#  Muskegon County Homeless Continuum of Care Network

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

**United Way of the Lakeshore**

**31 E Clay Ave, Muskegon MI 49442**

**Meeting Date:** **January 4, 2024, ￼** **Time: 2:00pm – 3:00 pm**

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| Representatives | Present | Absent |  | Representatives | Present | Absent |
| Angela Mayeaux, Muskegon Housing Commission, Chair | X |  |  | Brandon Baskin, Health West | X |  |
| Chisara Butler, EWP | X |  |  | Shanna Turner, EWP |  | X |
| Diolinda Sali, HMIS Administrator | X |  |  | Ebony Williams, EWP |  | X |
| John Peterson, Consultant |  | X |  | Regan Dykes, Muskegon Rescue Mission  | X |  |
| Madison Butler, CoC Coordinator  | X |  |  | Lisa Reinecke, True North  |  | X |
| Kristy Smith, Family Promise |  | X |  | Rachel Harden, Health West | X |  |
| Lisa Blok, Family Promise  |  | X |  |  |  |  |

**Meeting Minutes**

1. Call to Order-2:03pm
2. Approval of Minutes of Data Committee (AR) –December 7, 2023 – Motion to approve by Brandon Baskin, seconded by Chisara Butler. Motion approved.
3. November & December Reports for Entry/Exit- Diolinda Sali presented the CE Report to the group. The numbers for the month December have changed slightly after the month of November. There has continued to be an increase in Data Not being Collected on birth dates. Diolinda Sali mentioned that she has seen a number of clients showing on Data Quality reports that have incorrect birth years entered in. And example being a client was checked into the Men’s mission and had a birth date of 12/12/23. We believe this is like a matter of the client not wanting to share what year they were born or perhaps the case worker not requiring the birth year from the client.
	1. Numbers for December 2023-
		1. Total number of persons served-252
		2. Total number of households served-99
		3. Number of Adults-121
		4. Number of Children-106
		5. Data not collected on age-25
		6. Rental by client, no ongoing subsidy-0
		7. Rental by client, with ongoing subsidy-0
		8. Total unsheltered on BNL-70
		9. Total sheltered on BNL-50
		10. Total homeless Veterans on BNL-26
		11. Total households that were identified to be eligible for PSH-2
	2. Diolinda Sali also noted that the data presented for Clients Housed with/without subsidy may be incorrect due to ongoing issues with reports and the Vendor who manages HMIS. This has been an ongoing issues that has affected all agencies who utilize HMIS. It is estimated that the issues should be addressed in the following weeks coming.
4. LSA-Update-update on the LSA Submission was presented by Diolinda Sali and Madison Butler. A lot of progress has been made on the LSA Report. Four out of the fourteen warning flags have been addressed and are sufficient for the report. The CoC had a meeting with the Data Quality Liaison to go over some questions we had regarding some of the warning flags. The CoC is in the final steps of completing the 2023 LSA. A meeting was arranged with the Data Quality liaison to seek guidance on some of the more complex warning flags presented. This meeting was successful in clearing up any confusion. The CoC’s goal is to have most of the 14 warning flags resolved before the deadline of January 17th, 2024. This would be a huge improvement compared to the 2022 LSA which was completed with only one warning flag having received a “sufficient note” explaining a discrepancy or having the LSA file accurately reflect activity in the community.
5. Reminder-Report Cards/ELOCCS - Quarterly Reports for Data Clean Up in \*February\* - Reports will now be due in February instead of January as to accommodate True North’s ESG program that is required to submit their reports to MSHDA by the mid-January. Agencies will have additional time to address any errors that may present. The agencies have been instructed that Madison Butler will send out a reminder email for the agencies to send in their reports to the CoC prior to the next Data Committee meeting.
6. Other Business – Asked if there is a schedule prepared for CoC trainings? Diolinda Sali shared that there is a list prepared for the topics to discuss and that the CoC 101 training is ready to go for the Case Managers Resources Network Meeting in March 2024.
7. Adjourn – 2:50PM