

Data & Performance Committee

July 20, 2023

*The Data and Performance Committee works to ensure that the CVCoC meets its responsibilities regarding data collection, data sharing and privacy, data quality, implementation of new features, training and recruitment of new Homeless Management Information System participating agencies.*

Attendees: Courtney Baldock, Angela Davis, Allie Frantz, Sarah Fuentes, Alison Hardy, Carrie Jennings, Jenelle Lambert, Bryan Ottinger, Alexis Perry, Jeffrey Snow, Bethany Tanner, and Kim Towler

1. **Welcome and Introductions**

Sarah Fuentes called the meeting to order at 11:00am by welcoming everyone.

1. **Monthly APR Submissions**

Each month, every HMIS user must submit an Annual Performance Report from HMIS for all of the projects they enter data into. The first few days of the month should be used to complete any remaining data entry. From there, the user should run an initial report to flag errors and start addressing any quality issues flag. By the 25th of every month, each user should have clean data and pull a report to submit to the HMIS Lead, Miriam’s House.

1. **Quarterly Data Quality Report**

The group reviewed the most common, highest error rates for the last quarter’s data quality check. Data entry around income and social security numbers held the highest error rate. These fields are important to de-duplicate and to track changes and income attainment throughout the time a participant is involved in a program. Sarah reminded the group of how to enter income information, how to update the information, and how to collect it when a client is being closed out.

1. **HMIS Accuracy and Technical Standards Audit in August**

The documents used in the audit can be found on the CoC’s website [here](https://static1.squarespace.com/static/5980d3fce58c621b60cca61f/t/62fbc797e20ec549382cc345/1660667800407/HMIS%2BAccuracy%2BAudit%2Band%2BTechnical%2BStandards.pdf). The purpose of accuracy is to ensure that the data in the HMIS is the best possible representation of information provided by the client, as documented by the intake worker. The purpose of having technical standards is to ensure that all users protect the data in the system correctly.

Please sign up for an audit slot by the end of July: [Sign-up Sheet](https://docs.google.com/spreadsheets/d/1jATbr1qNVl-DR6k5Q12vip7NOzt24E9tSwZxYbOSAiY/edit?usp=sharing)

1. **FY 2024 HMIS Data Standards**
	1. The FY 2024 HMIS Data Standards provide the requirements for the programming and use of all HMIS and comparable database software. The new standards become effective October 1, 2023. Sarah will follow up with a training outlining all the changes and updates.
	2. [A Guide for HMIS End Users and HMIS Leads/System Admins](https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual-2024.pdf)
2. **HMIS User Training**
	1. **ROI**

To correct data visibility issues, all HMIS users must add the parent organization in the ROI along with the specific program the client is entering. When you are adding ROI details in the ROI tab of HMIS, be sure to select your parent organization along with the specific program. For example: Roads to Recovery is the parent organization for the Shelter at RESET. The ROI will default to your parent organization (Miriam’s House, Interfaith Outreach Association (IOA), or Roads to Recovery).

* 1. **Entry/Exit Provider**

When entering a client into a program, be sure to select the correct program. The system will default to the parent organization. Clients must be entered into specific programs and not the parent organization.

* 1. **Entry/Exit Types**

Always use HUD for the Type when entering a client into a program. This is important because it is correlated with reports.

1. **Questions/Announcements**
2. **Data and Performance Meeting Schedule:**
3. Thursday, October 19, 2023 at 10am
4. Thursday, January 19, 2024 at 10am
5. Thursday, April 18, 2024 at 10am

*Meeting minutes submitted by Sarah Fuentes, Committee Chair*