Conference Room
Carson City, NV 89706

1. **Introductions, Roll Call, and Announcements**

CJ Manthe, Facilitator, called the meeting to order at 2:02 p.m. A quorum was determined by roll call.

Members Present

C.J. Manthe
Michael McMahon
Stephen Shipman
Steve Fisher

Others Present

Kelly Marschall

Members Absent

Michele Fuller-Hallauer

Staff Present

Cheryl Baldovi-Manville
Meg Matta

Mr. Shipman announced he, along with Ms. Marschall, was a presenter at the National Alliance on Mental Illness (NAMI) conference taking place on Friday, October 16, 2015. He developed a Power Point presentation on the Strategic Plan and asked the members to provide focus points to include in the presentation. The audience will be service and mental health providers, non-profits, consumers, advocates, and perhaps legislators.

2. **Public Comment**

There was no public comment.

3. **Workgroup Designation of Chair and Co-Chair**

Ms. Manthe asked for nominations for Workgroup #4 Chair and Co-Chair. Ms. Fuller-Hallauer staffs the Southern Nevada Oversight Committee and understands the process as well as the challenges of coordinating entry and data. It was suggested that she be nominated for Chair in absentia.

Mr. Shipman moved for Ms. Fuller-Hallauer as Chair, and Mr. Shipman for Co-Chair. Mr. McMahon seconded, and the motion carried.

4. Review Workgroup Critical Issues and Goals

The three key goals of the Strategic Plan Issue #6 were summarized. Under each one of these key goals is a list of sub-strategies. This will be the action plan of Workgroup #4. The next step is to develop the plan of implementation that will enable the workgroup to achieve the goals and meet performance measures.

Strategic Issue #6 – Coordination of Data and Resources

Goal 1: The system is integrated, streamlined, promotes data sharing and is captured consistently in HMIS.

	Goal 1 Strategies	Lead	Resources	Needed Resources	Timing
6.1.1	Work with Bitfocus to develop standards that permit data interoperability between data systems while protecting the confidentiality of all individuals by 2019.	DHHS coordinating with program coordinators of DPBH, Medicaid, DWSS, DCFS	Data Integration work through Homebase and SNV CoC		July 1, 2016 - June 30, 2018
6.1.2	Create a common data standard and uniform performance measures across all targeted and mainstream federal programs by 2019.	DHHS coordinating with program coordinators of DPBH, Medicaid, DWSS, DCFS	Data Integration work through Homebase and SNV CoC		July 1, 2016 - June 30, 2018
6.1.3	Establish an oversight subcommittee that meets quarterly to review data and report to the NVICH.	DHHS coordinating with program coordinators of DPBH, Medicaid, DWSS, DCFS		NVICH Staff time to coordinate quarterly meetings	July 1, 2016 - June 30, 2017
6.1.4	Revise NVICH policies based on results of oversight subcommittee.	DHHS coordinating with program coordinators of DPBH, Medicaid, DWSS, DCFS			July 1, 2017 - June 30, 2020

Goal 2: Implement centralized/coordinated intake assessment and access for all housing programs throughout the state for the homeless or those at risk of homelessness.

Goal 2 Strategies	Lead	Resources	Needed Resources	Timing
6.2.1 Implement a statewide housing and vulnerability assessment tool by 2016 and provide training quarterly on its utilization.	Three CoCs working with Mike McMahon at DPBH and BitFocus	SNV Coordinated Intake Change Advisory Team for lessons learned	NVICH Staff time to coordinate quarterly meetings	July 1, 2015 - June 30, 2016
6.2.2 Utilize the results of the statewide housing and vulnerability assessment tool to create a prioritized list.	Three CoCs working with Mike McMahon at DPBH and BitFocus	SNV Coordinated Intake Change Advisory Team for lessons learned		July 1, 2016 - June 30, 2017
6.2.3 The statewide HMIS working group evaluates the prioritization process by providing real-time reporting on housing utilization, retention rates, placements, and performance measures, and reports to state oversight, HMIS Steering Committee, and CoCs	HMIS Steering Committee	Performance measures as developed by CoC's measuring through HMIS HMIS Housing and vulnerability assessment tool		July 1, 2016 - June 30, 2017
6.2.4 Secure MOAs to participate in centralized/coordinated intake and establish policies for all community providers to utilize centralized/coordinated intake by 2018.	Three CoCs working with Mike McMahon at DPBH and BitFocus			July 1, 2015 - June 30, 2017

Goal 3: Regularly identify options to coordinate resources.

