



CONTRA COSTA HMIS POLICY COMMITTEE

Tuesday, July 11, 2023, from 12:00-1:30pm

**2120 DIAMOND BLVD (MCMORROW TRAINING ROOM),
CONCORD, CA 94520**

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

MEETING MINUTES

Welcome & Introductions

Alvin Reed (Insight Housing), Brandon Griffin (H3), Carlos Silva (H3), Cayla Northrup (Hope Solutions), Dana Ewing (H3), Deborah Keenan (H3), Dora Segura (CCEB), Fatima Fuentes (Insite Housing), Gabriel Lemus (COH member), Jamie Schecter (H3), Janel Fletcher (Shelter Inc), Jasmine Harvey (H3), Jo Bruno (COH member), Juno Hedrick (COH member), Khalid Nemati (Shelter Inc), Kimberly Thai (H3), Lakisha Langston (H3), Leticia Wiesner (Trinity Center), Lynna Magnuson (Caminar), Mary Fitzgerald (H3), Michael Callanan (CORE), Michael Fischer (H3), Natalie Siva (H3), Patrick Okoh (Shelter Inc), Ryan Rae Tapia (H3), Sadiq Nemati (Shelter Inc), Sandra Rivera (Hope Solutions), Sarah Greta (Lifelong Medical), Shelby Ferguson (H3), Tammy Stoicich (H3), Teri Lundvall (Winter Nights), Tony Ucciferri (COH member), Torrie Carlson (H3), Victoria Houchins (Shelter Inc), Yessenia Aguilar (H3), 19255003833

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 April 11, 2023 meeting.

Agency Updates

Teri Lundvall (Winter Nights), provided the following updates:

- Winter Nights Family Shelter program has opened an Antioch homeless safe parking program to provide families, couples, or individuals a safe parking lot to park nightly. For more information, please visit <https://cccc.myresourcedirectory.com> or call (925)435-2074 to schedule an appointment.

System Administrator Updates

Kimberly Thai, H3, provided the following updates:

- The RED Team is in the final stages of selecting an HMIS learning platform/website. The new platform/website will take around two months to finalize and be dedicated specifically to HMIS, including self-paced training videos, workflow guides, forms, and other HMIS resources. Anticipated go-live is Fall of 2023.

Coordinated Entry System & Continuum of Care Updates

Mary Fitzgerald, H3, provided the following updates:

- New agencies and providers coming online, specifically Prevention/Diversion programs. Our team is currently in the process of updating CE triage in HMIS to include our new providers and updates to program name changes. VISPDAT training will occur on July 27, tended only for active point staff who work directly with individuals experiencing literal homelessness. An email invite has been sent out to staff; if you did not receive an invite, please email Mary at mary.fitzgerald@cchealth.org.
- Please continue to monitor the CE APR dashboard regularly and make corrections on an ongoing basis, corrections are due September 30. The CoC homeless service provider meeting will take place on July 13. This meeting occurs every second Thursday of each month all direct service staff is encouraged to attend. Here's the link to register: [CoC Homeless Service Provider](#). The Stability Plan is a new assessment in HMIS; if you were unable to attend a training, please contact Shelby at shelby.ferguson@cchealth.org.

Jamie Schecter, H3, provided the following updates:

- Public solicitation for the NOFO has been posted and includes an updated timeline (link here: [NOFO-FY2023-Public-Solicitation.pdf \(cchealth.org\)](#)). The mandatory technical assistance workshop is on July 26. This is a mandatory workshop, if you do not attend, you will not be able to apply for CoC funds. The Renewal Local Project's application is due August 2. Please respond to Homebase regarding primary contact and supplemental questionnaire by July 26. If you have any questions about NOFO assistance, please contact Homebase at contracosta@homebaseccc.org.

2024 HUD Data Standards

Kimberly Thai, H3, provided the following updates:

- HUD has published new data standards; updated forms will be sent out to providers on September 17th. Please only use updated forms starting October 1st, and HMIS screens will be updated on October 1st. Looker and I-Site reports will be updated after October 1st. The RED team may need to collect additional program information and identify reports that include program type, tracking method any fields filtering for "Client Refused." Sage and SSVF Repository will not accept old versions of the APR and other reports after October 1st.
- Starting October 1st, the following changes are included in the PowerPoint. (Please see slide deck for detailed information regarding HUD updates.)
- CoC decision points confirmed: Continue to collect full SSN with an option to collect partial SSN and continue to collect the last permanent zip code.

Understanding PIT and Annual Report Data

Dana Ewing, H3, provided the following updates:

- The point-in-time count is a one-day snapshot of people and households identified in shelters and unsheltered settings, which allows for comparisons with other communities and is used by HUD to determine the need for federal funding. For more data information regarding the 2023 Point-in-Time Count (PIT), please visit [2023 PIT Infographic](#). The RED team is currently finalizing the 2023 PIT StoryMap that intertwines with Contra Costa County data and PIT data to better understand local issues related to homelessness.
- The annual report summarizes programs, services, activities, and population served across the CoC for calendar year 2022, it captures people only who access the CoC and provides a deeper understanding of the needs, policies, and impacts of programs. In addition, the report ensures voices of people with lived experiences are heard and identifies future objectives to address goals.

Data Quality Updates and Reminders

Torrie Carlson, H3, provided the following updates:

- On average, we have received 67% of reports on time in the last four months and the average number for missing reports is at 9% in the last four months. CCC data quality dashboards have improved completeness by 6% and accuracy has improved by 15%. Improvements for timeliness include having three to four business days to submit client data and/or send additional reminders to staff.
- The CCC Data Quality dashboard will reset for the new fiscal year (July 2023- June 2024). This means scores of completeness, accuracy, and timeliness will go up. CE participating programs, please run and review the CES APR monitoring dashboard. Please ensure that ROIs for your clients are updated and entered into HMIS. Please reach out to the RED team at h3redteam@cchealth.org to send monthly reports and schedule office hours.
- The RED team is writing a script that will review and lock HMIS profiles where the client did not give permission to share their information. Providers should ensure that ROIs are updated in HMIS. More details to come via email.

Q&A section:

- A committee member had a question regarding the release date of the updated ROI forms. Kim Thai, H3, answered that ROI forms will be sent out before October 1st.

Next Meeting: October 10th, 12:00pm- 1:30pm