



# CONTRA COSTA HMIS POLICY COMMITTEE

**February 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, 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   |
|--|------------------------------------|---|
| <b>Welcome &amp; Roll Call (3:00-3:03p)</b>            | Michele Byrnes,<br><i>Homebase</i> | Identifying & welcoming attendees of the committee.   |
| <b>Public Comment (3:03-3:05p)</b>                     | Michele Byrnes,<br><i>Homebase</i> | Open Period for members of the public in attendance to comment on items not listed on the agenda.   |
| <b>Review of Previous Meeting Minutes (3:05-3:07p)</b> | Michele Byrnes,<br><i>Homebase</i> | Committee members can request edits to the previous meeting's minutes.  |
| <b>Agency Updates (3:07-3:10p)</b>                     | All                                | HMIS participating agencies can inform attendees of any updates to staffing, programming, operations, or other events.  |
| <b>System Administrator Updates (3:10-3:16)</b>        | Kimberly Thai, <i>H3</i>           | Final reminders for 2023 HUD Housing Inventory Count and Sheltered Count. HUD Systemwide Performance Measures report deadline is on Feb 28 <sup>th</sup> . All COH meetings returning to in-person/hybrid beginning March 1 <sup>st</sup> . |

|  |                                    |  |
|--|------------------------------------|--|
| <b>Coordinated Entry Updates (3:16-3:20p)</b>                              | Mary Fitzgerald,<br><i>H3</i>      | Updates related to Coordinated Entry, and clarification around reporting schedules.  |
| <b>2023 Point In Time Count Updates (3:20-3:25p)</b>                       | Jamie Klinger, <i>H3</i>           | Brief report out on PIT observational count and upcoming survey sampling event.  |
| <b>COC Feedback on HUD Race and Gender Identity Questions (3:25-3:45p)</b> | Dana Ewing,<br><i>H3</i>           | RED Team to present results of the recent CoC survey.  |
| <b>COC Grant Compliance Monitoring (3:45-3:51p)</b>                        | Michele Byrnes,<br><i>Homebase</i> | Homebase to share information about the new monitoring process for projects funded through HUD COC grants.   |
| <b>Data Quality Updates and Reminders (3:51-3:58p)</b>                     | Torrie Carlson,<br><i>H3</i>       | Updates on monthly report submissions and data quality reminders. Request for feedback: Conducting regular office hours for questions relating to monthly reports? |
| <b>Q&amp;A (3:58-4:00p)</b>  | All                                | Answer questions related to agenda items covered in the meeting or any other questions related to HMIS data entry or processes.                                    |

Next Meeting: March 21<sup>st</sup>, 3:00pm-4:00pm



# CONTRA COSTA HMIS POLICY COMMITTEE

**Tuesday, January 17, 2023 from 3:00-4:00pm**

**Recording link:** email [Jaime.Jenett@cchealth.org](mailto:Jaime.Jenett@cchealth.org) to request

## MEETING MINUTES

### Welcome & Introductions

Adam Hudson (BACS), Alex Atkinson (Hope Solutions), Ashley Jones (Northern California Family Center), Carlos Silva (H3), Cayla Northrup (Hope Solutions), Celina Yee-Izon (Veterans Accession House), Danielle Aubin (Bart), Dre Solano (RCS), Dora Segura (Catholic Charities East Bay), Eric Johnson (BACS), Gina Hernandez (Shelter, Inc.), Iman Novin (Council on Homelessness Member), Jamie Klinger (H3), Janel Fletcher (Shelter, Inc), Jasmine Harvey (H3), Jo Bruno (Council on Homelessness Member), Juno Hedrick (Council on Homelessness Member), Khalid Nemati (Shelter, Inc.), Kimberly Thai (H3), Manusiu Laulea (GRIP), Mary Fitzgerald (H3), Natalie Siva (H3), Pamela Mcgrath (Trinity Center), Ralph Payton (GRIP), Sadiq Nemati (Shelter, Inc.), Sarah Abdallah (The Hume Center), Shelby Ferguson (H3), Stephanie Lopez (HCEB), Tammy Stoicich (H3), Teri Lundvall (Winter Nights Family Shelter), Tiffanee Jones (Office of Assemblymember Lori D. Wilson), Tony Ucciferri (Council on Homelessness Member), Torrie Carlson (H3), Vanessa Calloway (Way 2 Love Inc.), Victoria Houchins (Shelter, Inc.), 19252076284, 19253398317

### 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 December 13, 2022 meeting.

### Agency Updates

- Vanessa Calloway, Way 2 Love Inc., from the Castro Encampment in Richmond, shared that there will be a community cleanup on February 20<sup>th</sup> (President's Day) from 8:00am-2:00pm. The team is looking for volunteers and Vanessa posted her contact for anyone to get more information.

