



SACRAMENTO STEPS FORWARD

Ending Homelessness. Starting Fresh.

HMIS DATA COMMITTEE

Thursday, October 10, 2019 | 10:00 AM – 11:30 AM

1331 Garden Highway, Sacramento, CA 95833 - VCR Conference Room (2nd Floor)

Meeting Purpose: To inform members of the results of the first Annual Data Security Audit, the Data Quality Implementation Plan, the 2020 HMIS Data Standards changes, including the new Coordinated Entry Data Elements, and plan the 2020 Calendar Schedule.

I. Welcome & Introductions			
II. July 11, 2019 Meeting Minutes	Erica Plumb, Co-chair	10:05 AM (5 minutes)	Action
III. Annual Data Security Audit - Recap Process - SSF Web—based Trainings - Support Plans - ROI Findings	-Presenter(s): Tina Wilton, Data Administrator	10:10 AM (10 minutes)	Information
IV. Data Quality Implementation Plan - Implementing a Data Quality Strategy Memo – UPDATE - Examples of impact of data quality on HUD reporting - A look toward 2020 SysPM	-Presenter(s): Lindsay Moss, Senior Analyst	10:20 AM (40 minutes)	Information
V. 2020 HMIS Data Standards - 10/1/19 Implementation Date - Coordinated Entry data elements go live date 4/1/2020	-Presenter(s): Lindsay Moss, Senior Analyst	11:00 AM (5 minutes)	Information
VI. 2020 Calendar Schedule - HIC/PIT - Annual HMIS Certification - Annual HMIS Security Audit - SPM/APR/LSA	-Presenter(s): Tina Wilton, Data Administrator	11:05 AM (20 minutes)	Action
VII. Meeting Adjourned Next Quarterly HMIS Data Committee Meeting: January 9, 2020			



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HMIS Data Committee

Meeting Minutes

Monday, July 11, 2019

1331 Garden Highway, Suite 100, Sacramento, CA 95833, NIC Main Meeting Room

Attendance:

Member	Organization	Present
Anna Bilik,	DHA	Yes
Benjamin Uhlenhop	Next Move	No
Cynthia Hunt	Cottage Housing, Inc.	Yes
Erica Plumb	Mercy Housing	No
Jill Fox	Volunteers of America (VOA)	Yes
Josh Arnold	Volunteers of America (VOA)	Yes
Lorrie Lorell	Hope Cooperative (TLCS)	Yes
Mixtli Gonzalez	Lutheran Social Services (LSS)	Yes
Peter Bell	WIND Youth Services	Yes
Veronica Williams	Volunteers of America (VOA)	Yes

Staff	Organization
Michele Watts	SSF CPO
Tina Wilton	HMIS Data Administrator
Matt Lee	Data Analyst
Greg Schuelke	CoC Program Manager

Meeting Purpose:

To inform members of the results of the first Annual HMIS Re-Certification Quiz, the Data Security Audit Implementation Plan, the Data Quality Implementation Plan, and the 2020 HMIS Data Standards changes, including the new Coordinated Entry Data Elements.

I. Welcome and Introductions		
Cynthia Hunt called the meeting to order at 10:07 AM.		
II. April 11, 2019 Meeting Minutes	Presenter: Cynthia Hunt	Action
M/S Veronica Williams (VOA) / Lorrie Lorell (Hope) to approve the April Minutes as written. Approved.		
III. Annual HMIS Re-Certification Quiz Implementation Plan	Presenter(s): Tina Wilton, Data Administrator	Information
<ul style="list-style-type: none"> • Recap Process • Support Plans • SSF Web—based Trainings 		
<p>Tina provided a recap on the results of the Re-Certification Quiz results (Summary page was provided & emailed prior to meeting). Items summarized were the number of Users who passed, required support plans, and had accounts de-activated. A few agencies lost access to HMIS, Tina shared that the majority of these agencies have not been active in HMIS and did not respond to the quiz requests. Tina reviewed common errors made by the HMIS User community and the plans to address these areas in future trainings Tina shared that there were minor technical issues with the testing software/technology, but overall these technical issues will not affect the decision to continue using the same software in future years' HMIS Certification. SSF plans to continue to provide the HMIS user community with supportive trainings in formats such as Zoom Meetings (web-based meeting platform), to add additional trainings such as Reporting, and improve upon the Certification Quiz next year by adding some role specific quizzes.</p>		
IV. Data Security Audit Implementation Plan	Presenter(s): Tina Wilton, Data Administrator	Action
<ul style="list-style-type: none"> • New Schedule: 8/1/19 - 8/30/19 • Review HMIS Annual Security Checklist 		
<p>Tina reviewed the Security Audit Implementation Plan with the Committee, as well as the new schedule and the reasons for the shift in the dates. A detailed review of the Audit Checklist was reviewed for potential areas of concern or areas where agencies would require additional support from SSF staff. There were questions in regards to what would the timeline be for Agencies that identified areas where they were not in compliance. It is expected that these timelines will vary based on specific needs of each agency.</p> <p>Suggestions presented by Committee Members were:</p> <ul style="list-style-type: none"> • After Security Audit Checklists have all been returned, SSF to conduct an audit of a random selection of agencies. It was also suggested that this could be conducted along with one of Stacey's usual site visits. • SSF provide a training to the Partner Security Officers on role duties and responsibilities • SSF provide a training on the Security Audit Checklist and how to complete it. • Partner Security Officers could cross-examine each other's' agencies as learning/peer mentorship process <p>Follow-up:</p> <ul style="list-style-type: none"> ○ SSF will develop a Zoom Meeting (web-based training) prior to Audit start date for all Partner Security Officers to attend as desired. Training to include outline of Partner Security Officer duties and responsibilities and general instruction on completing the Security Audit check list. 		

