

DuPage County Continuum of Care Data & Performance Committee Minutes – June 9, 2021

Meeting Date: 6/9/2021 **Meeting Time:** 2:00 pm

Meeting Location: **Microsoft Teams Meeting**

Present: Bridge (Will Moeller), DuPage County HMIS (Joanna Lloyd), DuPage County Health Department (Scott Kauffman), DuPage PADS (Scott Austgen), Outreach Community Ministries (Dina Hilliard), and People’s Resource Center (Tonya Latson)

Agenda Item	Discussion	Conclusion	Next Steps
Welcome - Meeting called to order at 2:05p	N/A	N/A	N/A
1. Minutes	WM shared with committee that Kat Gilman has vacated position at MSHV.	New volunteer for taking Minutes required.	Wm to send out poll for volunteers.
2. Committee vice-chair	Wm shared that in addition to KG departing, Marisa Wiesman resigned from committee and continues to work at PSL.	Elections will need to occur for the vice-chair. There is about 1 year left in the current term.	Poll will be sent out to complete nomination and election process.
3. Review and approve	Committee reviewed forms modified as a result of updated privacy notice. Packet included Spanish translated documents.	Committee conditionally approved forms. Condition is that Spanish forms are checked by a second party for proper translation.	Dina H. to work with Julie B to check translation. Committee indicated forms could be distributed as early as end of June with second party translation agreement on translation.
4. System data quality review	Joanna presented system data quality reports, which included explanations of the reports and fields for new members.	Joanna will check with Julie B about the value of having more than 3 quarters of comparison data for trend analysis.	Review data quality reports as standing agenda item with quarter segmentation for trend analysis.
5. FY2022 HUD HMIS Data Dictionary update	Joanna provided overview of the new HMIS Data Dictionary. Conversation focused on expanding questions C1, C2 to all program types.	Joanna will report back to the group whether C2 is specific to the “Move On” program or is a broader concept of “moving on.” No clear consensus on broadening the field to all types until clarity is provided.	C1 and C3 were left as specified in the data dictionary. Review Joanna’s research at next D&P meeting or via email.
6. Future meeting logistics	Given that State of Illinois is likely to open Phase 5 of COVID-19 pandemic, which Scott K affirmed, committee discussed future meeting options.	Members are comfortable meeting in person and giving options for virtual meetings.	Will to send poll to committee about their agency’s ability to (1) host groups and offer meetings with (2) video-conferencing capabilities.

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Announcements/ Reminders	None
Future Meetings	Next Agency Data Administrator Training: • Friday, July 23rd 1:00 pm-2:30 pm Next Data & Performance Committee Meeting: • Wednesday, August 18th - 2:00pm – 3:30pm
Meeting Adjourned	The meeting adjourned at 1528hrs

Prepared and submitted by: Will Moeller

Reviewed by: