

Data & Performance Committee Agenda
Wednesday 6/17/2020
2:00pm – 3:30 pm

Location: <https://meetings.ringcentral.com/j/1482169585>

TOPIC	ACTION TO BE TAKEN
Welcome	Meeting will be called to order at 2:00 p.m.
1. Approval Minutes	Chair will ask for any additions or corrections of minutes from last D&P Policy Committee meeting.
2. Updates	Since last D&P Meeting all committees have chairs and committee leaders are working to get data needs/wants from all chairpersons
3. Compliance matters	COVID-19's impact on HMIS SOP Compliance → Site visits (include reference to security violation(s) from SOP in packet)
4. P.E.M.D.A.S.	Review the order of operations for D&P in determining policy and strategy
5. Data Story for CoC	System admins will share brief purpose statement of reports used by CoC
6. Who cares?	CoC Lead Agency will explain how HMIS Data is used in funding
7. Activity	Strategy activity
Announcements/ Reminders	Bridge Communities announced new CEO DuPage PADS CEO search status
Future Meetings	Next Agency Data Administrator Training: <ul style="list-style-type: none"> • Friday, July 24th, 2020 1:00p Next Data & Performance Committee Meeting: <ul style="list-style-type: none"> • Wednesday, August 19th, 2020 2:00pm – 3:30pm

Attached:

- Minutes from April 2020 meeting
- CoC Structure Diagram with chair persons
- HMIS Policy Rebranding new group purpose
 - All other committee purpose statements

DuPage County Continuum of Care Data & Performance Committee Minutes – April 2020

Meeting Date: 4/15/2020 **Meeting Time:** 2:00 pm

Meeting Location: Webinar – meetings.ringcentral.com

Present: Will Moeller (Bridge), Tonya Latson (PRC), Julie Tremberth (HMIS), Samantha Concepcion (HMIS), Lisa Snipes (CoC), Andy True (360), Marisa Wiesman (PSLS), Amy LaFauce (Catholic Charities), Christine Madsen (Catholic Charities), Cate Croteau (OCM), Kat Gilman (Midwest Shelter); Sara Vainowski (PADS), Scott Austgen (PADS)

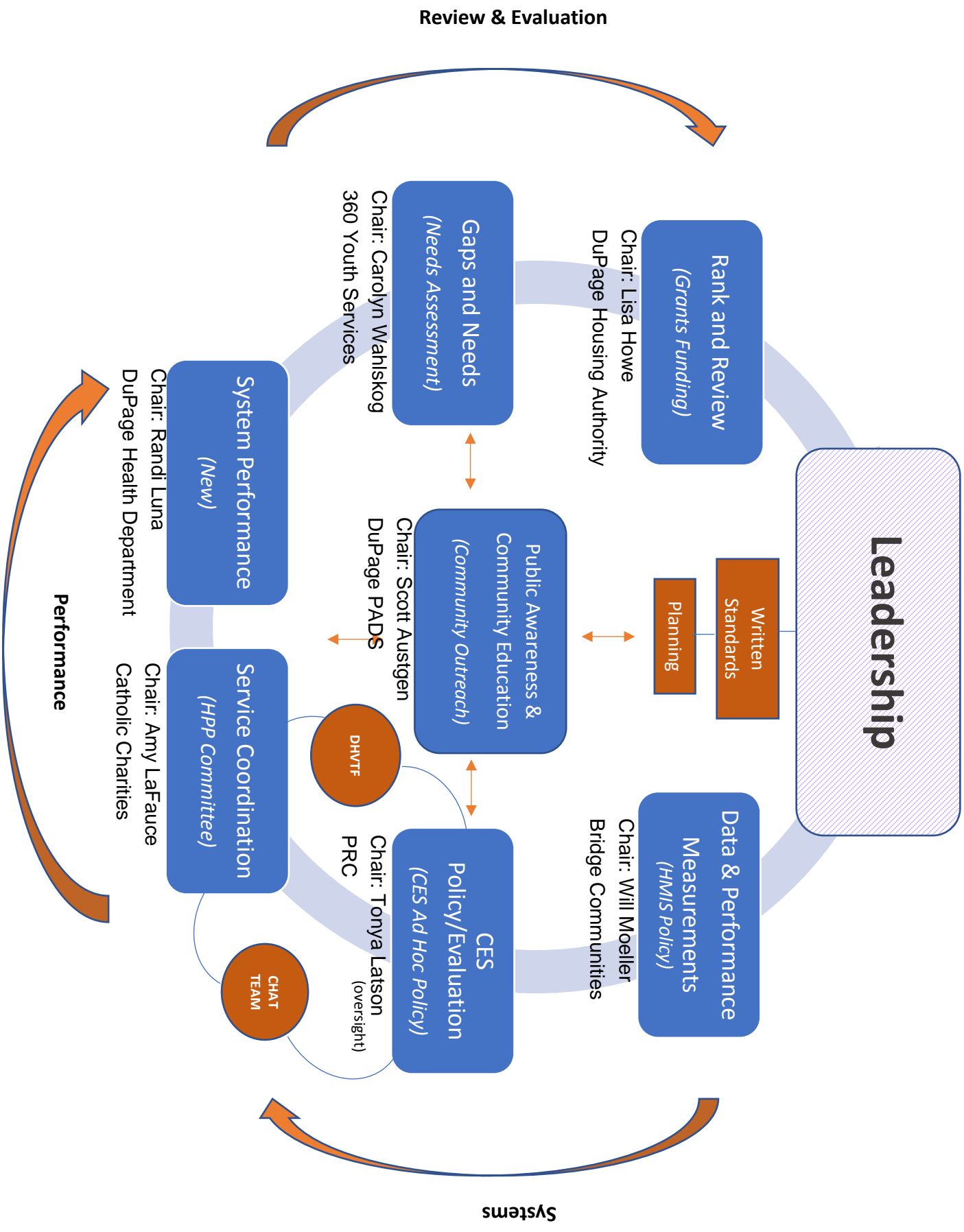
Agenda Item	Discussion	Conclusion	Next Steps
1. Welcome & Introductions	Meeting called to order at 2:00p		
2. Approval of Minutes	Minutes distributed by W. Moeller by email prior to the meeting.	No comments on minutes.	Minutes will be sent to Leadership.
3. New Minutes Person	Cate Croteau will be taking minutes.		
4. Context	CoC org Structure was reviewed and discussed.	More context is needed to help new committee appropriately plan for the future.	Review greater context (i.e. funding streams using HMIS, who is using HMIS, CES, and more) and purpose of CoC for new and existing Committee members
5. Purpose and Objectives	Issues discussed in moving forward: <ul style="list-style-type: none"> • Data Visualization • Data Accessibility to other committees • Definition needed for basic elements to be shared • Who decides what will be shared • Desire to get other Homeless Providers into HMIS • Julie state the Data Quality plan was adjusted. The bar had been set too high. 	Committee Chairs will be presented with the basic data from the system to see what depth of information they would like to receive from HMIS on a regular basis.	Provide the committee chairs with the system performance reports. Discussion needed on how agencies are currently utilizing the data.

