

Data & Performance Committee Agenda
Wednesday 4/15/2020
2:00pm – 3:30 pm

Location: Join from PC, Mac, Linux, iOS or Android:
<https://meetings.ringcentral.com/j/1493777943>

Virtual meeting etiquette

- Arrive to the meeting on time or a few minutes early to ensure everything is working
- Turn on video and leave mic unmuted while being cognizant of ambient noise
 - Make sure you are framed nicely and heard well
- Prepare yourself and your comments for the meeting. If you need a document or something to take notes, be ready

TOPIC	ACTION TO BE TAKEN
1. Welcome	Meeting will be called to order at 2:00 p.m.
2. Approval Minutes	Chair will ask for any additions or corrections of minutes from last HMIS Policy Committee meeting.
3. New minutes person	Thank you Cate Croteau from Outreach Comm. Ministries for helping with the minutes
4. Context	Review the CoC org. structure and the interplay between committees
5. Purpose and objectives	Examine purpose statement and CoC identified goals for committee, setting ground work for action plan
6. Committee Elections	Receive in-meeting nominations to compile with previously received nominations and conduct vote for chairperson and vice-chairperson for committee
7. Announcements/ Reminders	DuPage PADS and Bridge Communities are seeking CEOs. DuPage PADS 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.
8. Future Meetings	Next Agency Data Administrator Training: <ul style="list-style-type: none"> • Friday, May 22nd, 2020 1:00p Next Data & Performance Committee Meeting: <ul style="list-style-type: none"> • Wednesday, June 17th, 2020 2:00pm – 3:30pm

Attached:

- Minutes from February 2019 meeting
- CoC Structure diagram
- HMIS Policy Rebranding new group Purpose

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	<p>Old Business</p> <ul style="list-style-type: none"> • 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 	<p>Old Business</p> <ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> ○ If a client is sharing the document with a Coordinated Entry (CE) partner directly, that CE partner can share with another CE partner. ○ 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. 	<p>Old Business</p> <ul style="list-style-type: none"> • 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.

DuPage County Continuum of Care

HMIS COMMITTEE

Agenda Items	Discussion	Conclusion	Next Steps
	<ul style="list-style-type: none"> • Any changes to Disaster Recovery plan, per minutes from last meeting <p>New Business</p> <ul style="list-style-type: none"> • Return to edits tabled from full SOP review • Where are your end users or your agency experiencing trouble? 	<ul style="list-style-type: none"> • WellSky’s disaster plan removed from the SOP. <p>New Business</p> <ul style="list-style-type: none"> • All changes to the SOP have already been approved by email since the last meeting. See attached for summary of changes. • No issues reported. 	<p>New Business</p>
<p>5. Data Collection and System Wide Reporting</p>	<p>Old Business</p> <ul style="list-style-type: none"> • Review System Data (standing item) <p>• Federal Reporting Updates</p>	<p>Old Business</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ Dates of Engagement should be accurate for each Entry/Exit into a Night by Night Emergency Shelter or Street Outreach program. ○ Each project Entry/Exit must have one (and only one) Head of Household. ○ Client Location should be “IL-514 DuPage” unless client is in an SSVF project and is being served outside of our CoC. ○ Annual Assessments are being missed or are out of range. ○ Users should be checking all assessments for accuracy at each point-in-time. • System Performance Measures <ul style="list-style-type: none"> ○ Draft reports sent out for review ○ Due date: 2/28/2020 • HIC/PIT <ul style="list-style-type: none"> ○ Requests to providers for PIT Report data quality checks sent. ○ Due date: 4/30/2020. • LSA <ul style="list-style-type: none"> ○ HUD still working on programming specifications ○ Timeline pushed back to July to August for submission, with 	<p>Old Business</p>

