DATA ANALYSIS MEETING
MEETING MINUTES
February 21, 2019
1:30-3:00

Facilitator:	Lee Nelson Weber		
Meeting Attendees:	Lee Nelson Weber, John Wynbeek, Johanna Schulte, Cheryl Schuch, Deanna Rolffs, Becky Rynbrandt, Mikyla Webb, Richard Arndt, Wende Randall, Jennifer Hendrick, Daniel Gore (phone), Courtney Myers-Keaton, Brianne Czyzio		
Time Convened:	1:38	Time Adjourned:	3:10

Approval of Minutes		January 17, 2019	
Motion by:	Deanna	Support from:	Cheryl
Discussion	Lee noted that questions tend to be raised in the minutes, and then are not revisited. The group can add something to the agenda to bring some of those conversations back, similar to a parking lot.		
Amendments			
Conclusion	All in favor by acclamation with no dissent		
Elections Update		**Courtney Myers-Keaton**	
Discussion			

Steering and Executive requested that committees each elect a chair, vice chair, and secretary based on the *Committee Expectations* document. Elections will move forward. The secretary's responsibilities are to maintain the roster and take minutes in lieu of Brianne. Lee will take responsibility for putting out the nominations process via email and getting a ballot out by next meeting.

Action Items	Person Responsible	Deadline
Facilitate nominations process via email	Lee	
Data Analysis Process Discussion		
Discussion		

The goal is to organize a framework on how to review data in this committee. The CoC's Governance Charter lists that data analysis committee's work should be help inform the work of other committees. In the past, much of conversation has been around System Performance Measures and similar topics. HMIS informs System Performance Measures for HUD, is this committee responsible only for this, or should other data sources in the community also be considered? There is a distinction between System Performance Measures (HUD defined) and system-level performance measures. System Performance Measures don't necessarily tell us how we are doing, as a community, with serving people. This group looks at whatever measures the CoC decides are important.

Continuous Improvement Cycle: Set Goals →Plan → Act → Assess → Reflect and Adjust.

Reflect and Adjust: this committee looks at data and reflects on what that data shows. From there, recommendations can be made to Steering, the full CoC, other committees, etc. so that adjustments to the system can be made. This committee is not responsible for communicating to the general public, but instead gives the information to marketing/communication people to then communicate to the community.

Looking at strategic plan, one of the prioritized goals is to reduce the length of time homeless. There was concern that the strategic plan uses 2014 data as baseline data, even though the data analysis committee has previously noted that there are data quality issues with the data from 2014-2015. The issue with 2014 data is that much of it is missing from the HMIS database as many agencies were not yet inputting data.

Conclusion:
Becky motioned that the committee recommends to Steering Council that the data for the strategic plan be changed from 2014 data to 2015 data. John seconded. All in favor by acclamation with no dissent.

Action Items	Person Responsible	Deadline

Analysis Practice Session: LOT Data	

Discussion

Looking at data, consider:
- What do we observe?
- What assumptions do we have?
- What are the implications?
- What questions do we have?
- What necessitates action?
- How can this be used to improve the system/recommendations?
- Who needs to know?

The group used this exercise to think about whether this process will work for this committee in the future.

Process observations:
- Some areas where the group gets tripped up are questions, observations, and assumptions. If the data was provided beforehand, it would be easier to review so people can bring observations to the table. Questions could be asked online ahead of time, and the answers shared with everyone.
- There were questions around the assumptions around this data: are they static? Should they be codified?
- The group needs to make sure that specific agencies and/or persons are sitting around the table to make sure we are getting the full picture.
- The committee could start with what data points are important to the CoC right now and fit this into the framework. There are some regular reports that this group needs to focus on as well. Maybe there is a calendar that dictates specific things that need to be talked about each month, in addition to what else the committee decides to look at. It may be helpful to have a data repository so members can compare data from different reports. CoC team has talked about adding some information to the website, perhaps a data portal so that all data is available to everyone.

- Benchmarks: The committee recommends that Steering Council decide some numerical goals moving forward. This could be bounced back and forth between data analysis and steering council. National benchmarks, state benchmarks, comparable benchmarks should all be used.
- What is considered significant change? Is it significant in a more normative sense – can look at what the goal is an is progress being made?
- Perhaps averages can be tied in in with total numbers to give a bigger picture. By looking at visualized data, one can tell if there is significance without having to have statistical measures to back it up. In addition, there is a need to make sure the context is supplied around the numbers so that the group can decide if this is an actual win or just indicative of a different issue in the community.
- Also, this group can consider how much variation is normal, then look at points outside of the norm. From there, recommendations can be made to Steering Council and/or the community.
- CoC staff work on identifying comparable communities for the next meeting to create concrete improvement goals and benchmarks for comparison. This can become part of the goal setting.
- This committee needs to review MSHDA Pay for Performance numbers on a regular basis. This committee can review preliminary PIT data in March knowing that it is due to HUD in April. The MCAH annual report can be an April agenda item.

Observations specific to the LOT (Length of Time Homeless) Data
- Disaggregation by race, gender, etc. would need a request to MCAH, but can be provided in the future. In the past, report format was developed for disaggregating data, and to include additional information. The LSA is so new, they are still working on the different reporting categories. LOT should be broken out by additional cohorts at some point, HUD is working on this. Previously, the group did not spend a lot of time focusing on the LSA and AHAR, just SPMs, so this is new for everyone.
- Pre-housing is referring to a client who may have anything other than ES, TH, SH.
- 3.917 refers to a question on a form. When a client enters a project, they are asked to approximate when their homelessness started. It is not the most accurate measure.
- Pulling up SPMs in Tableau, trends seems to be similar. The count is going up, but average and median tends to be going down.
- Households experiencing any type of homelessness includes people entered into programs, not anyone who tries to access the system. So, this data simply shows the number of households served, which in turn shows the capacity of the system, not the total need. In addition, it does not include anyone waiting to be served, or requests to HAP.
- Length of Time Served should be changed to length of time stayed/spent.
- Big drop in all homeless between Q3 and Q4 of 2017
- All trendline is heavily influenced by adults only data.
- The hotel project is classified as ES, so it is included in the adults with children numbers.
- LOT could be affected in Q3/Q4 2018 of because of the hoteling crisis
- In the future, LOT could be compared to exits to PH
- The report can be run over periods of time and can be deduplicated within that time frame, this is not annually rolling data.

- Length of time of stay looks at the clients active in that quarter, and how long they were in shelter, including stays prior to. LSA will count times in other shelters.

In March, the committee will look at PIT and HIC count data - what has been prepared to be submitted to HUD. This will include total number of individuals. Breakout are already available for adults without children, unaccompanied youth, adults with children, race, ethnicity, chronic, veterans. The full reports for the past 3 years are available, this can become a 4-year comparison. HIC can be discussed at a later point. PIT data will be available 2 weeks before the meeting.

Conclusion:
Johanna motioned that data is provided 2 weeks ahead of each meeting, with some room for asking questions and making comments, in online portal capacity. Committee take the responsibility to look at the data and submit questions. Cheryl seconded. All in favor by acclamation with no dissent.

Data analysis recommends/requests that Steering Council set measurable goals, in the understanding that they will likely kick this back to data analysis committee.

Action Items	Person Responsible	Deadline
Identify comparable communities across the country	CoC Staff	
Locate/create calendar of data points that need to be regularly reviewed	CoC Staff	
Adjourn		