



DATA ANALYSIS MEETING MEETING MINUTES

September 19, 2019

1:00-2:30

Facilitator:	Lee Nelson Weber		
Meeting Attendees:	Lee Nelson Weber, Johanna Schulte, John Wynbeek, Cheryl Schuch, Pilar Dunning, Jennifer Headrick, Veronica Arvizu, Courtney Myers-Keaton, Brianne Czyzio Robach		
Time Convened:	1:05	Time Adjourned:	2:35

Approval of Minutes		June 20, 2019	
Motion by:	Pilar	Support from:	John
Discussion	Lee recapped the June meeting. Under first item, it is suggested that we release the annual count data. This data is now on the website replacing the 2015 data. Lee noted that the suggestion to look into marketing has not been made to Steering. This can be made at tomorrow's meeting. It may help follow up on the conversation from a while ago.		
Amendments			
Conclusion	All in favor by acclamation with no dissent		
Approval of Minutes		July 18, 2019	
Motion by:	Johanna	Support from:	Pilar
Discussion	Lee recapped the July meeting. Stella may be a good tool. Should Stella be on the agenda quarterly? Yes, as there is an equity lens to this tool.		
Amendments			
Conclusion	All in favor by acclamation with no dissent		
Live Stories			
Discussion			
Courtney shared that this will be tabled until October. Jennifer from Kent County had noted that they are currently in the process of reviewing the contract. She will provide an update as applicable.			
Lee asked if there is anything going on in the KConnect process that would provide material for visualization. Courtney noted that the primary method is video stories through CO2. Live Stories is mainly data visualization. This is helpful as we may be able to use it for free if the contract is renewed. Courtney noted that if they do not renew the contract, there is the possibility that staff has the capacity to do data visualization. Cheryl noted that staff may have the time but may not have the background or training similar to Live Stories. Lee noted that Downtown Grand Rapids, Inc. usually does a great job with data visualization. She is happy to reach out to Tim Kelly. Dwelling Place also may have connections. Lee asked who is responsible for the website. That is mainly Brianne. It is a winter project for staff to make the website more accessible and user-friendly.			
Action Items		Person Responsible	Deadline
Data Meeting with Steering Council			
Discussion			



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The CoC Steering Council meeting is tomorrow. Courtney will be asking them to have a discussion to talk about the purpose of a joint meeting and what information they would like brought forward so that everyone is on the same page. Courtney asked the group to consider what they would want to get out of a joint meeting. Cheryl noted that from her experience, we need to figure out a way in invest in data analysis. She would like to have a conversation around what Steering experts, as well as the need for professional services of a data analyst. Lee noted that when the committee started, there was a person on staff at the CoC. The position was unfilled for a while, and then was filled by a contractor who is accessible by phone. She noted that the group would likely need someone who is able to point the group in the correct direction. Courtney noted that the planning grant for this upcoming round has increased by \$20,000 as the annual renewal demand increased due to bonus projects. She wondered if one of the recommendations from this group is that some of the newer funds be used towards data analysis. Johanna noted that it is a time-consuming task to understand how data pieces interact with one another. This, in addition to the complexity of the HMIS system and the fact that not the same people always sit on the committee, makes it difficult to maintain a stable infrastructure of knowledge. There has always been the tension around where the analysis should fit, roles, responsibilities, and accountability pieces. Lee noted that the way this has been approached has been more of a volunteer activity. Everyone here is competent in their roles in their organizations but is not a data analyst. Lee noted three issues: little capacity in analysis; Data quality issues; gathering data from systems outside of the HUD network.

Lee noted that before planning the meeting we should hear what Steering Council wants. Data Analysis should steer the meeting but need to make sure we are fitting into the request. Cheryl noted that the possibility to lose Steering members in January and suggested planning the meeting for after new members are voted in in January. As the group has discussed a data analyst, John wondered what the relationship would look like between the HMIS Administrator and a data analyst. Currently, Daniel's time is targeted to technical submissions and ensuring data quality and compliance. Lee noted that the committee can make a recommendation to Steering Council that professional data support is needed to keep this committee moving forward. Lee noted that it seems that the group feels that it needs some presence and support around analysis, which is not present in the current system/contract. Jennifer noted that it is a flat process of the data instead of an iterative process where feedback can be exchanged. The group noted that the issue is that there is no function of the current system to communicate back and forth. John asked whether progress has been made on data quality so that data analysis is more meaningful. Yes, there has been significant increases in the data quality over the past few years.

