



CONTRA COSTA HMIS POLICY COMMITTEE

June 21st 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, Linae Altman, 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)	Michele Byrnes, <i>Homebase</i>	Identifying & welcoming attendees of the committee.
Public Comment (3:03-3:05p)	Michele Byrnes, <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)	Michele Byrnes, <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 (3:10-3:11p)	Kimberly Thai, <i>H3</i>	Our Triage Assessment in HMIS has been updated to reflect changes to the Housing Navigation program. Referrals to this program will no longer be accepted. Paper forms to be updated and distributed soon, pending the decision on HUD well-being questions (agenda item below).

		<p>Focus Strategies will be conducting an evaluation of our HMIS system. Will be reaching out to providers for Focus Groups soon.</p> <p>Recent updates to the Data Quality Dashboard. Training on this dashboard took place on May 31st.</p>
DQMP - Data Quality Monitoring Plan (3:12-3:46p)	Eli Hamilton, <i>Homebase</i>	Homebase to facilitate discussion and gather feedback around the draft Contra Costa Data Quality Monitoring Plan. If no feedback, looking to approve and forward to COH for final approval.
Changing the requirement for Wellbeing Questions (3:47-3:55p)	Shelby Ferguson, <i>H3</i>	H3 recommends these questions be optional for all programs except PSH. Looking to approve the alignment of Wellbeing data collection with HUD's requirements.
Data Quality Updates (3:55-3:57p)	Torrie Carlson, <i>H3</i>	Update on monthly enrollment report submissions and general data quality updates.
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: July 19th from 3:00-4:00pm



CONTRA COSTA HMIS POLICY COMMITTEE

Tuesday, May 17, 2022 from 3:00-4:00pm

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

MEETING MINUTES

Welcome & Introductions

Dora Segura (Catholic Charities of the East Bay), Nubia Miranda (Catholic Charities of the East Bay), Dale Harrington (Community Member), Renee Juno Hedrick (Council on Homelessness Chair), Gabriel Lemus (Council on Homelessness member), Jo Bruno (Council on Homelessness Vice Chair), Toni Ucciferri (Council on Homelessness member), Manusiu Laulea (GRIP Community), Shelby Ferguson (H3: CES), Michael Callanan (H3: CORE), Carlos Silva (H3: RED Team), Tammy Stoicich (H3:RED Team), Dana Ewing (H3: RED Team), Jamie Schechter (H3); Jasmine Harvey (H3: RED Team), Kimberly Thai (H3: RED Team), Michael Fischer (H3); Tammy Stoicich (H3: RED Team), Torrie Carlson (H3: CORE), Marichelle Alcantara (Housing Consortium of the East Bay), Michele Byrnes (Homebase), Eli Hamilton (Homebase), Alex Atkinson (Hope Solutions), Cayla Northrup (Hope Solutions), Gina Hernandez (SHELTER, Inc.), Janel Fletcher (SHELTER, Inc.), Khalid Nemati (SHELTER, Inc.), Sadiq Nemati (SHELTER, Inc.), Bertha Lopez (The Hume Center), John Wachira (Trinity Center), Teri Lundvall (Winter Nights); Elissa Villalobos (Catholic Charities of the East Bay).

Public Comment

- Members of the public were invited to comment on items not listed on the agenda.
- Jo Bruno announced that she will be facilitating a state-wide workshop in June in Sacramento about combining the peer support model and the unhoused population and how to intertwine the peer support model into the System of Care. She added the details in the chat.

Review of previous meeting minutes:

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

Agency Updates:

- Alex Atkinson, Hope Solutions, announced that there are four (4) Program Managers and a Data Administrator (1) positions open at this agency and encouraged people to spread the word.

- Tony Ucciferri shared that his team is opening up five site-based, project-based voucher waitlists for five different properties from June 13 – June 30th. He also shared that four of the five properties are for seniors 62 years of age or older, and the other one is for families. He encouraged people to spread the word.

System Administrator Updates

Kimberly Thai, H3, provided the following updates:

- The PIT/HIC Data was submitted to HUD and the team is now working on the demographic and geographic data analysis.
- The team has uploaded the HDIS data for the statewide data warehouse, which includes data for 2016 to end of March 2022.
- The team sent out a revised HMIS Intake form, triage form, and the ROI form on April 20th. For people who did not receive the email, Kimberly said that the forms can be found at H3's website at <https://cchealth.org/h3/coc/partners.php>.

Revamped CCC Data Quality Dashboard:

- Carlos Silva, H3, presented a few slides about the new and improved data quality dashboard, and explained the new features and data quality categories. Carlos did a live demonstration on each section of the report, which included completeness, accuracy, and timeliness sections. Each section includes a global score and shows how each program is performing.
- Kimberly Thai mentioned that there will be a data quality dashboard training to go over the new features in the next two weeks.

The Importance of CLS Assessments/CLS Requirement for Non-Residential Programs:

- Shelby Ferguson, H3, provided a few slides with an overview about the Current Living Situation (CLS) assessment for all non-residential programs to know the person's living status in real time, and included a list of the programs that will use this feature as well as when it needs to be entered. Shelby stated that data collection can be simplified and asked providers to submit feedback about what works best for them for tracking purposes.
- Tammy Stoichich, H3, did a live demonstration on how to enter this information into HMIS and stated that this data needs to be entered every time the client engages with services.
- Per one question from one of the members in the meeting, it was clarified that this information should be entered for all members of the household.
- There was a request about having something in writing to help share with staff as a training piece or as a reminder. Tammy answered that the team needs to update the CC CES workflow guide, and this can be added, and furthermore explained that in order to align with HUD data standards, this piece of information is now being pushed/re-emphasized. Tammy shared that the team will work on updating the workflow guide and will get them distributed to all agencies.

- There was a question from Shelter Inc's Employment Program whether it is ok to have a CLS for somebody who is already housed. Tammy answered that we only want to track when they got housed but not continuously after they have been housed.
- Another question from a provider operating a parking lot program, is whether CLS data needs to be entered each time a client comes into the building (e.g., to eat), and if that is considered an interaction. Kimberly Thai answered that that is considered a service so yes, their CLS has to be updated every time they come in for services under HUD requirements.
- For Night by Night shelters that only admit clients sent by CORE, then it is assumed CORE has already entered a CLS for that night and the Night by Night shelter does not need to enter another CLS.

Data Quality Updates:

- Torrie Carlson, H3, gave a brief overview of the monthly enrollment report submissions and provided highlights for the months of February and March, with April reports still being reviewed. Torrie stated that report submissions in late March showed fewer errors compared to the beginning of the month and February. It was stated that H3 is trying to get more reports submitted before or on the deadline, which is the 10th of each month, and to make sure that all corrections are being resubmitted.
- Torrie announced the top five performing agencies who are submitting this data and were congratulated.

Q&A section:

- None.

Next Meeting: Tuesday, June 21st, from 3-4:00 pm.