



CONTRA COSTA HMIS POLICY COMMITTEE

February 15th 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	Mark Mora, <i>Home Base</i>	Identifying & welcoming attendees of the committee.
Public Comment	Mark Mora, <i>Home Base</i>	Open Period for members of the public in attendance to comment on items not listed on the agenda.
Review of Previous Meeting Minutes	Mark Mora, <i>Home Base</i>	Committee members can request edits to the previous meeting's minutes.
Agency Updates	All	HMIS participating agencies can inform attendees of any updates to staffing, programming, operations, or other events.
System Administrator Updates	Kimberly Thai, <i>H3</i>	Final reminders around the HUD SPM report submission. All DV data now reconciled and in comparable databases as of January.

Data Quality Reminders	Tammy Stoichich, <i>H3</i> Torrie Carlson, <i>H3</i>	RED Team will be discussing the monthly data quality reporting process. Will also provide a demonstration on how to clear exit information in HMIS.
Program Models and Data Quality Projects	Jamie Klinger, <i>H3</i> Shelby Ferguson, <i>H3</i>	A brief intro/update on the Data Quality Monitoring Plan, timeline, and how this ties into Performance Based Contracting and Program Models. Requesting feedback.
PIT Count Updates	Jamie Klinger, <i>H3</i> Kimberly Thai, <i>H3</i>	Update on 2022 Point in Time Count planning.
Emergency Housing Voucher Updates	Shelby Ferguson, <i>H3</i>	Updates on EHV voucher allocation.
Q&A	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, February 15, 2022 from 3:00-4:00

INTRODUCTIONS

Mark Mora, *Homebase*

PUBLIC COMMENT

Mark Mora, *Homebase*

REVIEW OF PREVIOUS MEETING MINUTES

Mark Mora, *Homebase*

AGENCY UPDATES

All

SYSTEM ADMINISTRATOR UPDATES

Kimberly Thai, *H3*

SYSTEM ADMINISTRATOR UPDATES

- **HUD SPM (Systemwide Performance Measures Report)**
 - Final reminder for annual assessment data clean-up
 - RED Team to provide an analysis after HUD submission
- **All DV data now reconciled and in comparable databases as of January**

DATA QUALITY REMINDERS

Tammy Stoicich, *H3*

Torrie Carlson, *H3*

DATA QUALITY REMINDERS

- **New Process for submitting the monthly Client Enrollment Report**
- An email reminder will be sent out to all AAs 2 weeks before the report is due.
- All reports should be sent to h3redteam@cchealth.org from now on.
- If your report is late, an email will be sent to your agency requesting immediate submission
- All report progress will be tracked for compliance purposes
- There is a new user's guide to show you how to run the monthly enrollment report and tips for checking data quality

DATA QUALITY REMINDERS

- Checking data quality on the monthly Client Enrollment Report

- Make sure living situation and housing status match and align with program eligibility

Residence Prior to Entry	Housing Status
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	Category 1 - Homeless

- Look for missing information in blank spaces
- Check for disconnected group members
- Check all entry and exit dates
- Ensure services are up to date
- Check for missing move-in dates
- Check discharge destination is accurate

Active Client Caseload Report Caseload Date: 09/30/2018

Singles:

Client UID	Client Last Name	Client First Name	Age	Intake Date	Housing Status	Latest VI Score	Latest VI Date	Move-In Date	Date of Last Service	Days since last service	Last Service Date + 180 days
			10	09/27/2018	Category 1 - Homeless						
			44	09/10/2018	Category 1 - Homeless	6	09/10/2018		09/10/2018	20	03/09/2019
			49	09/19/2018	Category 1 - Homeless				09/19/2018	11	03/18/2019
			39	08/21/2018	Category 1 - Homeless	6	08/24/2018		08/24/2018	37	02/20/2019
			30	08/27/2018	Category 1 - Homeless	14	11/07/2017		03/28/2018	186	09/24/2018
			57	08/22/2018	Category 1 - Homeless	6	05/01/2018				
			21	07/30/2018	Category 1 - Homeless	7	07/30/2018				
			21	08/27/2018	Category 2 - At Imminent risk of losing housing				08/27/2018	34	02/23/2019

Move-In Date	Discharge Destination
	Rental by client, with RRH or equivalent subsidy
	Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)
	Place not meant for habitation (e.g., a vehicle, an abandoned building

DATA QUALITY REMINDERS

- **How to clear an exit date and remove exit data (Demo)**

PROGRAM MODELS AND DATA QUALITY PROJECTS

Jamie Klinger, *H3*

Shelby Ferguson, *H3*

PROGRAM MODELS AND DATA QUALITY PROJECTS

Data Quality Monitoring Plan (DQMP)

- A document supplemental to the HMIS Policies and Procedures Manual
- Establishes specific data quality benchmarks for the CoC
- Identifies the responsibilities of all parties within the CoC regarding data quality
- Establishes a timeframe for monitoring data quality on a regular basis

