



CONTRA COSTA HMIS POLICY COMMITTEE

April 20th from 3:00-4:00pm

Join them meeting via WebEx at the following link:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NjdhY2RiMzYtOGZhYy00MGY0LWlwMTMtYjU5MGU2YWU4MDFk%40thread.v2/0?context=%7b%22id%22%3a%222820d9de-dc2d-4363-8626-f2b003438c45%22%2c%22oid%22%3a%221dc9ea31-8c18-4d62-b195-c909d0a7d1d3%22%7d

or via phone by dialing +1-925-391-1667 US Toll and entering the **Meeting ID: 533 318 952#**

Committee Members: CoC Lead, HMIS Lead, CES Manager, COH Members, 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, 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	Cassie Hourlland	Identifying & welcoming attendees of the committee
Agency Updates	Kristina Jackson	HMIS participating agencies can inform attendees of any updates to staffing, programming, operations, or other events. The RED team will also describe HMIS updates in this section if applicable
Updated HMIS Policies & Procedures	Kimberly Thai	Review changes to the HMIS Policies and Procedures and discuss questions, concerns, or proposed edits to the document before it goes to the Council on Homelessness for final approval on 5/6/21
Release of Information (ROI) Process Updates	Jamie Klinger	Review updates to the ROI process for all HMIS participating partners
Domestic Violence (DV) Data Migration	Jamie Klinger	Discuss DV Data Migration activities underway, providers involved in the data migration, and timeline

Q&A	Kristina Jackson	Review questions related to agenda items covered in the meeting or any other questions related to HMIS data entry or processes
----------------	------------------	--

Next Meeting: May 18th from 3:00-4:00pm



HMIS POLICY COMMITTEE

Tuesday, April 20, 2021 from 3:00-4:00

INTRODUCTIONS

Cassie Hourlland, *H3*

AGENCY UPDATES

Kristina Jackson, *H3*

AGENCY UPDATES: FROM THE RED TEAM

- **Client Merge Requests**
 - Confirm all client information: *first & last name spelling, SSN, DOB, maiden name, veteran status, etc.*
 - Primary vs secondary profiles
- **Agency Administrator Roles/Responsibilities**
 - HMIS Policy Committee Meetings
 - HMIS Invoices & Licenses
 - Data & Project Set-up Requests
 - Internal agency HMIS training
- **Deactivating HMIS Licenses**
 - Email H3REDTeam@cchealth.org when staff no longer need their license

UPDATED HMIS POLICIES & PROCEDURES

Kimberly Thai, *H3*

UPDATED HMIS POLICY & PROCEDURES – OVERVIEW

- **Overarching Structural Changes**
- **Definition & Purpose of HMIS**
- **HMIS Governance Charter**
- **HMIS Policies & Procedures**
- **Appendices**

UPDATED HMIS POLICY & PROCEDURES – REVIEW & DISCUSS

ROI PROCESS UPDATES

Jamie Klinger, *H3*

ROI PROCESS UPDATES

- Agencies must explain the contents of the ROI and the HMIS Privacy Notice to the client prior to entering information into HMIS
- All HMIS participating partners will use the same ROI effective 5/3/21
- Client ROI lasts for 10 years
- ROI only needs to be collected once and covers all HMIS participating agencies (at 1st program intake)
- Hard copy and electronic signatures are the gold standard*
 - All pen and paper ROIs must be stored in a locked file not accessible to the public
 - Hard copy ROIs should be scanned and uploaded to HMIS

*Phone registration and dispatch programs may enter client information without consent but must lock the record in HMIS

DV DATA MIGRATION

Jamie Klinger, *H3*

DV DATA MIGRATION

- Completed the DV Migration activities with STAND!
 - Working with BitFocus to permanently remove the data from HMIS
- Met with additional providers in March (3/25)
 - Shelter Inc, H3, & Hope Solutions
- Next steps for providers:
 - Identify comparable database for data storage
 - Purchase database and configure to meet funder/program needs
 - Phased approach to data exports from HMIS
 - All VSP program data will be removed by 10/2021

Q&A

Kristina Jackson, *H3*

ADJOURN

- **Next Meeting:** Tuesday, May 18th from 3:00-4:00pm