

Albany CoC Operations Committee

Meeting Minutes March 8, 2017

Attended: Stephen Lape, Nancy Andriano, Kathy Magee, Lyn Mack, Rachel Alexander, Mary Oill, Jenn Tabankin, Maureen Burns

Agenda Item	Discussion	Outcomes/Next Steps
2017 Site Visit Schedule	Volunteers for July Site Visits	Lyn can do the site visit on 7/12 at HAC and Nancy can do the site visit on 7/13 at St. Catherine's
Status of APR/Sage System	<p>New system (Sage) for submitting APRs was discussed. Agencies have the option to request extensions if their APRs are due close to the 4/1/17 go-live date. This will ensure enough time to work out technical problems with the system, as well as leaving time to troubleshoot any issues identified in the new Data Quality section.</p> <p>The information contained in the Data Quality Framework was reviewed, including Missing Data rates for PII, Housing/Income information, data needed to calculate chronic homeless status and data entry timeliness</p>	Further discussion of the new APR and Data Quality Framework will occur after the reports go live on 4/1/17
HMIS Data Memos	<p>Maureen reviewed the HMIS Data Memos AHC Veterans House Addition, SM Project HELP and SM Arvilla House due this month.</p> <p>Lyn discussed differences in the VA's definition of homelessness for veterans that results in a higher number of individuals on the APR showing previous residences from non-homeless situations.</p> <p>Support Ministries APRs showed a small number of records missing data, but because the program is also small there is high percentage missing</p>	<p>Data Memos will be sent to programs</p> <p>Maureen and Jenn will reach out regarding the VA's definition of homelessness for Veterans so that Data Memos and feedback can be more fine-tuned to specific programs</p> <p>When the data memos are sent, a note will be included about the high percentage of missing data for some elements with an offer of technical assistance</p>
TA Site Visits	<p>Memos from site visits were reviewed</p> <p>RSS had no findings. Hope House had no findings but two suggestions, including; Agency should obtain a copy of the contract noted in match and sign their completed ERR</p>	Hope House's ERR has been signed
Discussion of Written Standards	<p>Jenn discussed incorporating System Performance Measures into the Written Standards. This would involve the committee reviewing the report from the last two fiscal years, doing an in-depth analysis of the information and recommending community-level targets and thresholds</p> <p>These recommendations would go to the full board for a vote</p>	The committee will accelerate its review of the measures and request deep dives into the data as needed to establish reasonable standards

	<p>The System Performance Measures include:</p> <ul style="list-style-type: none"> • Measure 1: Length of Time Persons Remain Homeless • Measure 2: The Extent to Which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness • Measure 3: Number of Homeless Persons • Measure 4: Employment and Income Growth for Homeless Persons in CoC Program funded Projects • Measure 5: Number of Persons who Become Homeless for the First Time • Measure 6: Homeless Prevention and Housing Placement of Persons Defined by Category 3 of HUD's Homeless Definition in CoC Program funded Projects (<i>this measure is not currently in use and is not included in this guide</i>) • Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing 	
System Performance Measure Review	The committee began to look at System Performance using Measure 1: Length of Time Homeless from FY2016. The measure looks at all project stays during the reporting period to create one Length of Time Homeless number for persons served during the reporting period	CARES will look in to the individual level data to determine if there are any patterns that might help contextualize the Average Length of Time Homeless in Albany
Next meeting		April 12, 2017 3pm at CARES

Minutes respectfully submitted by Maureen Burns, CARES CoC Team