

HMIS Committee Meeting
August 6, 2008

Attendees: Frank Barger, David Brubaker, Mike Chapman, Lynn Cowart, Judy Detrick, Suzanne Graham, Rosa Reich, Carrie Thomas

Guest: Becky Petty, CBC of Brevard

Agencies Represented: 2-1-1 Brevard, Inc., Brevard County, Central Brevard Sharing Center, City of Titusville, Coalition of Hungry & Homeless, Crosswinds Youth Services, South Brevard Sharing Center, United Way of Brevard

David Brubaker called the meeting to order at 1:00 pm.

Minutes of last two meetings (May 7th & July 23, 2008) were reviewed and accepted.

Agenda Items: Standard Policies for Access Cards / Funding for Supplies

Card Name

Question: Should card be referred to as ID card or Access card? Some members preferred ID, others felt Access was a friendlier term. Some thought no name just put the number sign (#) and the number. After a brief discussion, general consensus was access would be okay.

Frank moved to use Access, Rosa seconded. Vote taken, ayes carried.

David asked whether the name of the card would have to be approved by the Continuum. Rosa answered that we would present it to them, but probably not have a discussion, it shouldn't be a problem.

David inquired as to whether Mike had presented a demo of the card process to the continuum.

Mike said not really a demonstration, but briefly explained the process for them.

Rosa asked Mike to do a demonstration to the Continuum before the "roll-out" of the three test agencies. Mike said he expects the roll-out to be end of August 2008. Rosa thought it might be a good idea to have an event at one of the test agencies, invite board members and/or agency heads for the kick-off of the access card program. This will be looked into further, no decision at this time.

Supply Funding

Frank stated that his staff members checked into getting the supplies at a discount or from Gifts in Kind – answer was negative. Supplies aren't that expensive - \$12.00 for two printer cartridges, \$15.00 for a box of pre-laminated cards.

Rosa said that the County has some Grant Aid funds that can be used for the up-front cost of the cards and cartridges. She wants to funnel it through 2-1-1 Brevard since they are the lead agency for HMIS. She said it would be around \$1500.00, some to be used for the test agency start-up, the remainder to be kept for when the other agencies get on board in case they need financial aid in getting the program started.

Standards for Card Issuance

Mike asked for thoughts on minimum requirements for card issuance. David said their agency's minimum requirements for service are 1) picture ID 2) SS card and sometimes 3) disclosure of income.

Rosa said if they do not have a picture ID maybe we could use more of other types of IDs. What do agencies usually do if someone does not have a picture ID? Answer; We give them service but tell them they must have identification when they come in the next time.

Carrie said a lot of these people live on the streets, they lose IDs and SS cards and everything and it is a difficult process for them to try to get new ones.

Brain-storming ended in: Minimum requirement to get card is a current picture ID issued by a Government entity and a social security card (need SS # before client can be entered into HMIS anyway)

or

if they don't have the above use any three of the following:

Birth Certificate, Recent Lease, Utility Bill, Credit Card, Vehicle Registration, Voters Registration, Pay Stub, WIC/Medicare

Rosa asked if there should be an expiration date for the cards. General consensus, cards should expire, most agreed one year from issue date, but date should be internal and not printed on the card so that card does not have to be replaced. This is also a good way to keep updated information on the clients. The internal expiration date would give an alarm when the person comes in so agency staff will know it's time to update.

Suzanne asked whether there should be a charge for replacement cards. Mike said that is an internal agency decision, if someone is constantly losing the card, maybe agencies would want to charge a minimal fee for a replacement.

Do we need to have the client sign a photo release? Rosa suggested that it just be added to the HMIS release – add the words – "...and photo..." Then we still have only one piece of paper for the client to sign.

Carrie motioned to accept agency use of minimum standards for card issuance as discussed. Lynn seconded. Vote taken, ayes carried.

David asked about marketing the card. How to get people interested in signing up. Do we have pamphlets or flyers to distribute? Mike said we have the website, but no literature as of right now.

Rosa mentioned dangling a carrot of some sort, like an extra desert. Mike offered a suggestion from a similar program in Texas, people that have the card go to the head of the line; clients without cards go last.

Rosa thinks that the card will also make it easier to do the PITC. We could have central location(s) the cards could be scanned and clients with cards would get a goody bag.

Mike suggested that we make a page on the HMIS intake for a checklist. When intake person issues an access card, they check off the documentation used to identify that person. It would also have the data entry person name so we know what they used for identification and who did the intake. Members liked this idea, Mike to check with BellData about setting it up.

Continuum/HMIS Recruitment

Group would like to get more faith-based agencies involved in the continuum and HMIS. This could possibly assist with bed count for the HUD grant. Judi said her crisis calls have increased greatly in the last months and the more agencies we have in the continuum, the more help we can provide.

Rosa mentioned they are having an event with area churches in October, to pitch the continuum/HMIS and to get an idea of services provided. That information will go into a database which will enhance what 2-1-1 already has, and we will promote the 2-1-1 database and the books they already have, this will give us additional information.

David said he would be glad to meet with some of the faith-based organizations and it would be nice to have something to give them that explains the benefits of being involved in HMIS. Especially for the laymen who don't know anything about it yet.

Carrie stated she had a couple of churches that have showed an interest in joining that she can talk to as well.

Rosa inquired as to who, if anyone, was planning to attend the National Homeless Seminar in Atlanta. Due to other pressing matters, Mike nor Rosa can attend. Carrie and Lynn volunteered to attend subject to approval by their agencies.

Rosa will check with members not present today to see if anyone is going and we'll move on from there.

Carrie motioned to adjourn. Mike seconded, vote taken, ayes carried.

Meeting adjourned 2:30 pm.

Next meeting date and location TBD.