DuPage County Continuum of Care
HMIS POLICY COMMITTEE

Meeting Date: 10/9/2019   **Meeting Time:** 2:00 p.m.

Meeting Location: DuPage County, 421 Administration Building, Room 3-500 B

Present: Will Moeller (Bridge), Tonya Latson (PRC), Julie Tremberth (HMIS), Samantha Concepcion (HMIS), Lisa Snipes (CoC), Andy True (360), Marisa Wiesman (PSLS), Becky Day (Health Department), Amy Palumbo (Catholic Charities), Amy LaFauce (Catholic Charities), Will Salmon (DuPagePads)

Absent: Cate Croteau (Outreach Community Ministries)

Agenda Items	Discussion	Conclusion	Next Steps
1. Welcome & Introductions	Meeting called to order at 2:05pm	A. LaFauce will be taking over A. Palumbo's spot on the committee for Catholic Charities.	W. Moeller to confirm with Midwest Shelter which representative they would like to send to the HMIS Committee.
2. Approval Minutes	Minutes distributed by W. Moeller by email prior to meeting.	No comments on minutes.	Minutes sent to leadership.
3. Standard Operating Procedures	Old Business • HMIS Policy Committee Positions on hold. Leadership reviewing committee structure. • 2019 Site Visits key findings • 2019 Annual End User re-certification training update New Business • Review all sections of SOP for edits	Old Business • Committee structure will be discussed at the full continuum meeting on 11/15/2019. • In Compliance by Site Visit: 23% By Follow-up: 54% By 10/9/2019: 85% • Almost all agencies improved in timeliness • Income sub-assessment still an issue, most of all Income at Annual Assessment. • Many agencies did not complete the Security Self-Certification by the Site Visit date. • Many agencies needed updated paper forms (if using any) to include all required data elements. • 64% of all users completed Annual Training as of 12pm on 10/8/2019 • In-person training on 9/27/2019 in DuPage County • Live webinar on 9/30/2019 with recording made available after • HMIS System Admins presented findings and recommendations for	Old Business • System Admins to send out an updated list of users that have completed the Annual All User Training to Agency Data Administrators by Friday. • HMIS System Admins to draft some of these changes. Committee will vote on presenting

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		edits to the Standard Operating Procedures. Some changes: ○ Timeliness threshold will be brought down to 7 days for entry and exit in anticipation of HUD's plan for near live data entry. ○ Wording changed to reflect rebranding of our HMIS vendor and FY2020 HUD Data Standard changes.	these changes to leadership digitally. • HMIS System Admins will add questions regarding agency's processes for clients to request/inspect/correct their data to next year's Site Visit checklist. • J. Tremberth to contact WellSky to see if there are changes regarding Disaster Recovery
4. Data Collection and System Wide Reporting	Old Business • Bed Inventory Data Collection • Review System Data (standing item) • Update on ServicePoint 6 • Update on Qlik conversion	Old Business • New data standards require updated bed inventory numbers. These will be collected during the next quarterly PIT collection. • System Performance Reports including the System Performance Measures and the 0640 Data Quality Report Framework need to be updated by WellSky to align with data standard changes. • ServicePoint now being rolled out module by module. J. Tremberth presented a roadmap from WellSky laying out their plan for the next half year. • No new updates.	• System Admins will send out email regarding this during the next quarterly PIT collection sometime in mid November.
5. Announcements & Reminders	• CoC Leadership in process of reviewing governance structure • HMIS System Admins will be working on upcoming reports as HIC/PIT, SPMs, and LSA are due in the first half of next year. • Coordinated Entry Policy workgroup will be doing a review of Coordinated Entry data standards in the FY2020 HUD Data Standards Manual to determine what pieces will be implemented in DuPage County. T. Latson extended an open invitation to those who want to join this group.		
6. Future Meetings	**Next Agency Data Administrator Training**: Friday, November 22nd, 2019 1:00 pm – 2:30 pm **Next HMIS Policy Committee Meeting**: Wednesday, December 18th, 2019 2:00 pm – 3:30 pm		

Prepared and Submitted by: Samantha Concepcion

Reviewed by: Will Moeller, Julie Tremberth