



# CONTRA COSTA HMIS POLICY COMMITTEE

**June 15<sup>th</sup> 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%22Tid%22%3a%222820d9de-dc2d-4363-8626-f2b003438c45%22%2c%22Oid%22%3a%221dc9ea31-8c18-4d62-b195-c909d0a7d1d3%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NjdhY2RiMzYtOGZhYy00MGY0LWlwMTMtYjU5MGU2YWU4MDFk%40thread.v2/0?context=%7b%22Tid%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, 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
<b>Welcome &amp; Roll Call</b>	Kristina Jackson	Identifying & welcoming attendees of the committee.
<b>Public Comment</b>	Kristina Jackson	Open Period for members of the public to comment on items not listed on the agenda.
<b>Agency Updates</b>	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.
<b>Public Alerts in Clarity</b>	Kimberly Thai	Overview of the Public Alert feature in Clarity and discussion of how to standardize alerts across all agencies in HMIS.
<b>DV Data Migration Updates</b>	Kimberly Thai	An update of the migration of DV data out of HMIS, and next steps for VSP's (victim service providers).
<b>Triage Tool -Referrals Demo</b>	Tammy Stoicich	A demonstration of how and when to properly refer clients from the Coordinated Entry Triage Tool.

<b>Exit Destinations Reminders</b>	Tammy Stoichich	An overview of common exit destination errors and how to fix them moving forward.
<b>Q&amp;A</b>	Kristina Jackson	Answer questions related to agenda items covered in the meeting or any other questions related to HMIS data entry or processes.

Next Meeting: July 20<sup>th</sup> from 3:00-4:00pm



# HMIS POLICY COMMITTEE

Tuesday, June 15, 2021 from 3:00-4:00

# INTRODUCTIONS

Kristina Jackson, *H3*

# PUBLIC COMMENT

Kristina Jackson, *H3*

# AGENCY UPDATES

Kristina Jackson, *H3*

# PUBLIC ALERTS IN CLARITY


Kimberly Thai, *H3*

# PUBLIC ALERTS IN CLARITY

## PUBLIC ALERTS

Title

Agency System

Expiration Date 06/11/2021 

Note

Private

SAVE CHANGES





CANCEL

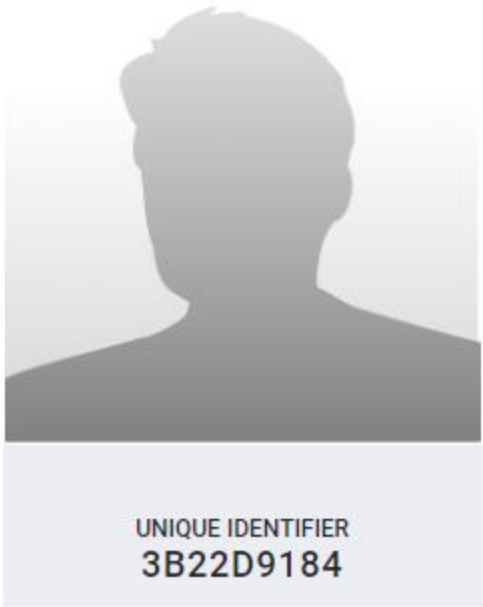


# PUBLIC ALERTS IN CLARITY

## CLIENT PROFILE

**Public Alert:** This client has been issued system-wide alert. Please review notes for full details. [REVIEW NOTES](#)

Social Security Number	XXX - XX - XXXX 
Quality of SSN	Client doesn't know 
Last Name	Client2-test
First Name	Fake
Quality of Name	Full name reported 
Quality of DOB	Full DOB Reported 
Date of Birth	01/01/1996



# PUBLIC ALERTS IN CLARITY

## FOR DISCUSSION:

- **When to create a public alert?**

- To notify agency staff or partner-agency staff about a situation (e.g. COVID, banned from specific shelter, safety concerns, etc.)
- To notify about a specific need (e.g. client is non-English speaking, etc.)
- To help locate the client and inform them they have mail or if housing becomes available, etc.
- Other?
- Can be private to the agency or global.

