



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

Wednesday, February 7, 2018, 1:00 – 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>	Leonard Jarman, Chair	<ul style="list-style-type: none"> The meeting was called to order at 1:10 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 November 15, 2017:</u>	Leonard Jarman, Chair	<ul style="list-style-type: none"> Motion was made by Angelina Coe and seconded by D’Juan Wright to approve the minutes for November 15, 2017. Motion was carried with two abstentions.
OLD BUSINESS	PRESENTER	ACTION / OUTCOME
Coordinated Entry System	Marcus Cannon	<ul style="list-style-type: none"> CES is still not in HMIS, and it is a work in progress; DPSS will have the most recent updates on the migration. When agencies send HomeConnect a request or a referral it typically takes about a day for follow up. The CoC voted as a whole for behavioral health to provide chronic homeless verification when giving the referrals to the agencies. Receiving chronically homeless verification is a challenge, but agencies who are working with individuals/families that have chronic homeless verification are being referred right now, even if they’re not the highest scoring client. Approximately 340 individuals are scoring 10 and above on the VI-SPDAT; the individuals

		<p>are self-reported chronically homeless. Behavioral Health still has not been able to verify chronic homeless status.</p> <ul style="list-style-type: none"> • The homeless veteran’s population went from functional zero to about 40, but recently with the new opening at March Field we only have about 13 homeless veterans on the list. • Housing Authority recently asked for about 45 rapid rehousing referrals through CES.
CES-HMIS	Leonard Jarman, Chair	<ul style="list-style-type: none"> • CES has been set-up in HMIS, but has not been structured or programmed the way it should be. • DPSS is working with a CES workgroup to discuss and identify how CES should be designed in HMIS. • Once the workgroup completed identifying how CES should be programmed in HMIS, DPSS will provide Eccovia the list and ask them how much and how long will it take to complete the additional requirements. • DPSS has asked Eccovia to update templates in the system for CES and are currently still waiting to hear back from them.
HMIS Data Sharing	HMIS Staff	<ul style="list-style-type: none"> • The reason data sharing did not start on January 1, 2018 as planned is because the data sharing agreements were not received by the deadline. So, it delayed DPSS’s process of setting up the MOUs. • Data sharing on February 1, 2018. • The agencies who are not participating in data sharing are: <ul style="list-style-type: none"> ○ ABC Recovery ○ Help for Future Leaders ○ Operation Safehouse ○ Foothill Aids Project ○ RUHS-BH ○ Shelter from the Storm

		<ul style="list-style-type: none"> • If agencies see their clients still enrolled at another project, call the agency and inform them you are trying to house the client and have the agency exit them, before you enter them into your program. • HMIS wants to remind agencies if a client needs to be deleted; DPSS needs justification. • Tanya Torno asked if there is a report where you can check if clients returned to CoC Programs 6-12 months after of exit date. <ul style="list-style-type: none"> ○ Yes, but HMIS will have to make that report. If HMIS is not able to make that report, HMIS would have to request the report from Eccovia. Every time we request anything from Eccovia it cost time and money. • The “default” button in Eccovia will be disabled. HUD wants the most accurate data when the client is being updated.
HMIS Participating Agency Agreement		<ul style="list-style-type: none"> • Most agencies have turned in the HMIS Participating Agency Agreement. • Josh provided signed copies of the agency agreement with Jill’s signature to the agencies that have turned them in. • The signed HMIS Participating Agency Agreement is verified during the annual monitoring.
HMIS Data Quality Plan		<ul style="list-style-type: none"> • At the November Council meeting the HMIS Data Quality Plan was approved. • The HMIS Data Quality plan was emailed to all the agencies for reference. • The HMIS Data Quality Plan includes Data quality, timeliness, accuracy, etc. • DPSS Provides a monthly report card and provides the current APR to the council to show which portions need to be addressed for better outcomes in the APR. <ul style="list-style-type: none"> ○ When the APR is due and there are issues with the CSV export, please send HMIS Support the validation file with client information; it will help staff address the issues quicker. • Angelina Coe asked if there is a report that has all HUD CoC programs data quality to review in at council meetings. <ul style="list-style-type: none"> ○ Yes, DPSS can summarize a report that includes HUD CoC Programs.