Goal 3 Strategies	Lead	Resources	Needed Resources	Timing
6.3.1 Identify other parts of the service delivery system at the local, state, and federal level that could impact the plan.	NVICH	NVICH	NVICH staff time	Annually
6.3.2 Regularly identify and communicate emerging issues, trends and resources related to preventing and ending homelessness or that address strategic issues of the plan to the full NVICH	NVICH	NVICH	NVICH staff time	Annually

5. Review Decision Making Guidelines

The guidelines will be defined by the following:

- The establishment of an Oversight Committee to report quarterly to the ICH is an immediate action item. The concern of the committee is to analyze the data and identify the needs of the homeless population and available resources. The statewide HMIS has been collecting data for approximately a year. The data, which is being collected in each of the three Continuums of Care (CoCs) is available now. There is already an existing housing waitlist within two of the CoCs (northern Nevada and southern Nevada) which identifies the characteristics of homeless folks who have applied for housing, and includes their vulnerability index score. There are some stakeholders that need to be included in the oversight committee. These would include Bitfocus to provide reports on data coverage and data quality, Ms. Manthe to represent northern Nevada and rural CoCs, and Ms. Fuller-Hallauer to represent the Southern Nevada CoC. Ms. Soni Bigler was also suggested as a potential member for the committee as she has been instrumental in data collection. Workgroup #4 can decide to be the oversight committee, or it can establish an independent one. The Southern Nevada CoC has their own oversight committee, which could be empowered to be the statewide oversight committee if the workgroup so decides. Clark County has agreed to be the HMIS lead for all three CoCs. It would make sense to have their HMIS be the Oversight Committee and report to this workgroup.
- By June 30, 2018, develop a plan for the development of common data standards, a uniform performance measure, and interoperability between systems. This will include working with Bitfocus, the vendor that provides the homeless data management across the state. The charge is to develop data interoperability between systems. The lead is DHHS, coordinating with program coordinators from DPBH, Medicaid, DWSS and DCFS.

It was suggested that the Workgroup look at the data that is currently being collected to realize the indications and identify gaps. This will lead to a larger discussion of data that needs to be collected and how to collect it.

One of the items in the work plan has already been accomplished: all three of the CoCs have adopted the vulnerability index as the tool to create a prioritized list of all the individuals and families that need help. The vulnerability index still needs to be linked to the Nevada housing search site, <http://nvhousingsearch.org/>

There is more infrastructure in place than when the goals were originally established. There is coordinated entry occurring on a pilot basis in northern Nevada, and on a larger basis in southern Nevada. Pockets of rural counties are also using the vulnerability index tool to create a prioritized list and provide housing based on the list. This is data that didn't exist a year ago.

6. Determine Meeting Schedule

June 30, 2018 is the deadline for Goal 1, to integrate, streamline and promote data sharing. This includes two large projects: developing the standards for data interoperability; and the strategy to create a common data standard and uniform performance measure across all targeted and mainstream federal resources. Although there is enough to work to meet monthly, it was suggested to allow the holiday season to pass before meeting that often. It was taken into consideration that all three CoCs have to submit their applications to Housing and Urban Development (HUD) by 11/19/15. Once the CoCs are complete, they will provide a current picture of statewide data which will be valuable to the workgroup.

Ms. Manthe moved to hold the meetings every two months, the next meeting to be on Tuesday, December 15th at 10:00 to 11:30 a.m. Mr. Fisher seconded, and the motion carried.

7. Assign Contacts to Invite Participants for First Workgroup Call

During the last ICH meeting, it was agreed that Workgroup #4 could identify other stakeholders to participate in the Workgroup or its ad hoc committees. If all identified participants were to attend every meeting, however; the group could grow to 250 attendees or more. With a group that size, it would be difficult to move forward swiftly. It was decided to bring in participants as action plans were developed, so their expertise could be included in a more organized fashion.

8. Public Comment

There was no public comment.

9. Adjournment

There being no further business to come before the meeting, Mr. Shipman adjourned at 2:42 p.m.