

# DuPage County Continuum of Care HMIS POLICY COMMITTEE

**Meeting Date:** 10/17/2018    **Meeting Time:** 2:00 p.m.

**Meeting Location:** 422 N. County Farm Road, Wheaton, IL

**Present:** Will Moeller (Bridge Communities), Amy Palumbo (CC), Christine Madsen (MSHV), Julie Tremberth (HMIS), Will Salmon (DuPagePads), Becky Day (DCHD)

**Absent:** Andy True (360), Lisa Snipes (DuPage County), Samantha Concepcion (HMIS), Sara Vainowski (DuPage PADS), Tonya Latson (PRC), Kerry O'Brien (PSLS), Cate Croteau (OCM)

Agenda Items	Discussion	Conclusion	Next Steps
<b>1. Welcome &amp; Introductions</b>	Meeting called to order at 2:00pm		
<b>2. Approval Minutes</b>	Minutes were distributed in the meeting by Julie T. and Will M by email prior to the meeting.	No comments on minutes.	Minutes sent to leadership.
<b>3. Standard Operating Procedures</b>	<p>Old Business</p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p>New Business</p> <ul style="list-style-type: none"> <li>• Review SOP for annual approval by Leadership</li> </ul>	<p>New Business</p> <ul style="list-style-type: none"> <li>• Section 1 → No changes made at this meeting. Julie T. suggested some changes need to be discussed at future committee meeting</li> <li>• Section 2 → Julie T. distributed document from CareFourm HUD Privacy regarding CES. Group discussed current SOP and found compliance, but agreed to talk about changes to acknowledgement form at next HMIS Policy Meeting</li> <li>• Section 3 → Reviewed last meeting no updates</li> <li>• Section 4 → Julie T. reviewed changes in hardware requirements. Discussion about physical access requiring unique login on computer per user, in addition to each users HMIS log in information. Group concluded needed more members to reach decision. Discussed need to change “computer” to be “device” to ensure all devices are HMIS compliant.</li> <li>• Forms → no changes</li> </ul>	<p>New Business</p> <ul style="list-style-type: none"> <li>• Section 1 → Review Julie T. changes at future meeting</li> <li>• Section 2 → Review acknowledgement to discuss added line where client confirms opportunity to receive copy of privacy and declined copy.</li> <li>• Section 4 → Continue discussion about physical access and unique passwords on each device per user. Will M. to modify SOP section 4 to change computer to device where needed for leadership approval</li> </ul>

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<b>4. Data Collection and System Wide Reporting</b>	<p>Old Business</p> <ul style="list-style-type: none"> <li>• Review System Data (new standing item)               <ul style="list-style-type: none"> <li>○ HUD Framework Income, Annual Reviews, destination</li> </ul> </li> </ul> <p>New Business</p> <ul style="list-style-type: none"> <li>• None</li> </ul>	<p>Old Business</p> <ul style="list-style-type: none"> <li>• Julie T. handed out recent 0640 report. Group discussed system data and error rates. Data quality will be evaluated in future NOFA collaborative applications.</li> </ul>	<p>Old Business</p> <ul style="list-style-type: none"> <li>• Agencies are to continue to work on improving timeliness and DQ.</li> </ul>
<b>5. Announcements &amp; Reminders</b>	<ul style="list-style-type: none"> <li>• Julie T. mentioned that Wellsky, vendor name change, contract is being reviewed</li> <li>• Will M. shared that leadership is going to be reviewing the governance structure of the CoC.</li> <li>• Update Qlik conversion</li> </ul>		
<b>6. Future Meetings</b>	<p><b>Next Agency Data Administrator Training:</b> Friday, July 27<sup>th</sup>, 2018 1:00 pm – 2:00 pm</p> <p><b>Next HMIS Policy Committee Meeting:</b> Wednesday, August 15<sup>th</sup>, 2018 9:00 am – 10:30 am</p>		

Prepared and Submitted by: Will Moeller  
Reviewed by: