

DuPage County Continuum of Care HMIS POLICY COMMITTEE

Meeting Date: 12/19/2018 **Meeting Time:** 2:00 p.m.

Meeting Location: 421 N. County Farm Road, Wheaton, IL

Present: Will Moeller (Bridge), Julie Tremberth (HMIS), Samantha Concepcion (HMIS), Lisa Snipes (CoC), Andy True (360)

Absent: Amy Palumbo (Catholic Charities), Becky Day (Health Department), Sara Vainowski (DuPagePads), Will Salmon (DuPagePads), Cate Croteau (Outreach Community Ministries), Tonya Latson (People’s Resource Center), Kerry O’Brien (Prairie State)

Agenda Items	Discussion	Conclusion	Next Steps
1. Welcome & Introductions	Meeting called to order at 2:20pm		
2. Approval Minutes	Minutes were distributed in the meeting by Will M by email prior to the meeting.	No comments on minutes.	Minutes sent to leadership.
3. Membership	Conversation regarding the current committee members and any changes needed	Tabled for a future meeting because of lack of attendance and representation	
4. Standard Operating Procedures	<p>Old Business</p> <ul style="list-style-type: none"> • Update from Leadership review of SOP • SOP tabled topics <ul style="list-style-type: none"> ○ “Section 1 – Roles and Responsibilities” edits suggested by JT ○ “Section 2 – Privacy” – Discuss form change where client acknowledges opportunity to receive copy of SOP ○ “Section 4 – Security” – Continue discussion about change to require each use to have unique login to device per user <p>New Business</p> <ul style="list-style-type: none"> • None 	<p>Old Business</p> <ul style="list-style-type: none"> • SOP was reviewed and approved by Leadership • SOP tabled topics tabled again until more of the committee can attend a meeting and provide input. 	
5. Data Collection and System Wide Reporting	<p>Old Business</p> <ul style="list-style-type: none"> • Review System Data (standing item) <p>New Business</p> <ul style="list-style-type: none"> • None 	<p>Old Business</p> <ul style="list-style-type: none"> • LSA submitted on 12/14/18. Programming is not yet complete from WellSky and HUD so unable to make definitive conclusions from the data and error flags. LSA will likely be officially completed in the spring. System error reports from the 	<p>Old Business</p> <ul style="list-style-type: none"> • HMIS team to dig in deeper into these data quality numbers and see what conclusions can be made. HMIS team will also work at improving and/or creating trainings to assist with data quality

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		<p>0640 and other Data Quality reports shared by J. Tremberth</p> <ul style="list-style-type: none"> ○ During the LSA process, HMIS team's focus was on data quality for Exit Destination, SSN, Income at Start and Exit, Chronic Homeless questions (Living Situation and Disability), Domestic Violence ○ Notable improvements in Data Quality: Income at Annual Assessment, Timeliness ● System Performance Measures were also discussed by J. Tremberth. <ul style="list-style-type: none"> ○ Returns to homelessness increased, Length of Time is being skewed upwards by outliers in specific programs ○ Notable improvements: Decrease in number of homeless, Increase in number of adults with increases in income 	
6. Announcements & Reminders	<ul style="list-style-type: none"> ● HMIS mentioned that WellSky has put more resources behind Qlik and ServicePoint 6. This may mean that the conversion to Qlik and then eventually ServicePoint 6 may be coming closer ● J. Tremberth brought up workflows/assessments, and how data is being shared through HMIS so that it can be discussed at a future meeting when more of the members are able to attend. She mentioned that thinking about how data is being shared can possibly improve data quality for system level reports and perhaps even help with Coordinated Entry. <ul style="list-style-type: none"> ○ An example provided was moving the Household Relationship question from the Entry Assessment to the Shared Assessment since it is already covered in the baseline privacy notice. 		
7. Future Meetings	<p>Next Agency Data Administrator Training: Friday, January 25th, 2019 1:00 pm – 2:00 pm</p> <p>Next HMIS Policy Committee Meeting: Wednesday, February 20th, 2019 2:00 pm – 4:00 pm</p>		

Prepared and Submitted by: Samantha Concepcion

Reviewed by: Will Moeller