

Wisconsin ServicePoint (WiSP)/HMIS Steering Committee
Meeting Minutes of Thursday, November 8, 2007 @ 9:30 am
Hebron House of Hospitality, Inc.

Members Present:

Adam Smith (*WI Bureau of Supportive Housing*); **Patti Abbott** (*Hope House of Milwaukee*); **Nancy Monarrez** (*Hope House of Milwaukee*); **Karen Smith** (*Western Dairyland*); **Joana Hemschemeyer** (*Hebron House of Hospitality, Inc.*); **Jennifer Allen** (*House of Hope, Green Bay*); **Sarah Lim** (*Tellurian*); **Vicki Berenson** (*WCADV*); **Jessica Schafer** (*ECHO, Inc.*); **Steph Karpinski** (*WI Bureau of Supportive Housing*); and **Christine Ray** (*WI Bureau of Supportive Housing*)

Members Absent:

Duane Mireles (*Hebron House of Hospitality, Inc.*)

Meeting Minutes (Listed in order of Agenda Items)

1. Welcome and Updates:
 - WISP office update: Steph Karpinski, Research Analyst and Christine Ray, Servicepoint Support and Training have been hired by the Dept. of Commerce. Tanya is back in the office part time. Please share with everyone that uses Servicepoint, that if they send an email to sphelp and it isn't answered, let Adam know.
 - Committee member Updates: Jessica Schafer from ECHO, Inc. has replaced Theresa Barrett. Adam is still trying to get someone from the Fox Valley/Appleton area. He is looking at the Solution Center in Fond du lac. They deal with both domestic violence and they have a homeless shelter. If we are unable to get anyone from the Fond du lac area, Adam will try for someone from CouleeCap or WestCap. We also talked about having someone from ARCW as a possible member for the steering committee. We are also looking for someone who works with youth.
 - Reminder of next meeting: See below.
 - Review of last meeting minutes: Approved
2. Review 4.04 upgrade: The new upgrade went live last Thursday, November 1, 2007. There have been trainings all around the state. Online training has been going on also. The training covers an overview of changes, new user trainings and administrator trainings. Trainings are to make sure the administrators have made the changes that they need to do for their agencies. There is a document posted on the WISP Website with the changes (wisp.wi.gov). Next week Christine will be putting together a list of more in depth changes for the agency administrators. Changes need to be made in each one of the agency programs. The service transaction function is the one that has the most changes. Family data entering is much easier. Singles should not have a household attached. WISP News is the best way to update people about the changes.
3. Selection of "Recommended Assessment Questions": what additional information should we be gathering in ServicePoint for state wide reporting or local continuous reporting.
The following new questions were agreed upon:
 - Primary reason for homelessness – Data Sharing Assessment

- 1st time homeless? Yes or no – Data Sharing Assessment
- When did present homelessness begin? – Data Sharing Assessment
- Employment Assessment – Individuals
- Highest level of education – Individuals
- Receiving Veteran’s services – Individuals
- Pregnant – Individuals
- Project birth date of baby if pregnant – Individuals
- Are receiving prenatal care – Individuals
- Are you on Probation – Individuals
- Are you on Parole – Individuals
- Since what date have you lived in this country – Individuals
- Since what date have you lived in this state – Individuals
- Means of transportation – Data Sharing Assessment
- Do you have a valid driver’s license – Individuals
- Speaks English yes/no – Individuals
- Primary language spoken – Individuals
- Household Type – Data Sharing Assessment

If each COC wants individual assessments Adam can do this for you.

4. AHAR Implementation: Everyone will start getting reports from the DOC in January 2008. Everyone is required to participate in AHAR. We need to complete a bed rate utilization report before Adam can start sending out the reports. After that there will be monthly utilization reports. The period for AHAR has started Oct. 1, 2007. The AHAR will only be used for Transitional Housing. The state has 90 days after 9/30/2008 to complete the AHAR report for HUD. We don’t have to gather more information we just need to make sure that the information is correct.
5. WI Front Door Update – None
6. Other business:
 - Legal Action downloaded their information into SP and added additional items to the pick lists (Yes HUD, No HUD). They will not be downloading any information until this is fixed, so it doesn’t happen again.
 - ESG/HPP/THP money for this contract period, send Adam an email if you have not started using that money.
 - MediaSite – can record training. Christine and Melisa will is working on this with the IT department at the DOC.
 - Surveys – the doc can ask questions about WISP to gather information that will help them decide what types of trainings they need to do.