PROGRAM MODELS AND DATA QUALITY PROJECTS

Data Quality Monitoring Plan (DQMP)

- H3 RED Team working with Homebase to create a draft plan
- Goal is to have a final draft for this committee by April
- September: Official rollout and implementation of plan
- Parallel process to Performance Based Contracting (link to doc in chat)

PROGRAM MODELS AND DATA QUALITY PROJECTS

Performance Based Contracting (requesting feedback)

- PSH
- RRH
- Rapid Exit
- Emergency Shelter
- CARE Centers
- Outreach
- Prevention/Diversion

WAYS TO SEND FEEDBACK

- 1. Submit feedback via email to:
ContraCostaCoC@cchealth.org**
- 2. Complete survey on one or more program models: (link survey here)**
- 3. Attend a contract provider specific or general public office hour**
 - 1. Contracted providers received an invitation**
 - 2. General public office hour scheduled for February 22nd, 10am-12pm**
 - 1. Register here: (link)**

PIT COUNT UPDATES

Jamie Klinger, *H3*

Kimberly Thai, *H3*

2022 UNSHELTERED POINT IN TIME COUNT

Still 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 **SHELTERED** POINT IN TIME COUNT (NIGHT OF FEBRUARY 23)

- For shelter and TH providers participating in HMIS, the necessary information will be run out of HMIS on March 14th. **Please ensure all data entry for the month of February is complete and verified by March 10th!**
- For providers not in HMIS, an Excel tracking sheet will be sent today or tomorrow.

Final Report and Data Availability

- Demographic/geographic data won't be published until results are submitted and further analyzed (ETA: mid-Summer)

2022 HOUSING INVENTORY COUNT (NIGHT OF FEBRUARY 23)

- A Google Doc will be sent to all Agency Administrators and non-HMIS participating providers today or tomorrow with instructions

Project Name	Project Type	Organization Name	Funding Source 1	Funding Source 2	Beds for Households w/ Children	Units for Households w/ Children	Beds for Households w/o Children	Beds for Households w/ only Children
Don Brown Shelter	ES	Bay Area Community Services	Other	None	0	0	12	0
BACS Delta Landing	ES	Bay Area Community Services	HUD: ESG	None	240	169	0	0
Richmond Marriott NCS	ES	Bay Area Community Services	Other	None	96	36	123	0
BARM Men's Emergency Shelter	ES	Bay Area Rescue Mission	Other	None	0	0	48	0
BARM Women and Families Shelter	ES	Bay Area Rescue Mission	Other	None	42	12	33	0
BARM Men's Transitional Housing Program	TH	Bay Area Rescue Mission	Other	None	0	0	77	0
BARM Women and Family Transitional Housing	TH	Bay Area Rescue Mission	Other	None	20	8	25	0
Berkeley Food and Housing SSVF Rapid Rehousing	RRH	Berkeley Food and Housing Project	VA: SSVF	None	3	1	5	

2022 HOUSING INVENTORY COUNT (NIGHT OF FEBRUARY 23)

- On or before February 24th, please ensure all beds/programs operated by your agency are reflected on the spreadsheet
- For RRH programs, "no. of beds" is defined as the number of beds available for use the night of the 23rd, which is usually equal to the number of people moved in as of that night.
- For voucher-based PSH programs, "no. of beds" is defined as the total number of vouchers, whether in use or not
- For site-based PSH programs, this would be the number of beds on site.

EMERGENCY HOUSING VOUCHER UPDATES

Shelby Ferguson, *H3*

EMERGENCY HOUSING VOUCHER UPDATES

- 201 total vouchers
- Prioritized groups:
 - Long term shelter stayers
 - Permanent Supportive Housing Move On
- Sent 80 referrals to Housing Authority to date
- Of those, 65 have received their voucher and are searching for housing
- First voucher program tracked in HMIS!

Q&A

All

ADJOURN

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



CONTRA COSTA HMIS POLICY COMMITTEE

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

Recording link: <https://youtu.be/V2yko95kz7U>

MEETING MINUTES

Welcome & Introductions

Justin Jarratt (CC Crisis Center – 211), Gabriel Lemus, (Contra Costa Department of Conservation and Development), Jo Bruno (COH Council Member), Dale Harrington (Community Member), Jai De Lotto (Dept. of VA CES), Jaime Jenett (H3), Shelby Ferguson (H3: CES), Carlos Silva (H3: RED), Dana Ewing (H3: RED), Jamie Klinger, (H3: RED), Jasmine Harvey, (H3: RED), Kimberly Thai (H3: RED), Michael Fischer (H3: Programs), Mike Callanan (H3: CORE), Natalie Siva (H3: CES), Tammy Stoicich (H3: RED), Mark Mora (Homebase), Alex Atkinson (Hope Solutions), Sara Marsh (Hope Solutions), Tony Ucciferri, (Housing Authority of Contra Costa County), Bertha Lopez (Hume Center), Sharon Osterweil (Lifelong Medical), Gina Hernandez (Shelter, Inc.) Janel Fletcher (SHELTER, Inc.), Marjolein Daas (Trinity Center), Teri Lundvall (Winter Nights Family Shelter, Inc.), Irma Bodden, (REP Program)

Public Comment

- Members of the public were invited to comment on items not listed on the agenda.
- No public comments were made.

