

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

Location: Virtual via Microsoft Teams

Present: Bridge (Will Moeller), DuPage County HMIS (Julie Burdick/Joanna Lloyd), DuPage CoC (Lisa Snipes), PRC (Tonya Latson), Catholic Charities (Amy LaFauce)

Agenda Item	Discussion	Conclusion	Next Steps
Welcome – Meeting called to order at 2:00 pm.	N/A	N/A	N/A
Request new minutes taker Review action items from last meeting	Minute takers needed for this meeting. “Moving On” – new Federal Partner Program data element (C2) takes effect 10/01/21.	A minute taker will volunteer/be appointed at each meeting. Move on assistance info required at minimum for CoC PSH projects.	Lisa Snipes volunteered for this meeting. Determine if we want this for RRH as well. Committee considered leaving C2 data field as specified by HUD.
Committee Vice-chair	Four persons nominated for Vice Chair with 8 persons voting. Scott Kaufmann needs to be removed as he is leaving to join the SPM Committee.	Three individuals remain. One individual has captured the majority of the votes (50%) to date.	Lisa Snipes to reach out to all remaining nominees to confirm their willingness to serve in this position prior to creating a poll for voting on a Vice Chair.
Site Visit Update	Site visits going well overall. Common trends include timeliness of entry/exits and annual reviews (missing or income errors). People are implementing new Privacy Notice.	Five of 13 site reviews completed. Agencies being asked to develop data quality improvement plans to help determine how HMIS can provide further support.	Trends identified during site visits will be reviewed during Admin training.
System data quality review	Increase in error rates of missing SS #s. Different projects have different thresholds (i.e., ES & NBN).	Some federal funding sources encouraged serving undocumented persons, which might include no SS #s. Annual reviews have a 60 day window and must be marked as an annual review type for each household member. This is a conflict for at least one agency’s internal annual review workflow.	Lisa Snipes to bring specific agency issues to the September CoC Regional Roundtable meeting for discussion.
End User Training	How are end users meeting competencies before given access. Launching Talent LMS changed things. Offering training in house as needed. CC - offer a minimum end user training (i.e., “the why’s of HMIS”).	Need is to get users in much more quickly. On demand training would be good. System admins have an annual training plan. Data admins can check new user’s workflow in training site: https://www.dupageco.org/Community_Services/Communi	Draft a proposal of what we need. Make the end user certification mandatory. Review questions and make changes where needed. Change from 50% of agency members pass to 100% must pass. Create small task group to

		ty_Development/HMIS/Docs/41416/	address competencies.
Goals and meetings	<p>Committee reviewed Leadership goals.</p> <p>Committee reviewed current frequency of meetings.</p>	<p>Committee agreed that some goals are being met but agreed to table others.</p> <p>Committee agreed to meet quarterly instead of bi-monthly</p>	<p>Table those unmet goals until the pandemic is over.</p> <p>Will Moeller to review and look at those dates that correspond with Leadership as appropriate.</p>
211 Update	Mary Keating presented at County Board Committees Finance and Health & Human Services to get 211 funded; part of five year plan using Call Point.	Looking at phone integration. Not a lot of movement with the programmers as of yet. This action will impact current support. Expected to add another 20+ users in the system.	Seeking to contract with an entity for overnight staff to answer the calls.
Announcements/ Reminders	Julie will be sending out the all user training at the end of the month (live trainings with recordings) including Security, Privacy, and data standards in time for the new HMIS data standards to go into effect on 10/01/21. This will impact federal reports.		
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 		