



Leadership Council Meeting

May 12, 2026 | 1:30-3:30pm

Legacy Plaza East, Conference Rooms ABC
5330 East 31st Street | Tulsa, OK 74135

Meeting Agenda

1. Leadership Council Meeting Introduction
 - a. Welcome & Call to Order, Noe Rodriguez
 - b. Roll Call, Len Dittmeier
 - c. AWH4T Trivia, Len Dittmeier
2. Discussion & Approval
 - a. April Meeting Minutes, Noe Rodriguez*
 - b. AWH4T Endorsement Policy, Jacob Beaumont*
 - c. AWH4T HMIS Data Quality Monitoring Procedures, Olivia Denton Koopman*
3. Lead Agency Updates
 - a. Data Updates, Olivia Denton Koopman
 - b. CoC Program Competition Update, Len Dittmeier
 - c. CEO Updates, Mark Smith
4. Meeting Topics
 5. Partner Spotlight: CREOKS, Molly & Dan Ziriaux
 6. Resource Highlight: OK Access to Justice Foundation, Katie Dilks
7. Meeting Wrap-Up
 - a. Training Opportunities
 - b. Public Comments
 - c. June All-Member Meeting
 - i. Thursday, June 18th from 9am-noon at OU Tulsa Schusterman Learning Center Auditorium (4502 E 41st St, Tulsa OK 74135)
 - d. Adjourn

* Items to be voted on by Leadership Council in-person

** Items to be voted on by Leadership Council electronically



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Attendance

| | NAME | REPRESENTING | CATEGORY | TERM |
|--------------------------|-------------------------------------|--|---|----------------|
| <input type="checkbox"/> | Ginny Hensley | Tulsa Housing Authority | Fixed Position, Appointed | 07/24 – 06/26* |
| <input type="checkbox"/> | Emily Hall , Vice Chair | City of Tulsa | Fixed Position, Appointed | 07/24 – 06/26 |
| <input type="checkbox"/> | Mark Vancuren | Tulsa County | Fixed Position, Appointed | 07/25 – 06/27 |
| <input type="checkbox"/> | Noe Rodriguez , Chair | Tulsa Day Center | Provider Representative, Elected | 01/24 – 12/27 |
| <input type="checkbox"/> | Claudia Brierre , Treasurer | INCOG | Fixed Position, Appointed | 07/24 – 06/26* |
| <input type="checkbox"/> | Shay Stanfill | Cherokee Nation | Tribal Representative, Appointed | 07/25 – 06/27 |
| <input type="checkbox"/> | <i>vacant</i> | Muscogee Creek Nation | Tribal Representative, Appointed | |
| <input type="checkbox"/> | Sarah Grounds | City Lights Foundation | Provider Representative, Elected | 01/24 – 12/27 |
| <input type="checkbox"/> | Beth Edwards-Svetlic | Youth Services of Tulsa | Provider Representative, Elected | 01/25 – 12/26* |
| <input type="checkbox"/> | Shay Wilson | Participant Advisory Group | Consumer Representative, Elected | 01/26 – 12/26 |
| <input type="checkbox"/> | Alexander Smith | Youth Action Board | Consumer Representative, Elected | 01/26 – 12/26 |
| <input type="checkbox"/> | Lauren Sherry | QuikTrip Corporation | Business/Commerce Representative, Invited | 01/25 – 12/26* |
| <input type="checkbox"/> | Michael DuPont | Charles & Lynn Schusterman Family Philanthropies | Funder Representative, Invited | 07/25 – 06/27 |
| <input type="checkbox"/> | Annie Mitchell | Tulsa Area United Way | At-Large Representative, Invited | 07/25 – 06/27 |
| <input type="checkbox"/> | Zack Stoycoff | Healthy Minds Policy Initiative | At-Large Representative, Invited | 07/25 – 06/27 |
| <input type="checkbox"/> | Stephanie Horten , Secretary | JusticeLink | At-Large Representative, Invited | 01/24 – 12/27 |
| <input type="checkbox"/> | Maj. Wes Phelps | Tulsa Police Department | At-Large Representative, Invited | 07/25 – 06/27 |

* indicates 2nd term



Leadership Council Meeting

April 14, 2026 | 1:30-3:30pm

Legacy Plaza East, Conference Rooms ABC
5330 East 31st Street | Tulsa, OK 74135

Meeting Agenda

1. Leadership Council Meeting Introduction
 - a. Welcome & Call to Order, Noe Rodriguez
 - b. Roll Call, Mark Smith
 - i. 14 in attendance, 2 absent: **Quorum established**
 - c. AWH4T Trivia, Mark Smith
2. Discussion & Approval
 - a. March Meeting Minutes, Noe Rodriguez*
 - i. Motion to Approve: Shay Wilson; Second: Lauren Sherry
 1. 13 in favor, 1 abstention (Shay Stanfill): **Approved**
 - b. Partner Agency Applications
 - i. Mercy Housing**
 1. Nick Emehiser, Associate Director for Mercy Housing's Tulsa Office, could not be present. Mark Smith spoke briefly about their work in affordable housing development as mentioned in their partner agency application.
 2. Mercy Housing is a national non-profit organization that develops affordable housing and permanent supportive housing. They have been working within Tulsa over the past few years, and are interested in joining AWH4T for continued involvement in affordable housing development in Tulsa.
 3. Leadership Council members Noe Rodriguez and Emily Hall offered positive comments on Mercy Housing's knowledge of affordable housing funding streams and involvement in service provision within their developments.
 - ii. Motion to Approve via Digital Vote: Shay Wilson; Second: Beth Edwards-Svetlic
 1. 14 in favor, none opposed or abstained: **Approved**
 - c. AWH4T Endorsement Policy, Jacob Beaumont
 - i. This policy outlines how, when, and to what extent partners may apply for and Leadership Council may grant endorsement of multi-agency community initiatives.
 1. This does not yet include Letters of Support, which will maintain their current process until otherwise detailed.
 2. This policy, drafted by Leadership Council member Michael DuPont, underwent review by the Leadership Council from April 6th -10th, and has been workshopped since mid-March.
 - ii. No further discussion was offered, so this policy will be finalized and fully presented for a Leadership Council vote at the May LC meeting.



