



## Minutes for County of Riverside Continuum of Care CES Oversight Committee Meeting

**Thursday, July 12, 2018  
1:00 p.m. to 3:00 p.m.**

**DPSS Children/Adult Services Office  
901 E. Ramsey Street, Banning CA 92220**

TOPIC	PRESENTER	ACTION/ OUTCOME
Call to Order	Michelle Davis, Chair	<ul style="list-style-type: none"> <li>The meeting was called to order at 1:08 p.m.</li> </ul>
Approval of Minutes	Michelle Davis, Chair	<ul style="list-style-type: none"> <li>May 17, 2018</li> </ul> <p><b><i>Motion was made by Victor Beecham and seconded by Susan Larkin to approve the May 17, 2018 CES Oversight Committee meeting minutes. Motion carried.</i></b></p>
ACTIONS & DECISIONS	PRESENTER	ACTION/ OUTCOME
<b>CES-HMIS Project Team Update</b>  Phase I Prototype	Lynne Brockmeier	<ul style="list-style-type: none"> <li>Lynne gave the following status update in a presentation:               <ul style="list-style-type: none"> <li>CES will be implemented into HMIS by August 1, 2018.</li> </ul> </li> <li>Phase I Prototype:               <ul style="list-style-type: none"> <li>Approved navigators will enter basic intake information into HMIS for each client.</li> <li>Approved navigators will enter and score client VI-SPDATs in HMIS.</li> <li>Approved navigators will view the housing next list (by-name list) within HMIS.</li> <li>CES Lead will be able to refer or match clients to specific housing programs within HMIS. However, matching and prioritization criteria will be manually completed by the CES Lead outside of HMIS, but in compliance with the CES Policies and Procedures.</li> <li>CES Lead will be able to export the by-name list into excel in order to manually sort and prioritize clients in compliance with the CES Policies and Procedures.</li> </ul> </li> </ul> <p>The project team is working to define additional CES features that are needed in HMIS. Our consultant, Teddy Pierce has also made some valuable suggestions regarding the upcoming phases of our CES implementation. Moving forward, the HMIS Lead, CES Oversight Committee, and the CES-HMIS Project team will continue to define the additional phases of this implementation and work with the HMIS vendor to finalize a timeline for the future implementation phases.</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="border: 1px solid green; border-radius: 15px; padding: 10px; width: 20%; background-color: #e0f0e0;"> <p style="text-align: center; color: green; font-weight: bold;">JUNE 1 - 30, 2018</p> <ul style="list-style-type: none"> <li>➤ HMIS Lead completes final programming &amp; testing</li> <li>➤ CES Lead provides approved VI-SPDAT personnel across agencies (6/30)</li> <li>➤ HMIS Lead completes setup of providers and navigators (VI-SPDAT)</li> </ul> </div> <div style="border: 1px solid green; border-radius: 15px; padding: 10px; width: 20%; background-color: #e0f0e0;"> <p style="text-align: center; color: green; font-weight: bold;">JULY 11 - 31, 2018</p> <ul style="list-style-type: none"> <li>➤ CES Lead presents CES Phase I prototype to CES Oversight Committee</li> <li>➤ CES Lead enters data into HMIS and HMIS Lead verifies data quality</li> <li>➤ CES Lead conducts super-user training (feedback/train-the-trainer)</li> <li>➤ CES Lead conducts CES-HMIS Training (7/31)</li> <li>➤ Conduct additional VI-SPDAT II Training (if needed)</li> </ul> </div> <div style="border: 1px solid purple; border-radius: 15px; padding: 10px; width: 20%; background-color: #e0e0f0;"> <p style="text-align: center; color: purple; font-weight: bold;">AUGUST 1, 2018</p> <div style="text-align: center;"> </div> <p style="text-align: center; color: purple; font-weight: bold;">CES is live in HMIS! PHASE I PROTOTYPE</p> <p style="font-size: small; color: purple;">(VI-SPDATs entered by navigators/outreach, intake, and view by-name list)</p> </div> <div style="border: 1px solid blue; border-radius: 15px; padding: 10px; width: 20%; background-color: #e0e0f0;"> <p style="text-align: center; color: blue; font-weight: bold;">AUGUST 16, 2018</p> <ul style="list-style-type: none"> <li>➤ Present CES Phase I prototype to Board of Governance (BoG)</li> </ul> </div> </div>
Implementation Timeline		

