Database/Registry Committee Meeting #1 – 6.24.2010

<u>Agenda</u>

1. Welcome, Introductions
2. The Quickbase Database
    o Madeline provided a quick overview of the quickbase database
    o Common Ground link for training will be sent around to everyone

3. Interfacing with HMIS
    o Discussed how to utilize HMIS in the effort. Ideas included
    o Might be more expensive than is worth it for the initial effort
    o Discussed when we want a person in HMIS – is it when they are identified during the registry or when they are already in housing
    o Talked about difficulties in identifying duplicates in HMIS
    o May be easier/cheaper to keep forms housed in Quickbase
    o Scan surveys and attach to HMIS file? This might be helpful for case managers at the housing agencies that accept the new clients to understand their history related to health

4. Confidentiality and Consent
    o Particularly interested in how we protect HIV/AIDS and DV information. AFC will look into the consent and confidentiality issues so they can inform our practices
    o Pictures only available for identification purposes for second visit?
    o Add some specificity regarding agencies/HMIS that will have access to the database

5. Volunteers for Data Entry
    o Assume about 5-10 minutes of data entry per survey, so we will enter about 6-10 surveys per volunteer an hour. If we have 500 surveys, we'll need about 15-20 volunteers to do data entry for a few hours each.
    o Make sure people are trustworthy and have good attention to detail
    o Soc. Grad students?
    o Available labs?
    o 1615 W. Chicago HMIS training lab
    o Computer labs at PSH projects

6. Additional Comments
    • Paper survey
        o Add a question that asks if person has connection with a particular agency
        o Simplify family survey so it is not redundant