# ………………………..………………Muskegon County Homeless Continuum of Care Network

**Meeting Description:**  **MCHCCN Data Committee Meeting**

**United Way of the Lakeshore**

**Meeting Date: January 5, 2023, Time: 10:00 – 11:00 am**

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| Representatives | Present | Absent |  | Representatives | Present | Absent |
| Angela Mayeaux, Muskegon Housing Commission, Chair | x |  |  | Brandon Baskin, Health West |  | x |
| Dan Moran, HMIS Administrator | x |  |  | Melissa White, Every Woman’s Place | x |  |
| Miranda Paggeot, Homeless Network Coordinator | x |  |  | Shaunna Turner, Every Woman’s Place |  | x |
| John Peterson, Consultant | x |  |  | Diolinda Sali, Volunteers of America | X |  |
| Madison Butler, Community enCompass | X |  |  | Deanna Washburn, Community enCompass | X |  |
| Kristy Smith, Family Promise |  | x |  | Yolanda Hall, Muskegon Rescue Mission |  | X |
| Yolanda Hall, Muskegon Rescue Mission |  | x |  |

**Minutes**

1. Call to Order - The meeting was called to order at 10:05 a.m.
2. Approval of Minutes of Datta Committee (AR) – December 1, 2022 –. Motion by Madison Butler, 2nd by Angela Mayeaux. All in favor. Motion passes
3. Dan Moran had a quarterly dashboard prepared. A review of the dashboard determined that a key needs to be developed for members to understand where what when and how of the data elements contained in the dashboard. Questions were also raised on the individuals who were exiting the programs. A clearer detail will be available for the next report. There were also missing quarters in the Dashboard report. Angela Mayeaux requested these be filled in and sent out before the next meeting. A key will be developed for the Quarterly Dashboard for better clarification.

The dashboard report shows overall how the funded agencies are performing but does not drill down to an agency level to understand how they are performing. Dan has been trying to assemble an agency level dashboard but is running into issues identifying reports that will drill to an agency level vs a system wide level for these performances.

John Peterson asked about the total universe of clients that are pulling into these reports. If the reports are not able to be ran on an agency level this information may have to be obtained by a work-around.

1. Dan Moran reported the LSA (Longitudinal System Analysis report) deadline is approaching. The submission deadline for this report is January 11th. There have been several flags and data errors that have been fixed for this report. Agencies have been given information on clients that need to have data entry information correction.

Angela Mayeaux inquired of what kind of data errors or flag were being presented. One of the data errors related to the Veterans PSH program. This program used to be funded as two separate funding grants, recently CEC consolidated this grant. HMIS Project did not reflect this. Due to the sensitive timing issue Dan Moran, consolidated the clients into one program bin. In the future agencies and HMIS Admin will address any consolidated programs as soon as the grant agreements are sent out. Other flag presenting related to programs that were open in HMIS and no clients were served. Currently there are two hotel programs in HMIS that we need clarification on. One is under CeC and the other is under VOA. Diolinda Sali and Madison Butler will investigate these programs and provide clarification.

This process is time consuming, and you are paired with a liaison from ABT associated you assist you with identified the flags of the errors. Explanations or corrections are then made and reviewed by the ABT associate at this point is where additional information is requested, or the fag is cleared. Miranda Paggeot and Dan Moran have been working on the errors and flags for the past couple of weeks. An update will be made at the next meeting regarding the submission of the LSA.

1. Miranda Paggeot and Dan Moran have sent out a Doodle poll requesting input of availability for a PSH training. Not every agency has responded, so Miranda sent out an email reminding them to respond to the doodle poll and that the training was mandatory. A certificate of completion will be given at the end of the Training
2. Dan Moran and Miranda Paggeot will be conducting a VI-SPDAT training for CoC assessment agencies. Any and all homeless service providers are encouraged to attend. Any agency can be an assessment agency and administer the VI-SPDAT screening tool. A doodle poll will be sent out next week for this training.
3. Miranda Paggeot presented a data quality plan for review. Not only is this document required by HUD to be operating in compliance it will also serve as a tool for the Review Committee in establishing performance benchmarks for agencies. The Draft plan was created by researching other communities DQ plans. A request was made to committee members to review the document and suggest any changes for the next data meeting in February 2023.

1. Miranda reported that the PIT is scheduled for Wednesday January 25th, 2023. The HUB location will be at Fresh Coast Alliance @1128 Roberts rd. Muskegon MI 49442. Volunteers are being requested to be at the location by 8:30pm. A brief training on the PIT survey form as well as best practices will be conducted, and volunteers will be split into teams. No one goes out alone. We are requesting to have a representative from each of the funded agencies.
2. Miranda announced about the implicit bias training that is scheduled for Thursday January 26th. This training is on zoom and does provide continuing education credits. This training is free and all CoC members are encouraged to take advantage of this free opportunity. Interested individuals can reach out to Alicia Cox for more information [alicia.cox@va.gov](mailto:alicia.cox@va.gov)

Meeting was adjourned at 11:30 am

Respectfully submitted by Miranda Paggeot