<p>V. Data Quality Implementation Plan</p> <ul style="list-style-type: none"> Implementing a Data Quality Strategy Memo - UPDATE 	<p>Presenter(s): Michele Watts, Chief Programs Officer (CPO)</p>	<p>Information</p>
<p>Michele presented on the Data Quality Implementation Plan. The plan was brought to the CoC Advisory Board at their May meeting and was approved. Michele share that the timeline is currently being adjusted. The plan consists of each Agency either receiving or running Data Quality reports and correcting data as needed. There was discussion on agencies that are struggling with Data Quality. SSF will be providing additional support to those agencies. These agencies are aware of their need and have been on communication with SSF.</p> <p>Suggestions presented by Committee Members were:</p> <ul style="list-style-type: none"> Discussion around “good” data quality practice. 		
<p>I. 2020 HMIS Data Standards</p> <ul style="list-style-type: none"> 10/1/19 Implementation Date Coordinated Entry data elements go live date 4/1/2020 	<p>Presenter(s): Tina Wilton, Data Administrator</p>	<p>Information</p>
<p>Tina reviewed some Data Standards changes. Most changes are minor; many of the changes will not be noticeable to agencies or projects. The largest change is the Coordinated Entry project and it’s specific data elements: CE Assessments, which include a Crisis Needs Assessment and a Housing Needs Assessment, and CE Events, e.g., referrals and Current Living Situations. As of now, HUD has only put out a brief overview with the promise of more support to vendors and CoC’s in the near future. SSF has been in communication with our HMIS vendor; however, there has not been a release as to how this will be implemented within our HMIS system as of yet. There were questions presented by the Committee members asking who would be responsible for entering data into the CE Project and how it would function. SSF staff provided thoughts on how it may look but could not provide any concrete information until more information has been sent out by the vendor and HUD.</p> <p>Follow-up:</p> <ul style="list-style-type: none"> SSF HMIS Team will continue to provide updates and information to inform all HMIS participating agencies 		
<p>VIII. Meeting Adjourned</p>		
<p>Cynthia Hunt adjourned the meeting at 10:59 AM.</p>		



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HMIS Data Committee

Meeting Minutes

Thursday, October 10, 2019

1331 Garden Highway, Suite 100, Sacramento, CA 95833, NIC Main Meeting Room

Attendance:

Member	Organization	Present
Anna Bilik,	DHA	No
Benjamin Uhlenhop	Next Move	Yes
Cynthia Hunt	Cottage Housing, Inc.	Yes
Debbie Wiland	Sac Veterans Resource Center (SVRC)	Yes
Erica Plumb	Mercy Housing	Yes
Ibra Henley	SHRA	Yes
Jill Fox	Volunteers of America (VOA)	No
Josh Arnold	Volunteers of America (VOA)	Yes
Lorrie Lorell	Hope Cooperative (TLCS)	Yes
Mixtli Gonzalez	Lutheran Social Services (LSS)	Yes
Peter Bell	WIND Youth Services	No
Tasha Lee	Saint John's PRC	Yes
Veronica Williams	Volunteers of America (VOA)	No

Staff	Organization
Michele Watts	SSF CPO
Ya-yin Isle	SSF Chief Strategic Initiatives Officer
Lindsay Moss	Senior Data Analyst
Tina Wilton	HMIS Data Administrator
Matt Lee	Data Analyst
Greg Schuelke	CoC Program Manager

Meeting Purpose:

To inform members of the results of the first Annual Data Security Audit, the Data Quality Implementation Plan, the 2020 HMIS Data Standards changes, including the new Coordinated Entry Data Elements, and plan the 2020 Calendar Schedule.

I. Welcome and Introductions

Co-Chair Erica Plumb called the meeting to order at 10:01 AM.

II. July, 2019 Meeting Minutes

Presenter: Erica Plumb, Co-chair

Action

Motion by Benjamin Uhlenhop (Next Move) and Lorrie Lorell (Hope Cooperative) to approve the July Minutes as written. Approved.

