

# Data Collection Report

## Introduction

This is the Data Collection Committee's report for the 1<sup>st</sup> half of 2011. The purpose of the report is to provide a short summary of the challenges, accomplishments, and overall progress the committee has made for this half of the year. The report was compiled using minutes from the committee's meetings, reports from the MCoC database, and input from the committee's chair (and possible committee members as well, at the discretion of the Chair). This report's target audience is MCoC leadership, MCoC members, this committee's members, and possibly the general public. A copy of this report will be made available to the designated MCoC leadership and to the committee.

This report is broken up into 3 sections: **summary of meeting minutes**, **attendance reports**, and the **committee's strategy report**. For questions regarding this report, please contact the MCoC Coordinator at [vista@mcofnh.org](mailto:vista@mcofnh.org).

Report Prepared By  
Kyle Beaulieu, MCoC Coordinator

## Summary of Minutes

### **01-20-2011**

Reviewing the recent submission of annual homeless assessment report (AHAR) and MCoC's contribution.

Discussion on the homeless management information system (HMIS) items, including possibly getting a VISTA and questions on records with children and infants.

Reviewing some Point-in-Time Count information.

### **02-17-2011**

Reviewing PIT Count Numbers and housing inventory chart data.

Making corrections to HMIS list for programs and adding supportive services-only (SSO) programs for employment outcome.

### **03-17-2011**

New reports will be coming from Alfred Vitale In the future.

Review of Summer PIT information.

Updating NH homeless needs assessment (HNA) progress.

### **04-21-2011**

Reviewing housing inventory chart discrepancies.

### **06-23-2011**

Reviewed semiannual report and discussed accomplishments, challenges, and goals.

Discussed naming system for HMIS programs that the BCoC is using and how we might transition to that system.

## Attendance Reports

The following attachments provide attendance reports for each meeting. In addition, reports are attached which provide the cumulative in-kind contributed hours committee members spent in meetings, as well as the value of those hours. In summary:

- 5 Regular meetings were held;
- Total attendance for those meetings was 26
- 7 unique individuals attended those meetings and 4 agencies were represented in those meetings; and,
- A total of 17\* hours was spent in meetings, which is a total value of \$353.60\* of contributed hours.

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\* The total number of hours and value of those hours does not include the MCoC Coordinator and the Director of Homeless Services for the City of Manchester/Granite United Way.

**Date Range**  
01/01/11 - 06/23/11

Manchester Continuum of Care: Report  
**List of All Meetings**

**Committees Selected**  
Data Collection



	<b>Date of Meeting</b>	<b>Committee Name</b>
<i>January 2011</i>		
	01/20/11	Data Collection
<i>February 2011</i>		
	02/17/11	Data Collection
<i>March 2011</i>		
	03/17/11	Data Collection
<i>April 2011</i>		
	04/21/11	Data Collection
<i>June 2011</i>		
	06/23/11	Data Collection



Date Range  
01/01/11 - 06/23/11

Manchester Continuum of Care: Report  
**All Meeting Attendance**

Committees Selected  
Data Collection



Committee	Attendees Name	Attendee's Agency
<b>Data Collection</b>		
<i>January 2011</i>		
	Mark Stokes	Families in Transition
	Cathy Kuhn	Families in Transition
	Susan Howland	Granite United Way
	Donna Curley	Harbor Homes
	Kyle Beaulieu	Manchester Continuum of Care
	Shane Fisher	Southern New Hampshire Services
	Izet Hamidovic	The Way Home
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		7
<i>February 2011</i>		
	Mark Stokes	Families in Transition
	Cathy Kuhn	Families in Transition
	Donna Curley	Harbor Homes
	Kyle Beaulieu	Manchester Continuum of Care
	Izet Hamidovic	The Way Home
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		5
<i>March 2011</i>		
	Cathy Kuhn	Families in Transition
	Mark Stokes	Families in Transition
	Susan Howland	Granite United Way
	Donna Curley	Harbor Homes
	Kyle Beaulieu	Manchester Continuum of Care
	Izet Hamidovic	The Way Home
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		6
<i>April 2011</i>		
	Cathy Kuhn	Families in Transition
	Susan Howland	Granite United Way
	Donna Curley	Harbor Homes
	Kyle Beaulieu	Manchester Continuum of Care
	Shane Fisher	Unknown
	<hr/>	
		5
<i>June 2011</i>		
	Mark Stokes	Families in Transition

<b>Committee</b>	<b>Attendees Name</b>	<b>Attendee's Agency</b>
	Cathy Kuhn	Families in Transition
	Kyle Beaulieu	Manchester Continuum of Care
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		3
	<hr/>	
		26



**Date Range**  
01/01/11 - 06/30/11

Manchester Continuum of Care: Report

**Committees Selected**  
Data Collection



## Individual In-Kind Contributions\*

Name	Hours	Value of Hours**
Cathy Kuhn	4.5	\$93.60
Donna Curley	4.0	\$83.20
Izet Hamidovic	3.0	\$62.40
Mark Stokes	3.5	\$72.80
Shane Fisher	2.0	\$41.60

**Total Cumulative Meeting Hours**     17.00  
**Total Value of Hours**                     \$353.60  
**Number of Individuals**                     5  
**Number of VISTAs**                             0

\*This report does not include member's contributions at MCoC events.

\*\*Value of hours is calculated at \$20.80 per hour, based on data from [www.nhnonprofits.org](http://www.nhnonprofits.org).



**Date Range**  
01/01/11 - 06/30/11

Manchester Continuum of Care: Report

**Committees Selected**  
Data Collection



## Agency In-Kind Contributions\*

Member Agency	Hours	Value of Hours**
Families in Transition	8.0	\$166.40
Harbor Homes	4.0	\$83.20
Southern New Hampshire Services	1.0	\$20.80
The Way Home	3.0	\$62.40
Unknown	1.0	\$20.80

**Total Cumulative Hours**                    17.00  
**Total Value of Contributed Hours**       \$353.60  
**Number of Agencies**                            5

\*This report does not include member's in-kind contributions at MCoC events.

\*\*Value of hours is calculated at \$20.80 per hour, based on data from [www.nhnonprofits.org](http://www.nhnonprofits.org).



# Strategy Report

The committee chair was asked to fill out the sections below. Committee members may also have had input on the below content, which was left at the discretion of the committee chair.

## Accomplishments

- Identified discrepancies in HMIS monthly CoC reports, which have been since corrected;
- Completed two Point-in-Time Counts (PIT) and the annual Housing Inventory Chart (HIC);
- Began process of aligning programs' names in the HIC with the programs' names in HMIS to facilitate AHAR and other reporting requirements; and,
- Worked with HMIS Administrator and BHHS to update the HMIS Policy Guide.

## Challenges

- Lack of capacity and funding for HMIS continues to challenge agency ability to effectively utilize the program.

## Committee Goals for Next Half

- Align Program names on the HIC with the new naming convention established by HMIS;
- Continue to monitor data; and,
- Work with Resource Development Committee to ensure accurate data reporting in HUD SuperNOFA submission.