

Data and Performance Committee Meeting
Wednesday, August 16, 2023
2-3:30 pm

Location: Virtual via GoTo

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

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

Agenda Item	Discussion	Conclusion	Next Steps
Welcome and Minutes	Identify Minute Taker	Julie Burdick to take minutes.	
	Review and approve May 2023 Minutes	Chris Madsen moved to approve minutes, and Becky Sutton second. We have a quorum (8/13).	
Committee Goals	Review Responses from Survey Monkey Poll	David summarized survey results.	
	Adopt committee goal(s) to improve data quality/HUD Info Sheet. Areas of need: <ul style="list-style-type: none"> - Timeliness of Data Entry - Chronic Homeless (Approximate Date, Number of times, Number of months) 	Goal: Quarterly, the Committee will assess system data quality and will identify an area of focus (problem area), and actions to be taken such as training, information, reporting, etc. to aid in improving performance in the targeted area. Discussed: <ul style="list-style-type: none"> – Agencies to encourage staff to use Talent LMS courses for professional development. – System Admins reviewing current training and assessing for updates and new trainings. 	Committee to review data quality reporting and identify an area of focus and actions to be taken at the next committee meeting.
Reports	Reporting & System Performance Updates	Review of reporting deadlines for RHY and SSVF. The FY24 Data Standards update will be delayed (10/9) to allow	System Admins to provide un updated Universal Intake Form by 10/1.

		those with reports due to submit them under the current data standards. This will require some back dating of data and an updated intake form will be provided.	
Data Standards & Quality	Status of System Data Quality	Copy of the updated data quality performance was sent to committee members prior to the meeting.	System admins to explore language to be added to the field description. Agencies will send other examples to
	Client Centered Data Collection Approach Discussion	Federal partners are looking for a more client centered data collection process. System Admins seeking input from the group. Data Standards Manual gives examples as well.	
	Client Refusal Form – Work on Updating Language	Time to review the SOP for changes needed. Volunteers to conduct the initial review are Kelly Mannion and Amy LaFauce along with the HMIS System Admins to present proposed changes at the November Committee Meeting.	Proposed changes to the SOP to be presented at the November Committee meeting. Kelly will coordinate with Amy LaFauce and the HMIS System Admins to conduct the initial review.
Training	Update on Training Modules/Integration with new Well Sky Interface	Updates previously provided to members.	
Other	Partner Updates	System Admins are amid Site Visits and have a visit scheduled with DHA.	
	DHA 211 Site Visits	We are only receiving quarterly PIT data from DHA while we are working on re-establishing this partnership. 211 API with the United Way Worldwide is in use to upload our resource data into the National	

		Database Platform. 211 Counts reporting is on hold pending our vendor.	
Future Meetings	<p>Agency Data Administrator Training (1-2:30 pm):</p> <ul style="list-style-type: none"> November 17th <p>Data and Performance Committee Meetings (2-3:30 pm):</p> <ul style="list-style-type: none"> November 15, 2023 February 21, 2024 May 15, 2024 	No Sept ADA meeting due to All User training.	

Data & Performance Committee

August 16, 2023 | 1:59 PM-3:37 PM
Meeting ID: 729-401-997

[View diagnostics](#)

Attendees

Name	Join and leave times	Location
Becky Sutton (she/her)	1:59 PM – 3:32 PM	West Chicago
Julie Burdick (she/her) Julie.Burdick@dupageco.org	1:59 PM – 2:01 PM	-
Julie Burdick (she/her) Julie.Burdick@dupageco.org	2:01 PM – 3:32 PM	West Chicago
Scott Austgen (DuPagePads)	2:12 PM – 3:01 PM	Chicago
David Lake (he/him)	1:59 PM – 3:32 PM	Elmhurst
Kelly Mannion (she/her) 360 Youth Services kmannion@360youthservices.org	1:59 PM – 3:32 PM	West Chicago
Chris Madsen cmadsen@cc-doj.org	1:59 PM – 3:32 PM	Chicago (Near South Side)
Ozzy (MSHV)	2:00 PM – 3:32 PM	Brazoria
Amy LaFauce - Catholic Charities	2:02 PM – 3:32 PM	Chicago (Near South Side)