III. Annual Data Security Audit

- Recap Process
- SSF Web-based Trainings
- Support Plans
- ROI Findings

Presenter:
Tina Wilton, Data Administrator

Information

Tina reviewed the audit process that ran in August 2019. For the self-audit checklist, most agencies were in compliance, and the agencies with follow up items were minor cases. 6 agencies did not submit an audit, but these agencies cover a relatively small portion of the HMIS' users and client records.

Tina also presented findings from the ROI cleanup. 17 agencies met the ROI threshold, while 9 agencies did not. Overall percentages of audit-friendly ROIs by agency have improved. 80% of new enrollments comply with audit standards.

SSF has reached out to agencies who did not meet the standards in either part of the audit. Going forward, there will be support plans for these agencies and web-based trainings for additional support.

Suggestions presented by Committee Members were:

- Check if non-compliant agencies in one audit section were also among the non-compliant in the other section.
- Focus on getting agencies up to speed before raising the bar.
- Discuss reasons behind non-compliance—agencies that deal with many clients, high turnover, etc.

Follow-up:

- SSF will provide follow up on findings from agencies that did not meet expectations of the Self Audit Checklist & ROI Audit. What the barriers were/are and report on current status.

<p>IV. Data Quality Implementation Plan</p> <ul style="list-style-type: none"> • Implementing a Data Quality Strategy Memo—UPDATE • Examples of impact of data quality on HUD reporting • A look toward 2020 SysPM 	<p>Presenter: Lindsay Moss, Senior Analyst</p>	<p>Information</p>
<p>Lindsay proposed updates to the Data Quality Plan and presented on data quality reports. Updates to the Plan include language around the new Coordinated Entry elements and the new Longitudinal System Analysis reporting, as well as updating Matrix of target goals to be more realistic of program expectations set by HUD. Coordinated Entry Elements are to be rolled out in April 2020; however further discussions with CES Manager are needed to flesh out how it will “look” in our CoC. The Data Quality Plan will need to be revisited by this Committee once that has happened.</p> <p>Lindsay then went over Data Quality Dashboards and points on the main data quality errors in the system. Points covered errors on profiles, exits, last contact, and income. Lindsay to follow up with an additional investigation on income oddities.</p> <p>Lastly, Lindsay introduced a few System Performance Measures and discussed how data quality elements can affect each.</p> <p>Suggestions presented by Committee Members were:</p> <ul style="list-style-type: none"> • Discussion around whether it would be helpful to include a general question on eviction history. Committee concluded that this would take a higher-level discussion to decide. • Discussion around cause of income errors. Committee requested follow-up after SSF investigation on possible income errors. <p>Follow-up:</p> <ul style="list-style-type: none"> • SSF will send a full copy of the revised Data Quality Plan to the Committee. • SSF to investigate cause of income errors. • Extend next HMIS Data Meeting by 30 minutes to discuss CE elements to be added into the Data Quality Plan. 		
<p>V. 2020 HMIS Data Standards</p> <ul style="list-style-type: none"> • 10/1/19 Implementation Date • Coordinated Entry data elements go live date 4/1/2020 	<p>Presenter: Lindsay Moss, Senior Analyst</p>	<p>Information</p>
<p><i>[10/1/2019 standards rollout not mentioned, but probably not news either; CE mentioned briefly when going over calendar]</i></p>		

<p>VI. 2020 Calendar Schedule</p> <ul style="list-style-type: none"> • HIC/PIT • Annual HMIS Certification • Annual HMIS Security Audit • SPM/APR/LSA 	<p>Presenter: Tina Wilton, Data Administrator</p>	<p>Action</p>
<p>SSF went over the proposed calendar for 2020 events that pertain to the Committee, including upcoming quarterly data review for the public dashboards, the upcoming 2020 HUD reporting (including the newer LSA), and the HMIS Re-Certification process.</p> <p>Motion by Benjamin Uhlenhop (Next Move) and Lorrie Lorell (Hope Cooperative – TLCS) to move HMIS Re-Certification process for 2020 to March / April instead of June. Approved.</p> <p>Motion by Benjamin Uhlenhop (Next Move) and Lorrie Lorell (Hope Cooperative – TLCS) to add a 30-minute section to January meeting on Coordinated Entry elements. Approved.</p> <p>Suggestions presented by Committee Members were:</p> <ul style="list-style-type: none"> • Move HMIS Re-Certification process up to March / April (avoids overlap with NOFA, but may be too soon). Some suggestion to move process forward to November (no overlap with Data Quality events but can be a busy holiday / shelter season). • Have a longer discussion on recommendations / changes to the recertification process. Also includes how to incorporate common data quality errors into the quiz. <p>Follow-up:</p> <ul style="list-style-type: none"> • Further discussion on HMIS Re-Certification at next HMIS Data Committee meeting. 		
<p>VIII. Meeting Adjourned</p>		
<p>Meeting adjourned by Co-chair Erica Plumb at 11:35 AM</p>		