



CONTRA COSTA HMIS POLICY COMMITTEE

January 18th 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, 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)	Mark Mora, <i>Homebase</i>	Identifying & welcoming attendees of the committee.
Public Comment (3:03-3:05p)	Mark Mora, <i>Homebase</i>	Open Period for members of the public in attendance to comment on items not listed on the agenda.
Agency Updates (3:05-3:10p)	All	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.
System Administrator Updates (3:10-3:25p)	Kimberly Thai, <i>H3</i>	Updates and announcements from the HMIS Lead's System Administrator: Wellbeing Data Element training resources, HUD SPM and LSA updates, Script for correcting Disabling Condition field errors, HMIS Invoicing question
PIT Count Updates (3:25-3:35p)	Jamie Klinger, <i>H3</i> Kimberly Thai, <i>H3</i>	Update on 2022 Point in Time Count planning. Data collection for the 2022 Housing Inventory Count to happen in February.

Contra Costa Data Quality Dashboard (3:35-3:48p)	Tammy Stoichich, <i>H3</i>	Demonstration on how to use the CCC Data Quality Dashboard
Coordinated Entry Process – Reminders (3:48-3:58p)	Shelby Ferguson, <i>H3</i>	Reminders from the CE Manager: Please schedule a VI-SPDAT for all homeless clients. Remember to enter 'Referral to scheduled VI-SPDAT' as a service. Must identify a housing solution prior to referring to Hume. VI-SPDAT's should be readministered every 6 months. Reminder to fill in all fields in the CE enrollment screen.
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: February 15th from 3:00-4:00pm



HMIS POLICY COMMITTEE

Tuesday, January 18, 2022 from 3:00-4:00

INTRODUCTIONS

Mark Mora, *Homebase*

PUBLIC COMMENT

Mark Mora, *Homebase*

AGENCY UPDATES

All

SYSTEM ADMINISTRATOR UPDATES

Kimberly Thai, *H3*

SYSTEM ADMINISTRATOR UPDATES

- **Well Being Data Element** – [new training resource](#)
- **HUD Systemwide Performance Measures**
 - RED team has reached out to providers for specific cleanup
 - Submission Deadline: Feb 28, 2022
- **HUD LSA** - currently in review

SYSTEM ADMINISTRATOR UPDATES

Requesting feedback:

- Script to correct "Disabling condition Y/N?" errors
 - Should we apply this script across all programs? Time period?
- HMIS Invoicing
 - One invoice, billed at end of year -OR-
 - One invoice at the beginning of the year for all license renewals, then additional invoices as new licenses are purchased during the year (prorated)

PIT AND HIC UPDATES

Jamie Klinger, *H3*

Kimberly Thai, *H3*

UPDATES ON THE 2022 POINT IN TIME COUNT

Postponing the sheltered and unsheltered count to the last 10 days of February:

- Significant increase in positive cases and hospitalizations
- Limited staff capacity (CORE and provider staff) and extremely low volunteer recruitment
- HUD approval of modified methods on 1/10/22

New date:

- Sheltered count: night of February 23rd, 2022
- Unsheltered count: morning of February 24th, 2022

2022 UNSHELTERED POINT IN TIME COUNT

In need of volunteers for morning of count (Feb 24th):

- Please sign up in teams of 2-3 (within your pod) using this registration [link](#).
- Training will be conducted virtually; information will be emailed to you shortly after registering.
- Teams will be assigned census tracts to canvass on the morning of 2/24 (5-10am) after registering. No kick-off locations; teams will determine where to deploy.
- Data collection will take place on smart phones using Survey123 app

2022 UNSHELTERED POINT IN TIME COUNT

Survey sampling following the unsheltered count:

- Interviews with ~500 sheltered and unsheltered individuals
 - 2 weeks: 1/28/22 - 2/11/22
- CORE and homeless service provider support
- RED team will reach out to staff to get support with data collection



2022 Housing Inventory Chart (HIC) ☆ 📄 ☁

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	A	B	C	D	E	F	G	H	I	J	X	Y	Z	AA	AB	AC
1	Instructions for AA's: The HIC is an annual survey that provides a point-in-time snapshot of homeless beds in the county. This would include any Emergency Shelter beds (ES), Transitional Housing (TH), Rapid Rehousing (RRH) and Permanent Supportive Housing (PSH) beds, <u>regardless as to whether they are HUD-funded and/or being tracked in HMIS</u> . This year's count is for the night of Jan 27th, 2022. The data below was taken from last year's HIC. Please confirm/update the data in ALL columns for ALL programs within your agency. Once confirmed, highlight your Program Name (col L) yellow. Please indicate any Notes for our team in columns AA, AB, and AC. For RRH and PSH programs that are voucher-based and not site-based : The number of beds/units may fluctuate over time. This document should reflect the number of units "available for use" on the night of <u>1/28</u> . In most cases, this is equivalent to the number of households "moved in" to a unit as of the night of 1/28. *If using filters to display just your agency, please clear filters when done :)	Column Definitions:														
2																

