

Data & Performance Committee Minutes
Wednesday, 8/17/2022
2:00pm – 3:30 pm

Location: Virtual via GoTo

<https://meet.goto.com/729401997>

Phone: +1 (786) 535-3211, Access Code: 729-401-997

Present: See attached

Agenda Item	Discussion	Conclusion	Next Steps
Welcome and Minutes	<p>Identify minute taker.</p> <p>Review and approval of the Minutes.</p>	<p>Dina Hilliard took minutes.</p> <p>Tonya Latson motioned to approve the minutes. Amy LaFauce seconded.</p>	
Reports	<p>Reporting and System Performance updates</p> <p>New Business: Data Dashboard</p>	<p>Julie Burdick introduced Christopher Yohn, new employee in department</p> <p>Julie presented reporting and system performance updates:</p> <p>LSA Data will be submitted November 1st to HUD</p> <p>Social security numbers is still required in the system to avoid duplication</p> <p>Date of birth, relationship to head of households, CoC location, exit dates, move-in dates, project overlaps, permanent housing, inventory data--all remain critical data quality points</p> <p>Data dashboard-STELLA-P can be viewed, STELLA-M system modeling tool now available for use. Website to view is: https://hudhdx2.info/login</p> <p>Scott Austgen requested to be part of a work group that discusses/plans using the STELLA-M system tool</p> <p>Other changes coming January 1st. Julie suggests submitting reports prior to January 1st so that any changes don't complicate submissions.</p>	<p>CoC will share more with committee when changes are closer to implementation</p>

		NEW Launch of Data Dashboard will be live on CoC website! Link is: https://gaitherdyn.com/community-analysis/ Goal is to provide community/public with immediate and more user-friendly data related to housing and service provision in DuPage County .	Roll out of Data Dashboard is September 2022.
Training	Old Business: Update on training modules.	<p>Joanna presented that more trainings are now online. Online format provides opportunity to proactively troubleshoot user issues/ items that were typically addressed at the beginning of in-person trainings. Joanna expressed that at the end of training, there is still follow up needed therefore access is not immediate.</p> <p>Scott mentioned that staff turnover and training can be challenging in current staffing environment. Access to training on demand is very helpful in addressing these challenges.</p>	<p>Julie requests feedback for future trainings.</p> <p>Committee -- consider at what point should a new hire be familiar with the system/ pursue additional training in a timely manner?</p> <p>Julie mentioned that service providers can also identify their staff members that need additional support.</p> <p>Joanna mentioned that service providers can ask about flexible scheduling with the trainings.</p>
Data Standards and Quality	Status of system data quality.	<p>Joanna presented common errors are: social security numbers, income at annual reviews, annual review timing, head of household</p> <p>Across the board, all programs are at about 35% error rate for timely entry (within 7 days)</p>	
Goals and meetings	<p>New Business:</p> <p>Old Business: Adopt committee goal(s) to improve data quality (see Data Quality Plan). Areas of need -</p> <ul style="list-style-type: none"> • Timeliness of Data Entry • Annual Reviews • Exit Destinations 	<p>Amy asked what data quality issues are preventing people from moving into housing? She suggests prioritizing Timeliness of Data Entry, and Chronic Homeless Data.</p> <p>Scott suggested an information sharing meeting to discuss each org's best practices on HMIS data entry.</p>	<p>To start, Committee will prioritize Timeliness of Data Entry and Chronic Homeless Data points.</p> <p>By November meeting the coordinated entry system committee will explore how to reduce duplication of data entry while still</p>

	<ul style="list-style-type: none"> Income Chronic Homeless (Approximate Date, Number of times, Number of months) 		<p>meeting reporting needs.</p> <p>One workgroup meeting before October 31 to share information about how orgs are managing data quality.</p> <p>Committee members will submit their organization's standards for data entry by September 30th via email.</p>
Other	<p>New Business: HUD and Federal Partners requesting input for the 2024 Data Standards. Submit via an AAQ.</p> <p>2022 HMIS Site Visits</p> <p>2023 Meeting Schedule</p> <p>Old Business: 211 and HMIS</p>	<p>HUD, HHS, VA, etc. still accepting input on 2024 Data Standards. Input can be submitted via HUD Exchange, feedback can also be submitted to Julie.</p> <p>Timeline for site visits extended to end of September, almost all agencies are scheduled. 1st site visit is Monday August 22nd.</p> <p>Launch of 211 delayed until after election on November 15th.</p>	<p>Site Visits updates will be provided at next committee meeting.</p> <p>Committee will continue to meet 4 times per year.</p> <p>Soft launch—orgs will be requested to test 211.</p>
Future Meetings	<p>Agency Data Administrator Training (1-2:30 PM):</p> <ul style="list-style-type: none"> 9/23/2022 11/18/2022 <p>Data & Performance Committee Meeting (2-3:30 pm):</p> <ul style="list-style-type: none"> 11/16/2022 		<p>September Agency Data Administrator Training will be cancelled.</p>