DuPage County Continuum of Care
Data & Performance Committee Minutes – April 2020

6. Committee Elections	Results of committee elections were announced.	Will Moeller will remain as Chair. Kat is new Vice Chair	
7. Announcements/ Reminders	PADS: no new information on their CEO search. Will stated the have made progress, but no decision. Prairie State legal services if moving in Mid May to West Chicago. They are merging offices with other Counties offices.		
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 		
9. Meeting Adjourned	The meeting adjourned at 3:26		

Prepared and submitted by: Cate Croteau

Reviewed by: Will Moeller



Leadership

Written Standards
Planning

Rank and Review (Grants Funding)
Chair: Lisa Howe
DuPage Housing Authority

Gaps and Needs (Needs Assessment)
Chair: Carolyn Wahlskog
360 Youth Services

Public Awareness & Community Education (Community Outreach)
Chair: Scott Austgen
DuPage PADS

Data & Performance Measurements (HMIS Policy)
Chair: Will Moeller
Bridge Communities

CES Policy/Evaluation (CES Ad Hoc Policy)
Chair: Tonya Latson (oversight)
PRC

System Performance (New)
Chair: Randi Luna
DuPage Health Department

Service Coordination (HPP Committee)
Chair: Amy LaFauce
Catholic Charities

DHVTF

CHAT TEAM

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

Gaps and Needs Committee
(formerly identified as Needs Assessment Committee)

Purpose:

The purpose of the Gaps and Needs Committee is to research and identify the gaps in services and the needs of the CoC in serving vulnerable populations. This group will be able to compile data and provide supportive evidence for identifying these gaps and needs. This group will also be a vital advocate and voice for the populations and service providers within the CoC.

CoC Strategy for Gaps & Needs Committee	2020 Objectives
Strengthen utilization of essential data sources	Analyze CES data to identify gaps and make recommendations regarding project type priorities prior to the CoC NOFA release
Engage People with Lived Experience	Develop language to be used at the DuPage Open Door event to develop a mechanism to identify services needed and barriers to access
Improve access to emergency assistance, housing and supports for historically underserved and overrepresented groups utilizing racial disparity data	Analyze data sources to determine which groups are underserved and overrepresented in DuPage Develop language to be used at the DuPage Open Door event to develop a mechanism to identify services needed and barriers to access
Increase availability of medical respite programs	Work with shelter programs to track the need for medical respite and identify any unmet needs. Based on findings, make recommendations to the CoC
Continue to assess and retool transitional housing programs to best address local needs	Review system data annually to identify local needs and determine if existing program types continue to meet the needs
Continue to improve targeting of PSH for people with disabilities experiencing chronic homelessness	Use data systems to identify the number of chronically homeless people with high service needs who can't be served in existing PSH program models. Make recommendations on the service model/program type needed

**Public Awareness & Community Education
(formerly identified as Community Outreach)**

Purpose:

The purpose of the Public Awareness & Community Education Committee is to recruit members, provide outreach to community stakeholders, use expertise to educate membership on the needs and issues of homeless and at-risk populations. The committee is tasked with developing and implementing a plan for community awareness of the Continuum and issues related to homelessness. The committee monitors public policy initiatives that impact homeless individuals and families or members of the Continuum and shares information with the Continuum. Develops, engages, and maintains a homeless advisory council.

