

**Wisconsin ServicePoint (WiSP)/HMIS Steering Committee**  
Meeting Minutes of Thursday, February 7, 2008 @ 9:30 am  
**Tellurian UCAN, Inc.**

Members Present:

**Adam Smith** (*WI Bureau of Supportive Housing*); **Cristalina Dunkerson** (*Homeless Assistance Leadership Organization-HALO, Racine*); **Jennifer Allen** (*House of Hope, Green Bay*); **Karen Smith** (*Western Dairyland*); **Melisa Perez** (*WI Bureau of Supportive Housing*); **Randy Hahn** (*The Salvation Army of Wausau*); **Sarah Lim** (*Tellurian*); **Vicki Berenson** (*WCADV*); **Steph Karpinski** (*WI Bureau of Supportive Housing*)

Members Absent:

**Jessica Schafer** (*ECHO, Inc.*)-excused; **Joana Hemschemeyer** (*Hebron House of Hospitality, Inc.*)-excused; **Patti Abbott** (*House of Hope of Milwaukee*)-excused.

**Meeting Minutes (Listed in order of Agenda Items)**

**1. Welcome and Updates**

- WISP office update: Christine Ray left the office. The open position may be filled in March. Marge Tully (PATH) also left the Commerce and Judy Wilcox and Patti Glassburn are handling the PATH related matters.
- Committee member updates – Introduction of new Steering Committee members: We welcome a new member, Cristalina (Nina) Dunkerson, to the WiSP Steering Committee. Nina is a PGA for Racine area. Nina replaces Duane Mireles as the Racine CoC committee representative. Also, Nancy Monarrez is no longer on the committee as the PGA for Milwaukee County. She has taken a position with Matt Talbot. Her replacement will be Candice Amil.
- Review of last meeting's minutes: Approved

**2. Schedule meeting dates and locations for 2008**

- May 1<sup>st</sup>, 2008, Wausau - Salvation Army, Wausau
- August 7<sup>th</sup>, 2008, Green Bay - House of Hope, Green Bay
- October 23<sup>rd</sup>, 2008 - Hope House, Milwaukee
- March 5<sup>th</sup>, 2009, Madison – Tellurian, Madison

**3. Review committee officer appointment procedures**

- Current officers: Randy Hahn(Chair); Patti Abbott(Vice Chair); Joana Hemschemeyer (Secretary). We had a brief discussion on the terms of the office. We may re-elect every year with the possibility to serve up to three years. We will re-discuss the matter and officially decided in the next meeting.

#### 4. Review WISP Data Reports from Steph

- For data completeness purposes, people should pay attention to null data in reports-- whether it be empty cells if looking at the data for individual clients, or the number next to "unknown" (or sometimes just a blank cell with no category label) when looking at aggregate data.
- A step beyond that, but still relating to basic data entry, is data quality. Here people should pay attention to occurrences in the data that can't realistically happen with respect to the data. Examples include (and all of these have had occurrences in the system): People who are 300 years old; Veterans under age 18 (such as age 9); chronically homeless under age 18.
- There may be other agency-specific issues, such as a program that treats AODA clients and yet one or more does not have that listed as a disability, etc. There might be other occurrences that are possible but unlikely (clients who are 96 years old, for example), that people would want to double-check.

#### 5. WISP Priorities for 2008

- One day WISP user meeting. Jennifer suggested we have a new statewide WISP users meeting this year in order to gather the momentum to launch into a new stage. Jennifer thought that this year would be a good time because people have gained confidence in the ServicePoint in the last several years and have been realizing that if they have to use it, it would pay to use it well. We can present best practices and examples of case management tools, and have a Q & A time. Melisa will be putting together a survey for us to include in WISP News to gauge people's interest in a meeting and the contents of a meeting.
- Pilot study on program models. Since Steph joined the Commerce, we have greatly increased our capacity to actually use the data that we put in other than generating required reports. Steph is currently looking at the outcomes of people served at transitional housing programs. For example, is there a correlation between services provided (in-house services vs. using outside service providers) and outcome. Adam asked the committee members to participate in the pilot study by collecting needed data.
- Emphasis on data quality beyond data completeness.
- Best practices. Such as Dane County's efforts to set up a continuum wide HMIS policy. Dane County is trying to establish a HMIS policy that will list each agency's responsibilities. It will include policies on the list of data to be collected, data quality, sharing of client data, role of a PGA, etc. To have every agency agree to specific responsibilities in writing may be a good way to improve the data quality.

- AHAR Report. Adam will send out more details.

**6. WI FrontDoor Update**

- Lead-based paint poisoning has been a big issue in the City of Milwaukee and Racine area, Milwaukee being the 6<sup>th</sup> in the lead poisoning in children. Melisa has been working with landlords and increased the number of questions asked to landlords from two to five to reflect the issue.
- The bi-annual homeless conference is scheduled to be held on July 14, 2009 in LaCrosse.

**7. Other Business-None**