



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

November 15, 2017

12:15 p.m. – 1:15 p.m.

City of Banning Council Chambers
99 E. Ramsey Street, Banning CA 92220

TOPIC	PRESENTER	ACTION / OUTCOME
<u>Call to Order:</u>	Leonard Jarman, Chair	<ul style="list-style-type: none"> The meeting was called to order at 12:16 p.m.
<u>Public Comment:</u>		<ul style="list-style-type: none"> There were no public comments
<u>Roll Call & Introductions:</u>	Leonard Jarman, 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 October 4, 2017:</u>	Leonard Jarman, Chair	<ul style="list-style-type: none"> Motion was made by Angelina Coe and seconded by Marcus Cannon to approve the minutes for October 4th, 2017 with one minor correction of removing Michelle Davis from list of attendees. <i>Motion was carried with one abstention.</i>
OLD BUSINESS	PRESENTER	ACTION / OUTCOME
Motion to approve revised HMIS Data Entry Timeliness	Leonard Jarman, Chair	<ul style="list-style-type: none"> Motion was made by Michelle Davis and seconded by Tanya Torno to approve revised HMIS Data Timeliness Benchmarks from 14 days to 7 calendar days effective 1/1/2018. <i>Motion was carried with no abstentions.</i>
Motion to approve revised HMIS Data Sharing documents	Leonard Jarman, Chair	<ul style="list-style-type: none"> Margaret McFaddin (TDA) met with Riverside County Counsel, RUHS-BH and DPSS leadership to determine how RUHS-BH (as a HIPAA covered entity) could be compliant with HIPAA and share HMIS data within our CoC. Based on these meetings, the following changes are recommended to the HMIS Data sharing agreements: HMIS Consent for Release of Information Form – Who can have access to your information? Change verbiage on 1st sentence to read: “Your information will be shared with other County of Riverside Continuum of Care HMIS participating agencies (both public and private) that agree to

		<p>maintain the security and confidentiality of the information”.</p> <ul style="list-style-type: none"> • HMIS Consent for Release of Information Form – Change verbiage to read: “This consent and release is valid for seven (7) years after the date of signature below, unless I revoke my consent in writing. • HMIS Consent for Release of Information Form – Add signature block at bottom of form “I revoke this consent as of (date)” • HMIS Consent for Release of Information Form – What information is shared in the HMIS Database? Update verbiage under “Your self-reported medical history” to include the actual words of the HMIS data elements and put in order. • Inter-Agency Data Sharing Agreement – Angelina Coe made the suggestion of adding the following verbiage under Client Protection: “Client has the right to revoke consent on the HMIS Consent for Release of Information Form”. • HMIS Participating Agency Agreement - Eric Stopher, Deputy County Counsel, to have final review and approval of document. • HMIS Charter to be updated with the above mentioned changes. • Motion was made by Angelina Coe and seconded by D’Juan Wright to approve revised HMIS Data Sharing documents (HMIS Charter, Inter-Agency Data Sharing Agreement, HMIS Participating Agency Agreement, HMIS Consent for Release of Information Form) with recommended changes with final review and approval by Riverside County Counsel effective 1/1/2018. Motion was carried with no abstentions. • Margaret McFaddin recommended that HMIS Lead Agency conduct Client confidentiality and privacy training to all new HMIS users prior to granting HMIS access. • Margaret McFaddin recommended that Lynne Brockmeier conduct video presentation on HIPAA requirements. • Margaret McFaddin recommended that CES Navigators also receive Client confidentiality and privacy training. • Margaret McFaddin recommended that HMIS front end staff receive training on how to explain consent form to clients and how to revoke consent.
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Motion to approve HMIS Data Quality Plan	Leonard Jarman, Chair	<ul style="list-style-type: none"> Motion was made by Michelle Davis and seconded by Tanya Torno to approve HMIS Data Quality Plan effective 1/1/2018. <i>Motion was carried with no abstentions.</i>
ADJOURNMENT	PRESENTER	ACTION / OUTCOME
NEXT MEETING		<ul style="list-style-type: none"> January 10th, 2018, 1:00 PM – 3:00 PM @ DPSS Staff Development Training Center, 22690 Cactus Ave, Moreno Valley, CA 92553
ADJOURNED		<ul style="list-style-type: none"> The meeting adjourned at 1:09 p.m.

*Voting Members

Attendees	Organization / Agency
Johnny Courreges*	ABC Recovery Center
Imelda Santana*	Catholic Charities
Michelle Davis*	City of Riverside
Tanya Torno, Vice Chair*	Housing Authority
Becky Ruiz*	Jewish Family Services
Lena Pollerna	Jewish Family Services
Le McClellan	Martha's Village & Kitchen
Leonard Jarman, Chair*	Path of Life Ministries
Marcus Cannon*	RUHS- Behavioral Health
Angelina Coe*	Shelter From the Storm
D'Juan Wright*	Step Up
Margaret McFaddin	TDA
Susana Harris*	Valley Restart Shelter
Susan Larkin	Valley Restart Shelter
Rowena Concepcion	DPSS - HPU
Donyielle Holley	DPSS - HPU
George Solis	DPSS - HPU