Data & Performance Committee Agenda
Wednesday, May 17, 2023
2:00pm – 3:30 pm

Location: Virtual via GoTo
https://meet.goto.com/729401997
Phone: +1 (786) 535-3211, Access Code: 729-401-997

Agenda Item	Discussion	Conclusion	Next Steps
Welcome and Minutes	Identify minute taker. Review and approval of the Minutes.	Kelly will take minutes. Dina moved to approve the minutes, Chris second. All in favor. Group went around and did introductions, as Becky Sutton joined the committee.	
Reports	Reporting and System Performance updates	All system performance measures were submitted successfully. Agency data administrators are currently working with David on quarterly reports. The System Performance Committee is working on addressing the length of time homeless, and how we can make this actionable – looking at the users with the longest homeless time.	
Training	Old Business: Update on training modules.	The HMIS team is working on tweaking the training with system updates. The team is also looking at potential changes with HUD standards changes coming in October. The feedback from users (12 responses so far) have been positive. They are looking at things to make it more accessible, like closed captioning. The All-User Training will involve a lot of the systems changes. It is on track for a potential late September roll out.	

Data Standards and Quality	Status of system data quality.	Julie reviewed the data quality report, using the time frame of October 1 – date of report (5/16). As usual, annual reviews may be causing some of the data errors. Street Outreach has seen a decrease in their error threshold. The error rate went from 40% to 20%. Transitional Housing is exceeding error rates.	
Goals and meetings	SOP Approved by Leadership – Effective date?	The group decided on October 1, 2023 as the effective date, as one of the items changed was connected to the SSN data standard rolling out in October.	
	HUD Data Standards – New Info out for October	It is known that the SSN data standard will change to where the last four will be the acceptable threshold. There will be some changes in race/ethnicity. There will also be language changes around Client Location.	
	Old Business: Adopt committee goal(s) to improve data quality/HUD Info sheet Areas of need - • Timeliness of Data Entry • Chronic Homeless (Approximate Date, Number of times, Number of months) • Create work group on data quality	Discussion was had around how we could improve on data. David suggested creating a survey for end users to gather info around what may be creating barriers on collecting data and timeliness for data quality. This data will be used for further discussion in the next meeting.	David will create a survey monkey link to send out to end users so we can gather data from users.
Other	HMIS Staff Updates	Becky Sutton has joined the HMIS team.	
	FY24 Meeting Schedule	We will continue to meet quarterly, with meetings in August, November, February, and May. The group will plan to meet on the third	

		Wednesday of the month, with the understanding that February's meeting may need to be adjusted to accommodate the CoC leadership Meeting.	
	HMIS & DHA Status	The CoC, and this group, has been unable to make a connection with a staff member at the Housing Authority. If anyone has a connection, please let people know!	
Future Meetings	Agency Data Administrator Training (1-2:30 PM): • 5/26/2023 • 7/28/2023 Data & Performance Committee Meeting (2-3:30 pm): TBD for FY24 schedule set at meeting	**Next meeting will be in August 2023. Kelly will send out invite.**	