



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

January 4, 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 1:06 p.m.
<u>Public Comment:</u>		<ul style="list-style-type: none"> No public comment
<u>Roll Call & Introductions:</u>		<ul style="list-style-type: none"> A roll call was conducted of all members present. Quorum was not established.
<u>Approval of the Minutes for October 5, 2016:</u>	Leonard Jarman, Chair	<ul style="list-style-type: none"> <i>Due to lack of quorum, approval of the minutes will take place at the next HMIS meeting.</i> Council Members requested that an email be sent to all HMIS council members reminding them that they are required to attend “no less than 75% of scheduled meetings per year.” Remind HMIS council members that they can designate an alternate if they are unable to attend meetings.
OLD BUSINESS	PRESENTER	ACTION / OUTCOME
Coordinated Entry System	Lynne Brockmeier	<ul style="list-style-type: none"> The Coordinated Entry System (CES) is now called HomeConnect. The Navigators are making an average of 4 to 5 home connections per week. There are still over 2,000 individuals active in the system. There are over 500 individuals who are chronically homeless. At the end of 2016, there were only 15 veterans on the list. Eccovia is still working on the data integration into HMIS. The Navigation Council meets weekly to review the top individuals on the list. In December 2016, Riverside County achieved the Federal Designation of being the first large county in the U.S. to achieve Functional Zero in ending homelessness for veterans.

HMIS Conference	Angelina Coe	<ul style="list-style-type: none"> • HMIS Conference is set for Thursday, March 23rd. • Conference will be held at ABC Recovery Center in Indio. • Staff members from Shelter From the Storm will make attendee name badges. • Continental Breakfast will be provided by ABC Recovery. • Box lunches will be provided by Martha's Village and Kitchen. • Angelina Coe requested council members to propose topics to be presented at conference. • HMIS staff to send "Save the Date" flyer and email for participants to RSVP.
Annual Homeless Assessment Report (AHAR)	Jill Kowalski	<ul style="list-style-type: none"> • AHAR was submitted on 12/9/2016. • This is the 4th consecutive year that our AHAR submitted data was 100% useable. HMIS data quality is continuing to improve.
NEW BUSINESS	PRESENTER	ACTION / OUTCOME
HMIS Data Quality Report Card	George Solis	<ul style="list-style-type: none"> • HMIS Data Quality report cards will be emailed to HMIS participating agencies on a monthly basis starting in November 2016. This coincided with the new HMIS data standards that were released in October 2016. • We will monitor and fix missing HMIS data on a monthly basis. • We sent out 20 data quality report cards that represented 74 different projects. • Some projects will show missing data for the new data element #3.917 (prior living situation) on clients who were enrolled prior to 10/01/2016. • Data quality for street outreach projects is only reported to HUD once a "date of engagement" has been entered into HMIS. At that point, case managers should work on collecting missing data elements.
2017 Point-In-Time Count (PIT)	Jill Kowalski	<ul style="list-style-type: none"> • The unsheltered PIT count is scheduled for Tuesday, January 24, 2017. • New volunteer training will start in January and there will now be an online training for volunteers who have participated in a PIT count previously. • Interview and observational surveys have been combined onto one survey, easing the burden of volunteers to carry multiple surveys. • Riverside County Sheriff is an active partner in conducting and coordinating the unsheltered count.