CoC Strategy for Public Awareness	2020 Objectives
Engage people with lived experience	In partnership with ROE develop a "Homeless in High School" mentoring and speaker's program during 2020.
	Continue the development of the Continuum SnapShot and expand its distribution.
Support increased capacity of communities to ensure identification, outreach, and engagement efforts are comprehensive and coordinated	Distribute the Coordinated Entry System (CES) information to schools, libraries, hospitals, social service agencies, laundromats, police departments and other community locations.
Promote [targeted outreach, in-reach,] strategies to strengthen local efforts to identify people experiencing chronic homelessness and frequent users of shelter and other systems	Distribute the Coordinated Entry System (CES) information to schools, libraries, hospitals, social service agencies, laundromats, police departments and other community locations.

**Service & Program Coordination
(formerly identified as Homeless Prevention Providers)**

Purpose:

The purpose of the Service & Program Coordination Committee is to share, evaluate, expand or obtain information, services, and resources pertaining to the prevention of homelessness to assure efficient and effective disbursement of homeless prevention funds. Develops and adheres to coordinated strategy and procedures to provide rental assistance, utility assistance and supportive services directly related to the prevention of homelessness to eligible individuals and families who are in danger of eviction, foreclosure or homelessness or are currently homeless. Coordinates services to stabilize individuals and families in their existing

homes, shorten the amount of time that individuals and families stay in shelters and assists individuals and families with securing affordable housing.

CoC Strategy for Service & Program Coord.	2020 Objectives
Align services to ensure that people with behavioral health care needs have adequate and appropriate access to emergency shelter or other temporary accommodations	Develop benchmarks for service coordination among housing and service providers.
Strengthen effective implementation of the core components of rapid re-housing— housing identification, rent and move-in assistance, case management	Use the best practice for rapid re-housing to support effective and efficient use of this resource.
	Ensure all housing providers are included as a referral point within the coordinated entry system.
Strengthen coordination between early childhood, education, housing, employment, and homelessness services providers as part of a whole-family approach	Develop structure to implement improved collaboration and coordination of resources.

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

**Coordinated Entry Oversight Committee
(formerly identified as Coordinated Entry Ad Hoc Policy Committee)**

Purpose:

The purpose of the Coordinated Entry Oversight and Evaluation Committee is to monitor the implementation and effectiveness of the CoC's Coordinated Entry System. The Committee will review and update relevant policies and procedures, marketing materials, and information related to the CES in order to make recommendations for improvements to the system and to housing access for the population it serves.

CoC Strategy for CES Oversight	2020 Objectives
Support implementation of strong CES processes to provide effective, low-barrier, comprehensive, and coordinated access to housing and services programs	Develop a means to quantify number of chronically homeless in CES who have a complexity of need beyond scope of current system/network; use data to drive decision making about new programs and services.
Encourage a wide range of programs to develop or strengthen partnerships with CES processes to effectively target and connect individuals and families to opportunities and	Identify or develop a screening tool that more comprehensively identifies and predicts barriers to gaining or maintaining housing.

implement effective practices for referrals between systems (including income and employment)	
Develop and strengthen best practices in population-specific CES entry strategies and processes	Develop a method within CES for identifying criminal justice involved populations for those limited units that can accommodate individuals with a criminal record.

System Performance (NEW Committee)

Purpose:

The purpose of the System Performance Committee is to utilize data provided from the Data and Performance Measurement Committee to set performance standards and benchmarks for CoC funded projects; review and measure progress toward goals of ending homelessness (total and subpopulations), identify training needs.

CoC Strategy for System Performance	2020 Objectives
Strengthen utilization of essential data sources	Develop and review benchmarks for CoC projects and populations, identifying outliers and communicating to appropriate providers, committees and stakeholders.
Strengthen the focus on income and employment within CES systems to effectively target and connect individuals and families to opportunities	Establish benchmarks and monitor progress in income and employment across CoC projects and populations.
Support communities to track and measure their progress	Develop and review benchmarks for CoC projects and populations, identifying outliers and communicating to appropriate providers, committees and stakeholders.

Leadership Committee

Is the governing board established to act on behalf of the Continuum of Care using the process established as a requirement by 24 CFR § 578.7 and in compliance with the conflict of interest requirements at 24 CFR § 578.95. Acts as the decision-making entity for the Continuum of Care, including final approval for ranking and funding levels for CoC homeless services projects.

Rank and Review (formerly identified as Grants Funding Committee)

Develops tools to review and rank applications for funding, develops a process for approving the submission of applications in response to a NOFA published by HUD and Requests for Proposals (RFPs) published by the Continuum of Care in concert with all funding priorities

adopted by the CoC. Reviews and scores new and renewal applications for Continuum of Care funding. Provides final recommendations for ranking and funding levels for CoC homeless housing projects.