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3. Lead Agency Updates

a. Data Updates, Jacob Beaumont

- i. A snapshot of Exit Destinations from AWH4T Homelessness Programs during the month of February was presented. There were decreased exits into emergency shelters, and increased exits into places not meant for human habitation. This was likely due to the closure of emergency winter shelter services.
- ii. As of February, AWH4T is at 20% completion of its goal to have 1,000 housing placements by the end of 2026.

b. CEO Updates, Mark Smith

i. Follow-Ups from the March LC Meeting:

1. AWH4T Endorsement Policy created and currently in deliberation

2. In Development:

a. AWH4T Logo Use Policy

b. Annual review of the AWH4T Governance and Membership Charters

3. Safe Move Tulsa (SMT)

a. In advance of the City of Tulsa closing downtown to street sleeping in early April, a memo on this policy was distributed to AWH4T partners, and there were also one-on-one meetings held with partner agency leadership.

b. One-pager documents related to encampment decommissioning, shelter rapid exit, and other SMT activities are in development.

c. To improve clarity surrounding AWH4T activities and initiatives, review of AWH4T's Work Groups and Collaboratives has begun, with a focus on participation, decision-making, and participant feedback.

- ii. [OK House Bill 3985](#), the Oklahoma Safe Neighborhoods Act, proposes that municipalities can be sued for lack of enforcement of nuisance ordinances, or policies that damage a property's fair market value. This bill has passed the OK House and is now on the OK Senate floor, where it is likely to be passed into law. This would raise Tulsa's liability for issues related to public intoxication, camping, and nuisances near private properties.

4. City of Tulsa Updates, Emily Hall

- a. Emily Hall expanded the conversation around OK House Bill 3985 during her update, stressing that this bill increases the City's urgency to provide homeless services. She also indicated that there is coordination between the City of Tulsa and Oklahoma City leadership regarding this looming issue.



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5. Meeting Topics

- a. Partner Spotlight: YWCA Tulsa, Molly Bryant, Benafsha Tasmim, and Olha Hrytsaniuk
 - i. [YWCA Tulsa](#) presented an overview of their mission and work, starting with their origins in immigrant settlement services, to their current partnership with Safe Move Tulsa providing case management. See slides for detailed information.

6. Meeting Wrap-Up

- a. Training Opportunities
- b. Public Comments
 - i. Savannah Crandall: Recent Success of Tulsa County Transitional Living Center
 1. Savannah was not in attendance. See slides for images.
- c. Adjourn
 - i. Next Meeting: Tuesday, May 12th at 1:30pm at Legacy Plaza East (5330 E 31st St)

* Items to be voted on by Leadership Council in-person

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Endorsement Policy

Submitted for Approval by the A Way Home for Tulsa Leadership Council: **May 12, 2026**

Purpose & Scope

The purpose of this policy is to establish a clear, transparent, and consistent framework for determining when the Tulsa City & County Continuum of Care (CoC), A Way Home for Tulsa (AWH4T), will formally endorse collaborative initiatives that advance the shared vision of making homelessness rare, brief, and non-recurring in Tulsa.

An AWH4T endorsement signals that an initiative:

1. Aligns with the current **AWH4T Strategic Plan**;
2. Reflects **best practices** in homelessness prevention, housing, and system transformation, as outlined in the AWH4T Service Standards;
3. Demonstrates a commitment to **data-driven outcomes, equity, and person-centered approaches**; and
4. Strengthens **cross-sector collaboration** within the Continuum of Care (CoC).

This policy is intended to both support innovation and collaboration while protecting the integrity, credibility, and mission of AWH4T.

This policy outlines the minimum requirements for the consideration and approval of endorsement requests submitted by AWH4T member agencies, as considered and approved by the AWH4T Leadership Council (LC). This policy is not meant to be all inclusive, or to limit the authority of the Leadership Council to set additional expectations of member agencies requesting endorsement, but rather for LC and member organizations to understand the guidelines for endorsement requests.

This policy shall be reviewed periodically by the Leadership Council and may be amended in accordance with AWH4T voting procedure to ensure continued alignment with AWH4T's mission, Strategic Plan, and evolving community needs.

Authority

The **AWH4T Leadership Council** holds sole authority to grant, deny, condition, suspend, or revoke endorsements under this policy.

The **AWH4T Lead Agency, Housing Solutions**, is authorized to:

- Receive and review endorsement requests;
- Assess alignment with this policy and the Strategic Plan;
- Provide technical assistance to applicants; and
- Implement LC decisions related to endorsements.

Definitions & Limitations

An A Way Home for Tulsa endorsement is the official support of the Tulsa City & County Continuum of Care, as considered and affirmed by a vote of the AWH4T Leadership Council.

- A **Collaborative Initiative** is a time-bound or ongoing collaborative effort involving three (3) or more AWH4T member agencies.
- A **Supported Project** is a project, either proposed or currently operating, which is administered by an AWH4T member agency, and which receives a letter of support from AWH4T.
 - CoC-funded projects are automatically considered Supported Projects, as they have been approved through the governance of the CoC Program Competition.

Endorsement does *not* create a legal partnership, fiscal agent relationship, or guarantee of funding, nor is it an exclusive benefit. Endorsements are granted for a defined period or in perpetuity until the collaborative initiative concludes, as defined in the request and approved by the Leadership Council.

Eligibility

To be eligible for endorsement, a Collaborative Initiative must meet **all** of the following criteria. A Supported Project must meet eligibility criteria 2, 3, and 4.

1. Membership and Collaboration

- The project/initiative must include at least three (3) AWH4T member agencies, all of which are in good standing with the CoC.
- Collaboration must be substantive, with clearly defined roles and shared responsibility for implementation and outcomes.

2. Strategic Alignment

- The goals and activities of the project/initiative must align with:
 - One or more AWH4T Strategic Plan goals, and
 - One or more specific Action Steps identified in the current Strategic Plan.
- Projects/Initiatives should demonstrate how they contribute to system-wide impact, not solely individual organizational benefit.

