



## DATA ANALYSIS MEETING MEETING MINUTES

March 11, 2020

2:00-3:30

Facilitator:	Lee Nelson Weber		
Meeting Attendees:	Lee Nelson Weber, Justin Aurich, John Wynbeek, Alonda Trammell, Jenn Headrick, Berniz Terpstra, Alyssa Anten, Daniel Gore <u>Staff:</u> Courtney Myers-Keaton, Brianne Czyzio Robach		
Time Convened:	2:03	Time Adjourned:	

<b>Review of Agenda</b>			
Discussion			
Amendments	Add CERA funds update		
<b>Approval of Minutes</b>		<b>February 11<sup>th</sup>, 2021</b>	
Motion by:	John Wynbeek	Second:	Berniz Terpstra
Discussion	None		
Amendments	Add action step to get capacity information from shelters		
Conclusion	All in favor, motion passes.		
<b>CERA Funds Update</b>			
Discussion			
<p>The community has been allocated approximately \$38.5M of CERA (COVID Emergency Rental Assistance) for rental and utility assistance to United Way as the fiduciary (as MSHDA ESG fiduciary). Anticipate that grant agreements will be available by EOD tomorrow. Salvation Army and KCCA will be taking on staffing up case workers for these funds. The funds will cover rent as well as utilities, including internet. The eligibility requirements are lesser than the Eviction Diversion Program.</p> <p>The funds are only accessible to lease holders and cannot be accessed by households who are staying in hotels. Members noted that this gap is seen in requirement for many of the prevention funds; it could be an area for advocacy and to look for creative solutions.</p> <p>There will be two separate processes to access these funds. For now, paper applications will be used. MSHDA is developing a software portal that should be available by the end of March. MSHDA has indicated that reports can be pulled from this system, Courtney will connect with MSHDA to ensure that demographic information can be pulled directly from the system.</p> <p>Community partners are working to ensure that there is access for communities who are often underserved. Connect with Courtney if you are interested in conversations around outreach and messaging. Marketing materials will begin to be available next week. Partners are also looking for funding to support marketing efforts. Administrative costs are limited to slightly less than 10% of total allocation. Costs include hiring term staff, hiring program manager, and monitoring.</p> <p>Jenn suggested outreach to WMPC and similar agencies as housing instability is a main reason that children are unable to be reunited with their families.</p>			
Action Items	Person Responsible	Deadline	



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System Performance Measures		
Discussion		
<p>Daniel shared that the report via Basecamp ahead of the weekend. He indicated that does not have confidence in the accuracy of this System Performance Measures report due to a vendor issue. WellSky, the HMIS vendor, identified an inaccuracy with a report pulling length of time. All CoCs in Michigan were granted an extension to re-run reports and submit in compliance with their regulations. Daniel suggested not using this data as a community based on discrepancies with LSA data which is based on the same time period and is verified by HUD. Courtney expressed concern that an outside variable is impacting the community's data quality which the committee has worked to build confidence in over the past few years. Integrity of system is comprised when one report that shows the community's data is drastically incorrect. Suggestion to elevate this conversation to MSHDA and MCAH.</p> <p><b>John moved that Data Analysis Committee strongly recommends that Steering Council request a one-on-one meeting with MCAH to discuss vendor concerns and the quality of our System Performance Measure report. Alonda second.</b> The group suggested that developing a document that highlights differences between the FY2020 LSA numbers and SPM numbers. This document would need to explain the difference in universes. <b>All in favor, motion passes.</b> Courtney will be connecting with other communities across the state to see if they have concerns.</p>		
Action Items	Person Responsible	Deadline
Develop comparison of FY2020 LSA and SPM data	Daniel Gore	
Emergency Shelter Trends: Before and During COVID-19		
Discussion		
<p>This report has been viewed each month. The updated version shows a drastic dip at the onset of the pandemic as folks likely chose not to stay in a congregate setting. Another possibility is that new shelter locations that were opened due to social distancing requirements were not tracked in HMIS as they were managed by the Health Department. The two locations that were set up accommodated about 100 folks at Guiding Light and Catholic Central. Jenn can connect with Sandra for a statement. Shelters are not currently operating at full capacity to accommodate social distancing, but have adequate capacity to meet the need.</p> <p>Conversation around changes in capacity for families. Fulton Manor increased capacity when open in fall of 2019. When the pandemic hit, families were moved into hotels. For a few months, the stay-at-home orders and statewide eviction moratorium likely kept families housed. Since summer, data shows a steady increase in family households in shelter. The Coordinated Entry process has changed to hopefully increase the flow of families into housing, but it is too early to review data.</p> <p>Updates report to clarify "family" households; include numbers and specific events around large peaks and valleys</p>		
Action Items	Person Responsible	Deadline
Update report with above suggestions	Brianne	



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<b>Disaggregated Data Request</b>		
Discussion		
<p>The group is hoping to understand disparate outcomes not just disparate inputs. Discussion of data points to request from agencies. <a href="#">The list of data points is here</a>. Members agreed that it would be important to ensure the request does not put undue pressure on agencies. Staff will cross-reference these data points with the HSA report to ensure that there is not significant overlap. If agencies are unable to provide a data point, it would be helpful for to know why to highlight limitations and inform future requests.</p> <p>In addition to the data requested, it is likely that specific projects/project groups can be viewed in Stella.</p>		
Action Items	Person Responsible	Deadline
Compare data request with HSA list to ensure no overlap	CoC staff	
<b>Narrative Data Report</b>		
Discussion		
<p>Lee developed a report based on the dashboard, Coordinated Entry reports, SPMs that shows current data as well as a lookback over 12 and 24 months. She suggested producing this report a quarterly basis to share with Steering Council and others to show what the committee is reviewing. Housing Priority List comparisons were not available year over year and HAP does not currently track the exact number of households removed from the list. An APR report which would have this data should be available for Coordinated Entry within the next year.</p> <p>Jenn noted that the report is a good way to have 'point-in-time' look at data throughout the year with a narrative included to provide nuances. Suggestion to include the reports on the website for community to view once a format is finalized.</p> <p>The report will be provided to Steering in draft format for them to consider next steps.</p>		
Action Items	Person Responsible	Deadline
<b>Strategic Plan/Next Steps</b>		
Discussion		
<p>This is a standing agenda item to help ensure the committee's work is in alignment with work of Steering and the broader CoC. The committee is currently coordinating the review of disaggregated data.</p> <p>Collaboration with the HSA is another priority item which is ongoing. Courtney will be connecting with Mark Woltman and will bring any updates to the group.</p>		
Action Items	Person Responsible	Deadline
<b>Adjournment</b>		