DuPage County Continuum of Care
HMIS POLICY COMMITTEE

Meeting Date: 6/19/2019   **Meeting Time:** 2:00 p.m.

Meeting Location: Web Conference

Present: Will Moeller (Bridge), Julie Tremberth (HMIS), Samantha Concepcion (HMIS), Andy True (360), Tonya Latson (People's Resource Center), Marisa Wiesman (Prairie State Legal Services)

Absent: Amy Palumbo, (Catholic Charities) Lisa Snipes (CoC), Becky Day (Health Department), Sara Vainowski (DuPagePads), Will Salmon (DuPagePads), Cate Croteau (Outreach Community Ministries)

Agenda Items	Discussion	Conclusion	Next Steps
1. Welcome & Introductions	Meeting called to order at 2:05pm	M. Wiesman now representing Prairie State Legal Services.	She will join the committee officially soon
2. Approval Minutes	Minutes distributed by W. Moeller by email prior to meeting.	No comments on minutes.	Minutes sent to leadership.

3. Standard Operating Procedures	Old Business
	• HMIS Policy Committee Positions on hold. Leadership reviewing committee structure.
	
	New Business
	• Site Visit Progress
	
	• 2020 HUD HMIS Data Standards Released
		Old Business
		
		New Business
		• HMIS emailed Site Visit emails last week. They are to be completed by 8/31/2019.
		• HMIS will go over data quality, compliance, and HMIS licenses needed for each agency.
		• Main Data Standards changes:
		  o Project level changes for System Admins
		  o Minor picklist/workflow changes for programs and users
		  o Addition of Coordinated Entry data standards into the manual. These standards are not required (though strongly encouraged) since DuPage's CE is not funded by HUD.
			Old Business
			
			• HMIS will be working on training so that end users will be prepared for these changes.
			
			• Coordinated Entry committee will speak on the impact of these changes.

4. Data Collection and System Wide Reporting	Old Business
	• Review System Data (standing item)
	
	  o New concerns due to programming changes
		Old Business
		• S. Concepcion shared systemwide 0640 reports.
		• Same fields to work on: Destination, Income
		  o Reports now using Client Location and Head of Household Relationship field to filter clients. Clients with errors in these fields are being kicked out of the report.
			o HMIS to focus on Client Location, HoH Relationship, and RRH Move-In Date in ADA

Agenda Items	Discussion	Conclusion	Next Steps
		o RRH is required to put a client move-in date once they move in to PH, regardless of whether they were housed by the RRH program.	trainings and New End User trainings.
	New Business • System Performance Measure submission • Longitudinal Statistical Analysis (LSA) submission	New Business • SPM Submitted. System Admins had to do data corrections for Head of Household and Client Location for data to come in correctly. • New final deadline of 6/24/2019. • Only one DQ flag for Exit Destination which is expected due to our night by night shelter. • Currently no errors on the QC report being flagged, only warnings. • All tables are currently marked as usable. • HUD has come out with a new data analysis tool called Stella which will use LSA data to create dashboards.	• HMIS will submit the LSA by 6/24/2019

5. Announcements & Reminders	• CoC Leadership in process of reviewing governance structure
	• Update Qlik conversion
	  o Training next week with partners in Suburban Cook on Qlik.
	• ServicePoint 6
	  o Had a call with WellSky where they showed HMIS Team their roadmap for April to June.
	    ▪ The first change was the Password Reset which has already taken effect in our system.
	    ▪ The next change will be ShelterPoint, which our community currently does not use. HMIS will evaluate the new ShelterPoint and based on the changes in the module may suggest its use to our shelters.
	  o Call next week with WellSky regarding Open Referral API.		

6. Future Meetings	**Next Agency Data Administrator Training**: Friday, July 26th, 2019 1:00 pm – 2:00 pm **Next HMIS Policy Committee Meeting**: Wednesday, August 21st, 2019 2:00 pm – 3:30 pm		

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