



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

May 3, 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>	Leonard Jarman, Chair	<ul style="list-style-type: none"> The meeting was called to order at 1:03 p.m.
<u>Public Comment:</u>		<ul style="list-style-type: none"> Susan Larkin, EFSP Local Board member, informed the Council of the plan to require EFSP Local Recipient Organizations (LROs) that provide emergency shelter and rental assistance, participate in HMIS. The HMIS Council agreed that a demonstration on HMIS workflow procedures and data collection requirements, including HMIS Authorization forms, HMIS policies and procedures, data timeliness, UDE and program specific data elements, be presented to the EFSP Local Board at the June 14 meeting.
<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. Leonard reminded everyone about the attendance requirement. An email was sent to agencies. If an agency did not get the email, it means they are in compliance with attendance. New HMIS staff member, Joshua Coda was introduced.
<u>Approval of the Minutes for October 5, 2016:</u>	Leonard Jarman, Chair	<ul style="list-style-type: none"> Motion was made by Lynne Brockmeier and seconded by Sterlon Sims to approve the minutes for October 5, 2016. Motion was carried with one abstention.
<u>Approval of the Minutes for January 4, 2017:</u>	Leonard Jarman, Chair	<ul style="list-style-type: none"> Motion was made by Karyn Young-Lowe and seconded by Susana Harris to approve the minutes for January 4, 2017. Motion was carried with one abstention.

OLD BUSINESS	PRESENTER	ACTION / OUTCOME
Coordinated Entry System	Lynne Brockmeier	<ul style="list-style-type: none"> • The CES Oversight Committee is developing processes and procedures. HUD released new CES guidelines that need to be incorporated in the system. • Currently they are seeing a slight increase in veterans; currently 28 veterans on the list and they are linked to housing and/or searching for housing. • Chronic homeless list is approximately 270. Goal is to reduce that number by 50% by the end of September. • Homelink will integrate into HMIS. CES Oversight committee is meeting every other week on the integration. Some issues include data migration and the VI-SPDAT; Homelink utilizes V1, HMIS utilizes V2. They are having more issues with Homelink and its functionality. CES has been set-up in HMIS based on the 1st design specs.
2017 HIC & PIT	Rowena Concepcion	<ul style="list-style-type: none"> • Submission deadline was extended by HUD to Friday, May 5th. • PIT data is complete: 756 sheltered and 1,638 unsheltered for a total count of 2,406. • Housing Authority has been a great partner this year in increasing the HUD/VASH vouchers into HMIS to increase our HMIS participating beds for the 2017 HIC. • Lynne Brockmeier questioned the increase in veterans. Can we report zip code data for the veterans in the sheltered and unsheltered count? Concern was for US Vets – are they housing in our CoC both Riverside and San Bernardino county veterans? Are veterans being housed in our CoC from other counties?
HMIS Council Attendance	Leonard Jarman, Chair	<ul style="list-style-type: none"> • Per the HMIS Charter, council members are required to attend not less than 75% of scheduled meetings per year. An email was sent to any agency that had attended less than 75% of the council meeting in 2016 per the council's instructions. 10 agencies out of 19 attended 50% or less of the meetings in 2016. • Leonard Jarman stated that according to the HMIS Charter, there are no repercussions for any agency that does not attend at least 75% of the meetings. • Leonard Jarman suggested that HMIS Council Attendance be added to the HUD CoC scorecard – An agency loses points if they don't attend the required amount of meetings. • Lynne Brockmeier suggested it should be reported to the review committee if the agency doesn't attend the required amount of meetings.

		<ul style="list-style-type: none"> Susana Harris suggested adding language to the Scorecard, “Does the agency comply with the HMIS Charter, which includes: data quality, data timeliness, HMIS council participation, etc.?”
HMIS Data Sharing	Michelle Davis	<ul style="list-style-type: none"> Michele Davis requested to the Council to update the HMIS policies and procedures to include HMIS data sharing language among participating agencies and therefore update HMIS consent forms and HMIS participating Agency agreements to reflect data sharing on the universal data elements and program enrollment data. Motion was made by Deniece Marshall and seconded by Michelle Davis to approve the above motion on data sharing (with the exception of RUHS-BH). Motion was carried with one objection. Staff will update the HMIS P&P, HMIS Participating Agency Agreement, and Client Consent Form and provide to the Council for review and approval.
NEW BUSINESS	PRESENTER	ACTION / OUTCOME
2016 NOFA Awards - Update	Rowena Concepcion	<ul style="list-style-type: none"> Our CoC received the PSH bonus of \$526,501 which will add an additional 38 PSH beds for chronically homeless. Our revised 2016 total award is now \$9.9 million.
System Performance Measures	Rowena Concepcion	<ul style="list-style-type: none"> System Performance Measures have to be submitted on May 31st for the reporting period of 10/01/2015 – 9/30/2016. New for this SPM is reporting data quality errors, specifically exit destination errors. HMIS staff will contact agencies to correct any data errors. HMIS staff will also contact any agencies that are missing annual assessments for reporting Measure #4 (Employment and Income Growth for Homeless Persons in CoC Program-funded projects).
HUD Data Quality Framework	George Solis	<ul style="list-style-type: none"> HUD’s Office of Special Needs Assistance Programs (SNAPS) released a new data quality framework “to help communities assess the accuracy of their data.” The new framework provides additional measures of data quality and includes completeness, accuracy, timeliness and consistency. The NEW HUD Data Quality Report analyzes HMIS data collection to meet the requirements defined by HUD in version 5.1 of the Data Dictionary. The NEW APR & Data Detail Export identifies which clients are in the report and who is being counted as a data quality error.

