

Central CoC Board Meeting

February 2,2021

In Attendance:

- Ben Byker
- Amy Carter
- Lori Gudim
- Kristi Kvaal
- Chassidy Lobdell
- Tammy Moreland
- Bryan Newman
- Michele Fournier
- Jennifer Walker
- Cathy Wogen
- Kathy Sauve

1. Inspiration-Cathy Wogen
2. Approval of January 2020 minutes
3. Any additions to the Agenda
4. Advisory Board Positions
 - a. Cathy Wogen to Chair
 - b. Vice Chair
 - c. Secretary
 - d. 2 Board Openings
5. MH Housing planning funds to reduce barriers to attending meetings
6. Charter and Bylaws to be approved by CoC Full Membership
7. MN Housing Priorities for PSH- How to do virtually?
8. HMIS/Data Committee
 - a. Committee members (Lori, Ben, Bryan, Annabel, Tammy)
 - b. Responsibilities of this Committee
 - c. Data Quality Monitoring
 - d. Consistent time for this committee to meet
9. Other Committees- dates of meeting?
 - a. PIT
 - b. Youth Initiative
 - c. Membership
 - d. Performance and Ranking
 - e. Equity, Diversity, and Inclusion
 - f. Coordinated Entry Advisory
10. 2021 PIT Count
 - a. Sheltered Count-Counting those in hotels
 - b. Unsheltered Count-possible Statewide exemption
 - c. Housing Surge-Kristi
11. HUD funded Program Highlighted @ CoC Full membership meeting
12. Who will share this meeting updates from the Board @CoC meeting?



HMIS/Data Committee

The HMIS Committee will work with the HMIS Lead to develop, annually review, and revise on an as needed basis- a privacy plan, security plan, data quality plan for the HMIS, as well as any other HMIS policies and procedures required by HUD and bring forth for Board approval.

The HMIS/Data committee is responsible for monitoring the collection and use of HMIS data to improve Central MN CoC ability to end homelessness. In this role, the Committee:

- Monitors data quality of Central MN CoC projects
- Monitors the performance of the HMIS Lead Agency
- Reviews, amends, and approves the charter agreement between the HMIS Lead Agency and Central MN CoC (annually)
- Analyzes HMIS data to identify opportunities to improve CoC performance

WHAT IS DATA QUALITY?

Data quality is a term that refers to the reliability and validity of client-level data collected in the HMIS. Typically, it is defined by its components:

Completeness – Ensures that all the appropriate and relevant data that agencies or funders need is being collected and recorded, and that each community can accurately describe both its clients, and the full scope of services provided to those clients accessing services.

Consistency – Ensures that all aspects of a client’s profile and assessment data “agree with” each other, and that there are no contradictions among data. It is also important that agencies and staff members utilize the same definition for capturing data and follow consistent practices.

Accuracy – Ensures that what is being recorded in a database is a true representation of information provided by the client, as documented by staff interacting with the client or otherwise documented by the client.

Timeliness – Ensures that the data is accessible when needed, either proactively or reactively, and can reduce the human error that occurs when too much time elapses between data collection and data entry.

WHY IS DATA QUALITY IMPORTANT?

Data quality within HMIS affects everything we do in our work to address and end homelessness, and its importance cannot be overstated. Any project that enters data into HMIS contributes to the overall picture of homelessness within its CoC and the state.

The reasons why data quality is important are many, including but not limited to its impacts on the following:

- Requirements based on funding each CoC receives;
- Funding opportunities for providers;
- Accurate reporting for federal, state, and local funding;

- The ability of the CoC, and providers within the CoC, to tell the story of homelessness as realistically and completely as possible; and
- The data entered into HMIS directly affects clients through the Coordinated Entry process and may determine for which services they may or may not appear to be eligible.

With high quality data, a community can accurately tell the story of the individuals and families it serves.