3. Data Collection & Outcomes

- The project/initiative must collect and report relevant data that aligns with outcome measures identified in the AWH4T Strategic Plan, such as:
 - Homelessness prevention;
 - Permanent housing placements, including retention and stability;
 - Reduction in returns to homelessness;

- iv. Equity-related outcomes or reductions in disparities.
 - b. Data collection methods must be sufficient to demonstrate:
 - i. Alignment with AWH4T data entry and reporting standards; and
 - ii. Program effectiveness over time.
4. **Person-Centered and Dignity-Focused Approach**
 - a. The project/initiative must prioritize treating people experiencing homelessness or housing instability with dignity, respect, and agency.
 - b. Communications, messaging, and materials must:
 - i. Avoid framing individuals as problems or deficits; and
 - ii. Represent people as human beings who can benefit from support and opportunity to improve their lives.
 - c. Projects/Initiatives should align with AWH4T’s commitment to equity, trauma-informed care, and lived experience leadership, as reflected in the Strategic Plan.

Benefits

An project/initiative endorsed by AWH4T may receive the following benefits, subject to ongoing compliance with this policy:

AWH4T Branding

Permission to use the AWH4T logo on initiative-related materials, in accordance with brand guidelines.

Public Communication

Ability to reference AWH4T’s endorsement in public communications, presentations, and grant applications.

Lead Agency Support

Assistance from Housing Solutions in:

- Identifying potential funding sources;
- Aligning the initiative with community priorities;
- Facilitating connections with funders, policymakers, or system partners, as capacity allows.

Request & Review Process

This section outlines the process for application and review of endorsement requests. Member agencies and the LC will adhere to these steps when processing requests.

Submission

Organizations seeking endorsement must submit a written request to Housing Solutions that includes:

- Participating AWH4T member agencies;
- Purpose, goals, activities, start date, and anticipated timeframe of the project/initiative;
- AWH4T Strategic Plan goals and strategies addressed;
- Proposed outcome measures and data collection methods;
- Description of governance, decision-making, and accountability.

Decision

Endorsement requests will be presented to the AWH4T Leadership Council as a standard voting matter, in accordance with the AWH4T Governance Charter. Per this process, the Leadership Council may:

- Approve;
- Approve with conditions;
- Defer pending additional information; or
- Deny the request.

Monitoring & Accountability

Endorsed initiatives must provide periodic updates on progress, outcomes, and challenges, if requested by the Leadership Council. Continued endorsement is contingent upon:

- Ongoing alignment with the Strategic Plan;
- Demonstrated progress toward stated outcomes; and
- Adherence to the principles outlined in this policy.

AWH4T reserves the right to suspend or revoke an endorsement by a vote of the LC if an project/initiative no longer meets policy criteria or acts in a manner inconsistent with AWH4T's mission and values.

HMIS DATA QUALITY MONITORING PROCEDURES

**A Way Home for Tulsa
OK-501 Continuum of
Care (CoC)**

DATA QUALITY

The HMIS Data Quality Plan ensures that HMIS data and reports are reliable, accurate, and complete. Ongoing data quality monitoring meets the requirements set forth by the Tulsa CoC.

HMIS Data Quality Plan

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Introduction

The Data Quality Monitoring Procedures establish the framework for A Way Home for Tulsa to oversee data quality across all agencies participating in the Homeless Management Information System (HMIS). These procedures are developed by the AWH4T HMIS Administrative Lead and Collaborative to ensure compliance with data quality standards.

This document outlines the HMIS Data Quality Plan for the Tulsa Continuum of Care (CoC), detailing data quality standards and monitoring protocols in alignment with the requirements set by the U.S. Department of Housing and Urban Development (HUD). HMIS serves as Tulsa's electronic data collection system, maintaining client-level records of individuals and families receiving homeless and diversion services throughout the community. In addition to supporting project administration, operations, and reporting, HMIS provides key benefits, including:

- **Enhanced service delivery** and streamlined client referrals
- **Immediate access** to critical client information
- **Efficient reporting** for funders and stakeholders
- **CoC-level performance insights** to drive system improvements

HUD mandates that all CoCs receiving HUD grants utilize HMIS or a comparable database. Additionally, all VA-funded Grant and Per Diem (GPD) and Supportive Services for Veteran Families (SSVF) projects must report client-level data within HMIS. Projects funded by the City of Tulsa and/or Tulsa County may also be required to report client data in HMIS. The only exception to these reporting requirements applies to agencies and projects specifically serving survivors of domestic violence.

What is a Data Quality Plan?

Data quality measures the reliability and validity of client-level data collected and entered into the Oklahoma & A Way Home for Tulsa (AWH4T) HMIS. High-quality data is influenced by several key factors, including timeliness of entry, completeness, and accuracy. Adhering to a comprehensive Data Quality Plan enhances outcome reporting, simplifies grant performance submissions – such as the HUD Annual Performance Report (APR) – and supports the submission of the Longitudinal Systems Analysis (LSA) and System Performance Measures Report (SPMs).

Ensuring data quality is critical to Tulsa's efforts to end homelessness. While federally funded projects are required to enter data into HMIS, the system provides far more than regulatory compliance. High-quality data supports performance evaluation, equips case managers with essential client information, and enables a system-wide view of performance outcomes. Additionally, accurate data fosters collaboration among agencies, reducing service duplication and improving overall efficiency.

Conversely, poor data quality affects the entire system. Clients may experience delays or difficulties due to incorrect data, while the CoC's overall data quality may suffer – potentially impacting competitiveness in HUD's Notice of Funding Opportunity (NOFO) competitions. Given the critical role of data in ending homelessness, robust Data Quality Monitoring Procedures are essential to strengthening the entire system.

A Data Quality Plan represents a community-wide commitment to maintaining statistically valid and reliable data. It sets clear expectations for the CoC, the HMIS Lead Agency, and end users to capture accurate and meaningful data on individuals accessing homeless assistance services. By prioritizing data quality, the CoC enhances its ability to make informed decisions, improve service delivery, and ultimately, advance efforts to prevent and end homelessness in Tulsa.

Developed by the HMIS Lead Agency and formally adopted by the CoC, the Data Quality Plan:

- **Defines the roles and responsibilities** of all CoC stakeholders in ensuring data quality.
- **Establishes clear benchmarks** for timeliness, completeness, accuracy, and consistency of data.
- **Outlines procedures** for implementing the plan and monitoring progress toward meeting data quality standards.
- **Sets timelines** for regular data quality monitoring and evaluation.