		<ul style="list-style-type: none"> Email instructions will be sent to all HMIS users on how to generate the Data Quality Report and the APR & Data detail export report on how to check the missing data.
APR – SAGE HMIS Repository	Rowena Concepcion	<ul style="list-style-type: none"> The release of the APR CSV file report release was delayed by Eccovia. HUD requires an APR submitted annually for projects that have been funded for acquisition, rehab and new construction that have a 15 – 20 year covenant. There was never an APR in HMIS for these projects but now they are in SAGE.
HMIS Old data cleanup	Rowena Concepcion	<ul style="list-style-type: none"> There are approximately 68,000 old HMIS data records in HMIS that were buried by the previous System Administrator that is taking up data storage space. HMIS staff is requesting Eccovia to delete this old irrelevant data. Motion was made by Michelle Davis and seconded by Stephanie Ramos to have Eccovia delete this old irrelevant HMIS data. Motion was carried with no objections.
HMIS Charter Revisions	George Solis	<ul style="list-style-type: none"> Data Timeliness - On the suggestion made by HUD Consultant, Margaret McFadden, to change HMIS data timeliness benchmarks from 14 calendar days to 5 business days. The Council agreed to table this item until next HMIS Council meeting on July 12th.
CONSENT ITEMS	PRESENTER	ACTION / OUTCOME
APR Review	Leonard Jarman, Chair	<ul style="list-style-type: none"> Council agreed to just “receive and file” the APRs with an understanding that HMIS staff will bring to the attention of the Council any concerns or issues. Motion was made by Michelle Davis and seconded by Stephanie Ramos to “Receive and File” the APR’s. Motion was carried with no objections or abstentions.
INFORMATIONAL ITEMS	PRESENTER	ACTION / OUTCOME
HMIS Conference	Rowena Concepcion	<ul style="list-style-type: none"> First conference since 2012 was held on March 23rd. There were 62 attendees. ABC Recovery hosted the venue and lunch was provided by Martha’s Village and Kitchen. Feedback from conference evaluations were positive; 94% of respondents indicated that they were satisfied or very satisfied with the conference overall.
NHSDC Spring 2017 Conference	Rowena Concepcion	<ul style="list-style-type: none"> HMIS Staff, Ryoko Yamasaki and George Solis attended the National Human Services Data Consortium 2017 Spring Conference in Salt Lake City, UT on April 26 -27. Attendees converged

		from all over the U.S. to learn and discuss how HMIS data can be best utilized in reducing homelessness in our communities.
Coordinated Entry System Workshop	Rowena Concepcion	<ul style="list-style-type: none"> DPSS Staff, Rowena Concepcion, Linda Salas, Ryoko Yamasaki and George Solis attended ESG Coordinated Entry System Workshop hosted by Housing and Community Development on March 13-14 in San Diego.
Built for Zero Learning Session	Rowena Concepcion	<ul style="list-style-type: none"> Multiple HMIS Council members attended the Built for Zero Learning Session in LA on April 5th.
2017 HMIS Meeting Calendar	George Solis	<ul style="list-style-type: none"> The July 5th meeting was rescheduled to July 12th.
ADJOURNMENT	PRESENTER	ACTION / OUTCOME
NEXT MEETING		<ul style="list-style-type: none"> July 12th, 2017, 1:00 – 3:00 PM @ DPSS Staff Development Center, 22690 Cactus Ave., Moreno Valley, CA 92553
ADJOURNED		<ul style="list-style-type: none"> The meeting adjourned at 3:15 p.m.

*Voting Members

Attendees	Organization / Agency
Johnny Courreges*	ABC Recovery Center
Jessica Meza*	Catholic Charities
Michelle Davis*	City of Riverside
Mark Lash*	Coachella Valley Rescue Mission
Sterlon Sims*	Economic Development Agency
Tanya Torno, Vice Chair*	Housing Authority
Stephanie Ramos*	Jewish Family Services
Karyn Young-Lowe*	Lighthouse Social Service Centers
Deniece Marshall*	Lutheran Social Services
Sandra Dunn*	Operation Safehouse
Rochelle Lewis*	P.W. Enhancement Center

Leonard Jarman, Chair*	Path of Life
Lynne Brockmeier*	RUHS- Behavioral Health
Jeffrey Kramer*	Shelter From the Storm
Susana Harris*	Valley Restart Shelter
Rowena Concepcion	HPU
George Solis	HPU
Joshua Coda	HPU