

CES/Written Standards Committee
April 23, 2019

Attendees: Cathie Buckner, Suzie Tolmie, Matt Preston, Amanda Wood, Mary Katherine Rand, Traci Pekovitch, Sean Muldoon

Agenda Item 1: Approval of Minutes

Approved with a name correction and explanation of one of the agenda items.

Action Item: Matt will send to Michelle Porter to Post

Agenda Item 2: Data Completeness – Starting on Page 11/Project vs Program

Nicole Williams was asked to look over the section and provide suggestions. Instead of having specific expectations, but instead refer to one document. Now in the written standards it refers the reader back to the HMIS Policies and Procedures.

Amanda had pointed out that project and program have different meanings. These have been added to the glossary.

Action Item: Amanda will send Matt some definitions from the ESG Policies and Procedure for the Written Standards Glossary.

Agenda Item 3: Benchmarks

- Idea to pose to ESG funded agencies to agree upon percentages.
- Area that needs work and the group agreed upon the fact that this needs to be figured out prior to the document being approved. These targets need to set a precedent.
- Will need to think through more of what these Benchmarks are for RRH, Street Outreach, and Prevention.
- Have an idea of for some of the larger pieces in the document that need outside agencies help, we can assign and work on those items between meetings.
- Need to think through the outcomes and how on the ground things are actually working, as well as how are we measuring these items.
- Question posed on why do a deep dive here?
 - After conversation, not necessarily do a deep dive but allow the numbers in HMIS to guide the conversation.

Action Item: Amanda will follow up on her data request for CAPER and APR data and we will use a meeting or two to look at HUD's Benchmarks and the data we have to inform the Benchmarks we will be setting.

Agenda Item 4: Written Document Walk Through

Action Item:

- Amanda or Suzie will look up the regulation around the occupancy agreement.
- Deeper Dive area: Housing based on service participation – Page 41