HMIS Data Standards

The HMIS Data Standards are established in accordance with [HUD's Data Standards](#), which provide the framework for client and project-level data reporting. These standards define the Universal Data Elements, Program-Specific Data Elements, and Project Descriptor Data Elements required for all homeless assistance projects participating in HMIS. Additionally, the standards specify the frequency of data collection and the required timelines for data entry into the HMIS to ensure consistency, accuracy, and compliance across all participating agencies.

Universal Data Elements

Universal Data Elements establish the baseline data collection requirements for all homeless housing and service providers utilizing HMIS. These elements serve as the foundation for generating unduplicated estimates of individuals accessing homeless services, capturing key demographic characteristics, and analyzing service utilization patterns. This includes tracking shelter stays, episodes of homelessness over time, and overall engagement with the homeless assistance system. By standardizing data collection, Universal Data Elements ensure consistency, improve reporting accuracy, and support data-driven decision-making within the CoC.

The required Universal Data Elements include the following:

| | | | |
|-------|------------------------|------|--|
| 3.01 | Name | 3.10 | Project Entry Date |
| 3.02 | Social Security Number | 3.11 | Project Exit Date |
| 3.03 | Date of Birth | 3.12 | Destination |
| 3.04 | Race | 3.15 | Relationship to Head of Household |
| 3.05 | Ethnicity | 3.16 | Client Location |
| 3.917 | Prior Living Situation | 3.17 | Length of Time on Street, in an ES or Safe Haven |
| 3.07 | Veteran Status | 3.20 | Housing Move-in Date |
| 3.08 | Disabling Condition | | |

Program Specific Data Elements

Program-Specific Data Elements capture detailed information about client characteristics, services provided, and client outcomes. These data elements often reflect transactional data or information that may change over time, requiring ongoing updates. Most Program-Specific Data Elements are collected at both project entry and exit, while some must also be recorded annually to ensure accurate tracking of client progress and service impact. These elements play a critical role in assessing program effectiveness, informing service delivery, and supporting compliance with funding and reporting requirements.

The required Program Specific Data Elements include the following:

| | | | |
|------|--------------------------|------|----------------------------|
| 4.02 | Income and Sources | 4.10 | Substance Use Disorder |
| 4.03 | Non-Cash Benefits | 4.11 | Domestic Violence |
| 4.04 | Health Insurance | 4.12 | Current Living Situation |
| 4.05 | Physical Disability | 4.13 | Date of Engagement |
| 4.06 | Developmental Disability | 4.14 | Bed-Night Date |
| 4.07 | Chronic Health Condition | 4.19 | Housing Assessment at Exit |
| 4.08 | HIV/AIDS | 4.20 | Coordinated Entry Even |
| 4.09 | Mental Health Problem | 4.17 | Residential Move-In Date |

Project Descriptor Data Elements

Project Descriptor Data Elements (PDDEs) contain essential information about projects participating in a Continuum of Care's (CoC) HMIS, ensuring the system serves as the central repository for homelessness-related data. As the foundational components of HMIS, PDDEs enable the system to:

1. **Link client records** to the various projects in which they are enrolled within the CoC.
2. **Define project types** to accurately track the services and housing a client receives throughout their engagement.
3. **Identify federal funding sources** supporting each project.
4. **Track bed and unit inventory** and other project-level data necessary for key reports such as the **Annual Homeless Assessment Report (AHAR), System Performance Measures (SPM), Housing Inventory Counts (HIC), Point-In-Time (PIT) counts, and bed utilization reports.**

PDDEs are entered and managed by the HMIS Lead Agency, rather than individual end users. They are established during the initial project setup in HMIS and must be reviewed at least annually and updated as necessary to maintain accuracy and compliance.

The required Project Descriptor Data Elements include the following:

- 2.01 Organization Information
- 2.02 Project Information
- 2.03 Continuum of Care Information
- 2.06 Funding Sources
- 2.08 Bed and Unit Inventory

Benchmarks and Goals

Timeliness

Best practices for HMIS data entry emphasize that data should be entered **in real-time** or as close to real-time as possible to **minimize human error** associated with delayed entry. Timely data entry ensures that information is **readily available** for grant reporting, system monitoring, and decision-making.

Entering data promptly helps **reduce inaccuracies** that may occur when too much time elapses between data collection and entry. It also ensures that the data remains **accessible and reliable** for program monitoring, funding compliance, and information requests. **Live data entry is highly recommended**

whenever feasible. Timeliness is measured by comparing **the enrollment entry/exit date to the assessment entry/exit created date**. While **timeliness itself cannot be retroactively edited**, agencies can improve it moving forward. It is critical that **assessment dates accurately reflect the date of the client interview** to maintain data integrity.

Data Entry Timeline by Project Type

All data must be entered into **HMIS** in a **timely manner**, with the **Tulsa CoC’s goal** of achieving **100% compliance** with the established data entry timelines established in the HUD Data Standards. However, recognizing that **100% compliance may not always be feasible**, the CoC has set a **benchmark of 95%** of all client data being entered within the designated time frames. This standard ensures **data accuracy, reliability, and accessibility** for reporting, funding compliance, and system monitoring.

Program Descriptor Data Elements (PDDEs) for all program types—including **Emergency Shelter, Transitional Housing, Permanent Housing, Prevention and Rapid Re-Housing, Supportive Services Only, Street Outreach, and Coordinated Entry programs**—must be **entered concurrently with the program setup** in the **Tulsa HMIS**. This ensures accurate program tracking, compliance with data standards, and seamless integration into the **CoC’s HMIS framework**.

Completeness

Complete and consistent data are essential to providing effective services to people experiencing homelessness. Using the **HUD Universal Data Elements (UDEs)** as the foundation, the Tulsa CoC establishes clear benchmarks for data completeness across all project types. While data collection processes may vary by program, the standards outlined here apply to all participating projects.

