

## DuPage County Continuum of Care Data & Performance Committee Minutes – June 17, 2020

**Meeting Date:** 6/17/2020      **Meeting Time:** 2:00 pm

**Meeting Location:** Webinar – [meetings.ringcentral.com](https://meetings.ringcentral.com)

**Present:** Will Moeller (Bridge), Julie Tremberth (HMIS), Samantha Concepcion (HMIS), Lisa Snipes (CoC), Marisa Wiesman (PSLS), Amy LaFauce (Catholic Charities), Cate Croteau (OCM), Kat Gilman (Midwest Shelter); Adam Swilley (DuPage PADS), Kelly Mannion – 360

Agenda Item	Discussion	Conclusion	Next Steps
Welcome & Introductions	Meeting called to order at 2 pm		
1. Approval of Minutes	Minutes distributed by W. Moeller by email prior to the meeting.	No comments on minutes.	Minutes will be sent to Leadership.
2. Updates	<ul style="list-style-type: none"> <li>• All of the CoC committees now have chairs and will have a meeting in next two months</li> <li>• PADS has a hired a new director – Adam Swilley.</li> </ul>	We are tabling reaching out to committee chairs for information needs.	Revisit contacting chairs at a future date.
3. Compliance Matters  COVID-19's impact on HMIS SOP Compliance Site visits (include reference to security violation(s) from SOP in packet)	Julie & Sam will still be doing compliance visits but they will be virtual. Focus to date has been on making sure everyone has the right security in place when working remotely. They did inactivate users if no activity for 30 days. To reinstate, notify the Help Desk.		If anyone has a user who has been deactivated, have them contact the Help Desk.
4. P.E.M.D.A.S.  Review the order of operations for D&P in determining policy and strategy	Our purpose is to have local compliance with the HUD HMIS data standards. Adding more data standards can put bigger picture at risk.	We need to have data in the best condition possible, as our data goes to the Feds and then Congress. Data also goes to the VA. Discussion reviewed the objectives Will had	We will start by introducing new Committee Chairs to what data/reports are currently available to them. Will bring Julie's outline to Leadership.

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		<p>provided under the categories of Reporting, Operations and Utilization. Members also expressed a need for educational objectives and wondered where that could fit in. Objective feasibility was discussed and suggestions made.</p> <p>Qlik is not yet available but will provide deep data for users.</p>	<p>The objectives will be reworked by Will and Kat based on comments and will be presented at the next meeting. HMIS System Administrators will also be involved.</p>
<p>5. Data Story for CoC</p> <p>System admins will share brief purpose statement of reports used by CoC</p>	<p>Discussion centered around how each agency uses the Data in HMIS.</p>	<p>Local agencies use data for a variety of purposes, including for reporting, need based data for grants, etc.</p> <p>A few agencies have multiple reporting systems for their programs besides HMIS. Local leadership can use reports to set local direction</p>	
<p>6. Who Cares?</p> <p>CoC Lead Agency explained how HMIS Data is used in funding</p>	<p>How we currently meet HUD's data requirements were discussed.</p>	<p>We do well overall but need to improve on exit destination and timeliness (Annual reviews specifically). High error rates require an explanation in Federal reporting (Exit Destination is high due to having a Night-by-night shelter). The CoC's timeliness threshold for data entry recently decreased.</p>	<p>Julie wants agencies to use canned APR/ESG CAPER reports and the 0640 - HUD Data Quality Report Framework to help check and correct some of the Data Quality errors. The old APR Data quality report in ART is no longer valid.</p>
<p>7. Activity</p>	<p>Strategic Activity</p>	<p>Tabled</p>	

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8. Announcements/ Reminders	Bridge Communities announced their new CEO. DuPage PADS CEO search status
9. Future Meetings	Next <b>Agency Data Administrator</b> Training: • Friday, July 24, 2020 - 1:00 pm Next <b>Data &amp; Performance Committee</b> Meeting: • Wednesday, August 19 <sup>th</sup> , 2020 - 2:00pm – 3:30pm
10. Meeting Adjourned	The meeting adjourned at 3:26

Prepared and submitted by: Cate Croteau

Reviewed by: Will Moeller