



Minutes for County of Riverside Continuum of Care HMIS Administrators Council

Wednesday, July 11, 2018, 1:00 – 3:00 p.m.
DPSS Staff Development Training Center
22690 Cactus Ave. Moreno Valley CA, 92553

TOPIC	PRESENTER	ACTION / OUTCOME
Call to Order	Leonard Jarman, Chair	<ul style="list-style-type: none"> The meeting was called to order at 1:03 p.m.
Public Comment		<ul style="list-style-type: none"> There were no public comments
Roll Call & Introductions		<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.
Approval of the Minutes for April 4, 2018		<ul style="list-style-type: none"> Motion was made by Sterlon Sims and seconded by Michelle Davis to approve the minutes for April 4, 2018. Motion was carried with no abstention.
OLD BUSINESS	PRESENTER	ACTION / OUTCOME
Coordinated Entry System	Marcus Cannon	<ul style="list-style-type: none"> No changes or updates since last meeting April 4, 2018. Some delays in referrals to CES, it is a work in progress CES is still not in HMIS. Client Release of Information - HUD'S client tracking timeline is seven years, Client Release of Information for HMIS has seven-year span of clients begin and end date. Council has to decide time span for data sharing. New consent form for client data sharing currently being used, created November 2017. Client cannot be denied services for refusal to comply with data sharing.
CES-HMIS	Rowena Concepcion	<ul style="list-style-type: none"> Timeline for HMIS will be in three phases: <ul style="list-style-type: none"> ➤ Phase 1 - HMIS will be going live August 1st ➤ Phase 2 – additional functionalities and programming, adding Family, Youth and

		<p>Criminal Justice Vi-SPDAT. A pre-screening tool is being created – for client screening before conducting VI-SPDAT and adding to BNL. The scope of work will be submitted to the vendor for costing and timeline</p> <ul style="list-style-type: none"> ➤ Phase 3 – all other functionalities that were not included in Phase 2.
HIC and PIT (sheltered)	HMIS Staff	<ul style="list-style-type: none"> • Staff is still following up with agencies that have not submitted the HIC Survey and/or verified their data.
HMIS Privacy and Security Training	HMIS Staff	<ul style="list-style-type: none"> • Trainings continue for HMIS Privacy and Security Training throughout July and August 2018, to assist users.
New Business	PRESENTER	ACTION / OUTCOME
System Performance Measures (SPM)	HMIS Staff	<ul style="list-style-type: none"> • The HMIS Council agreed to request the Standards and Evaluation (S&E) Committee to review the SPM report and make recommendations to address concerns: increased in length of time homeless, data quality, etc.
Access to HMIS	HMIS Staff	<ul style="list-style-type: none"> • The requests to access HMIS from the following agencies was discussed: IEHP, SWAG, City Net, HARC • The HMIS Council agreed to: <ul style="list-style-type: none"> ➤ Amend HMIS Policies and Procedures to include providing access to non-HUD providers or non HMIS participating agencies. ➤ Allow IEHP request to have READ ONLY access to HMIS. ➤ A Memorandum of Understanding will be developed and approved by the HMIS Council and County Council.
CES Performance Criteria	HMIS Staff	<ul style="list-style-type: none"> • The performance criteria on evaluating CES was approved by the CES Oversight Committee. The S&E Committee will review the CES monitoring tool.
Monitoring HMIS Lead	HMIS Chair	<ul style="list-style-type: none"> • Leonard and Tanya, chair and vice chair will develop the tool to monitor the HMIS Lead.
Client Entry and Exit	HMIS Staff	<ul style="list-style-type: none"> • This report was created in response to the question from the S&E Committee on “how

Report		many clients enter and exit the system. The purpose of this report is to show the number of clients that enter and exit HUD CoC program.
Consent Item	PRESENTER	ACTION / OUTCOME
APR Review		<ul style="list-style-type: none"> Five APRs were submitted for review.
Informational Item	PRESENTER	ACTION / OUTCOME
	Discussion	<ul style="list-style-type: none">
ADJOURNMENT	PRESENTER	ACTION / OUTCOME
NEXT MEETING		<p>Wednesday, October 3, 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 2:23 p.m.

DRAFT

*Voting Members

Attendees	Organization / Agency
Angelina Coe*	Shelter from the Storm
Barbara Bloom	Step Up On Second
Dan Kitowski	Step Up On Second
Heather Burroughs	Lighthouse Social Services Centers
Imelda Santana*	Catholic Charities
Jackie Barela	Coachella Valley Rescue Mission
Jamie Gibson	Housing Authority
Jennie Rios*	Martha's Village and Kitchen
Karyn Young-Lowe*	Lighthouse Social Services Centers
Lena Pollerna	Jewish Family Services
Leonard Jarman*	Path of Life Ministries
Marcus Cannon*	RUHS-Behavioral Health
Mark Lash*	Coachella Valley Rescue Mission
Michelle Davis*	City of Riverside
Monica Sapien	SWAG
Saira Aguiar*	Housing Authority
Sheena Hidey*	Operation Safehouse
Stephanie Ramos*	Jewish Family Services
Sterlon Sims*	Economic Development Agency
Susana Harris*	Valley Restart Shelter
Ryoko Yamasaki	DPSS - HPU
Rowena Concepcion	DPSS - HPU
Maria Rodriquez	DPSS - HPU