#  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: September 7, 2023, 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 |  |
|  |  |  |  | Shanna Turner, EWP | X |  |
| Diolinda Sali, HMIS Administrator | X |  |  | Ebony Williams, EWP |  |  |
| John Peterson, Consultant |  |  |  | Angelique Connell, Muskegon Rescue Mission | X |  |
| Madison Butler, Community enCompass |  |  |  |  |  |  |
| Kristy Smith, Family Promise |  |  |  | Yolanda Hall, Muskegon Rescue Mission |  |  |
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**Meeting Minutes**

1. Call to Order – 2:09pm
2. Approval of Minutes of Data Committee (AR) – August 3, 2023. Meeting minutes from our previous meeting were reviewed and a motion was made by Angela Mayeaux and seconded by Angelique.

1. Empty Record Clean Up-
	1. Quarterly Reports – Agency Admins – The new Empty Record Clean-Up policy was shown to the Data Committee to review and add additions as they see fit. It was brought up in the meeting that there will need to be a timeframe added to the process of pulling the reports and addressing the errors to send back to the HMIS Administrator. The Agency Administrators will have the whole quarter to address any errors and have them corrected and then present them to the Data Committee to review.
2. Service Transaction Workflow – Diolinda Sali presented the Service Transaction Workflow from the HMIS Training site. This workflow simply outlines the process in which agencies should be entering their service transactions into HMIS. When running reports, it’s been found in the past that service transactions were not being put in with program entries resulting in an “Empty Record”. Additionally, there were service transaction found that did not include end dates as well as not being properly closed out. Brandon Baskin asked whether this should be applied to the Coordinated Entry bin or if the reports will only be pulled on the agency specific bins. It was explained that the Coordinated Entry bin likely won’t have any services listed as agencies should be adding service transactions to the appropriate bins in which the individual is having a program entry.
3. APRs – Due September 28th, 2023 – A reminder about APRs being due soon. Brandon Baskin is aware that he will be pulling these reports to have them submitted before the 28th. An email was previously sent out to Madison Butler from Community Encompass regarding an APR clean up, but the email did not include a due date. Another email was sent out to Madison Butler regarding the APRs including the due date. Angela Mayeaux discussed that EWP will also have to complete these APR Clean-ups and send in their reports. After the meeting adjourned, Diolinda Sali sent out an email to staff at Every Women’s Place regarding these reports and will be providing a workflow of the process to access the reports.
4. Other Business – no other business.
5. Adjourned – 2:59pm