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?