Accurate and complete data enable providers to connect clients with appropriate services and benefits, while incomplete data can hinder coordinated care and reduce the effectiveness of both individual programs and the broader homeless response system. Incomplete data also limit the Tulsa CoC’s and Tulsa Steps Forward’s ability to understand community needs, track trends, and make data-informed strategic decisions. Moreover, HMIS data quality impacts funding applications—such as CoC Program and other HUD Notices of Funding Opportunity—and unreliable data can jeopardize renewal and future funding.

Complete data support confident analysis and reporting on:

- Unduplicated counts of persons served;
- Patterns of entry, service utilization, and exits within the homeless assistance system; and
- Evaluation of the community’s system performance and effectiveness.

Universal and Program-Specific Data Elements

A Way Home for Tulsa CoC’s goal is to collect **100% of all Universal and Program-Specific Data Elements**. While achieving full completeness in every case may not be feasible, this standard ensures ongoing compliance with HUD requirements and continued participation in the **Annual Homeless Assessment Report (AHAR)**.

The **Data Quality Thresholds** (see Table 1, Appendix A) define acceptable ranges for “Missing/Data Not

Collected” and “Client Doesn’t Know/Client Prefers not to answer” responses by data element. Percentages will be rounded to the nearest whole number when assessing compliance.

HUD and A Way Home for Tulsa CoC expect all clients receiving housing or services through the homeless assistance system to have their information documented in HMIS. Projects that record only partial client data cannot be accurately evaluated for performance, utilization, or outcomes such as employment and housing stability. Therefore, all HMIS-participating projects are required to enter data for **100% of clients served**.

Given the evolving nature of data collection and system capacity, these standards will be reviewed and updated annually to ensure thresholds remain practical and aligned with community and HUD requirements.

Completeness – Project Descriptor Data Elements

Pursuant to HUD’s HMIS Data Standards, all Project Descriptor Data Elements must be entered for all projects participating in the HMIS. To ensure that the CoC meets HUD-funding compliance requirements, the following acceptable response rate ranges have been established:

| Project Descriptor Data Elements | TARGET % | ACCEPTABLE NULL/MISSING % |
|---|----------|---------------------------|
| 2.01 Organization Information | 100% | 0% |
| 2.02 Project Information | 100% | 0% |
| 2.03 Continuum of Care Information | 100% | 0% |
| 2.06 Funding Sources | 100% | 0% |
| 2.07 Bed and Unit Inventory Information | 100% | 0% |

Bed/Unit Utilization Rates

One of the key features of the Homeless Management Information System (HMIS) is its ability to track the number of client stays, or **bed nights**, in residential homeless projects. A project’s **bed/unit utilization rate** represents the percentage of available beds or units that are occupied during a given period.

When a client is enrolled in a residential project—**Emergency Shelter (ES)**, **Transitional Housing (TH)**, or **Permanent Supportive Housing (PSH)**—they are assigned a housing service in HMIS. This service is labeled “**House – [Project or Funding Source Name]**” and remains active until the client is discharged from the project. Upon discharge, the client must also be exited from this housing service in HMIS to ensure accurate data tracking.

Acceptable Utilization Ranges (per AHAR Guidelines)

- **Emergency Shelter:** 65% – 105%
- **Transitional Housing:** 65% – 105%
- **Permanent Supportive Housing:** 65% – 105%

A project’s utilization rate serves as an important **indicator of data quality**:

- **Low utilization rates** may suggest low occupancy but often indicate that not all clients served are being entered into HMIS.
- **High utilization rates** may reflect temporary overcapacity but can also signal that clients have not been properly discharged in HMIS.

Maintaining utilization rates within the acceptable range ensures that project data accurately represent service levels and supports reliable reporting for community planning and HUD compliance.

Housing Inventory

The **CoC Lead Agency** will request updated **housing inventory information** from each residential facility within the homeless assistance system at least once per year. Each **homeless assistance provider** operating a residential facility must submit its current housing inventory promptly upon request, or whenever there are changes to bed or unit capacity. This ensures that the **HMIS** reflects accurate and up-to-date inventory information.

The CoC acknowledges that **new projects** may need time to reach full operational capacity. Therefore, newly established residential projects are not expected to meet the utilization rate benchmarks during their **first six months of operation**.

Accuracy

Information entered into the **HMIS** must be **valid and accurate**, representing the true circumstances of each person served within the homeless assistance system. The most reliable way to ensure data accuracy is to verify client information against official documentation such as a **Social Security card, birth certificate, or driver's license**. To maintain data integrity, agencies should **review and correct data entry errors on a monthly basis**.

When a client cannot or chooses not to provide certain information, it is preferable to record **“Client Doesn't Know”** or **“Client Prefers not to answer”** rather than enter inaccurate or assumed data.

Data Consistency

Consistency ensures that information is collected, understood, and entered in the same manner across all projects within the HMIS. Inconsistent data collection can compromise accuracy even when all required fields are completed. To promote consistency, all **intake and data entry staff** must complete **HMIS training** prior to obtaining live system access and participate in additional training opportunities provided by the **HMIS Administrator**.

Data Collection Requirements

All **Universal Data Elements (UDEs)** and **Program-Specific Data Elements (PDEs)** must be collected from each **adult and unaccompanied youth** applying for services through the homeless assistance system. Most UDEs are also required for **children under 18 years old**.

Each UDE and PDE includes response options for **“Client Doesn't Know”** and **“Client prefers not to answer”**, which are considered **valid responses** when accurately reflecting a client's choice or lack of knowledge. Clients must **not be denied assistance** if they refuse or are unable to provide specific information. However, certain data may still be required by project funders or eligibility criteria.

These response categories must **not** be used to indicate that a case manager or data entry staff member lacks information. When data are genuinely not collected, the appropriate response in Tulsa's HMIS is

“Data Not Collected.” For reporting purposes, “Data Not Collected” is treated as **missing data**.

Data Consistency Checks

The HMIS staff will check data accuracy and consistency by running reports that check for entry errors such as duplicate files created, overlapping enrollments, or inconsistent responses. Examples of these checks will include:

1. Verification that new client profiles do not duplicate existing profiles.
2. Verification that information describing a client's experience in homelessness conforms with other components of the clients record (e.g. a client's approximate date of start of homelessness cannot be AFTER a program enrollment).
3. Verification the referrals and referral responses are correctly entered.
4. Verification that housing start dates are entered correctly.
5. Verification that active clients have services recorded on a regular basis.
6. Verification that inactive clients are accurately exited from programs.