## **System Administrator Updates**

Kimberly Thai, H3, provided the following updates:

- Two new agencies were added to the HMIS system: Anthem Blue Cross and Caminar. A new Release of Information form will be sent out to the group once the new agencies are trained and set up.

## **2023 Point-In-Time Count:**

- Jamie Klinger, H3, gave an update about the observational count with key dates, number of volunteers, and training sessions. Information about the survey sampling event and data cleaning and analysis were also provided. The team will share enumeration data by the end of March and a full report will be published at the end of July.
- Kimberly Thai, H3, reminded the group about the sheltered count deadline, which is February 10<sup>th</sup>, and action steps for HMIS and non-HMIS users.

## **Housing Inventory Count 2023**

- Kimberly Thai, H3, shared information about the annual bed count, and the types of agencies and projects that are required to submit data. Kimberly introduced the Google form and went over the different columns and info required.

## **Coordinated Entry System Updates**

Mary Fitzgerald, H3, provided the following updates:

- The CE Annual Performance Report (APR) was sent to HUD the last day of December 2022 with no issues. Lessons learned were covered based on the dashboard/monthly monitoring process and there will be new improvements based on this information.
- H3 along with providers collaborated together for the weather crisis response last month. Due to this, there was an expansion of shelter capacity where additional beds and provision of supplies for adults and families were provided. The crisis response ended on January 16, 2023.

## **Data Quality Updates:**

- Torrie Carlson, H3, indicated that November's data is still being reviewed due to the holiday schedules and PIT planning. The new updates will be announced in the February meeting.
- The December reports deadline was pushed to mid-January due to the weather crisis response.
- Agencies were reminded that for the CCC Data Quality Dashboard report, providers should use the "New CCC Data Quality Dashboard".
- Torrie explained the difference between the CCC Data Quality Dashboard and the drilldown version, and how to use both to correct data entry errors.

## **Q&A section:**

- Jo Bruno asked if there was a specific CCC H3 Red Team website. Jamie Klinger answered that there is a subsection under the Continuum of Care's Tools for Partners page.

**Next Meeting:** Tuesday, February 21<sup>st</sup>, from 3:00 – 4:00pm.



# HMIS POLICY COMMITTEE

Tuesday, February 21, 2023 from 3:00-4:00

# INTRODUCTIONS

Michele Byrnes, *Homebase*

# PUBLIC COMMENT

Michele Byrnes, *Homebase*

# REVIEW OF PREVIOUS MEETING MINUTES

Michele Byrnes, *Homebase*



# AGENCY UPDATES

All

# SYSTEM ADMINISTRATOR UPDATES

Kimberly Thai, *H3*

## SYSTEM ADMINISTRATOR UPDATES

- Final reminders for 2023 HUD Housing Inventory Count and Sheltered Count
- HUD Systemwide Performance Measures (SPM) report deadline is on Feb 28<sup>th</sup>

# COORDINATED ENTRY AND COC UPDATES

Mary Fitzgerald, *H3*

# COORDINATED ENTRY AND COC UPDATES

# POINT IN TIME COUNT UPDATES

Jamie Klinger, *H3*

# 2023 POINT IN TIME (PIT) COUNT UPDATES



Surveys conducted in shelters, services sites, unsheltered settings



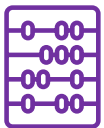
Surveys completed by shelter staff, service providers and CORE Outreach



