



**Data Analysis**  
**MEETING MINUTES**  
September 20, 2018  
1:30pm - 3:00pm

Facilitator:	Lee Weber		
Meeting Attendees:	Lee Weber, Nancy Oliver, Rich Arndt, Dennis Sturtevant, Matthew VanZetten, Johanna Schulte, Cheryl Schuch		
	Staff: Wende Randall, Sierra Salaam, Emily Schichtel		
Time Convened:	1:33 pm	Time Adjourned:	

<b>Approval of Agenda</b>		<b>September 20, 2018</b>	
Motion by:		Support from:	
Discussion	Add – Recommendation of Data Collection for Coordinated Entry, based on HMIS System Administrator Meeting (brought up by Nancy)		
Amendments	None		
Conclusion	Motion Passed		
<b>Approval of Minutes</b>		<b>From August 16, 2018</b>	
Motion by:	Denny	Support from:	Nancy
Discussion	None		
Amendments	None		
Conclusion	Motion Passed		
<b>Systems Performance Measure Updates</b>		<b>Sierra</b>	
Discussion			
<p><b>Metric 1 – Length of Time Homeless:</b>          Is it possible to disaggregate by agency (with all of their projects) in order to identify factors; If we were to take the ESP pages out, how would that impact the length of time?          Need to pay attention to the difference between the average and median: is there anything we can learn from this? For families, there are few resources for credit and RRH options available, so the more large families in the system, the longer it takes to get them housed. Also, landlords respond quickly to market rate changes and increase thresholds for accepting families for rentals.          Families Only:          Between 2<sup>nd</sup> and 3<sup>rd</sup> quarter of average for families, there was a big jump in length of time; there may be a need to update this after some clarification around data quality and program pages;          Also need to pay attention to the impact of family size and the number of families that get placed (housing units rather than individual units per person)          Age and Income also have a significant impact on length of stay, in alignment with pervious comments about rental eligibility          In the upcoming quarter we should see the numbers shift due to the increase in motel stays for families (based on the family wait list issues)</p> <p><b>Metric 2 – Returns to Homelessness:</b>          It would be helpful to have the numbers along with the percentages, so we know the overall impact of the measures;</p>			



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What can we learn if we pull apart RRH from PSH? Also if we see breakouts in time spans within the 2 year period, there could be opportunities to learn about what is occurring during those times.

Housing stabilization effort is helping the outcomes.

Metric 3.2 – Number of Homeless Persons:

Would like to look more closely at the TH entries to understand the projects and numbers (if there were changes in reporting, when did they occur, to understand the impact);

Metric 4 – Employment and Income Growth:

While people are in services we can assist them in accessing all of the resources to increase income; more families are coming into the system employed with very low wage jobs, rather than coming unemployed and then obtaining work.

Metric 5 – First Time Homeless:

Unable to update this due to system issues

Could this be broken down by family and individuals? And could it be viewed by family size? This may help us understand the shift in need in housing unit size

Metric 7 – Placement in of Retention of Permanent Housing:

Is there a program factor that occurred between 3<sup>rd</sup> and 4<sup>th</sup> quarter of 2017?

These questions bring up capacity concerns at the front door of HAP and possible opportunities to explore allocations and in design.

### Conclusions

We are still looking at “systems” reports and need to find a way of complying with requirements and also viewing other services and factors that tell us whether an individual or families achieved success, and through which services.

Action Items	Person Responsible	Deadline
Include hard numbers along with the percentages (specifically in Metric 2)	Sierra	Next Quarterly report
Separate out RRH from PSH in Metric 2	Sierra	Next Quarterly report
Separate out Families from individuals and family size for		
Ask the HMIS vendor to tell us how we could purchase more analytics to answer the questions we have around how the system is impacting the community overall, not just with the limited view we have from HMIS data		

### Update on HMIS

Wende

### Discussion

Wende shared with the group that the RFP had been released and three proposals had been received for the HMIS functions. A panel will be gathering next week to review proposals and provide input to Heart of West Michigan United Way in bringing on a contractor for the HMIS System Administration and Data Analysis functions.



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<b>Conclusions</b>		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
<b>Update on Voices of Youth Count</b>		<b>Emily</b>
<b>Discussion</b>		
<p>Date has been set for October 3<sup>rd</sup> to align with the public school count day;  A survey has been reviewed by the planning group (adapted to our community following suggestions from the Youth Action Board);  Staff will be trained to conduct the survey;  Provider pages for the count have been created under Arbor Circle;  Youth services for those who are 18-24 will be aligned closely with Salvation Army;  Concerns about the timing of the count and the issues of mandatory reporting and other vulnerability issues during the count; YWCA and DHHS have been brought into the conversation and trainings have been sent out to ensure that situations are addressed/handled appropriately.  Recognition that this is the first year and there will be lessons learned through this process.</p>		
<b>Conclusions</b>		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
<b>Data Collection Guidelines proposed for Coordinated Entry</b>		<b>Nancy</b>
<b>Discussion</b>		
<p>HUD has released a set of recommended guidelines for Coordinated Entry data collection.</p> <p>Nancy will be working with Sierra to identify any possible changes to the data that is collected at Coordinated Entry.</p>		
<b>Conclusions</b>		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>