Research, Planning and Evaluation committee

Meeting Minutes | October 14, 2013

3:00 – 4:30 CHIP offices

In attendance: Sandy Jeffers, Eric Wilka, Michael Butler, Mary Jones, Julie Fidler, Christy Shepard, Ken Davidson (Consultant), Laura Littlepage (Consultant), Kaley Shaffer (Consultant)

Ken Davidson with @ Work Solutions provided an overview of the data warehouse project and a status update. (See attached for a description of the project.)

- We've determined ClientTrack is the best platform to use (Current HMIS)
- We've determined the type of data to be collected
- An import methodology has been designed

Laura Littlepage with the IUPUI Public Policy Institute provided an overview and update of the data warehouse evaluation and gaps analysis project (see attached for details). Laura raised a few points for our consideration and ultimate feedback:

- What does recidivism mean for homelessness?
- We need common, agreed upon definitions for terms such as: transitional housing, at-risk
- Some concepts we need to address include prevention, rapid re-housing
- We need to decide on outcomes to measure as we move into the future

We were reminded that this committee also addresses planning and to incorporate planning issues into future agendas

The HMIS oversight group will need to meet at least quarterly, probably as a distinct HMIS workgroup

CHIP will send the HMIS policies, procedures and plans to this committee by COB October 16, please send comments to Eric ewilka@chipindy.org by COB October 25. The committee will be asked to vote to approve the documents at the November 5 meeting.

At the November 5 meeting the committee will be asked to identify candidates or select a Chair and maybe a co-Chair.

Data Warehouse project

Pursuant to the Technical Specifications as outlined in the RFP, the @Work Solutions Team will perform the following tasks:

• Determine the best platform for integration and data storage. This will include an analysis of the current HMIS system as a central repository for community data or the use of a third party platform to upload HMIS data and information from various organizations. **Target Completion**: July 31, 2013

• Once the platform determination has been completed, @Work will work with key stakeholders to determine the type of data to be collected and develop a data map for the import processes and assist, if necessary, each agency with the export setup. **Target Completion**: August 31, 2013

• An import methodology will be designed to work with the exports to incorporate the datasets into the data warehouse. This methodology will be developed taking into consideration the frequency of the submissions (daily, weekly, monthly etc.) and/or the type of submission (real-time, batch upload, etc.) as well as ensuring data integrity and de-duplication. **Target Completion**: September 30, 2013

• At the direction of CHIP and the Data Committee, @Work will develop a suite of reporting tools that can be used by various stakeholders to analyze data contained in the data warehouse. The tools will, depending on the platform chosen, include canned reports, data extracts, and/or ad-hoc query capabilities. **Target Completion**: On-going through December 31, 2013

• Provide on-going technical support.

Pursuant to the Non-Technical Specifications as outlined in the RFP, the @Work Solutions Team will perform the following tasks:

• With CHIP and CoC Data Committee members, @Work will develop professional relationships with key community stakeholders, providing leadership and promoting collaboration to ensure successful completion of the project as well as the on-going success of the data warehouse.

• Assist the CoC Data Committee in the development of needs assessments, gap analysis and new reporting methodologies.

• Convene regular meetings with stakeholders to facilitate the development and enhancement of data outcomes and benchmarks.

Data Evaluation and Gap Analysis

PPI will conduct a search of relevant research to create a common language dictionary as well as identification of outcomes, identification of needs, methods for determining gaps, and recommendations for those addressing those gaps. Triangulation, a process of using multiple data sources to obtain diverse views through a range of data about a topic, is a key tenet of good research. The use of multiple diverse data sources provides the opportunity to obtain both confirmatory and contradictory evidence and therefore avoids reliance on any one form of biased evidence. Triangulation increases confidence in the validity and reliability of the findings and recommendations. PPI will gather data and input from a broad range of sources

PPI will then analyze data gathered by the consultant for the Database project, data gathered by the CHIP staff, and data gathered for the new strategic plan to find gaps in the information regarding services provided by organizations and the subpopulations served. PPI will determine if additional organizations need to be added to the housing inventory and the database to ensure a comprehensive inventory. Agreement on the terms in the dictionary is critical to this step. In past efforts, some organizations have self-identified their programs under different categories from one year to the next. A list of housing and service needs will be developed from data gathered during the point-in-time counts for the last several years. These needs will be compared to the services provided to identify gaps.

Committee Members as of 10/14/13

Lisa Benjamin	Coburn Place
Michael Butler	CHIP
Julie Fidler	City of Indianapolis
Mary K. Gardner	United Way of Central Indiana
Demetrius Glover	United Way of Central Indiana
Lauren Hanley	City of Indianapolis
Sandy Jeffers	Pathway to Recovery
Mary Jones	United Way of Central Indiana
Aaron Kalinowski	Eskenazi Health
Patrick Monahan	IUPUI
Cal Nelson	Wheeler Mission
Sean Northup	City of Indianapolis
Patrick Russ	Volunteers of America
Eric Wilka	CHIP