



**CC Inter-Agency Council on Homelessness**  
**Minutes**  
**12/15/14**

Attendees: Gwen Parrack, CCHD; Shelly Gullede, CCHD; Earl Grey, Cecil County Housing Agency; Kathryn Barakat, DSS; Eileen Ondra, SSCT; Jason Burns, HMIS Administrator

Materials from Riverwoods Apartments in North East and Elkton Senior Housing were distributed. Handouts will be sent out along with minutes. Riverwoods is a new low-income housing complex in North East to be ready for occupancy in January/February.

Jason gave an update on HMIS related business. He is preparing to submit the Annual Homelessness Assessment Report (AHAR) to HUD for the categories we can. This affects our score as a CoC therefore accurate and complete data entry is important for housing providers. ESG grantees are required by their contracts to participate in HMIS as well.

Due to contract changes and the need to be as efficient as possible, Jason's assistant will enter HMIS data for our Permanent Supportive Housing programs. This is because their use of HMIS is so infrequent that it's difficult to retain skills with using the program. Also, any HMIS new user trainings will be web-based with participants calling in to take the training. Sign up and training dates are listed on the HMIS website. They will occur on the 4<sup>th</sup> Tuesday of every month. Kathryn reported that Anna Barrow will now be entering data on behalf of the domestic violence program.

The good news regarding coordinated assessment is that the only new data that needs to be collected on the part of those using HMIS and serving the homeless is a vulnerability scale. Jason will send out a sample that another jurisdiction is using that is about 8-10 questions. Jason recommended keeping the coordinated assessment system as simple as possible. The group had initially discussed having intake "sites" based on subpopulation served, but now it seems it might be simpler to just have the programs that currently use HMIS be an intake site regardless of subpopulation.

Point in Time was discussed. We need to choose a date some time during the last week in January. There will be minimal changes this year. Jason will send us the survey. This year the paper survey will only need to be done for the "unsheltered" count. We will identify the unsheltered primarily through the outreach programs.

We will not have a regular meeting in January but rather a Point in Time planning meeting to be announced.