# PUBLIC ALERTS IN CLARITY

- **What to include in the alert?**
  - The type of incident or need
  - Contact info
- **How should agencies handle this information?**

# DV DATA MIGRATION UPDATES

Kimberly Thai, *H3*

# DV DATA MIGRATION UPDATES

Requirements		
Criteria	✓	Checklist Notes
The comparable database can protect data according to the different federal and local privacy laws, as needed; these laws are not universally applicable (i.e., HIPAA, 42 CFR Part 2) and, if the Violence Against Women Act (VAWA) is more restrictive, VAWA must be followed <sup>1</sup> .		
The comparable database has sufficient security protocols in place including end-to-end data encryption, automatic time out or lock out, concurrent login prevention, username and password access requirements, at least 128-bit+ encryption, SSL certificate, user log(s), and an automated audit trail.		
The comparable database vendor—if storing information with third-party or “cloud” servers—ensures that the contract with the storage provider specifies that the service provider owns the information, and ensures sufficient protocols are in place to protect personally identifying information. <sup>2</sup>		
The comparable database contains all of the Project Descriptor Data Elements (PDDE) and response categories. <sup>3</sup>		
The comparable database contains all of the Universal Data Elements (UDE) and response categories. <sup>4</sup>		

# DV DATA MIGRATION UPDATES

Requirements		
Criteria	✓	Checklist Notes
The comparable database contains all of the common Program Specific Data Elements (PSDE) and response categories. <sup>5</sup>		
The comparable database contains all of the individual federal partner Program Specific Data Elements PSDE and response categories. <sup>6</sup>		
The comparable database contains all of the Metadata Elements (ME). <sup>7</sup>		
The comparable database provides up-to-date HUD-required reports: Annual Performance Report (APR), Consolidated Annual Performance Evaluation Report (CAPER), and Data Quality Framework. <sup>8</sup>		
The comparable database provides up-to-date federal partner reports for partners applicable to the victim service provider (VSP). <sup>9</sup>		
The comparable database software vendor meets HUD and federal partner deadlines for implementing data element, response category, and report specification updates. <sup>10</sup>		

# DV DATA MIGRATION UPDATES

Requirements		
Criteria	✓	Checklist Notes
The comparable database can create a valid comma-separated values (CSV) export per the current HUD CSV specifications. <sup>11</sup>		
The comparable database can dynamically manage households as members join and depart from the household. <sup>12</sup>		
The comparable database has sufficient protocols to prevent duplicate client record creation.		
The comparable database can manage record de-duplication via a client record merger feature.		
The comparable database is available for use with limited unplanned downtime for maintenance.		
The comparable database vendor maintains backup, restoration, and recovery procedures; off-site secured data storage; and emergency technical support.		
The comparable database vendor provides a disaster recovery plan.		
The comparable database has features that allow those with disabilities or with special needs to enter and report data (508 Compliance).		

# TRIAGE TOOL - REFERRALS DEMO

Tammy Stoicich, *H3*



# TRIAGE TOOL – REFERRALS DEMO

EXIT  
DESTINATIONS  
REMINDERS

Tammy Stoicich, *H3*

## EXIT DESTINATIONS REMINDERS

- Exit destination should reflect where the client will be staying **that night**.
  - If they disappear, best guess is okay. If updated information is obtained, please revise.
  - If client is exiting to RRH, do not use "Rental with RRH subsidy" UNLESS they are moving in the same day as the exit date.
  - If client is exiting to PSH but not going into housing that night, it is acceptable to still use "Permanent housing for formerly homeless" to track the positive outcome.

## EXIT DESTINATIONS REMINDERS

- **Move-in date** must be entered if the client was housed by your program and must be entered in the **entry screen**.
- For SSVF **only**, move-in date is required even if client exited to family/friends permanent.
- **Discussion:** Exit Destination Cleanup for FY2021?

Q&A

Kristina Jackson, *H3*

# ADJOURN

- **Next Meeting:** Tuesday, July 20<sup>th</sup> from 3:00-4:00pm