

Data & Performance Committee Minutes
Wednesday, 05/20/2026
2:00pm – 3:30 pm

Location: TEAMS meeting:

<https://teams.microsoft.com/meet/287368977977873?p=MjBjtNBwsWjmlCIOFa>

Present: Julie Burdick, Dina Hillard, David Lake, Megan Mijares, Tonya Latson, Scott Austgen, Matthew Kucharik, Lisa Snipes

Agenda Item	Discussion	Conclusion	Next Steps
Welcome and Minutes	Identify minute taker.	Lisa Snipes is minute taker.	Minutes unanimously approved.
	Review and approval of previous meeting minutes.	Scott Austgen made the motion to approve, seconded by Tonya Latson.	
Updates	2026 HIC/PIT	Discussed Annual PIT comparisons by HH type and subpopulations. CH number continues to increase. People staying in our ES system contributes to the LOT. Reviewed people occupying different types of beds compared to PH bed inventory, and what that gap looks like. Small (2%) decrease of total persons. 13% AC HHs decreased. Adult only HHs increased by 10%. Youth HHs increased by 40%, CH increased by 24%, people aging into CH while in shelter awaiting housing.	Data will continue to be presented at CoC committees.
	HMIS Vendor software improvements	Looking at major updates on training site (new data fields). Could be helpful in data quality and user experience during assessments by adding conditional logic. Additional field types include multi-select, signature (client/CM), radio buttons, and scoring.	Nothing new on Okta rollout. Julie to follow-up with WellSky regarding any plans for a “mobile friendly” version of Community Services. The service transactions and case notes are helpful for mobile use.
	211 Forms project	211 uses Community Services database. Focus is on call, need and referral data. WellSky no longer supports public facing database, and agencies lost the ability to correct their records.	Providers will soon be able to provide updates through the public website again. Not automatically rewriting the info in HMIS, same as before. Continue to meet monthly and waiting on updates, will learn more during June meeting.
	System Data Quality status (no update available)		

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	Metro Services/Family Shelter into HMIS status Monthly Annual assessments blasts	MFS we took a small step backwards. New leadership has questions. There are many precautions and different levels of privacy across states. PIT reporting would be much easier. January Becky started sending out the annual assessment blasts to increase annual client assessments. It's still a little early to determine if there has been an improvement in error rates or data quality.	Meeting with MFS and IT tomorrow. It's exciting that we have a VSP who wants to be a part of our system but there is no funding incentive for them to do so. Will continue. Dina reported they find them helpful.
SOP: Data Standards and Quality	Status of policy changes (approved by leadership)	No major changes were implemented. Effective date would be upon approval of 4/8/26. Discussed issues of Housing Assessment at Exit data quality.	Updated forms continue to be posted on the CoC/HMIS website.
Other	7 Year Purge timing CE Evaluation status 2026 Site Visits	This has not been scheduled yet but is expected to be early August. Not expecting any downtime. C4 Innovations group interviews went well. Julie provided requested data. Waiting for the team to complete all interviews and finish work on their initial report. Site visits are coming up in July and August and are framed are SOP compliance. These are intended to evaluate what's working and any actions needed.	Will schedule for early Friday morning as this impacts 211 DuPage as well. Scott requested the purge list ahead of time. WellSky will provide report to Julie before the purge and HMIS will confirm if it looks good. Following their final interview, the C4 Innovations team will produce a draft report of their findings and recommendations and present them to the CES team (Tonya, Julie, Lisa) for review. Will set up a schedule in the middle of next month with agencies. There will be updates on the form for any changes made in error rates. Please provide any feedback to David Lake or Julie Burdick if there is any input for the site visits.
Future Meetings	Next Agency Data Administrator Training: Fri. May 22nd @ 1 pm Next Data & Performance Committee Meeting: Wed, Aug 19th @2pm	Matthew Kucharik is new member replacing Jenaleigh Turner. He will complete CoC committee interest form.	Completed committee interest form will be presented to Leadership for approval at the next Leadership committee meeting.

