DuPage County Continuum of Care
HMIS POLICY COMMITTEE

Meeting Date: 2/19/2020   **Meeting Time:** 2:00 p.m.

Meeting Location: Phone Conference

Present: Will Moeller (Bridge), Tonya Latson (PRC), Julie Tremberth (HMIS), Samantha Concepcion (HMIS), Lisa Snipes (CoC), Marisa Wiesman (PSLS), Amy LaFauce (Catholic Charities), Chris Madsen (Catholic Charities), Scott Kaufmann (Health Department), Kat Gilman (Midwest Shelter)

Absent: Andy True (360), Becky Day (Health Department)

Agenda Items	Discussion	Conclusion	Next Steps
1. Welcome & Introductions	Meeting called to order at 2:00 pm	New members Chris Madsen (Catholic Charities) and Scott Kaufmann (Health Department) introduced.	
2. Approval Minutes	Minutes distributed by W. Moeller by email prior to meeting.	No comments on minutes.	Minutes sent to leadership.
3. Minutes Taker	Request for new person to take over minutes creation	S. Concepcion to take minutes for today's meeting.	C. Croteau to take minutes for next few meetings. Role to rotate every few meetings afterwards.

4. Standard Operating Procedures	Old Business
	• SOP Approved by Leadership in January 2020 and posted to website
	
	• Consulting with State's Attorney re: "Academic Research"
	
	• Consulting with State's Attorney re: Coordinated Entry and 3rd party document sharing in HMIS
		Old Business
		• No further comments.
		
		• J. Tremberth consulted with State's Attorney. Recommendation is that "Academic" must be included in the research section of the Baseline Privacy Notice. She also made some language adjustments and formatting corrections.
		
		• J. Tremberth consulted with State's Attorney.
		  o If a client is sharing the document with a Coordinated Entry (CE) partner directly, that CE partner can share with another CE partner.
		  o If document comes from a third party to a CE partner, then re-sharing is to be determined by the privacy consent signed between the third party and the CE partner.
			Old Business
			
			• M. Wiesman to further proofread Section C for readability. This will be presented at the next meeting.
			
			• No action needed. Coordinated Entry committee will be discussing this.

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	• Any changes to Disaster Recovery plan, per minutes from last meeting	• WellSky's disaster plan removed from the SOP.	
	New Business • Return to edits tabled from full SOP review • Where are your end users or your agency experiencing trouble?	New Business • All changes to the SOP have already been approved by email since the last meeting. See attached for summary of changes. • No issues reported.	New Business

5. Data Collection and System Wide Reporting	Old Business
	• Review System Data (standing item)
		Old Business
		• HMIS Team ran the Data Quality Report Framework for the federal reporting timeframe (10/1/2018 to 9/30/2019) and for past year (2/13/2019 to 2/12/2020). See attached for reports. Common issues:
		  o Dates of Engagement should be accurate for each Entry/Exit into a Night by Night Emergency Shelter or Street Outreach program.
		  o Each project Entry/Exit must have one (and only one) Head of Household.
		  o Client Location should be "IL-514 DuPage" unless client is in an SSVF project and is being served outside of our CoC.
		  o Annual Assessments are being missed or are out of range.
		  o Users should be checking all assessments for accuracy at each point-in-time.
			Old Business

	• Federal Reporting Updates	• System Performance Measures
		  o Draft reports sent out for review
		  o Due date: 2/28/2020
		• HIC/PIT
		  o Requests to providers for PIT Report data quality checks sent.
		  o Due date: 4/30/2020.
		• LSA
		  o HUD still working on programming specifications
		  o Timeline pushed back to July to August for submission, with	

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		corrections to be made until September.	
	• Update on Qlik conversion	• WellSky has put in Admin data (such as provider and user data) • HMIS Team is part of beta testing which will happen once WellSky has completed visibility testing. • HMIS Team have a Qlik training with WellSky in May.	
	• Data matching projects	• According to State's Attorney, SOP currently does not allow for data sharing	• L. Snipes to speak with Hesed House staff on FUSE initiative and their experience with data sharing.
6. Adding agenda items	Chair reminded group that they can propose ideas and suggestions for the committee agenda.		
7. Purpose of Committee	• See attachment on the description and purpose of the Data & Performance Committee, which will replace the HMIS Committee. Committee to discuss at next meeting. • Elections will also be held for Chair and Vice-Chair during the next meeting. This is a 2 year commitment. Members can self-nominate.		
8. Announcements & Reminders	• DuPagePads and Bridge Communities are seeking CEOs. DuPagePads is using KEES for recruitment and Bridge Communities is using Kittleman. Please contact staff at each agency if you may have leads or interest in applying. • Prairie State Legal Services is partnering with other organizations for an expungement clinic. Registration deadline is March 7th.		
9. Future Meetings	**Next Agency Data Administrator Training**: Friday, March 27th, 2020 1:00 pm – 2:30 pm **Next HMIS Policy Committee Meeting**: Wednesday, April 15th, 2020 2:00 pm – 3:30 pm		

Prepared and Submitted by: Samantha Concepcion

Reviewed by: