

**Data & Performance Committee Minutes**  
**Wednesday, 10/20/2022**  
**2:00pm – 3:30 pm**

**Location: Virtual via GoToMeeting**

<https://global.gotomeeting.com/join/118357661>

Phone: (872) 240-3212, Access Code: 118-357-661

**Present:** See Attached Attendee List

<b>Agenda Item</b>	<b>Discussion</b>	<b>Conclusion</b>	<b>Next Steps</b>
Welcome and Minutes	Identify minute taker.  Review and approval of the August Minutes (attached).  Old Business: Approval of the Data Quality Plan change (attached).	Ozzy was appointed minute tracker for October meeting  All approve August Minutes  All approved the Data Quality Plan changes.	Next meeting will involve randomized volunteer for minute taking.  The Data Quality Plan changes will be presented to leadership once the rest of the SOP is reviewed.
Committee Chair and Vice Chair	Lisa Snipes to provide an update on the Chair and Vice Chair positions.	Committee does not have a formal chair	Kelly Mannion – transitioning into Vice Chair position with support of HMIS System Admin, where both will attend Leadership.
Site Visits	HMIS System Admin to provide an update on the Site Visits.	All agencies have completed site visits  Some agencies still have action items needed to complete	Agencies who still need action items to complete must submit asap
Data Standards and Quality	HMIS System Admin to provide updates on the implementation of the 2022 Data Standards and local data changes.  HMIS System Admin to provide status of system data quality.  Old Business: Lisa Snipes to update on any findings from the Regional CoC partners.	Issue with visibility group issue on HMIS impacting sharing of historical demographic data.  Overall, our system is exceeding data quality thresholds in SSN, Annual Reviews, and timeliness of data entry.  HUD advises data quality impacts usability of the data I LSA, noting that they question any data element with an error rate over 10%. Noting that the SSN is necessary in deduplication of client records in their aggregate reporting.	Julie is working with Wellsky to create solutions for visibility group issue on HMIS.  Lisa will raise the data quality discussion, specifically pertaining to Emergency Shelter partners, at a future regional CoC meeting.
Reports	HMIS System Admins to provide reporting updates and upcoming reporting deadlines.	Joanna update on software with plan to upgrade existing ART tool. Expected to see smoother performance and	Wellsky will be training HMIS System Admins and in turn will provide training to Data Admins

	Future for our Reporting Tool.	cleaner interface/visualization. Functionality of running and scheduling reports will still be there.	
Training	<p>HMIS System Admins to provide an update on Annual Training status and upcoming training plans.</p> <p>End User Exam has been updated to reflect the 2022 changes.</p> <p>Old Business: Identify gaps in training.</p>	<p>83% have completed Annual Training.</p> <p>Identifying gaps in training: -Making on-demand modules</p> <p>Scott asked about creating a user yourself through TalentLMS and whether a ticket should be submitted instead.</p> <p>It was also discussed that all trainings listed in TalentLMS are available to all users.</p>	<p>All users must have Annual Training completed by 10/31/2021.</p> <p>HMIS helpdesk will follow-up with Data Agency Admins to update on who needs to complete training. Recording of training is provided for users.</p> <p>System Admins to develop and publish on-demand training modules.</p> <p>A user can create their own account on TalentLMS; however a ticket should be sent to Helpdesk to ensure access is approved.</p>
Goals and meetings	<p>Review of committee goals for next year.</p> <p>Review of the proposed 2022 meeting schedule moving to quarterly meetings on the 3<sup>rd</sup> Wed @ 2pm.</p>	<ul style="list-style-type: none"> <li>• 12/15/2021</li> <li>• 2/16/2022</li> <li>• 5/18/2022</li> <li>• 8/17/2022</li> <li>• 11/16/2022</li> </ul> <p>Goals were originally determined to be discussed after covid/pandemic ends.</p> <p>Review Data Quality Framework</p>	<p>Everyone at meeting approves to continue meeting virtually. Meetings will be held quarterly from 2/16/2022 and on.</p> <p>2022 goals will be discussed in December's meeting.</p> <p>HMIS System Admins, Dina, Amy, and Kelly will review the HMIS Standard Operating Procedures for any needed changes to be presented at the December meeting.</p>
Other Updates			
Future Meetings	<p>Next Agency Data Administrator Training:</p> <ul style="list-style-type: none"> <li>• Friday, November 19th at 1:00 pm</li> </ul> <p>Next Data &amp; Performance Committee Meeting:</p> <ul style="list-style-type: none"> <li>• Wed., December 15<sup>th</sup> at 2:00 pm</li> </ul>	Meeting will be virtual again.	Julie will send invite to next meeting.

**Attendee****Join & leave times****Location****JU**Julie Burdick (She/Her)  
hmis@dupageco.org

1:57 PM - 3:07 PM

Dallas

**CH**Christine Madsen  
cmadsen@cc-doj.org

1:58 PM - 3:07 PM

New York

**JO**Joanna Lloyd  
hmis@dupageco.org

1:58 PM - 3:07 PM

West Chicago

**AM**Amy LaFauce  
alafauce@cc-doj.org

2:00 PM - 3:07 PM

New York

**GL**Gloria Villagrana  
gloria.villagrana@dupageco.org

1:53 PM - 3:07 PM

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**SN**Snipes, Lisa  
HSLXS@dupageco.org

1:54 PM - 3:07 PM

West Chicago

**TO**

Tonya

1:53 PM - 3:01 PM

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**OZ**Ozzy Salcedo  
ozzy@mshv.org

1:56 PM - 3:07 PM

West Chicago

**DI**Dina Hilliard  
dhilliard@outreachcommin.com

2:00 PM - 3:07 PM

Carol Stream

**Attendee**

**Join & leave times**

**Location**

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**KE**

Kelly Mannion

kmannion@360youthservices.org

2:00 PM - 3:07 PM

West Chicago

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**SC**

Scott Austgen

saustgen@dupagepads.org

2:10 PM - 3:07 PM

New York

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