**MUSKEGON COUNTY HOMELESS CONTINUUM OF CARE NETWORK**

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**Data Committee**

**December 1, 2022**

***10:00AM – 11:00AM***

**United Way of the Lakeshore**

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

**Meeting Minutes**

1. Call to Order --
2. Welcome and Introductions

Meeting was called to order at 10:01 am, no meeting minutes were distributed for review.

II. Quarterly Dashboard Report

Dan prepared the quarterly Dashboard report for review. Discussion on the data elements benchmarks and goals determined a need for a HMIS workflow training. Dan and Miranda will be scheduling a HMIS workflow training.

III. SPM Report

The system performance measurement report is due to be submitted to HUD around the PIT and HIC data submission. This is sometime in Feb. Currently reports have been run and sent out to agencies to clean up any data errors that are presenting. HUD looks at 6 different measurements to assess how well a CoC is performing.   
 A. Annual Assessments

Miranda reported that annual assessment is required on any client that has been in programming for more than 12 months. An annual assessment is required +/- 30 days from the project enrollment. Any changes of income or benefits should be entered.   
 B. Un-exited Clients

Clients that have a project enrollment but have no recent service transactions should be exited out of the program. If a client is in programming, then we would expect to see a service transaction showing case management, a rental assistance payment or whatever service they are receiving. Miranda requested agencies to ensure that when a client leaves services/programming that they are promptly exited from the program.   
 C. Discharge destination

Determining the exit destination between temporary and permanent was discussed. A temporary destination does not produce a positive outcome. If a client is moving in with family or friends, they case manager should determine if this is a short-term situation or a more longer-term situation and choose the appropriate destination between temporary or permanent. Clients’ destinations can be updated if new information is determined.

IV. LSA Report

Longitudinal System Analysis report which replaced the AHAR report submission window is currently open. This report compares the data in HMIS against the reported PIT and HIC reports.   
 A. Provider Pages

Provider pages in HMIS should be reviewed at least on an annual basis. Dan is going to be reaching out to the providers in HMIS to schedule meetings for the provider page reviews. An update will be provided on the submission of the LSA.

V. Other Business

John talked about the importance of data and the NOFA. Data is increasingly becoming more relevant to the funding that is being allocated. Currently our NOFA scores are below the mean and Muskegon scored in the bottom quarter percentile. Recently an adoption of the Reallocation Policy was made and data success rates and benchmarks will all be evaluated on the effectiveness and efficiency of a project. A recommendation of having NOFA Prep as a standing agenda item has been made and will be implemented in future agendas.

Angie talked about how the Data/CQI needs to have financial information on the programs and the number of clients being served. Miranda will look into getting screen shots of the LOCCS draws from the HUD funded providers. In the past this information was presented to the Data Committee.

Discussion on whether the Data Committee was a standing committee or a subcommittee that reports to CES was made. It was determined the Data Committee was a subcommittee and the chair of the Data is also on the Executive Committee.

VI. Adjourned

The meeting was adjourned at 11:15 am