**MCHCCN Data Committee Meeting Minutes**

**VIA**

[**GotoMeeting**](https://global.gotomeeting.com/join/790773229)

**Meeting Date: September 3rd, 2020 Time: 10:00 am – 11:00 am**

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| --- | --- | --- | --- | --- | --- | --- |
| **Representatives** | **Present** | **Absent** |  | **Representatives** | **Present** | **Absent** |
| Brandon Baskin, Health West | x |  |  | Micheal Ramsey, Community en  Compass (HARA) |  | x |
| Shanna Turner, EWP | x |  |  | Kristen Smith, Family Promise |  | x |
| Barry Pierce, Muskegon Rescue Mission |  | x |  | Charman Russ, Muskegon Rescue Mission | x |  |
| Kiara Scott, Community enCompass | x |  |  | Dan Moran HMIS Administrator (non-voting) | x |  |
| Marian McDermed, Family Promise |  | x |  | Kymberly Kremnitzer, VOA | x |  |
| Ebony Crane, VA |  | x |  | Alicia Cox (non-voting) | x |  |
| Judith Kell, COC Coordinator | x |  |  |  |  |  |

**AGENDA**

I. Call to Order

The meeting was called to order at 10:03 AM by Mr. Dan Moran, HMIS Administrator.

II. No Minutes to Approve

There were no meeting minutes from the prior session to approve.

III. Sharing QSOBAA

Mr. Moran reported the Sharing QSOBAA was updated to facilitate the Coordinated Entry process requirement for external visibility of contact information.

IV. Visibility Update

Mr. Moran reported that the visibility update would facilitate the required external visibility of contact information.

V. Data Elements for CE

Mr. Moran shared a document from HUD. (See attachments for documents) HUD is working to create more detail in reporting for the intake, assessment, and decision-making process. Ms. Kiara Hamilton asked about clarification on the reporting to which Mr. Moran responded that data collected now would be pulled for reporting on October 1st, 2020. Mr. Brandon Baskin questioned who could input this data into HMIS at Community EnCompass? Ms. Hamilton responded that anyone could input intake data, but if the case managers took over when services were recommended. Mr. Moran concluded that under the new shared visibility update, participants could view the contact information that was entered.

VI. Youth Screening Tool

Mr. Moran reminded everyone that the TAY-SPDAT should be used on clients age 18-24. Questions on how to use this tool, or if training is needed, can be referred to Mr. Moran.

VII Program reports

Mr. Moran would like to thank those who have turned in their program reports at this time. There will be a sample sent out of updates.

VIII. Quarterly Financial/HUD Funded

Ms. Judith Kell reported on a new requirement with HUD/MSDHA. COCs are required to review data for each agency's LOCCS draws quarterly to ensure the spending in on track. Each agency should report their LOCCS draw to the data committee quarterly. HUD will do a sweep and take back what is not expended.

IX. Other Business

Mr. Baskin reported that Shelly Evans would be retiring from her position at HealthWest. Ms. Kell offered her support as Mr. Baskin learns more about Shelly’s role.

X. Adjournment

The meeting adjourned at 10:28 AM.