

## DuPage County Continuum of Care Data & Performance Committee Minutes – October 21, 2020

**Meeting Date:** 10/21/2020      **Meeting Time:** 2:00 pm

**Meeting Location:** **Microsoft Teams Meeting**

**Present:** Will Moeller (Bridge), Julie Tremberth (HMIS), Samantha Concepcion (HMIS), Lisa Snipes (CoC), Marisa Wiesman (PSLS), Kat Gilman (Midwest Shelter), Tonya Latson (PRC)

Agenda Item	Discussion	Conclusion	Next Steps
Welcome	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. New Committee Members	New members were not in attendance.	W. Moeller suggested tabling introductions until the next meeting.	Introduction of new members will occur at next meeting.
3. HMIS Updates	<p>Julie and Sam from HMIS provided updates re upcoming system reporting:</p> <ul style="list-style-type: none"> <li>• LSA draft to be submitted by 10/30 (report covers prior two years of data).</li> <li>• System Performance Measures report in progress, timeline pushed back due to pandemic – new due date in early 2021.</li> </ul> <p>Julie and Sam provided updates re HMIS-related items:</p> <ul style="list-style-type: none"> <li>• Sheltered PIT count will go ahead as usual; unsheltered PIT count waiting on</li> </ul>	SOP review can be conducted via email.	Review SOP prework and provide necessary items and instructions to Committee members to complete review.

DuPage County Continuum of Care  
Data & Performance Committee Minutes – October 21, 2020

	<p>HUD decision, due to pandemic.</p> <ul style="list-style-type: none"> <li>• Sam has completed racial disparity research and will be presenting to Leadership.</li> <li>• HMIS Annual All-User training is due at the end of the month for all HMIS users.</li> <li>• Committee due to review Standard Operating Procedures (SOP) before the end of the year.</li> </ul>		
4. New Privacy Notice	Discussed at prior meetings. Passed by Committee via email vote prior to 10/21 meeting.		Send to Leadership for approval.
5. New Privacy Notice, question about disclosure to law enforcement	Committee member who posed question not present; suggestion to table item until next meeting (relevant attachments sent with agenda for 10/21 meeting).	Tabling item until next meeting.	Discuss item at next Committee meeting.
6. Data Quality Reports	Data Quality error rates in HMIS above threshold in SOP for several projects/categories – continue to address with users. New proposed procedure for agencies not meeting Data Quality standards – submit	Committee members present at meeting in agreement with new proposed procedure.	Determine if new proposed procedure is supported by other Committee members and determine implementation (likely in early 2021).

DuPage County Continuum of Care  
Data & Performance Committee Minutes – October 21, 2020

	monthly Data Quality reports with corrections until consistently meeting targets.		
7. Findings from Annual Site Visits	Site visits completed, over 50% of agencies had to submit data action plans. New proposed procedure in Item #6 (above) would assist with addressing issues requiring data action plan.	Per site visit results, HMIS staff recommend lowering attendance threshold from 100% of Data Admin Training and instead assessing percentage of trainings attended.	Determine how to implement new proposed procedure (likely in early 2021). Implement appropriate HMIS staff recommendations.
8. Review Objectives	Discussed proposed changes to objectives – some objectives altered, others removed. Proposed new objective to add: Create roadmap/plan to engage non-Homeless Services providers that are focusing on housing services.		Create task groups to make Objective changes moving forward. Once Objective changes completed, provide to Leadership.
9. Create Plan to Implementation	Discussion of implementation strategies, if Objective changes approved by Leadership.		Assign and create task groups for each objective.
Announcements/ Reminders			
Future Meetings	Next <b>Agency Data Administrator</b> Training: • Friday, November 20 <sup>th</sup> , 2020 - 1:00 pm-2:30 pm Next <b>Data &amp; Performance Committee</b> Meeting: • Wednesday, December 16 <sup>th</sup> , 2020 - 2:00pm – 3:30pm		
Meeting Adjourned	The meeting adjourned at 3:36 pm		

Prepared and submitted by: Kat Gilman

Reviewed by: Will Moeller