Data Subcommittee Meeting Agenda
Wednesday, February 25, 2014
12 PM –1:00 PM
Call in number: 1-218-548-3064 Code: 1234#

START	12:00	
ONE	**Agenda Item: Welcome & Call to Order**	**Agenda Item Completed**: ☐
	Presenter: Lloyd Schmeidler	**Estimated Time:** 2 minutes
	Background Information: This meeting is for Data Subcommittee Members.	
	Supporting Materials: • n/a	
TWO	**Agenda Item: Approval of Minutes**	**Agenda Item Completed**: ☐
	Presenter: Lloyd Schmeidler	**Estimated Time:** 3 minutes
	Goal: ☒Share Info ☐Obtain Input ☐Make Decisions	**Formal Approval Needed?** ☒ Yes ☐ No
	Supporting Materials: • Previous meeting minutes	
THREE	**Agenda Item: Update on Reports**	**Agenda Item Completed**: ☐
	Presenter: Laura McDuffee	**Estimated Time:** 20 minutes
	Goal: ☒ Share Info ☒ Obtain Input ☒ Make Decisions	**Formal Approval Needed?** ☐ Yes ☒ No
	Background Information: Many reports were impacted by the 2014 HUD Data Standards and ServicePoint upgrade. This committee was charged with prioritizing the work on reports in ServicePoint and determining which reports to archive. A status update on current work on these reports is provided. NCHC staff will discuss any new reports that have been completed or updated. Brief update on PIT report, expected modifications will also be provided	
	Supporting Materials: • Report Update List	
	Action Items: n/a	
FOUR	**Agenda Item: Update on report modification- Char/Meck**	**Agenda Item Completed**: ☐
	Presenter: Laura McDuffee	**Estimated Time:** 15 minutes
	Goal: ☒ Share Info ☐ Obtain Input ☐ Make Decisions	**Formal Approval Needed?** ☐ Yes ☒ No
	Background Information: Community Link requested a modification to a custom report that allowed the tracking of	

	program goals to include changes to project names and numeric goals. CHIN estimated that this work would take 1-4 hours of staff time. An update on this modification will be provided
	Supporting Materials: • n/a
	Action Items: n/a
FIVE	**Agenda Item: PIT and HIC Communication to CoCs** — **Agenda Item Completed**: ☐
	Presenter: Laura McDuffee — **Estimated Time:** 20 minutes
	Goal: ☒ Share Info ☒ Obtain Input ☒ Make Decisions — **Formal Approval Needed?** ☐ Yes ☐ No
	Background Information: CHIN has developed a message for CoCs on how to use Bowman reports to compile the HIC and Pit. CHIN is requesting input on this message before it is sent to CoCs.
	Supporting Materials: • How to use the HIC and PIT CHIN document
	Action Items: n/a
END	**1:00 Adjournment**
NEXT MEETING: March 25, 2015 at 12:00PM	