

**Data Collection, Reporting and Evaluation Committee**  
**Feb 8, 2018 11:00am MST / 10:00am PST**  
**Meeting Minutes**

<b>Facilitator:</b>	Susan Thurm
<b>Attendees:</b>	Bob Daugherty, Angela Wartel, Vera Beltran, Lisa Steele, Jennifer Otto, Lori Stewart, Dana Wiemiller, Nate Connor, Desire Brinker
<b>Not in Attendance:</b>	Donna Graybill

**NEW ITEMS:**

1. Convene meeting/roll call –
2. Review & Finalize Minutes – Reviewed January minutes. Motion to accept minutes, Angela; second, Bob: Motion passed.
3. Data quality report – Jennifer Otto presented the Balance of State CoC quarterly report for the fourth quarter 2017 which encompassed a running yearly report for the date range 1/1/2017 to 12/31/2017. The data quality report looks at incongruent data as well as incomplete data. An example of incongruent data that was provided was the scenario of imputing an individual as having no income and imputing an income amount. Since those two data points contradict each other, they would be included in the percentage of error. Disability status and income are often the elements that are reported most with errors. The report outlines the percentage of errors and totals of data for the past year. Some of the data points were presented such as total amount of youths served and percentage of data error regarding individuals who are chronically homeless. Though the committee is able to exercise all possible measures to make sure that the data accurately represents each agencies population. One such way important data quality point is the destination of a client at the exit of a program, especially RRH clients. Destination is a data point that can dictate future funding so it is vital to report accurate data. This data point and a few others need to be assessed as they have a high percentage of error or aren't meeting benchmarks. When the data is as accurate and thorough as possible, a clearer picture of clients and services utilized is available. It was discussed and agreed that Chair Susan Thurm will present this report to the board with the focus of data clean up centered on destination at exit and chronic homelessness.
4. Data completeness report – Lori Stewart presented another HMIS report. Data completeness report cards no longer have to be approved but are still important to monitor data completeness. Most programs are doing well and receiving a passing grade. It was discussed and agreed to send correspondence to programs receiving a grade of "F" or "C" will be contacted by Chair Susan Thurm to provide their reports to the committee for review until they are able to get up to a better percentage of data completeness.
5. Vacant secretary position – Susan asked for any volunteers for the secretary position, the duties of which were disseminated previously via e-mail. Lori offered to fill the position. Motion to accept Lori as the new secretary of the committee, Susan; second, Angela: Motion passed.

**FOLLOW-UP ITEMS:**

None

**POINTS OF INFORMATION:**

1. Regional coalition updates.

**Region 1:** No meeting.

**Region 2:** No update.

**Region 3:** Haven't met yet this month, working on the PIT.

**Region 4:** No representatives in attendance.

**Region 5:** Haven't met yet.

**Region 6:** No update.

2. The next conference call will be Thursday, March 8th, 2018 at 11am, MDT/10am (PDT).

**Post Meeting Action Items:**