

**Data & Performance Committee Minutes**  
**Wednesday, 08/28/2024**  
**2:00pm – 3:30 pm**

**Location: Virtual via GoToMeeting**

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

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

**Present:** 360 Youth Services – Christina Saenz; Catholic Charities – Amy LaFauce; DuPage County HMIS – Julie Burdick, David Lake, Becky Sutton; DuPagePads – Scott Austgen, Jenaleigh Turner; Midwest Shelter for Homeless Veterans – Ozzy Salcedo; Outreach – Dina Hilliard; People’s Resource Center – Tonya Latson

<b>Agenda Item</b>	<b>Discussion</b>	<b>Conclusion</b>	<b>Next Steps</b>
Welcome and Minutes	Identify minute taker.  Review and approval of meeting minutes.	Julie Burdick  Becky Sutton motion to approve the minutes as is, and David Lake second.	
Site Visits	HMIS System Admins to provide an update on the Site Visits.	Noting an issue with annual reviews but otherwise noting improvements across the board.	Action Needed items to be addressed by agencies as noted in their site visit report.
SOP: Data Standards and Quality	HMIS System Admin to provide status of quarterly system data quality.  ERAP HP funding data collection and reporting needs.  Coordinated Entry assessment updates including local data elements to be added to SOP.  Identify if there are any missing projects/partners	Julie reviewed the Year-to-Year Data Quality Reporting. Annual Reviews are still being missed by all project types except Street Outreach.  Discussion around capturing ERAP in HMIS. Deduplication checks will be occurring through IHDA and a secondary source. Members reporting that it would be too burdensome, and data can be obtained from neighborly.  Tonya reviewed the Coordinated Entry (CE) Committee’s work on reviewing and updating the CE assessment and required reporting due to a funded CE project data collection and reporting requirements. Local data collection requirements to be added to the Data Quality plan.  Reports of other agencies providing prevention	Agencies to work with users to address missing annual reviews.  No action needed.  Tonya will coordinate with Dina to provide updates.  Contact Lisa Snipes @ <a href="mailto:Continuum@dupagecounty.go">Continuum@dupagecounty.go</a>

	from HMIS.	assistance. Discussion around Downers Grove homeless services, but committee members are not familiar with any formal organization.	<a href="#">y</a> with any new homeless service provider contact information for CoC engagement.
Persons with lived experience	Discussion around committee efforts.	Lisa continues to meet with the committee during evening hours due to participant availability. Person with lived experience participating in CE review.	Continue discussions and engagement.
Training	Annual All User Training	Group feedback on annual training content. Review of Data Quality performance at the system level, impact on system and reporting. Income Sub-Assessments. How to manage households.	HMIS System Admins will provide training details at a later date.
HMIS Contract	<p>Contract renews 11/1.</p> <p>DuPage to increase licenses to accommodate increase in staffing at MSHV. Other anticipated staffing/partnership increases?</p> <p>7-Year purge will continue to be included to meet requirements. Discussion around the last 7-year purge.</p>	<p>Over the next year, PRC hiring 1 staff member, Pads is planning on a possible increase of 5 staff, MSHV hiring for 3.</p> <p>Julie summarized the 2024 data purge. Feedback is to receive real-time communications announcing site status.</p>	<p>Julie to increase the number of licenses in the contract renewal.</p> <p>HMIS System Admins to review feedback and explore options.</p>
Other Updates		New data dashboard available on the CoC website, <a href="http://dupagehomeless.org">dupagehomeless.org</a> .	
Future Meetings	<p>Next Agency Data Administrator Training:</p> <ul style="list-style-type: none"> <li>• 9/27 @ 1 pm</li> </ul> <p>Next Data &amp; Performance Committee Meeting:</p> <ul style="list-style-type: none"> <li>• 11/20 @ 2 pm</li> </ul>		