3	Project Name	Project Type	Organization Name	Funding Source 1	Funding Source 2	If HUD-funded, grant number	If HUD-funded, grant start and end dates	Beds for Households w/ Children	Units for Households w/ Children	Beds for Households w/o Children	Total Beds (R+S+V)	Total beds occupied as of 1/28 per HMIS	Utilization Rate (Y div X)	If utilization is <75%, explain:	If utilization is >105%, explain:	Other comments for our team?
4	Don Brown Shelter	ES	Bay Area Community Services	Other	None	N/A		0	0	12	12		0%			
5	BACS Delta Landing	ES	Bay Area Community Services	Other	None	NA		240	169	0	240		0%			
6	Richmond Marriott NCS	ES	Bay Area Community Services	Other	None	NA		96	36	123	219		0.00%			
7	BARM Men's Emergency Shelter	ES	Bay Area Rescue Mission	Other	None	N/A		0	0	48	58		0%			
8	BARM Women and Families Shelter	ES	Bay Area Rescue Mission	Other	None	N/A		42	12	33	75		0%			
9	BARM Men's Transitional Housing Program	TH	Bay Area Rescue Mission	Other	None	NA		0	0	77	77		0%			
10	BARM Women and Family Transitional Housing	TH	Bay Area Rescue Mission	Other	None	NA		20	8	25	45		0%			
11	Berkeley Food and Housing SSVF Rapid Rehousing	RRH	Berkeley Food and Housing Project	VA: SSVF	None			3	1	5	8		0%			
12	Uilkema House	TH	Bi-Bett Corporation	Other	None	NA		0	0	12	12		0%			

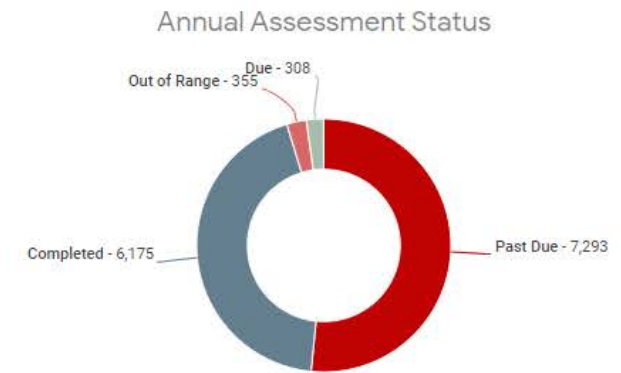
UPDATED CCC DATA QUALITY DASHBOARD

Tammy Stoicich, *H3*

Filters Agency Name is any value Reporting Period Filter is from 2015/01/01 until 2025/08/02 Project Type is "Emergency Shelter" or "Homeless Prevention" or "PH - Housing Only" or "PH - Housing with Services (no disability required)" or "PH - Permanent Supportive Housing (disability required)" or "PH..."

Data Quality Dashboard

1 Project Start AFTER Project Exit	0 DoB AFTER Project Start
13 Move-in Date AFTER Project Exit	226 Move-in Date BEFORE Project Start Date
	25 Households with More than One HoH



Errors in HUD fields

Name ↑	Number of Clients	Housing Move In Date Error Count	Race Error Count	Personal Identifying Information Error Counts	Disabling Condition Error Count	Domestic Violence Victim or Survivor Error Count	Project End Date Error Count	Project Start Date Error Count	Veteran Status Error Count	Relationship to HoH Error Count
1 Anka - C/E HHISN - ACCESS	31	0	0	0	0	10	26	0	0	0
2 Anka - C/E HHISN - Access Plus	8	0	0	0	0	3	6	0	0	0
3 Anka - C/E HHISN - PCH-AAA	46	0	0	0	0	8	31	6	0	0
4 Anka - C/E HHISN - Project Choice	10	0	0	0	1	3	6	0	0	0
5 Anka - Casa Verde	91	0	0	0	6	5	0	0	0	0
6 Anka - Central County FERST	83	0	0	1	3	21	0	0	1	0
7 Anka - Central County MSC	997	0	8	22	166	220	0	0	0	0
8 Anka - Central County Warming Center	1,100	0	76	128	2,060	0	0	0	0	14
9 Anka - Don Brown Shelter	358	0	1	2	111	65	0	0	0	0
10 Anka - East County FERST	2	0	0	0	0	0	0	0	0	0
11 Anka - East County MSC	779	0	4	6	40	269	0	0	1	0

CE REMINDERS

Shelby Ferguson, *H3*

COORDINATED ENTRY REMINDERS

- **Triage Tool**

- If you serve literally homeless clients and problem solving/diversion is unsuccessful, please schedule a VI-SPDAT assessment with the client.
- Remember to add a "*Referral to Housing Needs Assessment*" service within the services tab.
- You must conduct problem solving and identify a potential housing solution **before** referring to Hume Diversion/Rapid Exit

