November Meeting

Attendees: Thurston, Hannah Lundy, Alexis Hampton, Chloe P., Regina Abadajos, Chris Barr, Arlene, Jennie-Ann, Nicole

* Introductions
  + Welcome to Hannah Lundy and Chris Barr!
* Updates
  + Next agency administrators meeting on 11/26 -> agenda TBD
    - Focus on LSA
  + ROI Updates -> BitFocus, Urban Ministries
    - Peter finalizing agency list
    - To be posted
  + BNL process update -> BitFocus OCC
  + Script in progress with SOW
* Coordinated Entry Script
  + Take what OCC has been putting in for clients that was not populating for the APR appropriately
  + Outline of where and what data was being entered
  + Completed walkthrough with BitFocus on how to organize information
    - Expected to take a few weeks
    - Need to attach assessment, coordinated entry events with logic, reasonable assumption worked out for when clients enrolled by OCC
    - Set-up community queue
    - BitFocus manually entered about 100 clients and mapped over to the community queue
  + Kathy/OCC to sign SOW
* Date Quality Update
  + Overlapping enrollment, head of household issues, etc
  + LSA and SPM clean-up to happen simultaneously
    - Workbook to be sent out
  + First upload on 11/4
    - 8 data errors, 35 warnings -> more anticipated
      * Underrepresented due to HDX
    - Better than last year
* HMIS policy and procedures
  + Update on template
    - Want a draft by January meeting
  + Wishlist/needs/other notables
    - Procedure when clients request de-identification
    - Separation of powers
      * DAC, gov board, membership
    - Operationalize CE procedures
    - Other ideas?