Data Quality Monitoring Plan

Monitoring data quality will occur at multiple levels. The primary and most important level is the Agency. Agencies should identify a staff member to run the data quality framework report for each of their projects at least monthly to quickly identify issues that need resolution. Agencies will be asked to submit their data quality framework report for each project by the 15th of each month. The reporting period of the DQF should be the previous October 1st through the most recent end of the month. This will give agencies time to run their reports early and correct errors prior to submission to the lead agency. The CoC & HMIS Lead will monitor data quality reports submitted by HMIS participating agencies. Agencies operating at the highest level of data quality will be recognized monthly at the Leadership Council meeting during the data review. A full data quality report will be provided to the Leadership Council quarterly. The purpose of monitoring is to ensure that the agreed-upon data quality targets are met to the greatest extent possible, and that data quality issues are quickly identified and resolved. The CoC recognizes that the data produced from the HMIS is critical to meet the reporting and compliance requirements of HUD, the individual agencies, and the CoC as a whole.

| Action | Frequency |
|--|---|
| Agency run the Data Quality Framework Reports for each project and complete data clean up | Before the 15th of each month |
| CoC & HMIS Lead run Data Quality Framework for each project type and close out data metrics for the previous month | On the 15th of each month. If the 15th falls on a holiday or weekend, data will be pulled the following business day. |
| Leadership Council reviews data quality report | Quarterly |

Roles and Responsibilities

HMIS Administrator

The HMIS Administration Team at Housing Solutions, Data & Analytics Department, is responsible for building reports and making them available to the CoC. This includes the data quality reports necessary for data correction. The HMIS staff will be responsible for the ongoing maintenance of existing reports as well, which includes changes in reports as updates are made to the system.

The Data & Analytics Department at Housing Solutions is also responsible for providing the necessary training for the CoC. Currently, the HMIS team offers the following trainings: new user training, management training, report training, HMIS security training, refresher training (groups or one-on-one sessions). In addition, HMIS staff is available to provide technical assistance to users that need help correcting data entry errors.

The Data & Analytics Department at Housing Solutions will provide to the HMIS Collaborative data quality reports for agencies in the CoC by way of quarterly Eva reporting and offer additional training to those agencies that need to improve their data quality. The reports for the HMIS committee will provide information on timeliness, bed utilization rates, and data completeness.

HMIS Data & Analytics

The Data & Analytics Department at Housing Solutions is responsible for reviewing data quality reports and work with HMIS users and providers to correct data that does not comply with community-wide standards as established in the Data Quality Plan. The HMIS Collaborative will maintain an ongoing relationship with the HMIS Data & Analytics team and HMIS Administrator to identify training needs for the continuum based on monthly data quality reports.

Data Review Timeline

Monitoring and data quality reviews will be conducted quarterly by the HMIS Collaborative, in an annual cycle as follows:

| QUARTER | DATA UNDER REVIEW | TARGET REVIEW DATE |
|----------------|--------------------------|-----------------------------------|
| Quarter 1 | Months 1 - 3 | 25th of the 4th Month |
| Quarter 2 | Months 1 - 6 | 25th of the 7th Month |
| Quarter 3 | Months 1 - 9 | 25th of the 10th Month |
| Quarter 4 | Months 1 - 12 | 25th of the 1st Month (New Cycle) |

Additional monitoring, data quality, and utilization rates reviews will be conducted in preparation for submission of HUD-mandated reporting, in accordance with the following schedule:

| REPORTING | REVIEW MONTH | TARGET REVIEW START DATE |
|---|---------------------|--------------------------|
| Longitudinal System Analysis (LSA) | November - December | November 1st |
| System Performance Measures (SPM) | January | January 1st |
| Housing Inventory Count (HIC) & Point-in-Time (PIT) | January - April | February 1st |

Target

Data quality benchmarks serve as a shared goal for the community for the acceptable percentage of errors or incomplete fields in HMIS. Benchmarks are set by project type, recognizing that each project type will have different strengths and challenges in capturing and documenting information. Once baseline data is captured, incremental goals will be set by the lead agency to monitor progress toward the benchmarks (see Attachment A). When data quality benchmarks are met, reporting will be more reliable and can be used to evaluate service delivery, project design and effectiveness, and efficiency of the system. All HMIS partner agencies are expected to meet the data quality benchmarks described in this document. To achieve this, HMIS data will be monitored and reviewed in accordance with the schedule outlined in this section. All monitoring will be conducted by the Tulsa HMIS Lead Agency in accordance with HUD regulations, and with the full support of the CoC.

Incentives and Enforcement

To ensure that HMIS partner agencies meet the minimum data entry standards set forth herein, a copy of this Data Quality Plan will be posted to the HMIS Lead’s website. The HMIS Lead will provide data quality reports to HMIS partner agencies in accordance with the monitoring schedule described in the “Monitoring” section to facilitate compliance with the minimum data entry standards.

Agencies that meet the data quality benchmarks will be periodically recognized by the CoC. HMIS partner agencies that do not adhere to the minimum data entry standards set forth herein will be notified of their errors and provided with specific information regarding the nature of the inaccuracies and methods by which to correct them. The HMIS partner agencies will be given one month to correct any identified data quality issues. Training will be offered to agencies that remain noncompliant with the minimum data entry standards. HMIS partner agencies continuing in default may have access to the HMIS suspended until such time as agencies demonstrate that compliance with minimum data entry standards can be reached.