System Administrator Updates

Kimberly Thai, H3, provided the following updates:

- **Well Being Data Element:** It was shared that HUD has released a new training resource for the Well Being questions that were added to the Data Standards last October. The training resource covers why these questions were added, how to ask these questions to clients, preferred language, etc. A link to the resource was shared in the chat and Kimberly encouraged everyone to distribute it amongst their staff. (Link: <https://shar.es/aW94ly>)
- **HUD SPM (Systemwide Performance Measures Report):** The RED team has sent out an email to providers about past due annual assessments. Agencies who are behind in their annual assessments were asked to clean it up by the end the January. Kimberly reminded everyone that the HUD SPM uses the annual assessment data to measure income growth and employment for clients who are in the program for over 365 days. The deadline to submit the HUD SPM is February 28th.
- **HUD LSA (Longitudinal Systemwide Analysis Report):** H3 submitted the LSA report in December and it is currently being reviewed by HUD.

- **Script to correct Disabling Condition field:** The H3 team has created a script that can correct errors in the Disabling Condition field, and feedback was requested from the group. The purpose of this script is to correct conflicting data in this particular area. The group decided to only change erroneous No answers to Yes, assuming all criteria for Disabling Condition Y/N is met. RED Team will update the script to only change erroneous No answers to Yes, and not update erroneous Yes answers to No.
- **HMIS Invoicing:** The 2021-2022 invoices for agency HMIS licenses have been delayed. Kimberly presented two options for the best way to move forward and asked the group for feedback: A) One invoice, billed at the end of fiscal year; Or B) One invoice at the beginning of the fiscal year for all license renewals, then additional invoices as new licenses are purchased during the year (pro-rated). Many members voted for option B, which is the current option. The 2021-2022 invoices will be sent to agencies end of January.

PIT and HIC Updates

- Jamie Klinger, H3, announced that the Point-in-Time count this year was postponed to the last 10 days of February due to the significant increase of positive cases of COVID-19 Omicron. This change was approved by HUD. The Sheltered Count will be on the night of February 23 and the Unsheltered Count will be the morning of February 24. Jamie shared that there is a need to find volunteers for the Unsheltered Count on February 24 and encouraged people to register. A link to the registration was included in the chat. (Link: https://asr.sjc1.qualtrics.com/jfe/form/SV_79Zm8SCb7zix78i)
- Jaime Klinger presented a slide about how the survey sampling will be done following the Unsheltered Count. The RED team will be reaching out to get support and to identify people who will conduct 1:1 interviews for about 500 sheltered and unsheltered individuals.
- Kimberly Thai, H3, presented a slide for the annual Sheltered Count that will be performed on February 23rd. The count will include homeless individuals that are in shelter and in transitional housing regardless of funding source and participation level in HMIS. For agencies that participate in HMIS, all data entry for the month of February needs to be complete and verified by March 10th. The information will be run out of HMIS on March 14th. For those agencies that are not in HMIS, the RED team will be sending an Excel tracking sheet prior to February 23rd.
- Kimberly Thai, H3, shared a slide about the Housing Inventory count, which is the count of homeless beds as of February 23rd. The RED team will be sending a Google Doc to all agencies. A Google Doc sample from previous years was shown.

Updated CCC Data Quality Dashboard

Tammy Stoichich, H3, provided the following updates:

- Tammy provided a live demonstration of the Data Quality Dashboard, specifically about how to use report filters to narrow down the search to only include a specific agency, and also covered data quality errors.

Coordinated Entry Reminders:

Shelby Ferguson, H3, provided the following reminders:

- Shelby reminded the group of the new triage process, specifically if problem solving was not successful or referrals could not be made, then a VI-SPDAT must be scheduled. Shelby reminded everyone to add a "Referral to Housing Needs Assessment" service within the services tab in HMIS.
- Shelby reminded the group that problem solving must be conducted and a potential housing solution identified before making a referral to Home Diversion/Rapid Exit.. A training on problem solving will be provided on January 24th, and Shelby encouraged staff who are doing direct client work to attend this training.
- It was announced that a VI-SPDAT should be administered at a minimum of every 6 months or when a major life event occurs before the 6-month period.

Q&A section:

- Jo Bruno, COH member, asked if data reports are available for public access. Jamie Klinger answered that H3 and The RED Team can support these types of requests as long as it does not ask for confidential client information. A link to the form to make those type of requests was posted in the chat. (Link: <https://cchealth.org/h3/coc/reports.php#Requests>)

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