



Minutes for County of Riverside Continuum of Care HMIS Administrators Council Meeting

October 4, 2017

1:00 p.m. - 3:00 p.m.

DPSS Staff Development Training Center
22690 Cactus Ave, Moreno Valley, CA, 92553

TOPIC	PRESENTER	ACTION / OUTCOME
<u>Call to Order:</u>	Tanya Torno, Vice Chair	<ul style="list-style-type: none"> The meeting was called to order at 1:15 p.m.
<u>Public Comment:</u>		<ul style="list-style-type: none"> There were no public comments
<u>Roll Call & Introductions:</u>	Tanya Torno, Vice Chair	<ul style="list-style-type: none"> Self-introductions were made by all in attendance. A roll call of the voting members was conducted. Quorum met.
<u>Approval of the Minutes for July 12, 2017:</u>	Tanya Torno, Vice Chair	<ul style="list-style-type: none"> Motion was made by Sterlon Sims and seconded by Karyn Young-Lowe to approve the minutes for July 12, 2017. Motion was carried with two abstentions.
OLD BUSINESS	PRESENTER	ACTION / OUTCOME
Coordinated Entry System	Lynne Brockmeier	<ul style="list-style-type: none"> Conducting VI-SPDAT training. Have demoed all the data from Homelink. VI-SPDATS that are received are entered onto spreadsheet and referrals are being made to agencies. Original projection dates of 10/01/17 – 10/10/17 to enter VI-SPDAT data into HMIS will be delayed until updates to CES workflow in ClientTrack are completed. Susanna Harris inquired how agencies receive confirmation that VI-SPDAT's are received by HomeConnect? Lynne Brockmeier responded that there is an automatic email reply that is sent once the VI-SPDAT is received. Lynne will follow-up to ensure email functionality is working correctly.
System Performance Measures	HMIS Staff	<ul style="list-style-type: none"> FY2016 System Performance Measures were reviewed at the HMIS Admin Council meeting on 7/12/17, however HMIS Staff brought to the attention of the Council two of the measures that

		<p>needed improvement and solicited feedback on how to improve our outcomes for future SPM reporting.</p> <ul style="list-style-type: none"> • Measure 4 (Employment and Income Growth for Homeless Persons in CoC Program-funded Projects) - Our CoC had a -3% change in percentage of adults (system stayers) and a -12% change in percentage of adults (system leavers) who increased total income from FY2015 to FY2016. • Lynne Brockmeier responded that SSI eligibility is taking longer and more clients are being denied benefits. Also SSI rates were reduced and this will affect income growth for our clients. Earned Income (Employment income) is difficult to increase due to the extreme challenges of our clients. • Marcus Cannon responded that clients that enter the project with a Homelessness SSI rate will have their SSI rate reduced once they become housed. • Measure 7 (Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing). Our CoC had a -37% change in percentage of successful exits from Street Outreach from FY2015 to FY2016. • Marcus Cannon responded that we are entering more street outreach clients into HMIS than ever before and more are exiting to permanent housing destinations. • Lynne Brockmeier responded that our street outreach workers are encountering more clients with lots of barriers.
Data Entry Timeliness	HMIS Staff	<ul style="list-style-type: none"> • At the July 12th HMIS Admin Council meeting, the Council requested HMIS Staff to produce a Data Entry Timeliness report by project type for 2016 and 2017 prior to revising data timeliness benchmarks. • The data shows that the average timeliness for project entry in 2016 was 14 days and for 2017 it decreased to 7 days. • Council will recommend to the CoC that we change our data timeliness benchmarks to 7 calendar days at the November 15th meeting. • A special HMIS Admin Council meeting will be held directly after the November 15th CoC meeting to vote on the proposed HMIS data timeliness change.
HMIS Data Sharing	HMIS Staff	<ul style="list-style-type: none"> • A list of agencies that agreed to HMIS Data Sharing was presented to the Council. • Lynne Brockmeier requested that HomeConnect be set-up as a separate HMIS Participating Organization.

		<ul style="list-style-type: none"> • In ClientTrack, basic client data (name, DOB, SSN#, etc) is shared globally with all agencies in order to avoid duplication of client records in HMIS. • HMIS Admin Council had agreed to also share client's Project Start Date, Project Exit Date and Project enrollment type and name which are part of the enrollment data at the 7/12/17 meeting. • ClientTrack is set-up to share HMIS data globally. If we share some of the enrollment data, we have to share all the enrollment data. • Due to these technical challenges with ClientTrack, HMIS Staff proposed to HMIS Admin Council to share all HMIS client data. • Karyn Young-Lowe commented that all SSVF organizations share all client data and there have been no issues and this helps their agency see what other services have been provided by the other agencies. • HMIS Staff presented to HMIS Admin Council how San Diego CoC and LAHSA share all HMIS client data. • David Leahy commented that agency staff members will have a responsibility when viewing the client's HMIS history to determine if the client's best needs are currently being served. • There were concerns from Council members that a client's case notes would be shared, HMIS staff informed the council that case notes would not be shared. • Clients can opt-out of data sharing on the new consent forms; however agency staff should be trained on how to explain to the client on how data sharing will benefit them and the services provided to them. • HMIS Staff will conduct security and privacy training to all new HMIS users and will incorporate this training annually to all HMIS users. • Council will recommend to the CoC that we share all HMIS data elements among agencies in the data sharing network at the November 15th meeting. • A special HMIS Admin Council meeting will be held directly after the November 15th CoC meeting to vote on the proposed HMIS data sharing changes.
HMIS Data Quality Plan	HMIS Staff	<ul style="list-style-type: none"> • HMIS Data Quality Plan was presented to the council at the 7/12/17 meeting. At that meeting Council requested that HMIS staff provide recommendations on data quality benchmarks for review.

