

# HMIS POLICY COMMITTEE AGENDA

**Wednesday 6/19/2019**

**2:00pm – 3:30 am**

**Location: Web conference**

<https://global.gotomeeting.com/join/899793797>

Join the conference call: (888) 222-0475

Participant Code: 8550964#

TOPIC	ACTION TO BE TAKEN	
<b>1. Welcome</b>	Meeting will be called to order at 2:00 p.m.	
<b>2. Approval Minutes</b>	Chair will ask for any additions or corrections of minutes from last HMIS Policy Committee meeting.	
<b>3. Standard Operating Procedures</b>	<i>Old Business</i>	<i>New Business</i>
	<ul style="list-style-type: none"> <li>• HMIS Policy Committee positions still on hold...Leadership reviewing committee structure</li> </ul>	<ul style="list-style-type: none"> <li>• Site Visit progress</li> <li>• 2020 HUD HMIS Data Standards released</li> </ul>
<b>4. Data Collection and System Wide Reporting</b>	<i>Old Business</i>	<i>New Business</i>
	<ul style="list-style-type: none"> <li>• Review System Data (standing item)                             <ul style="list-style-type: none"> <li>○New concerns due to programming changes</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• System Performance Measure submission</li> <li>• Longitudinal Statistical Analysis (LSA) submission</li> </ul>
<b>5. Announcements/ Reminders</b>	<ul style="list-style-type: none"> <li>• CoC Leadership in process of reviewing governance structure</li> <li>• Update Qlik conversion</li> <li>• Update on SP6</li> </ul>	
<b>6. Future Meetings</b>	Next <b>Agency Data Administrator</b> Training: <ul style="list-style-type: none"> <li>• Friday, July 26th, 2019 1:00pm – 2:00pm</li> </ul> Next <b>HMIS Policy Committee</b> Meeting: <ul style="list-style-type: none"> <li>• Wednesday, August 21st, 2019 2:00pm – 3:30pm</li> </ul>	

Attached:

- Minutes from February 2019 meeting

# DuPage County Continuum of Care HMIS POLICY COMMITTEE

**Meeting Date:** 2/20/2019      **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), Tonya Latson (People’s Resource Center), Becky Day (Health Department), Will Salmon (DuPagePads), Amy Palumbo (Catholic Charities)

**Absent:** Sara Vainowski (DuPagePads), Cate Croteau (Outreach Community Ministries), Kerry O’Brien (Prairie State)

Agenda Items	Discussion	Conclusion	Next Steps
<b>1. Welcome &amp; Introductions</b>	Meeting called to order at 2:07pm		
<b>2. Approval Minutes</b>	Minutes distributed by W. Moeller by email prior to 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>• Update from Leadership review of SOP</li> <li>• SOP tabled topics               <ul style="list-style-type: none"> <li>○ “Section 1 – Roles and Responsibilities” edits suggested by JT</li> <li>○ “Section 2 – Privacy” – Discuss on form changes where client acknowledges opportunity to receive copy of SOP</li> <li>○ “Section 4 – Security” – Continue discussion about change to require each use to have unique login to device per user</li> </ul> </li> </ul> <p>New Business</p> <ul style="list-style-type: none"> <li>• Start conversation about data sharing practice</li> </ul>	<p>Old Business</p> <ul style="list-style-type: none"> <li>• SOP was reviewed and approved by Leadership</li> <li>• SOP tabled topics               <ul style="list-style-type: none"> <li>○ Section 1 – Adjustments made by J. Tremberth. Committee agreed that it is good for resubmission in October.</li> <li>○ Section 2 – Committee decided that no changes are needed unless HUD requires it.</li> <li>○ Section 4 – Committee to go over security sections of Site Visit forms to determine risk. This will inform decisions on updating Section 4.</li> </ul> </li> </ul> <p>New Business</p> <ul style="list-style-type: none"> <li>• Committee decided to move “Head of household” and “Relationship to Head of Household” fields from the Entry Assessment to the Shared Assessment so that it is shared across DuPage agencies. This does not require any changes to the privacy policy as it is already covered. Committee to re-assess the move after this trial run.</li> </ul>	<p>Old Business</p> <ul style="list-style-type: none"> <li>• HMIS team to bring Site Visit forms to the next meeting</li> </ul> <p>New Business</p> <ul style="list-style-type: none"> <li>• HMIS team to set up the move on HMIS and announce the change at next Agency Data Administrator Training.</li> </ul>

# DuPage County Continuum of Care HMIS COMMITTEE

Agenda Items	Discussion	Conclusion	Next Steps
<b>4. Data Collection and System Wide Reporting</b>	<p>Old Business</p> <ul style="list-style-type: none"> <li>• Review System Data (standing item)</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>• S. Concepcion shared systemwide 0640 reports with comparisons to previous time frames.               <ul style="list-style-type: none"> <li>○ Error rates increased for most data points except for timeliness, which decreased.</li> <li>○ Same data fields that the community struggles with as before: SSN, Income Sub-Assessment, Destination, Living Situation fields, Disabling Condition</li> </ul> </li> <li>• HMIS team has recently implemented more monitoring to ensure accountability from agencies for data quality.</li> </ul>	
<b>5. Announcements &amp; Reminders</b>	<ul style="list-style-type: none"> <li>• CoC Leadership in process of reviewing governance structure</li> <li>• ServicePoint 6 demo site was shown by J. Tremberth. Highlighted the big changes that may be coming.               <ul style="list-style-type: none"> <li>○ J. Tremberth emphasized that this move will not be happening this year. HMIS team to keep HMIS Committee updated.</li> </ul> </li> </ul>		
<b>6. Future Meetings</b>	<p><b>Next Agency Data Administrator Training:</b> Friday, March 22<sup>nd</sup>, 2019 1:00 pm – 2:00 pm</p> <p><b>Next HMIS Policy Committee Meeting:</b> Wednesday, April 17<sup>th</sup>, 2019 2:00 pm – 3:30 pm</p>		

Prepared and Submitted by: Samantha Concepcion  
Reviewed by: Will Moeller