



CONTRA COSTA HMIS POLICY COMMITTEE

January 17th from 3:00-4:00pm

Join the meeting via Zoom at the following link:

<https://homebaseccc.zoom.us/j/83859007898>

or via phone by dialing + 1 669 900 6833 US and entering the **Meeting ID: 838 5900 7898#**

Committee Members: CoC Lead, HMIS Lead, CES Manager, COH Members (Gabriel Lemus, Iman Novin, Jo Bruno, Juno Hedrick, Tony Ucciferri), Bay Area Community Services (BACS), Berkeley Food and Housing Project (BFHP), Bi Bett, Catholic Charities of the East Bay, Contra Costa Crisis Center 211, Contra Costa Healthcare for the Homeless, Contra Costa Homeless Program (H3), Department of Veterans Affairs, Greater Richmond Interfaith Program (GRIP), Hope Solutions, Housing Consortium of the East Bay, Humanity Way, Hume Center, Lifelong Medical, Northern California Family Center, SHELTER, Inc., STAND!, Trinity Center, Veterans Accession House, Winter Nights Shelter

AGENDA

AGENDA ITEM	PRESENTERS	DESCRIPTION
Welcome & Roll Call (3:00-3:03p)	Mark Mora, <i>Homebase</i>	Identifying & welcoming attendees of the committee.
Public Comment (3:03-3:05p)	Mark Mora, <i>Homebase</i>	Open Period for members of the public in attendance to comment on items not listed on the agenda.
Review of Previous Meeting Minutes (3:05-3:07p)	Mark Mora, <i>Homebase</i>	Committee members can request edits to the previous meeting's minutes.
Agency Updates (3:07-3:10p)	All	HMIS participating agencies can inform attendees of any updates to staffing, programming, operations, or other events.
System Administrator Updates (3:10-3:13)	Kimberly Thai, <i>H3</i>	New agencies added to HMIS: Anthem Blue Cross, Caminar.

Coordinated Entry Updates (3:16-3:20p)	Mary Fitzgerald, <i>H3</i>	Updates around the CES APR and lessons learned. Temporary expanded shelter capacity.
2023 PIT Updates (3:20-3:45p)	Jamie Klinger, <i>H3</i>	Information around the upcoming PIT Count event.
HUD Housing Inventory Count (3:45-3:55p)	Kimberly Thai, <i>H3</i>	RED Team to share instructions on how to fill out the annual Housing Inventory Count form.
Data Quality Updates and Reminders (3:55-3:58p)	Torrie Carlson, <i>H3</i>	Updates on monthly report submissions and data quality reminders.
Q&A (3:58-4:00p)	All	Answer questions related to agenda items covered in the meeting or any other questions related to HMIS data entry or processes.

Next Meeting: February 21st from 3:00-4:00pm



CONTRA COSTA HMIS POLICY COMMITTEE

Tuesday, December 13, 2022 from 3:00-4:00pm

Recording link: email Jaime.Jenett@cchealth.org to request

MEETING MINUTES

Welcome & Introductions

Alex Atkinson (Hope Solutions), Carlos Silva (H3), Caroline Miller (H3), Celina Yee-Izon (Veteran Accession House), Dana Ewing (H3), Debbie Thomas (H3), Dora Segura (Catholic Charities East Bay), Gabriel Lemus (Council on Homelessness Member), Gina Hernandez (SHELTER, Inc.), Iman Novin (Council on Homelessness Member), Jamie Klinger (H3), Jamie Schecter (H3), Janel Fletcher ((SHELTER, Inc.), Jasmine Harvey (H3), Jo Bruno (Council on Homelessness Member), Juno Hedrick (Council on Homelessness Member), Kai Eusebio (Office of Asm. Lori D. Wilson), Kalil Macklin (Anthem Blue Cross), Kimberly Thai (H3), Mary Fitzgerald (H3), Michele Byrnes (Homebase), Shelby Ferguson (H3), Tammy Stoicich (H3), Teri Lundvall (Winter Nights Family Shelter), Tiffanee Jones (Office of Assemblymember Lori D. Wilson), Tony Ucciferri (Council on Homelessness Member), Torrie Carlson (H3)

Public Comment

- Members of the public were invited to comment on items not listed on the agenda. No comments.