		<ul style="list-style-type: none"> • Council will recommend to the CoC at the November 15th meeting that we implement the HMIS Data Quality Plan as presented by HMIS Staff. • A special HMIS Admin Council meeting will be held directly after the November 15th CoC meeting to vote on the HMIS Data Quality Plan.
NEW BUSINESS	PRESENTER	ACTION / OUTCOME
2017 HMIS Data Standards	HMIS Staff	<ul style="list-style-type: none"> • The 2017 HMIS Data Standards went into effect in ClientTrack on October 1st.
PSH – Length of Time Enrolled report	HMIS Staff	<ul style="list-style-type: none"> • This report was requested and presented to the Standards and Evaluations Committee on August 17th. • Elizabeth Hernandez, as part of the <i>Moving On Initiative</i>, is identifying ways to help our clients become more self-sufficient in order for the CoC to free-up more of our PSH beds. • Tanya Torno shared the Housing Authority's efforts with the <i>Moving On Initiative</i>, HA has established a preference for its Section 8 waiting list. Any client that is utilizing one of their PSH projects for at least a year can be transitioned over to a regular Section 8 voucher. This is for clients that no longer need extensive case management or supportive services. In the past 60 days, four clients have been transitioned over to Section 8. • Tanya Torno shared that one of the previous barriers to transition clients was the Prohibitive Criminal Activity Policy. The Board of Supervisors recently voted to reduce the criminal look back period from seven years to three years. This change will help move clients to other programs.
Annual PSH Project Entry & Exit report	HMIS Staff	<ul style="list-style-type: none"> • This report was requested and presented to the Standards and Evaluations Committee. • Data from the report shows that the number of new PSH enrollments decreased 52% from 2015 to 2016, however there was only an 18% increase in exits from 2015 to 2016.
2017 AHAR	HMIS Staff	<ul style="list-style-type: none"> • AHAR draft is due in HDX on 10/31/17. • Email was sent to all ES, TH and PSH projects to review and fix and data quality issues. • Final AHAR submission is due on 12/1/17. • All of our AHAR data has been useable the past few years due to cooperation with the participating agencies in ensuring we have quality HMIS data.

2017 NOFA	Jill Kowalski	<ul style="list-style-type: none"> • We submitted the 2017 NOFA on 9/26/17. • Our PIT count increased which we will lose points on, however our number of unsheltered families decreased from (45) in 2013 to only (1) in 2017. • We decreased the number of our RRH beds which we will also lose points on. • Our HMIS bed coverage rate increased from 46% in 2016 to 100% in 2017 thanks in cooperation with the Housing Authority to enter the HUD/VASH enrollments into HMIS.
CONSENT ITEMS	PRESENTER	ACTION / OUTCOME
APR Review	Tanya Torno, Vice Chair	<ul style="list-style-type: none"> • “Receive and File”
INFORMATIONAL ITEMS	PRESENTER	ACTION / OUTCOME
2017 HMIS Data Standards training	HMIS Staff	<ul style="list-style-type: none"> • HMIS Staff conducted three training sessions in September 2017 to review changes and updates to data collection. A total of 107 HMIS users attended the trainings. Positive feedback was provided by the attendees.
ADJOURNMENT	PRESENTER	ACTION / OUTCOME
NEXT MEETING		<ul style="list-style-type: none"> • Special Meeting: November 15th, 2017, 12:15 PM – 1:15 PM @ Banning City Hall, 99 E. Ramsey St, Banning CA 92220
ADJOURNED		<ul style="list-style-type: none"> • The meeting adjourned at 2:55 p.m.

*Voting Members

Attendees	Organization / Agency
David Leahy*	ABC Recovery Center
Imelda Santana*	Catholic Charities
Mark Lash*	Coachella Valley Rescue Mission
Sterlon Sims*	Economic Development Agency
Tanya Torno, Vice Chair*	Housing Authority
Stephanie Ramos*	Jewish Family Services
Lena Pollerna	Jewish Family Services
Karyn Young-Lowe*	Lighthouse Social Service Centers
Jennie Rios	Martha's Village & Kitchen
Cesilla Zazueta	Martha's Village & Kitchen
Sandra Dunn*	Operation Safehouse
Lynne Brockmeier*	RUHS- Behavioral Health
Marcus Cannon	RUHS- Behavioral Health
Angelina Coe*	Shelter From the Storm
D'Juan Wright*	Step Up
Susana Harris*	Valley Restart Shelter
Jill Kowalski	DPSS - HPU
Donyielle Holley	DPSS - HPU
Shawn Blue	DPSS- HPU
George Solis	DPSS - HPU
Joshua Coda	DPSS - HPU