Table 1, Appendix A


Universal and Program Specific Data Element Quality Thresholds

| UNIVERSAL DATA ELEMENT | TARGET % | TH, PSH, RRH Projects | | HP, Supportive Services | | ES/Outreach | |
|--|-------------|--------------------------|---|----------------------------|---|-----------------------|---|
| | | Data Not Collected | Client Doesn't Know/ Prefers not to answer | Data Not Collected | Client Doesn't Know/ Prefers not to answer | Data Not Collected | Client Doesn't Know/ Prefers not to answer |
| 3.01 Name | 100% | 0% | 0% | 0% | 1% | 0% | 1% |
| 3.02 Social Security Number | 100% | 0% | 1% | 0% | 10% | 0% | 15% |
| 3.03 Date of Birth | 100% | 0% | 0% | 0% | 5% | 0% | 5% |
| 3.04 Race & Ethnicity | 100% | 0% | 1% | 0% | 5% | 0% | 5% |
| 3.06 Gender | 100% | 0% | 0% | 0% | 5% | 0% | 5% |
| 3.07 Veteran Status | 100% | 0% | 0% | 0% | 5% | 0% | 5% |
| 3.08 Disabling Condition | 100% | 0% | 0% | 0% | 5% | 0% | 5% |
| 3.10 Project Entry Date | | | | | | | |
| 3.11 Project Exit Date | | | | | | | |
| 3.12 Destination | 100% | 5% | 5% | 5% | 5% | 15% | 20% |
| 3.15 Relationship to Head of Household | 100% | 0% | 0% | 0% | 0% | 0% | 0% |
| 3.16 Client Location | 100% | 0% | 0% | 0% | 0% | 0% | 0% |
| 3.20 Housing Move-in Date | | | | | | | |
| 3.917 Prior Living Situation | 100% | 0% | 1% | 0% | 5% | 0% | 5% |

| PROGRAM SPECIFIC DATA ELEMENT | TARGET % | TH, PSH, RRH Projects | | HP, Supportive Services | | ES/Outreach | |
|----------------------------------|-------------|--------------------------|---|----------------------------|---|-----------------------|---|
| | | Data Not Collected | Client Doesn't Know/ Prefers not to answer | Data Not Collected | Client Doesn't Know/ Prefers not to answer | Data Not Collected | Client Doesn't Know/ Prefers not to answer |
| 4.02 Income and Sources | 100% | 0% | 5% | 0% | 5% | 0% | 5% |
| 4.03 Non-Cash Benefits | 100% | 0% | 5% | 0% | 5% | 0% | 5% |
| 4.04 Health Insurance | 100% | 0% | 5% | 0% | 5% | 0% | 5% |
| 4.05 Disability Sub-Assessment | 100% | 0% | 5% | 0% | 5% | 0% | 5% |

Document History

| Date of Revision | Document Version | Significant Revisions Include |
|------------------|------------------|---|
| February 2021 | 1.0 | First release of the Data Quality Plan |
| March 2026 | 1.1 | Inclusion of amended and updated thresholds language and listed HUD-mandated reporting schedule |



**A WAY HOME
for Tulsa**
COORDINATED BY HOUSING SOLUTIONS

LEADERSHIP COUNCIL

May 12, 2026 | 1:30-3:00 PM | Legacy Plaza East

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Agenda

- **Meeting Introduction**
 - Welcome & Call to Order
 - Roll Call
 - AWH4T Trivia
- **Discussion & Approval of:**
 - April 2026 Minutes
 - AWH4T Endorsement Policy
 - HMIS Data Quality Monitoring Procedures

PLEASE SCAN HERE TO SIGN IN



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Roll Call

- Ginny Hensley, Tulsa Housing Authority
- **Emily Hall, Vice Chair**, City of Tulsa
- Mark Vancuren, Tulsa County
- **Noe Rodriguez, Chair**, Provider: Tulsa Day Center
- **Claudia Brierre, Treasurer**, INCOG
- Shay Stanfill, Cherokee Nation
- Sarah Grounds, Provider: City Lights
- Beth Edwards-Svetlic, Provider, Youth Services of Tulsa
- Shay Wilson, Participant Advisory Group
- Alexander Smith, Youth Action Board
- Lauren Sherry, Business: QuikTrip
- Michael DuPont, Funder: Schusterman Family Philanthropies
- Annie Mitchell, At-Large: Tulsa Area United Way
- Zack Stoycoff, At-Large: Health Minds Policy Initiative
- **Stephanie Horten, Secretary**, At-Large: JusticeLink
- Maj. Wes Phelps, At-Large: Tulsa Police Department

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IN-PERSON VOTE

Meeting Minutes



- 🔍 Review April minutes
- ❓ Discuss questions, comments, revisions
- ✅ Vote to approve



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IN-PERSON VOTE

AWH4T Endorsement Policy

An AWH4T policy outlining how, when, and to what extent partners may apply for and Leadership Council may grant endorsement of projects and multi-agency collaborative initiatives.

- Formalizes endorsement for individual Supported Projects (i.e. via Letters of Support) and Collaborative Initiatives of 3 or more member agencies.
- Underwent review by Leadership Council from April 6th – April 10th.
- No further discussion offered at April Leadership Council meeting.

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IN-PERSON VOTE

HMIS Data Quality Monitoring Procedures

Procedures for monitoring data quality entered within the Homeless Management Information System (HMIS) by A Way Home for Tulsa member agencies.

- Defines the roles and responsibilities of all CoC stakeholders in ensuring data quality.
- Establishes clear benchmarks for timeliness, completeness, accuracy, and consistency of data.
- Outlines procedures for implementing the plan and monitoring progress toward meeting data quality standards.
- Sets timelines for regular data quality monitoring and evaluation.

Revised and recommended for approval by AWH4T HMIS Collaborative

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Lead Agency Updates

- **Data Updates**, Olivia Denton Koopman
- **CoC Program Competition Update**, Len Dittmeier
- **CEO Updates**, Mark Smith



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Data Update

Presented by:

Olivia Denton Koopman, odentonkoopman@housingsolutionstulsa.org



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CoC Program Update

Presented by:

Len Dittmeier, ldittmeier@housingsolutionstulsa.org



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CEO Updates

Presented by:

Mark Smith, msmith@housingsolutionstulsa.org



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PARTNER SPOTLIGHT

CREOKS

Presented by:

Molly Ziriaux, Director of Developmental Disability Services and Business Development

Dan Ziriaux, Director of Talent, Community Initiatives, and Workforce Engagement



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CREOKS

Winter Warming Shelter

November 17, 2025 - March 6, 2026

Admiral Center

Dan and Molly Ziriaux



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Mission:

To provide safe, warm, and dignified shelter during the winter months while connecting individuals experiencing homelessness to basic needs and supportive resources.