Review of previous meeting minutes:

- There were no comments or suggested changes regarding the minutes from the November 15, 2022 meeting.

Agency Updates

- No updates.

System Administrator Updates

Kimberly Thai, H3, provided the following updates:

- A survey from H3 went out to agencies to gather feedback on HUD's proposed changes to how to collect race and gender identity data. Only a few responses were received and because of this, the deadline was extended to December 23rd. A link to the survey was posted in the chat and Kimberly encouraged everyone to share the link with any other providers/staff who work on data collection within agencies.
- Service providers can now request HMIS training in a single place through the H3 website at <https://cchealth.org/>. There is a green button called "Request Training" where people can select the type of training they need and the date. Kimberly also provided information about the other two new buttons on the website and their purposes. A link to the page was posted in the chat.
- The RED team will be working at a reduced capacity from December 26 through January 6. Requests for reports or program set-ups may take longer due to holiday schedules.

Coordinated Entry System Updates

Mary Fitzgerald, H3, provided the following updates:

- The CE Annual Performance Report (APR) is due to HUD on December 31st.
- The RED team held a training on the monitoring dashboard. The dashboard allows CE providers to correct and monitor their data entry. A list of the most common errors was presented.

2023 Point-In-Time Count:

- Jamie Klinger provided an overview of the PIT Count and what it covers, 2023 approved methods by the COH committee with specific dates of the sheltered and unsheltered count, the difference between the 2022 vs. 2023 implementation, technology, training, regions, types of teams, survey implementation, information about important dates, the Housing Inventory Count and sample, and next steps.

Data Quality Updates:

- Torrie Carlson, H3, provided an update of the monthly enrollment report with 87% of reports for the month of October received on time, and only 8% of reports missing.
- Due to the delay in Looker resolving the drilldown issues, RED team has created a "drilldown version" of the Data Quality Dashboard, allowing agencies to identify the clients with data entry errors and make corrections.

Q&A section:

- No questions.

Next Meeting: Tuesday, January 17th, from 3:00 – 4:00pm.



HMIS POLICY COMMITTEE

Tuesday, January 17, 2023 from 3:00-4:00

INTRODUCTIONS

Michele Byrnes, *Homebase*

PUBLIC COMMENT

Michele Byrnes, *Homebase*

REVIEW OF PREVIOUS MEETING MINUTES

Michele Byrnes, *Homebase*

AGENCY UPDATES

All

SYSTEM ADMINISTRATOR UPDATES

Kimberly Thai, *H3*

SYSTEM ADMINISTRATOR UPDATES

- New Agencies in HMIS:
 - Anthem Blue Cross
 - Caminar

COORDINATED ENTRY UPDATES

Mary Fitzgerald, *H3*

COORDINATED ENTRY UPDATES

▪ **Coordinated Entry Annual Performance Report Lessons Learned**

- This is a report / dashboard best monitored on a monthly basis; errors can quickly pile up
- Adding instructions to the tiles in the dashboards made clean up much easier / accessible for providers
- Specific staff / agencies identified to continue providing one on one support
- CE APR Dashboard review standing agenda item in monthly provider / CE Manager check ins

COORDINATED ENTRY UPDATES

- **Expanded Shelter Capacity**
 - Collaborative Weather Crisis Response effort between H3 & Providers
 - Expansion began on 1/8 and 1/9, and is continuing through Wednesday, 1/18
 - Resulted in expansion of shelter beds for adults and families county wide
 - Also, provision of supplies for CORE to distribute to those experiencing unsheltered homelessness who are not in shelters (i.e. tarps, sleeping bags, hats, gloves, etc)

COORDINATED ENTRY UPDATES

- SELF-REFER SHELTERS INCLUDE:
 - Bay Area Rescue Mission
 - Single adults, women with children (men's area or women/children's area)
 - GRIP (CORE & SELF REFER)
 - Single Adults & Families with Minor children
 - Trinity Center Winter Program
 - Single Adults

Walk In during business hours to ask about shelter or call CORE mobile outreach through 211, extension 3, before midnight.