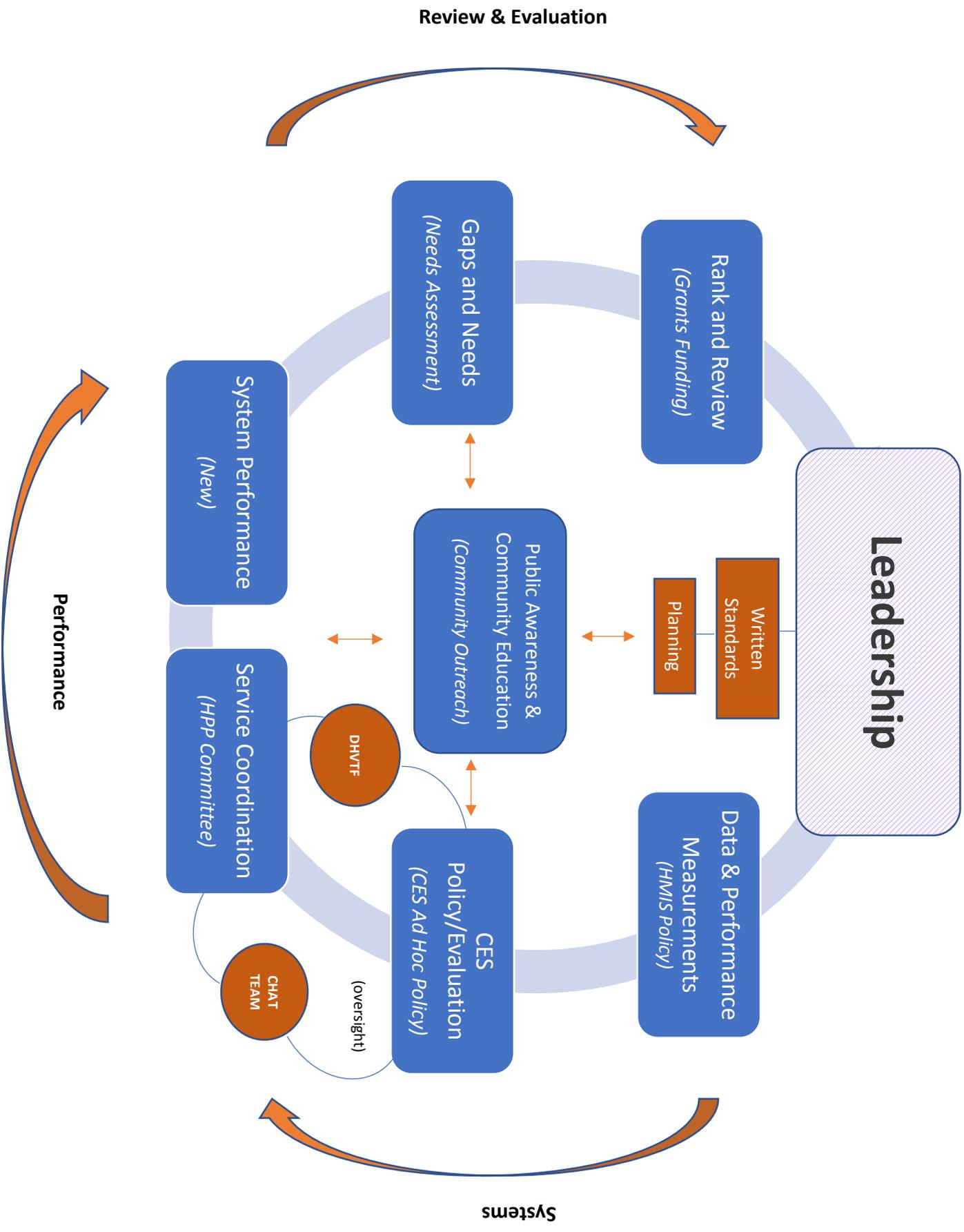
DuPage County Continuum of Care

HMIS COMMITTEE

Agenda Items	Discussion	Conclusion	Next Steps
	<ul style="list-style-type: none"> • Update on Qlik conversion • Data matching projects 	<p style="text-align: center;">corrections to be made until September.</p> <ul style="list-style-type: none"> • 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. • According to State’s Attorney, SOP currently does not allow for data sharing 	<ul style="list-style-type: none"> • L. Snipes to speak with Hesel 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<p>Next Agency Data Administrator Training: Friday, March 27th, 2020 1:00 pm – 2:30 pm</p> <p>Next HMIS Policy Committee Meeting: Wednesday, April 15th, 2020 2:00 pm – 3:30 pm</p>		

Prepared and Submitted by: Samantha Concepcion

Reviewed by:



Leadership

Rank and Review
(Grants Funding)

Written Standards
Planning

Data & Performance Measurements
(HMIS Policy)

Gaps and Needs
(Needs Assessment)

Public Awareness & Community Education
(Community Outreach)

CES Policy/Evaluation
(CES Ad Hoc Policy)

System Performance
(New)

Service Coordination
(HPP Committee)

DHVTF

CHAT TEAM

(oversight)

Review & Evaluation

Systems

Performance

Data & Performance
(formerly identified as HMIS Policy Committee)

Purpose:

The purpose of the Data and Performance Measurement Committee is to ensure local compliance with HUD Homelessness Management Information System (HMIS) data standards, improve agency and community-wide data quality, as well as use HMIS data and CES data to inform Continuum of Care program/system design and measure progress on community goals and plans to end homelessness. The Committee is responsible for gathering data and providing analysis of projects including homeless service and housing inventories, counts, and surveys (note: A = Homeless & Non-Homeless Providers B = Homeless Providers HEARTH Only)

CoC Strategy for Data & Performance Meas.	2020 Objectives
Strengthen collection of essential data sources	A) 100% of Homeless providers and non-homeless service providers contribute to shared data environment.
	B) The Continuum of Care meets the minimum Data Quality Standards.
	A) & B) Timeliness meets Coordinated Entry placement and referral needs
	A) & B) Customized local data elements are limited to information needed to report, serve and house clients.
Strengthen reporting of essential data sources	A) & B) System Performance Measures and Data Performance Reports are provided and reviewed by appropriate Committees at each meeting
	B) Publicly available static dashboard posted on Continuum Website on a quarterly basis
	A) Individual agencies are empowered to create custom reports/charts utilizing their own data
Strengthen utilization of essential data sources	B) All homeless providers and non-homeless providers work together to remove systemic barriers to housing and services by utilizing data driven decisions
	A) Individual agencies are empowered to create custom reports/charts utilizing their own data
Promote [data collection] strategies to strengthen local efforts to identify people experiencing chronic homelessness and frequent users of shelter and other systems	A) & B) Utilize a relaxed client centered approach to obtaining minimum required data to engage in services