Random sampling at all sites/locations



Online or hard copy tools for data collection in the field



H3 RED team to analyze data with statistical software

## 2023 SURVEY IMPLEMENTATION



# COC FEEDBACK: HUD RACE AND GENDER IDENTITY

Dana Ewing, *H3*

# COC FEEDBACK: HUD RACE AND GENDER IDENTITY

# COC GRANT COMPLIANCE MONITORING

Michele Byrnes, *H3*

# COC GRANT COMPLIANCE MONITORING

# DATA QUALITY UPDATES

Torrie Carlson, *H3*

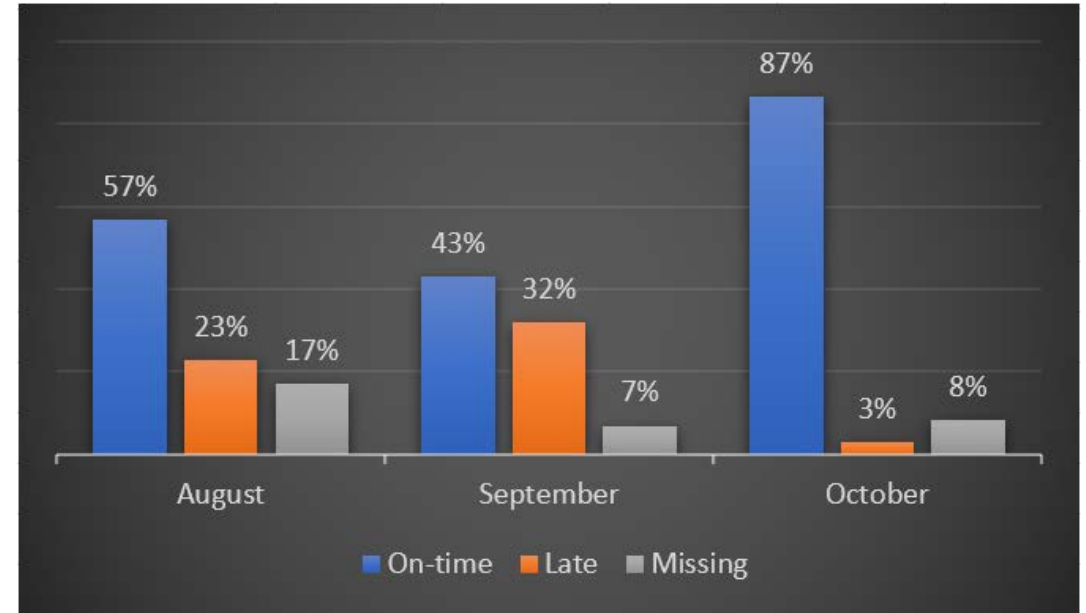
# DATA QUALITY UPDATES

## Monthly Reports

- We received 87% of all reports on time in the month of October
- Only 8% of reports were missing

## CCC Data Quality Dashboard Report

- Unfortunately, we still do not have an update on repairs to the drill-down feature. However, we have released a new report "CCC Data Quality Dashboard (Drilldown Version)" which is available under Data Analysis in the report library. This will allow agencies to identify the enrollments where errors are occurring so that corrections can be made.
- We appreciate everyone's patience and flexibility as we continue to work-around this issue.



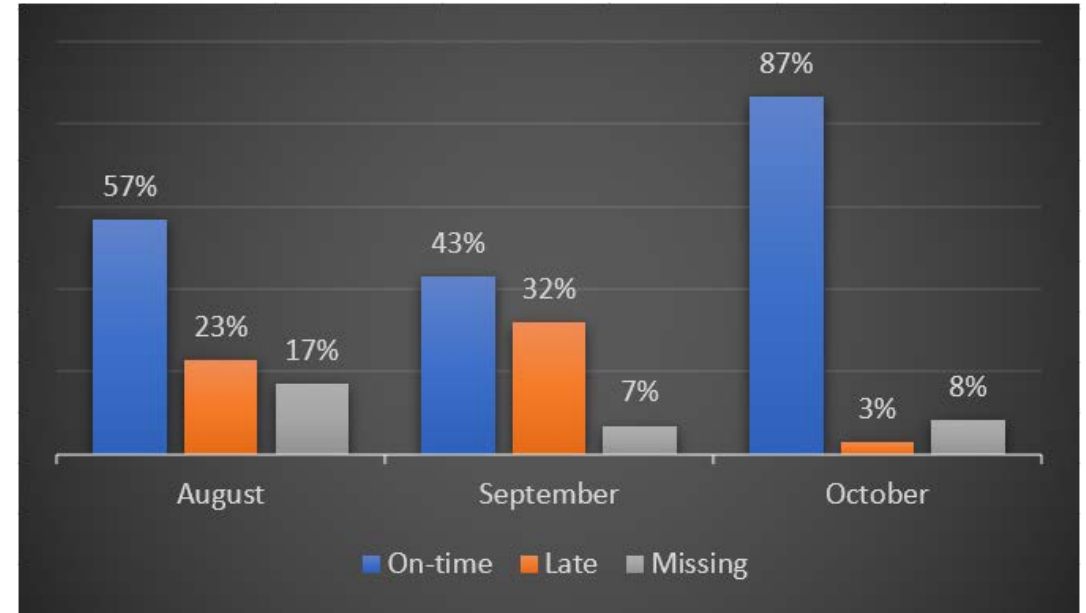
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Q&A

All



# ADJOURN

- **Next Meeting:** TBD