



DATA ANALYSIS MEETING MEETING MINUTES

December 9, 2021

2:00-3:30

Facilitator:	Lee Nelson Weber		
Meeting Attendees:	Lee Nelson Weber, Cheryl Schuch, Pavneet Banga, John Wynbeek, Alyssa Anten, Berniz Terpstra, Alonda Trammell, Laura Betts, Veronica Arvizu, Johanna Schulte, Francisco Calderon <u>Staff:</u> Brianne Robach, Courtney Myers-Keaton (late)		
Time Convened:	2:02	Time Adjourned:	3:25

Review of Agenda			
Discussion			
Amendments	None		
Approval of Minutes		November 11, 2021	
Motion by:	John Wynbeek	Second:	Francisco Calderon
Discussion			
Amendments	None		
Conclusion	All in favor, motion passes.		
Strategic Plan: CoC Vitals			
Discussion			
<p>Brianne reviewed the vital metrics from Q3 in the CoC Scorecard. Lee suggested the group review 2021 annual results and compare them to the baseline and 2022 goals in the new year. Requested changes:</p> <ul style="list-style-type: none"> - Returns should include HHs that return from any destination - Add Q1 2021 data to spreadsheet - Add metric of unaccompanied minors or add footnote on this gap <p>Questions around data sources and agreement that the report is not reflecting what is happening in the community. For example, the decrease in family numbers likely indicates families entering Community Housing Connect (CHC) are not being entered into HMIS as providers are not experiencing a decrease in clients. Cheryl noted that this is not accurate front door representation without additional data included. She and Francisco will explore where the family number is pulling from. The group asks Daniel to share the logic behind the Core Demo report.</p> <p>With prevention numbers, COVID Emergency Rental Assistance (CERA) provides a large amount of funds, but data is not inputted in HMIS.</p> <p>Alonda feels there needs to be conversation around how the system makes it difficult when providers who receive referrals based on chronic status in HMIS without supportive documents.</p> <p>Lee feels it would be helpful to look at each scorecard factor, the quarterly report, and the dashboard so the committee can understand key differences before releasing to public. She suggested the committee construct its own worksheet to combine sources. Cheryl agreed noting that multiple sources are needed for some components to get a full picture. Alyssa indicated that the whole burden is not on system as lack of consistent use across agencies also impacts data.</p>			



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Lee envisions an expert in data systems who can review the data and determine how to combine it into a report that paints a complete picture. Courtney shared that conversations are happening at a governing level and anticipates funding will be identified to hire a data analyst who can look at cross system data in next 6 months. Lee feels creating a data system is not necessarily the job of a data analyst and encourages leadership to hire a consultant who constructs data systems to do this.

Courtney feels including by-name list (BNL) data once these are established could help ensure numbers are representative. It would be helpful if Daniel and if folks developing BNLs could attend. Francisco suggested a separate place for technical discussions around data entry and compilation. Identifying data sources would make it easier for the group to recognize whether a source is valid. A small group (Francisco, Alyssa, Daniel, Lee) will explore where measures come from and develop a data control sheet.

Lee would also like to see the number of calls that are coming into to CE. In HMIS alone, service transactions should indicate how many people are coming to the front door of system. Now, there are different entry points that overlap making this difficult. Coordinated Entry redesign needs to include a streamlined way to document service transactions for system-wide de-duplication. Cheryl noted that with insufficient capacity, folks will go outside the system resulting in broken flow. The design should include the ability to capture data from multiple points with de-duplication in a central repository.

Action Items	Person Responsible	Deadline
Make requested changes to CoC scorecard	Brianne	
Share logic behind Core Demo report metrics	Daniel/Brianne	
Convene group to discuss data measures and develop data control sheet		

Draft Quarterly Data Report

Discussion

Brianne shared an updated draft of the data report. Courtney asked about using rolling quarters to account for seasonal differences. Cheryl shared that it would be best to look at rolling quarters plus fixed quarters and year over year data to fully understand trends. Lee feels a data worksheet system could be used to capture all of this. The small group can discuss these measures. Requested changes:

- Use data from previous years' quarter in future reports.
- And compare to year to date.
- Add first time homelessness for each population group.
- Separate race from ethnicity
- Make language around activities more clear
- Reduce source info on table (link to spreadsheet)

Johanna remembered that when reports were produced based on rolling quarters, it was difficult to see when a major change occurred. She feels the committee has become more sophisticated with data and may be able to do identify changes now. However, a centralized system for capturing and pulling the data would need to be in place or this would become too burdensome.



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<p>Conversation around whether the release of this report needs to be delayed. Before publishing, Lee wants to resolve discrepancies with the dashboard. Cheryl noted that after they published data, other agencies helped support. She feels the report should be shared once major discrepancies are resolved.</p>		
Action Items	Person Responsible	Deadline
Make requested changes to quarterly report draft	Brianne	
Core Demographic Report		
Discussion		
<p>Brianne overviewed the Core Demographic Report which can be access through MCAH. Questions around access. Staff will review the guidance for accessing Stella and see if an amendment is needed.</p>		
Action Items	Person Responsible	Deadline
Review STELLA access guidance and amend if needed	Brianne/Courtney	
FFO Dashboard		
Discussion		
<p>The group has reviewed the dashboard in the past. Staff will share the link with group and ask for feedback and questions by a certain date and then will ask Community Rebuilders (CR).</p> <p>Question around whether the folks on this dashboard are separate from those accessing CE. Courtney indicated that required data elements are added to HMIS, but the dashboard is held by CR. Alyssa noted there is some crossover between HMIS and CHC, but not 100%</p>		
Action Items	Person Responsible	Deadline
Share FFO link and request feedback and questions	Brianne	
Next Steps		
Discussion		
<ol style="list-style-type: none"> 1. Discuss whether progress is made is reconciling differences in data next meeting 2. Lee - work on scheduling sub-group with Francisco, Alyssa, others. Connect with Lee and Brianne if you want to be involved with this group. 		
Adjournment		