- **VI-SPDAT reminders**

- VI's should be readministered every 6 months or when a major life event occurs

- **CES Enrollment**

- Missing data in "Living Situation prior to project entry"

Q&A

All

ADJOURN

- **Next Meeting:** Tuesday, February 15th from 3:00-4:00pm

Select your agency

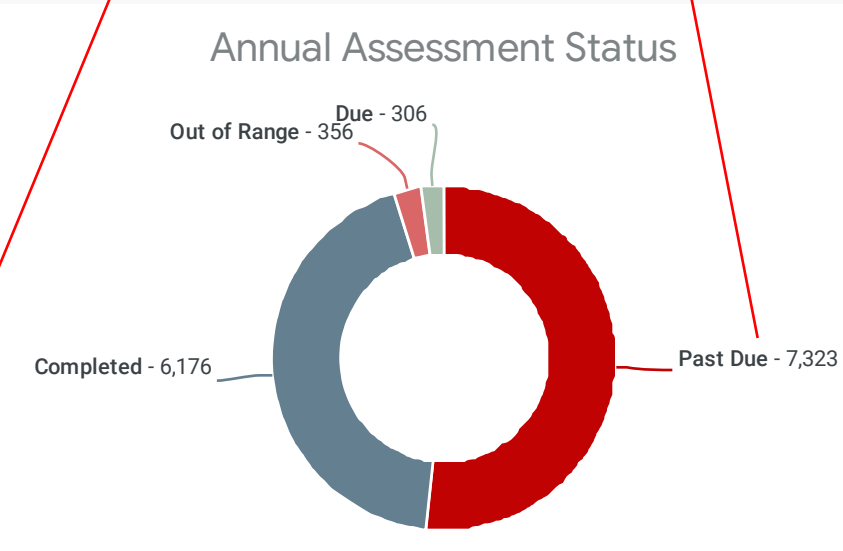
Filters

Agency Name is any value Reporting Period Filter is from 2015/01/01 until 2025/08/02 Project Type is "Emergency Shelter" or "Homeless Prevention" or "PH - Housing Only" or "PH - Housing with Services (no disability required)" or "PH - Permanent Supportive Housing (disability required)" or "PH - Rapid Re-Housing" or "Services Only" or "Street Outreach" or "Transitional" Program Name is any value

Click on a number to drill down and identify specific client records.

Data Quality Dashboard

Summary statistics: Project Start AFTER Project Exit (0), DoB AFTER Project Start (0), Move-in Date AFTER Project Exit (12), Move-in Date BEFORE Project Start Date (226), Households with More than One HoH (25)



Errors in HUD fields

Table with columns: Name, Number of Clients, Housing Move In Date Error Count, Race Error Count, Personal Identifying Information Error Counts, Disabling Condition Error Count, Domestic Violence Victim or Survivor Error Count, Project End Date Error Count, Project Start Date Error Count, Veteran Status Error Count, Relationship to HoH Error Count

Missing CES Enrollment

Missing Triage Assessment

Table with columns: Personal ID, Name, Project Start Date, Number of Clients, Last Service

Table with columns: Personal ID, Project Start Date, Number of Clients, Last Service

Click this icon to open this client's Clarity profile. Add the missing CES enrollment.

Click this icon to open this client's Clarity profile. Add the missing triage assessment.

Clients in CES but missing CLS Assessment [BETA]

Table with columns: Personal ID, Name, Project Start Date, CLS Date

Click this icon to open this client's Clarity profile. Add the missing CLS assessment.

This section identifies clients that have overlapping stays in residential programs. This would include shelter stays that overlap or move-in dates that overlap with another program's start date/move-in date. Please work with the other program to resolve the overlapping dates.

Residential Overlaps

Table with columns: Unique Identifier, Personal ID, Agency, Program Name, Project Type, Start Date, Move-in Date, Exit Date, Overlapping Program, Overlapping Program Name, Overlapping Project Type, Overlapping Program Start Date, Overlapping Household Move-in Date, Overlapping Program End Date

housing status / living situation conflict

This section identifies clients that have conflicting answers in Prior Residence and Housing Status.

Table with columns: Personal ID, Enrollment ID, Name, Project Start Date, Project Exit Date, Residence Prior to Project Entry, Housing Status Text

employment / income conflict

This section identifies clients that have conflicting answers in Employment Status and the Earned Income (Y/N) or amount fields.

Table with columns: Personal ID, Enrollment ID, Name, Project Start Date, Earned Income, Employment Status, Earned Income Amount

Errors in 'Assessment Level' field

This section identifies clients that have incorrect or null 'Assessment Levels'

Table with columns: Personal ID, Assessment ID, Assessment Date, Assessment Level, Assessment Name

This section below measures how soon data gets entered. Per our HMIS PnP's, enrollments should be entered within 2 business days of intake, and services within 5 business days of service provision.

Timeliness of enrollments and services

Timeliness data (with drill-downs)

Table with columns: Name, Entered within, Enrollment percentages, services percentages

Table with columns: Name, Entered within, Enrollments, Services