

# El Paso Coalition for the Homeless

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## HMIS

### Agenda for HMIS Steering Committee – December 12, 2023

1. **Sign-in**
2. **Introductions** (*Roll Call*)
3. **Approval of HMIS Steering Committee Meeting Minutes**
  - a. Request approval of meeting minutes for meeting dated August 8, 2023
  - b. Meeting for September 2023 was cancelled
  - c. Special meeting held October 10, 2023, meeting by Max Burns HUD T/A
4. **El Paso CoC HMIS and BitFocus/Clarity Software general issues/concerns**
  - a. Discuss issues or concerns related to HMIS and/or Software
5. **HMIS Tidbits and Data Quality updates** (*presented by Denver Herald*)
  - a. Presentation, “The More you know...”
    - a. Clarity Feature update – November & December 2023
    - b. 2023 EPCH HMIS Survey
    - c. 2024 HUD Data Standards – How’s it going?
    - d. Conclusion/Questions
6. **System Performance Measures** (*presented by Leslie Canada*)
  - a. Discuss issues or concerns related to Systems Performance
7. **Annual Progress Reports (APR)** – due before end of month
  - a. Project Vida - PSH
  - b. Project Vida – RRH
  - c. El Paso Human Services – PSH Youth
8. **Report Card – Attendance/Bed Utilization, Outcomes & Coordinated Entry Progress Report**
9. **Questions/Comments**

**HMIS Steering Committee Meeting Minutes**  
**From meeting held on August 8, 2023**

The regular El Paso HMIS Steering Committee meeting scheduled for 10:00 am was held via Zoom Video.

Presenter: Gary Gray presided over the meeting.

Agencies in Zoom Video attendance: See Attendance sheet (attached)

Time of meeting: The Steering Committee Meeting started at 10:00 AM

**Steering committee discussion topics included:**

- Sign-in (not currently – roll call via Zoom Video Conference)
- Introductions (Roll Call)
- Motion to accept meeting minutes dated July 11, 2023
  - Maribel Miranda moved to accept meeting minutes and Daniel Ornelas second the motion to accept
- El Paso CoC HMIS and Bitfocus/Clarity Software General Issues/Concerns
  - No issues or concerns were brought up or discussed
- BitFocus/Clarity Updates/Notices
  - No issues or concerns were brought up or discussed
- HMIS Tidbits and Data Quality Updates (*presented by Denver Herald*)
  - Presentation “The more you know...”
    - Clarity Feature Updates for August 2023
    - The importance of Documentation
    - Tools to help you document
    - Conclusion/Questions
  - No other issues or concerns were brought up or discussed
- System Performance Measures (*presented by Leslie Canada*)
  - Leslie mentioned benchmarks now include evaluation of income separately
  - No other issues or concerns were brought up or discussed
- Annual Progress Report(s) (APR) due before end of month
  - None due in August
- Attendance/Bed Utilization, Outcomes & Coordinated Entry Progress Report
  - No issues or concerns were brought up or discussed
- Discussion related to recent visit by HUD Technical Advisors
  - Camille discussed community recommendations (*Sunshine Policy Recommendations*)
    - HMIS Agendas/Minutes
    - Schedules for upcoming meetings
      - Send Agenda/Minutes 1 week prior to meeting date
    - Training – beginner/new users
    - Training – re-fresher – eyes on the fries
    - Data Quality reviews – post reports on website
    - Report Card
  - Camille gathered comments from stakeholders and will document results and provide to HUD Technical Advisors
- Questions/Comments
  - No issues or concerns were brought up or discussed
- The meeting ended at 11:09AM

**El Paso CoC HMIS Steering Committee Meeting  
8/8/2023  
List of Agency Attendees**

Agency and Name	
<b>Aliviane - PATH</b>	
	Rafael Renovato
<b>American GI Forum-National Veteran's Outreach Program, Inc.</b>	
	Ruben Marquez
	Gemini Jarvis
<b>El Paso Center for Children</b>	
	Beatriz Marin-Olivares
	Daniel Ornelas
<b>El Paso Coalition for the Homeless</b>	
	Annie McAlmon
	Camille Castillo
	Denver Herald
	Gary Gray
	Leslie Canada
	Claudia Martinez
<b>El Paso Human Services - PRIDE Center</b>	
	Saul Soto
	Luis Carlos Terrazas
	Nancy Veloz
<b>Emergency Health Network</b>	
	Veronica Noriega
	Christine Gonzalez
<b>La Posada Home and La Posada TLC</b>	
	Jessica Cedillo
<b>Project Amistad</b>	
	Carmen Ward
	Claudia Taylor
<b>Project Vida</b>	
	Maribel Miranda
	Rafael Rodriguez
	Victor Hernandez
	Betha Torres
	Margie Villasenor
	Maria Corral
<b>YWCA - Housing</b>	
	Shadecie Walker
<b>YWCA TLC</b>	
	Sierra Ulibarri