- CORE ONLY SHELTERS:
 - Concord Warming Center
 - Single Adults
 - SHELTER, Inc (Pittsburg & Martinez)
 - Families with Minor Children

Call 211, press #3 to reach CORE. CORE operates until midnight and only calls made before midnight will be answered. Please leave a message if you do not connect with the dispatch operator.

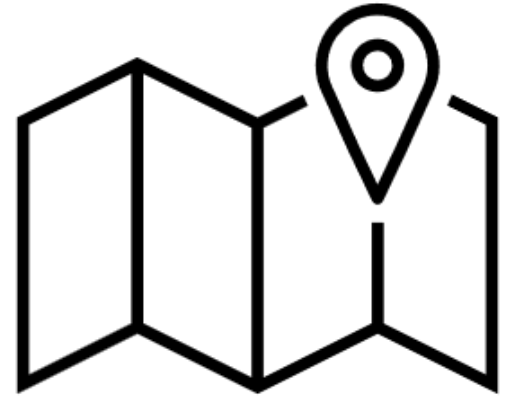
PIT 2023 UPDATES AND REMINDERS

Jamie Klinger, *H3*

Kimberly Thai, *H3*

2023 PIT UPDATES AND REMINDERS

- Sheltered count
 - Night of Tuesday, January 24th
- Unsheltered "observational" count
 - Morning of Wednesday, January 25th 5:30am – 9:00am
 - We've reached our goal for volunteers!
- Survey sampling to collect demographic & descriptive data
 - February 1st – Feb 15th



2023 PIT UPDATES AND REMINDERS

SHELTERED Count:

- Please ensure all data entry for the month of February is complete and verified by **Feb 10th**!
- For providers **not** in HMIS, an Excel counting sheet will be sent on the 17th, along with some instructions. Please submit to RED Team by **Feb 10th.**
- Totals will then be consolidated and prepped for HUD submission.

HOUSING INVENTORY COUNT 2023

Kimberly Thai, *H3*

2023 HOUSING INVENTORY COUNT

- Annual count of homeless beds and types of beds, as of the night of January 24th
- Includes all Emergency Shelter, Transitional Housing, Rapid Rehousing, and Permanent Housing beds, regardless of funding source and participation level in HMIS
- **A link to a google doc will be sent to all Agency Administrators and non HMIS participating providers on the 17th.**

L	M	N	O	P	Q	R	S	T	U	V	X	Y	Z
Households w/ Children: Veteran-dedicated Beds (subset of H)	Households w/ Children: Youth-dedicated Beds (subset of H)	Households w/ Children: Chronic-dedicated Beds (subset of H)	Households w/o Children: Veteran-dedicated Beds (subset of J)	Households w/o Children: Youth-dedicated Beds (subset of J)	Households w/o Children: Chronic-dedicated Beds (subset of J)	Year-Round Beds (Total of H+J+K)	Shelters Only: Seasonal Beds	Shelters Only: Availability Start Date	Shelters Only: Availability End Date	Shelters Only: Overflow Beds	Total Beds (R+S+V)	Total beds occupied as of 1/24	Utilization Rate (Y div X)
0	0	0	0	0	0	20	0			0	20		0%
0	0	0	0	0	0	169	0			34	198		0%
0	0	0	0	0	0	28	0			0	28		0%
0	0	0	0	0	0	51	0			0	51		0%
0	0	0	12	0	0	38	0			0	39		0%
0	0	0	0	15	0	15	0			0	15		0%
0	0	0	0	0	0	66	0			0	66		0%
0	0	0	0	0	0	6	0			0	6		0%
0	0	0	4	0	0	20	0			0	20		0%
0	0	0	0	0	0	42	0			0	42		0%
0	0	0	0	0	0	0	12			0	12		0%
0	0	0	0	0	0	4	0			0	4		0%
0	0	0	0	0	0	20	0			0	20		0%
0	0	0	0	0	0	8	0			0	8		0%