Capacity

- Initial capacity:
 - 50–60 beds
- Expanded capacity:
 - 135 beds
- Emergency extreme weather capacity:
 - up to 250 beds



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Services Provided

- Warm beds and safe shelter
- Three meals daily
- Behavioral health therapy
- Case management
- Peer support
- Housing and employment navigation
- Medical and pharmacy support



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Community Partnerships

We were so grateful for those who partnered alongside us!

- ▶ Mesa Church,
- BeHeard Movement,
- City of Tulsa,
- Housing Solutions,
- Tulsa Day Center,
- A Way Home 4 Tulsa,
- Clary Sage,
- River Trail Ranch,
- And more....

As well as all of our Volunteers!!



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Guest Engagement & Screenings - Safe Move

135 Guests after Emergency Weather Week:

- 86 guests received Safe Move screenings
 - 45 male guests
 - 41 female guests

Housing Outcomes:

- 17 guests moved to Permanent Housing through Safe Move, **12.59% of Guests**
- 3 guests received Housing through CREOKS-funded resources



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Health & Service Connections

January 11th – March 6th:

- 68 guests completed referrals requesting CREOKS services
- 31 guests requested Primary Care services through TruHealth



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Employment Outcomes (January – March)

- 9 guests secured full-time employment
- 4 guests placed in temporary employment through staffing agencies

Workforce Impact

- 6 shelter team members hired into full-time CREOKS positions



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Success Stories.....



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CREOKS Winter Warming Shelter

630+

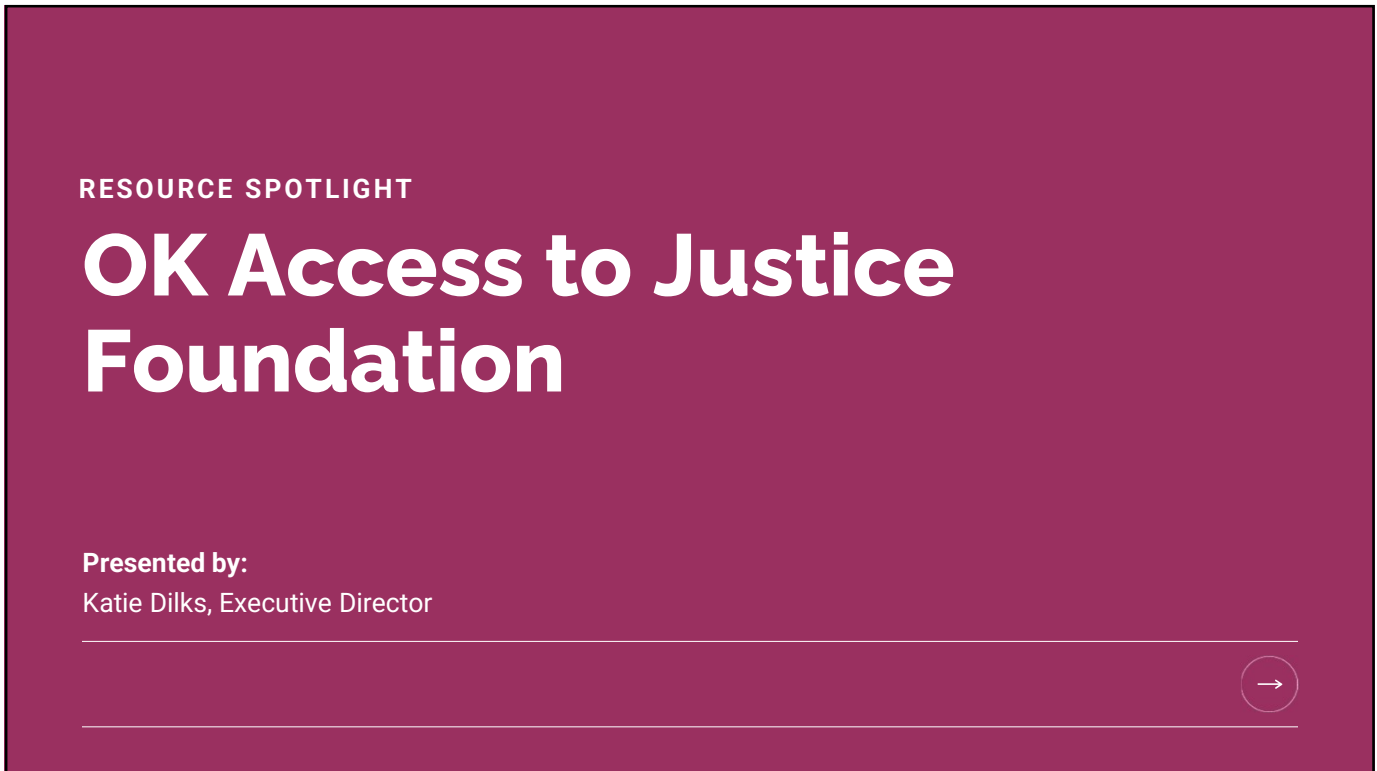
Overall community
members
served!



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Meeting Wrap-Up

- Training Opportunities
 - Public Comments
 - All-Member Meeting
-
-

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Training Opportunities

Introduction to the CoC & CES

Introductory training to the Continuum of Care and Coordinated Entry System offered to new and long-term partners alike.

- May 26th, 9-10:30 am
- June 9th, 9-10:30 am

HMIS Basics & Skill-Building

Introduction to HMIS:

- May 14th, 2-3:30 pm
- May 28th, 2-3:30 pm

HMIS Data Entry Skill-Building:

- May 19th, 9-10 am

HMIS Income Tracking & Benefits Access:

- May 21st, 10-11 am

To register for a training or schedule a 1:1/Small Group training, reach out to Olivia Denton Koopman (odentonkoopman@housingsolutionstulsa.org) or Emily Hambrick (ehambrick@housingsolutionstulsa.org).

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Public Comment



SCAN HERE TO SIGN UP

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Next Meeting

All-Member Meeting

- Thursday, June 18th from 9AM – 12PM
- OU Tulsa Schusterman Learning Center Auditorium
 - 4502 E. 41st Street

PLEASE SCAN TO SIGN IN



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