# ……………………….………………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: March 2, 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 |
|  |  |  |  | Valerie Nance, The Salvation Army |  | x |

**Minutes**

1. Call to Order -

The meeting was called to order at 10:02 am.

1. Approval of Minutes of Data Committee (AR) – February 2, 2023.

Minutes were distributed before the meeting as well as included in the meeting packet. Madison Butler made a motion to approve the minutes as presented. Diolinda Sali second, all in favor-motion passes.

1. Coordinated Entry Report

Dan Moran presented the Coordinated Entry Report. Looking at the month of February there were 146 people that were on the CES By-name-list. 2 singles were housed in PSH in the month of February. There was no other activity reported for clients who were housed with program assistance.

1. SPM Report

The System Performance Measurement report was submitted on time by the due date of February 28th. The reporting period for this report opened back in August. Data clean up needs to begin earlier so the submission of the SPM is accurate to the best of our knowledge. Miranda Paggeot went over each of the measurements explaining the population that was involved and the possible reasons for some of the data that has significant changes from the previous year.

Angela Mayeaux asked questions about the measures and how somethings were different for example the difference between measure 5 first time homelessness and measure 2 the returns to homelessness. Dan Moran will reach out to MCAH to get a better understanding of the data between the 2 measurements.

1. HMIS Policy and Procedures

This agenda item was tabled. Members were reminded to please look and make any suggestions or comments to the HMIS Policy and Procedure Draft. We will be finalizing the document at the April meeting.

1. Annual Recertification

Dan requested all HMIS users to go in and take the annual recertifications. The trainings can be found at the HMIS learning center website@ www.hmislearingcenter.org. The training site will clearly list what trainings are required for annual certification.

1. Other Business

Angie inquired about the VISPDAT and PSH workflow training. Both trainings were conducted at the United Way of the Lakeshore. Miranda or Dan did not have the specifics of how many attended but the turn out was great. Angie asked about future trainings and Miranda stated that more trainings related to HMIS workflows would be scheduled soon and trainings will be offered 2 times a year so new staff have an opportunity to attend.

Currently Miranda and Dan have been going to Community enCompass on a weekly basis to provide technical assistance to the staff relating to HMIS data quality and workflows.

Miranda introduced a document that helped to understand how to attach files to a client record in HMIS. There is a specific naming convention that is to be used. File attachments such as ID, Birth Records, Disability Verification, Income Verification and Homeless history can streamline the process of a client getting into housing.

HUD has a template that is used to document homelessness and serve as a verification form. Brandon had inquired what Community enCompass needs as he is getting a lot of kick back on the referrals that are being sent from Health West to Community Encompass. Madison and Brandon will be getting together so a clear understanding of what is needed can be made.

1. Adjournment

Meeting was adjourned at 11:02 am