		Lynne explained that processes for Youth, Family, and Domestic Violence cases still need to be addressed. Domestic Violence cases will be entered confidentially.
<b>VI-SPDAT List</b>	Jill Kowalski	<ul style="list-style-type: none"> <li>• DPSS presented a handout from RUHS-BH that lists all of the approved VI-SPDAT assessors in our CoC. The list shows 112 assessors that would potentially receive access to HMIS; HMIS requires each user to have a license. Jill confirmed that the current contract with Eccovia provides licenses for a maximum of 50 people. DPSS is requesting for all of the listed agencies to verify their information. The person who conducts the assessments does not have to be the same person who enters the information into HMIS. Ryoko Yamasaki, DPSS HMIS Staff, asked the group to review the list of assessors to determine who already has HMIS access that can be responsible for entering VI-SPDATs.</li> <li>• DPSS will be sending out the list to the HMIS Administrator’s Council and RUHS-BH (CES Lead) will send it to the Navigation group for review.</li> </ul>
<b>CES Self-Assessment Survey</b>	Lynne Brockmeier	<ul style="list-style-type: none"> <li>• DPSS will be sending out a CES Assessment Survey to the CoC via e-mail. Lynne added that the survey should be conducted annually.</li> </ul>
<b>CES Task Assignments Update</b>		<ul style="list-style-type: none"> <li>• DPSS is finalizing the Policies &amp; Procedures for CoC distribution. All forms still need to be made accessible online.</li> </ul>
<b>CES Vice Chairperson Election</b>		<ul style="list-style-type: none"> <li>• Susan Larkin accepted a nomination and was elected as the committees’ new vice chairperson.</li> </ul>
<b>CES Prioritization Ad Hoc Workgroup Report</b>	Michelle Davis	<ul style="list-style-type: none"> <li>• Michelle is drafting some written language to bring back for the committees’ approval.</li> </ul>
<b>CES Lead Report</b>	Lynne Brockmeier	<ul style="list-style-type: none"> <li>• Current veterans on the CES list - 65</li> <li>• As of end of June: 30 Riverside county veterans and 35 Out of county /State – Each veteran has a linkage to a housing grant and waiting for their apartment to be available</li> <li>• HomeConnections: <ul style="list-style-type: none"> <li>○ PSH &amp; RR HomeConnections made since our last meeting: 6</li> <li>○ Previously issued HomeConnections still outstanding: <u>83</u></li> <li style="padding-left: 40px;">Total outstanding HomeConnections: 89</li> <li>○ + VASH referrals still outstanding: <u>24</u></li> <li style="padding-left: 40px;">Grand Total outstanding Home Connections: <b>113</b></li> </ul> </li> <li>• Chronically Homeless Reported Housed in June: <b>39</b></li> <li>• Reported Housed June: <b>29</b></li> </ul>
<b>CES Diversion Ad Hoc Committee Report (Screening Tool)</b>	Tanya Torno	<ul style="list-style-type: none"> <li>• Tanya is sending the screening tool out for review and bringing it to the next CES Oversight Committee meeting.</li> </ul>
<b>CES Policies &amp; Procedures</b>		<ul style="list-style-type: none"> <li>• Susan Larkin requested that the Policies and Procedures be changed on page 6 in the Access section to say, “CoC Funded Outreach workers will enter contacts into HMIS” instead of “Street outreach workers will enter contacts into HMIS.”</li> </ul> <p><b><i>Motion was made by Susan Larkin and seconded by Barbara Bloom to approve the change. Motion carried.</i></b></p>

Call for Agenda Items for the Next Meeting:	Michelle Davis	<ul style="list-style-type: none"> <li>The CES Lead/HomeConnect Workflow – Lynne Brockmeier</li> </ul>
Announcements:		<ul style="list-style-type: none"> <li>Donyielle Holley, CoC Planner is resigning her position at the County of Riverside effective July 25.</li> <li>A new County Executive Officer on Homelessness will begin her position on July 24.</li> </ul>
<b>ADJOURNMENT</b>	<b>PRESENTER</b>	<ul style="list-style-type: none"> <li><b>ACTION/ OUTCOME</b></li> </ul>
<b>Next meeting</b>	Michelle Davis	<p style="text-align: center;"><b>Thursday, September 20, 2018</b> 1:00 p.m. to 3:00 p.m. <b>DPSS Children/Adult Services Office</b> <b>901 E. Ramsey Street, Banning CA 92220</b></p>
<b>Adjournment</b>	Michelle Davis	<ul style="list-style-type: none"> <li>The meeting was adjourned by Michelle Davis at 2:30 p.m.</li> </ul>

## CES Oversight Committee Meeting – July 12, 2018

**Total in Attendance: 23**

**Committee Members: 17**

California Partnership  
City of Riverside  
EDA  
Housing Authority of the County of Riverside  
Housing Authority of the County of Riverside  
Inland Empire Health Plan (IEHP)  
LightHouse Social Services  
Path of Life Ministries  
Riverside County Sheriff – Homeless Outreach  
Riverside County Sheriff – Homeless Outreach  
RUHS Behavioral Health  
RUHS Behavioral Health  
Shelter From the Storm  
Step Up on Second  
Step Up on Second  
Valley Restart Shelter  
Valley Restart Shelter

\*Chair \*\*Vice Chair  
\*\*\*Navigation Review  
Council Representative

Maribel Nunez  
Michelle Davis\*  
Sterlon Sims  
Tanya Torno  
Jamie Gibson  
Roger Uminski  
Karyn Young-Lowe  
Victor Beecham  
Alisha Espinoza  
Michael Vasquez  
Lynne Brockmeier  
Marcus Cannon  
Angelina Coe  
Barbara Bloom  
Daniel Kitowski  
Susan Larkin  
Susana Harris

**DPSS Staff: 6**

DPSS Homeless Programs  
DPSS Homeless Programs  
DPSS Homeless Programs  
DPSS Homeless Programs  
DPSS Homeless Programs  
DPSS Housing Support Program

Jill Kowalski  
Ryoko Yamasaki  
Tiffany Nelson  
Elizabeth Hernandez  
Linda Salas  
Margaret Adkins

**Guests: 0**