



CONTRA COSTA HMIS POLICY COMMITTEE

Tuesday, March 15, 2022 from 3:00-4:00pm

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

MEETING MINUTES

Welcome & Introductions

Dale Harrington (Community Member), Renee Juno Hedrick (Council on Homelessness Chair), Gabriel Lemus (Council on Homelessness member), Jo Bruno (Council on Homelessness Vice Chair), Yessenia Aguilar (H3), Fadi Elhayek (H3: CCACS), Shelby Ferguson (H3: CES), Michael Callanan (H3: CORE), Carlos Silva (H3: RED Team), Dana Ewing (H3: RED Team), Jasmine Harvey (H3: RED Team), Kimberly Thai (H3: RED Team), Tammy Stoicich (H3: RED Team), Torrie Carlson (H3: CORE), Michele Byrnes (Homebase), Alex Atkinson (Hope Solutions), Irma Bodden (Hope Solutions REP Program), Sara Marsh (Hope Solutions), Bertha Lopez (Hume Center), Sharon Osterweil (Lifelong Medical), Gina Hernandez (SHELTER, Inc.), Janel Fletcher (SHELTER, Inc.), Khalid Nemati (SHELTER, Inc.), Sadiq Nemati (SHELTER, Inc.), Ambar Espinosa (VAH), Marjolein Daas (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.
- No public comments were made.

Review of previous meeting minutes:

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

Agency Updates:

- There were no agency updates announced.

System Administrator Updates

Kimberly Thai, H3, provided the following updates:

- **PIT/HIC Data Submissions:** The Research, Evaluation, and Data (RED) team announced that the Shelter Point in Time (PIT) Count data is going to be run out of HMIS and reminded everyone to

confirm and submit Monthly Enrollment Reports to H3RedTeam@cchealth.org. Kimberly also reminded agencies that have not submitted the Housing Inventory Count data via Google, to do so by the deadline on March 16th, 2022.

- Kimberly stated that HMIS invoices for 2021-2022 will be sent to agencies through the Finance Department or the Agency Administrator by the end of March. There is a new rate of \$259.65 per license per year after March 1st.

Systemwide Performance Report Findings:

- Dana Ewing, H3, presented a few slides about the purpose, process, benefits, challenges, and parts of the system of the Department of Housing and Urban Development (HUD) Annual System Performance Measures (SPM). Dana gave an overview of how programming changed in response to COVID-19 and how this affected the performance measures. A few data graphs as comparison for years 2019-2020 vs. 2020-2021 were shown with length of time the total of individuals stayed in emergency shelters, average number of bed nights as well as length of time homeless people enrolled in EH, TH, and RRH. Dana encouraged people to reach out to her for feedback or comments. The other performance measures look at returns to homelessness data, number of people experiencing homelessness, income and job growth for years 2019-2020 vs. 2020-2021, and successful placement and housing retention. Dana stated that all data will be in the Annual Report and concluded the presentation by presenting the take-aways. H3 confirmed that this report did not include data from Care Centers or other Service-only Programs, and some portions did not include Outreach.

Data Quality Reminders:

- Tammy Stoicich from the RED Team did a live demonstration about client search, to remind service providers about the importance of doing a thorough search as there have been instances where staff have entered/duplicated client records. A resource material surrounding this topic will be shared after the meeting.
- Torrie Carlson from the RED team gave an overview about the status of the February monthly enrollment report submissions. Torrie announced that 45% of report submissions were received before or by the deadline, with 20% of these filled out correctly with no errors. 36% were received after the deadline, with 35% submitted with no errors. 19% have not yet been received. Some of the most common errors seen were missing exit dates, missing moving dates, missing VI-SPDATs, residence prior entry and housing status not aligning, and some program services not being entered.
- Kimberly Thai reminded everyone that H3 will be monitoring the data quality and monthly reports more closely in preparation for the Data Quality Monitoring Plan rollout. The DQMP is a supplemental document to the HMIS Policies and Procedure. A draft will be released soon to obtain feedback.

Coordinated Entry Updates

- Shelby Ferguson, H3, gave an overview of Performance Based Contracting and the Program Models and announced that the final report will go to the Oversight Committee for approval, and it will be shared on the H3 website.
- Shelby also announced that the Coordinated Entry Evaluation is taking place and thanked everyone for their participation. The final report will go to the PATH Committee for approval at the end of March, and it will be shared on H3 website.

Q&A section:

- There was a question about the enrollment report and how to send them back for corrections. Torrie Carlson mentioned what the process to make corrections is and how to send them back to the team.
- Tammy Stoicich announced a series of trainings offered on March 22nd, 10:00 – 11:00am for HMIS101 Training, and March 23rd, 1:00 – 4:00pm for the HMIS Data Entry Training.

Next Meeting: Tuesday, April 19th, from 3-4:00 pm.