

Data & Performance Committee Agenda
Wednesday 8/18/2021
2:00pm – 3:50 pm

Location: Virtual via Microsoft Teams

TOPIC	ACTION TO BE TAKEN
Welcome	Meeting will be called to order at 2:00 p.m.
1. Minutes	<ul style="list-style-type: none"> • Request new minutes taker • Review action items from last meeting
2. Committee vice-chair	<ul style="list-style-type: none"> • Closed poll for nomination; Open election poll early in meeting to progress during meeting
3. Site Visit Update	<ul style="list-style-type: none"> • Julie and system admins to update on progress of site visits
4. System data quality review	<ul style="list-style-type: none"> • Joanna and system admins to provide overview of system data quality
5. End User Training	<ul style="list-style-type: none"> • Discussion about how end users get trained, how quickly, and when they get access to live-site. <ul style="list-style-type: none"> ○ NOTE: System admins have a training plan, do agencies? What is our minimum standard?
6. Goals and meetings	<ul style="list-style-type: none"> • Review Leadership established goals • Decision – do we decrease our meeting frequency to quarterly?
7. 211 Update	<ul style="list-style-type: none"> • Julie to provide latest information regarding DuPage Community Services and a 211 system using Community Services by Wellsky
Announcements/ Reminders	
Future Meetings	<p>Next Agency Data Administrator Training:</p> <ul style="list-style-type: none"> • Friday, September 24th at 1:00 pm <p>Next Data & Performance Committee Meeting:</p> <ul style="list-style-type: none"> • Wednesday, October 20th at 2 pm

Attached:

- Minutes from Committee Meeting on 6/9/2021
- Committee Goals from Leadership

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.

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

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:

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 Coordinated Entry System 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)

Commented [TJ1]: This is HMIS data, currently, however there is activity happening outside of HMIS that is being missed.

CoC Strategy for Data & Performance Meas.	CY2021 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) Develop plan, which includes timeline and Homeless vs non-homeless service providers expectations, to strive for meeting 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
Strengthen utilization of essential data sources	A) Individual agencies are encouraged to know existing reports/charts prior to creating custom reports/charts utilizing their own data.
	A) All homeless providers and non-homeless providers work together to remove systemic barriers to housing and services by utilizing data driven decisions.
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.

Commented [WM2]: Committee seeks to have a HUD vs Hearth split on the rate of contribution

Commented [TJ3]: This sounds like the data quality plan that exists but may need review/expansion to include locally adopted data elements, timeline for implementation, etc.

Commented [WM4]: Committee commented that we need a communications plan for this.

Commented [TJ5R4]: HMIS Staff are continuing to plan to be at as many committee tables as we can. Conflicts with HP and seeking to see if I can start being present at Leadership and Grants Funding. Hope to have more members of this and other committees become more familiar with the tools available.

Commented [TJ6]: Agencies won't all have report writing abilities unless they have someone dedicated to reporting who we can train. Otherwise, they will be able to drill down their data in Qlik Sense, use Canned Reports, or report writer for quick counts, or request HMIS to assist when appropriate.

Commented [TJ7]: I hear that the HP group is doing something pretty cool – streamlined referral and application process for the DuPage County CRF funding. Reached out to Amy to see how HMIS can help.

Commented [WM8]: We determined we will need to set benchmarks for the objectives as well as any education/communication plans to active objectives

Commented [TJ9R8]: Consider starting with existing data quality measures such as the 0640 (source) data points (to be identified – specifically those that may be more problematic)

Commented [TJ10R8]: Also, reference the Data Quality plan for this.