		<ul style="list-style-type: none"> Sheltered PIT count is Monday, January 23, 2017. PowerPoint instructions will be emailed to agencies the second week of January.
2017 Housing Inventory Count (HIC)	George Solis	<ul style="list-style-type: none"> PowerPoint instructions will be emailed to agencies the second week of January. 2017 HIC survey forms will be emailed to agencies in February.
2017 HMIS APR Schedule	George Solis	<ul style="list-style-type: none"> A list was provided to the council of APR's to review based on HMIS council meeting dates.
2017 HMIS Training Calendar and Training Manuals	George Solis	<ul style="list-style-type: none"> HMIS Training Calendar was provided for the 1st half of 2017. Training classes will be conducted twice a month depending on project type. HMIS User Training Manuals have been created for Street Outreach and Emergency Shelter projects and are posted on the DPSS website. Future training manuals will be created by project/ funding type, including: PSH, HP, RRH, TH, HUD CoC, ESG, SSVF, PATH & RHY.
CONSENT ITEMS	PRESENTER	ACTION / OUTCOME
APR Review	Leonard Jarman	<ul style="list-style-type: none"> The APRs listed below were emailed to Council members prior to meeting. <ul style="list-style-type: none"> Shelter Plus Care Street to Home Chronic Homeless Project – 7/1/16 – 6/30/17 Lighthouse SSC Rapid Rehousing – 7/1/16 – 6/30/17 POLM RRH East County – 7/1/16 – 6/30/17 Path of Life PSH – 7/1/16 – 6/30/17 Path of Life Rapid Rehousing – 7/1/16 – 6/30/17 RCDMH Riverside Permanent Housing – 7/1/16 – 6/30/17 <i>Due to lack of quorum, the approval of APR's will take place at the next HMIS Meeting.</i> Council members requested that prior to emailing the APR's to the council, that DPSS staff highlight areas in the APR's that the council needs to review. Identify issues/ concerns into the text of the email. There needs to be a better emphasis on collecting non-cash benefits during the intake process and connecting clients with all available mainstream benefits. There was a concern that Medi-Cal was not listed under a minor child's non-cash benefits even though it is captured under data element #4.4 Health Insurance. #4.3 Non-cash benefits are not collected for minor children unless they are the head of household. Benefits received by a minor child should be assigned to the head of household.

INFORMATIONAL ITEMS	PRESENTER	ACTION / OUTCOME
CoC Start Up Training	Jill Kowalski	<ul style="list-style-type: none"> DPSS staff members and agency representatives attended this training for HUD CoC funded projects that discussed regulations and requirements.
Housing First Training	Jill Kowalski	<ul style="list-style-type: none"> DPSS staff members and agency representatives attended this 2-day training in Loma Linda. County of San Bernardino CoC sponsored the training. Dr. Sam Tsemberis, the creator of Housing First, was the presenter.
System Performance Measures Training	George Solis	<ul style="list-style-type: none"> System Performance Measures training was conducted on 11/16/2016. There were 38 attendees from the CoC. The training reviewed the seven System Performance Measures, which HMIS data elements applied to each measure, and how to improve our data quality for future measurements.
Creating an Effective Homeless Response System with Iain De Jong	Jill Kowalski	<ul style="list-style-type: none"> A "Save the Date" flyer and email will be sent out to the CoC for this two-day seminar on 2/28/2017 & 3/1/2017. Iain De Jong is the creator of the VI-SPDAT.
Program Specific Data Manuals	George Solis	<ul style="list-style-type: none"> HUD released Program Specific data manuals for the ESG, CoC, PATH and RHY programs in December 2016. An email was sent to all HMIS users and there is a link to the manuals on the DPSS website.
2017 HMIS Meeting Calendar	George Solis	<ul style="list-style-type: none"> HMIS meetings are now quarterly. A 2017 calendar of dates was submitted to the council. It was proposed that the July 5th date (day after holiday) be changed to the following week, July 12th. <i>Due to lack of quorum, the approval of date change will take place at the next HMIS Meeting.</i>
ADJOURNMENT	PRESENTER	ACTION / OUTCOME
NEXT MEETING		<ul style="list-style-type: none"> April 5, 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 2:09 p.m.

*Voting Members

Attendees	Organization / Agency
Johnny Courreges*	ABC Recovery Center
Mark Lash*	Coachella Valley Rescue Mission
Jeanetta Young*	Help For Future Leaders
Karyn Young-Lowe*	Lighthouse Social Service Centers
Deniece Marshall*	Lutheran Social Services
Leonard Jarman, Chair*	Path of Life
Lynne Brockmeier*	RUHS- Behavioral Health
Angelina Coe*	Shelter From the Storm
Susana Harris*	Valley Restart Shelter
Jill Kowalski	HPU
George Solis	HPU