

Yakima County Homeless Coalition  
Data Committee  
MEETING MINUTES

**CALL TO ORDER** The **June 10, 2024** Data Committee meeting came to order at **10:00am**.

**INTRODUCTIONS** Members present: Dave Hanson (SOC)

Zoom: Jeanna Hernandez (Comm. Member), Commissioner Curtis (Yakima County)

Human Services staff present:

Melissa Holm, Deann Bergquist, Ivan Orozco

\*If you don't see your name or your organization name here, please email Deann at [Deann.Bergquist@co.yakima.wa.us](mailto:Deann.Bergquist@co.yakima.wa.us)

**OLD BUSINESS**

*Approval of minutes*

Approval of Minutes: May 13, 2024 Data Committee Meeting.

*Jeanna Hernandez moved to approve the minutes from the May 13, 2024, Data Committee Meeting. Dave Hanson seconded. No one abstained/denied. The motion carried.*

**NEW BUSINESS**

*PIT Report Status Update*

Melissa explained that it will be possible to post both 2023 and 2024 PIT Data on the website once final approval is obtained from the commissioners.

*Data Quality Reports*

Ivan reviewed how the **Longitudinal Systems Analysis (LSA)** has traditionally been completed annually and that we are now processing these reports locally on a quarterly basis. He explained some of the issues that have been found and how these are currently being resolved. Melissa mentioned that having the agencies held accountable with new language in their contracts that will require them to report as night-by-night shelters could also resolve some issues, and it might also help eliminate projects with overlapping over-night stays at more than one agency locations. Ivan emphasized improving the night-by-night shelters and overlapping stays with these new requirements. The goal is to give providers the tools to report on a regular basis and help them capture and correct any errors sooner.

Dave wondered if there is a way to add a reminder on the HMIS system for providers to help them remember to make corrections. Melissa explained we already have a number of checks and balances to address data quality update requirements.

**Action Item: Ivan will send out the Commerce requirements for the LSA and what the HUD Definitions are that state what is allowable.**

Ivan did a review of the different reports that Agencies can run at any time to help improve data quality within their organization's HMIS projects. These reports are built into the HMIS system. For most of these reports, it's best to use the webpage view.

1. **Program Data Review Report** – agencies should use the webpage view. This report will provide outcomes that their data is VALID, or that it Needs Corrections.
2. **Monthly Staff Report**- This is a data wide view and provides number of staff and clients enrolled by each staff members, if there are active staff who are locked out or if there is an inactive staff member with active clients assigned. It also provides a data breakdown.
3. **Duplicate Clients Report** – this is good for duplicate client identification for resolution as it identifies client records that have matching Personal IDs.
4. **Project Start Date > Project Exit Date Report** – This report identifies client records with identical Personal IDs. This allows for use on an agency level and can identify projects with incorrect start and end dates.
5. **Program Roster Report**- it will list program stay for selected programs and status according to specified report dates. It will look at their current enrolled clients and will identify enrolled minors with no Head Of Household. If there is a zero in a client file, the agency will need to check on those for accuracy.
6. **Program Details Report** – this report will only do an excel spreadsheet view and shows data not collected and missing information for a client. It also provides some profile and Housing Service information, depending on the screen selected.
7. **Potential Exits Report** – it will list active clients who are active in the program but without recent activities and who have not received services, an annual assessment, case notes, CE events or program –connected assessments since the selected cutoff date.
8. **Housing Census** – this is an entry/exit -based report for housing programs. For Emergency Shelter-Night -by-Night projects and for Permanent Housing programs (Housing Move-in Date is considered), it gives users a day-by-day account of the bed occupancy during the reporting period.
9. **Program Outcome Measures Report** – provides the number of clients and basic exit destination. It also provides income information upon entry and exit and Outcome versus exits to Known Destinations.

The Quarter 2 Data Quality Reports will be sent out the first week of July to Yakima County agencies. (These reports will focus on April to June data quality issues, as well as any outstanding records that haven't been resolved from previous DQ reports/LSA reports prior to June 30<sup>th</sup>, 2024.)

**Action Item: Ivan will attach the available HMIS reports along with his contact information for agencies to reach out with questions with the Quarter 2 Data Quality Reports. Ivan will provide training to any agency requesting assistance.**

**Action Item: Melissa will send all contract holders an email notification regarding the HMIS reporting and the LSA data updates on the website, copied to Dave Hanson.**

*Please see attached Data Quality Reports in HMIS for more details.*

#### *HENA/YAHA Data*

Ivan presented HENA data (for those aged 25 and above) for the three agencies, Grace City Outreach, NCAC and YNHS from July of 2023 through May of 2024. There were 70 deduplicated submissions (by HMIS number) HENA submissions for May. He reviewed Race and Ethnicity for the HENA, comparing it to the submissions from the 2022

American Community Survey 5-Year Estimates (ACS), and explained which two demographics (Asian, Asian American and Native Hawaiian or Pacific Islander) submissions were suppressed. He also reviewed the submissions by age groups, Veteran Status data and Where Have you Slept in the last 48 Hours data, which revealed that the age group of 35 to 44 had the highest number of submissions. Those indicating they are Veterans were 29 out of the total 869 HENA submissions. Sleeping Outdoors, Car, Boat, RV & Place not meant for Habitation remains the most common response to the question Where have you slept in the last 48 hours, with a total of 520 clients submitting this response. The next two largest number of submissions were for Emergency Shelter (Camp Hope, UGM, DV Shelter) and Rental/Own Home, Couch Surfing, Motel self-pay. The higher number of submissions for the Rental/Own Home category was a change and spurred a group discussion regarding the reasons why this change has occurred. The Demographics for the Average Vulnerability Score data was averaging a score of 5, and he also reviewed the scores broken down by Race and Ethnicity. He reviewed the lowest to highest scores and the Scores – Scatter Plot details.

Discussion ensued around the BNL and those scoring a 7 and options for getting through these faster. Melissa suggested that the BNL meeting focus on those scoring 7 and clean these up a little.

The YAHA data was reviewed, and Ivan explained that the housing inventory is larger and more available for Youth & Young Adults. He also reviewed the Race and Ethnicity data for these as compared to the 2022 American Community Survey 5-Year Estimates.

Vulnerability scores were scoring on the low end, with only one client at a score of 13. With the 187 current YAHA clients, 33 have been housed since May 1, 2024.

*Next Meeting*

**DATE: July 9, 2024**

Location: Hybrid Zoom and In Person at Human Services Office

*Adjourn*

With no other business, the meeting was adjourned at **11:00am**.