Instructions ▾

2023 HIC ▾

Copy of 2022 HIC ▾

Copy of 2021 HIC ▾

HOUSING INVENTORY COUNT

X	Y	Z	AA	AB	AC
Total Beds (R+S+V)	Total beds occupied as of 1/24	Utilization Rate (Y div X)	If utilization is <75%, explain	If utilization is >105%, explain	Other comments for our team?
20		0%			
198		0%			
28		0%			
51		0%			
39		0%			
15		0%			
66		0%			
6		0%			
20		0%			
42		0%			
12		0%			
4		0%			
20		0%			
8		0%			

DATA QUALITY UPDATES

Torrie Carlson, *H3*

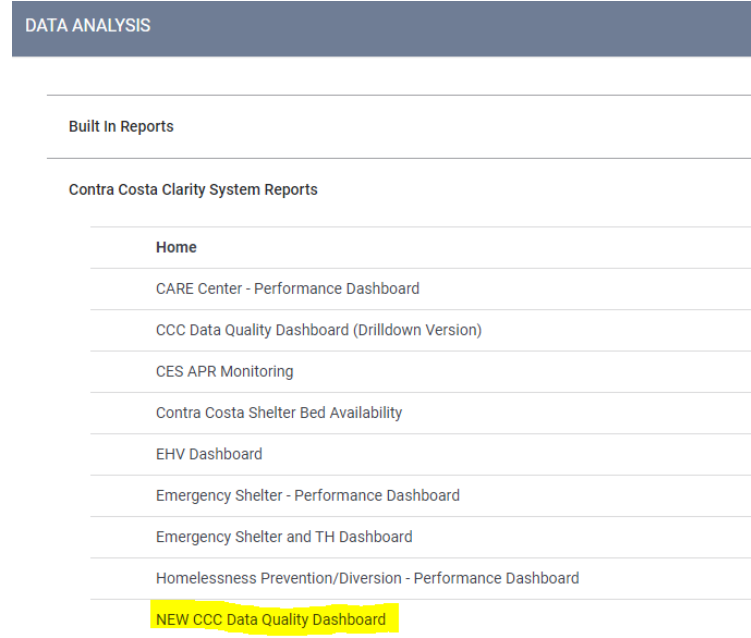
DATA QUALITY UPDATES

Monthly Reports

- Due to holiday schedules and PIT planning, November's data is still being reviewed.
- We do not need the CES APR Monitoring report to be submitted.
- In response to the severe weather and its impact on our emergency shelters the deadline for December's reports was extended to 1/17/23

CCC Data Quality Dashboard Report

- This report is the same dashboard that opens on your home-screen when you log into Clarity. It can also be found under data analysis and is titled the "New CCC Data Quality Dashboard".
- Unfortunately, we still do not have an update on repairs to the drill-down feature. We appreciate everyone's patience and flexibility as we continue to work-around this issue.



DATA QUALITY UPDATES

Tips for using the CCC Data Quality Dashboard (Drilldown Version) to locate errors

- This dashboard mirrors the New CCC Data Quality Dashboard report, and is broken up into 3 sections. Each row within each section represents a client with an error.
- To correct the error, click on either the Personal ID column or Enrollment ID column, which will pull up the client record.

Missing data errors #1

This table finds all clients missing certain required data fields.

	Unique Identifier	Program Name	^	Personal ID	Enrollment ID	Client name error	SSN error
1	[REDACTED]	[REDACTED]		[REDACTED] ...	[REDACTED] ...	0	0
2	[REDACTED]	[REDACTED]		[REDACTED] ...	[REDACTED] ...	0	1
3	[REDACTED]	[REDACTED]		[REDACTED] ...	[REDACTED] ...	1	1
4	[REDACTED]	[REDACTED]		[REDACTED] ...	[REDACTED] ...	0	0

Q&A

All

ADJOURN

- **Next Meeting:** Tuesday, February 21st from 3:00-4:00pm