

Wisconsin ServicePoint Steering Committee

Meeting Minutes of Thursday, August 3, 2006

Salvation Army, Green Bay

PRESENT:

Adam Smith (BSH); **Joana Hemschemeyer** (*Waukesha Housing Authority*); **Karen Smith** (*Western Dairyland*); **Jennifer Allen** (*St. Vincent de Paul Green Bay*); **Tanya Wagner** (BSH); **Patti Abbott** and **Nancy Monnarez** (*Hope House*); **Vicki Berenson** (*WCADV*); and **Melisa Perez** (BSH).

UPDATES and NEWS

1. PGA Update
2. Salvation Army Update
3. National HMIS Conference in Denver

OVERVIEW AND REVIEW OF ESG/THP/HPP PROCESS

Adam briefly went over the requirements for ESG, THP and HPP HMIS reporting requirements. In short fund source must be identified, as service transaction must be done, and data quality checks would be done monthly.

DEVELOPMENT OF WISP TRAINING STANDARDS

Offer regularly scheduled trainings at Commerce or go off-site to communities to offer trainings where there are at least 8 individuals to be trained. Make requirements and promote the following trainings::

1. Basic User Training

Introduction to ServicePoint/ Using HMIS Data

Introduction to HousingPoint and CommunityPoint

Beginner User Training

- Entering Client Data
- Creating a Record of Service
- Setting passwords
- Entering and Updating Properties

Uploading logos, photos and documents

Using the Affordability Calculator and Other Resources Page

ShelterPoint

SkatPoint

Entry/Exit

Entering Data for Special Populations

2. Grant Compliance Training

ESG & HPP Data Compliance on WISP

THP Data Compliance on WISP

SHP Data Compliance on WISP

PATH Data Compliance on WISP

3. Report Training

Maximizing the Use of Standard Reports

Understanding and Using the APR Report

ReportWriter Basic (Checking For Data Quality)

ReportWriter Advanced (Building Unique Reports)

ART – The Advanced Reporting Tool

4. Agency Administration

User Administration

Updating Community Calendars

Inputting and Maintaining the Decision Tree

Setting Up a New Program in an Agency

Security Options and Protocol

Privacy and Confidentiality Issues

The Standard Operating Procedures

RECRUITMENT AND SELECTION OF NEW STEERING COMMITTEE MEMBERS

The committee discussed possible new Steering Committee members: Randy Hahn (The Salvation Army of Wausua); Sarah Lim (Tellurian of Madison); Lisa Schneider (Housing Partnership of the Fox Cities); a possible representative from a domestic violence agency; and others.

HMIS AND STRATEGIC INTENT

The group had a discussion about the strategic intent of HMIS and how to better take advantage of the technology in local initiative. The discussion was inspired by a report being created for Dane County. It was decided that for the next meeting we would invite Barb Ritter from Michigan to talk to us about how HMIS is being used to do many interesting things in that state and to plan for meetings that we will hold throughout the state for communities to discuss how they can use HMIS to track or document local objectives.

NEXT WISCONSIN SERVICEPOINT STEERING COMMITTEE MEETING

- ❖ Host: Hebron House of Hospitality – Joanna Hemschemeyer and Tim Rowe
- ❖ Location: Waukesha
- ❖ Date: Thursday – November 9, 2006