Action Items	Person Responsible	Deadline
System Performance Measures		
Discussion		
Encompassed in the following discussion. Will be added to October agenda.		
Action Items	Person Responsible	Deadline
Dashboard		



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Discussion

The group had talked about using Chicago's dashboard as a template. Courtney noted that Daniel had hoped to get the information to us but did not have the time. In the past, the group talked about using Chicago's dashboard, but with less details. Lee asked whether this dashboard could be completed with our data. It depends on what is put in the box and the definition. The group discussed changes to the data and language in each box that they would like to make.

Box 1: In terms of number of people on the HPL, this number could be collected from TSA on a monthly basis. On the Chicago dashboard has individuals/households instead of one. The group agreed that using households would help provide a picture of how many units are needed in the community.

Box 2: The number exiting to homelessness includes those who became inactive, making it artificially high. Cheryl noted that even though the number of people exiting to permanent housing is low, this shows the lack of affordable housing in the community. In the CE report, there is a number of those referred to permanent housing, could this be included to show that the issue is the fact that these are due to lack of affordable housing. Permanent housing is the HUD definition, including moving in with family and friends, leasing up, RRH, PSH, etc. Permanent means, in this context, that there is some type of stability in the situation. Perhaps there could be foot notes, but additional information may make it too confusing. Perhaps use exits to housing, leased up, etc. instead of permanent housing could be used. Cheryl noted that it would be important to note the number of people who came to the system and the number who did not get housing. This number could come from HMIS. Johanna noted that as a member of the general public, would want to know who is coming to the system and their situation, and then what happened as they left the system. Cheryl noted that it would be important to include which type of exists based on HUD definitions. Lee noted that to her, what was intriguing about the CE report was the number of people on the list who did not get access to a resource. Cheryl noted that in the family space, many do not even get put on the list.

Box 4: the information may have to come from TSA as they track program openings. There may be issues using project utilization numbers as they may not be accurate. Ask Daniel if #4 can be pulled from HMIS.

Box 6: For partner agencies, would this be those who have HMIS projects open or all CoC partners? Either way, it would need to be explained on this page. Perhaps say the number of agencies and include a breakdown and include that we are not able to provide the data for all partners, but it is a goal.

Updated information to be included in a local dashboard:

Box 1: households experiencing homelessness

Box 2: positive housing outcomes

Box 3: number entering homelessness during [time period] (returns and first time)

Box 4: number of housing program openings available (only includes CoC funded units)

Box 5: average length of time homeless



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Box 6: number of partner agencies in the CoC. (likely this is the number of projects who have open projects in HMIS)

This report is likely automated for Chicago. For us, Sierra may be able to build a report. Jen asked if there is a way for HMIS to migrate information into the system without having to do data entry as there needs to be a way to collect data from outside the system. Lee noted that it would be difficult to get county-level support without showing the data for across the county, not just HUD programs. This could include information on income, employment, etc. Lee asked if there was a way to take more information into the system and then filter out what needs to be reported to HUD. In the community, there would need to be a system to use. Otherwise, it can be time consuming to enter into different software programs. Johanna asked whether, in theory, if other communities are using HMIS more successfully, could this be implemented on a local level? Different levels could feed into each other and bridges that can be built between systems to ensure that there is not double entry.

Action Items	Person Responsible	Deadline

Next Steps

Discussion

Johanna shared that the SPARC training had a lot of good information on drilling down into the CE system interacts with households by race and ethnicity. They talked about looking into referrals, exits, programs. Cheryl noted that the dashboard could include a racial analysis of each metric. Courtney can send out PDFs generated through Stella with racial equity data. Lee noted that there was a recent equity report that came out of Baltimore that she is willing to share.

After the Steering meeting, Courtney can follow up on next steps for the data meeting.

Under the System Performance Measures, this was not discussed today but helped inform the dashboard conversation. Cheryl suggested including information on the next agenda on whether SPMs are a tool that can be used.

Johanna noted that there are things in the CoC application that the Data Analysis committee is responsible for. She can compile this list for next month.

Action Items	Person Responsible	Deadline
Send out Stella PDFs with racial equity data	Courtney	
Share Equity Report from Baltimore	Lee	
Add Systems Performance Measures and their use as a tool to understand the system to October agenda	Brianne	October meeting
Compile list of Data Analysis Committee responsibilities from the CoC Application	Johanna	October meeting