		<ul style="list-style-type: none"> • The HMIS Data Quality Report is sent monthly to each agency’s HMIS users and the executive director. This report is available in HMIS and user can create their own data quality report as often as they want.
2017 AHAR	HMIS Staff	<ul style="list-style-type: none"> • The AHAR is the Annual Homeless Assessment Report; all CoC’s submit to HUD and that’s how congress decides how much funding and allocation will be provided for homeless services. • 2017 AHAR was submitted prior to the deadline in December. • The AHAR was 100% usable data; therefore, we will get additional points again in the HUD CoC application. • There were a few of issues encountered when submitting the AHAR. Some agencies did not answer the following questions: <ul style="list-style-type: none"> ○ The disabling condition. This question helps to determine chronically homelessness status. ○ Prior living situation. This question also helps to determine chronically homeless status. ○ Destination at exit. This affects the system performance measures. • VASH has improved from previous years, but still needs work. DPSS and Housing Authority are working together to fix the issues. • Leonard asked if the reason we had missing data on the prior living situation is due to the change in question on October 1, 2017. <ul style="list-style-type: none"> ○ No, there is missing data in the annual assessment that was not updated. • The AHAR is improving each year. • For the 2018 AHAR HUD made changes: <ul style="list-style-type: none"> ○ AHAR will now be called Longitudinal System Analysis (LSA) Report. AHAR is the name of the report sent to congress not the system. ○ HUD wants to make sure the AHAR/LSA is linked to performance measures and will

New Business	PRESENTER	ACTION / OUTCOME
2018 HIC and PIT (Sheltered)	HMIS Staff	<p style="text-align: center;">go into effect on October 1, 2018</p> <ul style="list-style-type: none"> • The deadline to submit Point in Time data to HUD is April 30. • The unsheltered count was conducted on January 23, 2018. • For the sheltered Point in Time data; HMIS Support sent the survey for to the agencies and is due to DPSS on February 9, 2018. <ul style="list-style-type: none"> ○ The survey is reviewed to ensure that all information is correct. If there is discrepancy HMIS will call you the agency • March 1 is when we can start inputting data into HDX. • For the Housing Inventory Chart (HIC), agencies should <ul style="list-style-type: none"> ○ Update Geo Code and Subpopulation ○ Update the correct point in time number of beds ○ Exit all clients that exited ○ Enter all new clients from January 22, 2018
HMIS New Clients and Client Exit Report	HMIS staff	<ul style="list-style-type: none"> • The New Client and Client Exit Report is a new report requested by the Standards and Evaluation Committee to know how many clients are entering or exiting the projects. • The New Client and Client Exit Report includes: <ul style="list-style-type: none"> ○ Average number of days enrolled ○ The amount of “new clients” entered ○ Exited Clients ○ Permanent Supportive Housing program • The HUD Moving On initiative encourages agencies to start transitioning the clients to other non-HUD CoC permanent housing or affordable housing. • Tanya Torno stated the data can be manipulated many ways. • The HMIS Admin Council agreed that they do not need the report and the Standards & Evaluation Committee can review the report.

Client Confidentiality and Privacy Training		<ul style="list-style-type: none"> DPSS will send an email out when the training is scheduled.
HUD-CoC APR's		<ul style="list-style-type: none"> At the next meeting the council will review about 12 APR's because of their ends dates. DPSS will send the CoC APR's by email.
Informational Item	PRESENTER	ACTION / OUTCOME
Trainings		<ul style="list-style-type: none"> NAEH Conference on Ending Family and Youth Homelessness – March 1-2, Westin Bonaventure Hotel, LA NHSDC Spring Conference – April 18-19, Pittsburg, PA
ADJOURNMENT	PRESENTER	ACTION / OUTCOME
NEXT MEETING		<p style="text-align: center;">Wednesday, April 4, 2018, 1:00 – 3:00 p.m. DPSS Staff Development Training Center 22690 Cactus Ave. Moreno Valley CA, 92553</p>
ADJOURNED		<ul style="list-style-type: none"> The meeting adjourned at 2:25 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 SSC
Deniece Marshall*	Dmarshall@lsssc.org
Rosa Verduzco*	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
Lisa Morris	US Vets
Susana Harris*	Valley Restart Shelter
Rowena Concepcion	DPSS - HPU
Joshua Coda	DPSS - HPU