Minutes for County of Riverside Continuum of Care
HMIS Administrators Council Meeting
January 6, 2016
1:00 p.m. - 3:00 p.m.
Beaumont Civic Center - Room 2
550 E. 6th Street, Beaumont, CA 92223

TOPIC	PRESENTER	ACTION / OUTCOME
Call to Order	Lynne Brockmeier, Chair	• The meeting was called to order at 1:20 p.m.
Public Comment		• No public comment.
Roll Call & Introductions		• A roll call was conducted of all members present. Quorum was established.
Approval of the Minutes for September 2, 2015		*Motion* was made by David Leahy and seconded by Susan Larkin to approve the minutes. *Motion carried* with no abstentions.
OLD BUSINESS	PRESENTER	ACTION/ OUTCOME
Coordinated Entry		• A conference call with Client Track will be scheduled to finalize the Coordinated Entry System set-up in HMIS.
Review and Update		• The Council approved the MOU Between the CoC and HMIS Lead Agency and the HMIS Participating Agency Agreement with all suggested changes. • HMIS Charter/Policies and Procedures will be sent to the Council for review and to submit feedback by February 1.
NEW BUSINESS	PRESENTER	
HMIS – Client Track System Upgrade		• The upgrade to HMIS version 15 was implemented on January 4 and currently in the training environment for testing. • The new features, interface and capabilities of ClientTrack version 2015 was discussed. All workflows and forms still work all the same regardless of the system upgrade. We were in the process of testing

		the new features, workflows and report in the training environment ensuring all system bugs and issues to be resolved before rolling it out to the production. User manuals will be provided and power users were selected to explore the newer upgraded environment. Additional training session will be provided per agency's request. We estimated about 2 weeks to complete the whole system upgrade process; however, it would be expected to be deployed in early February. • HMIS power users (Leonard, Nancy, Ally and Sandra) will test the new version and provide feedback. • When the testing is complete and bugs have been fixed, the upgraded version will be open in production so HMIS users can start using it. • HMIS staff will develop simple step by step instructions on how to use the upgraded system and conduct training.
2016 HIC and PIT		• The PIT is on January 26. More volunteers are needed. • Data for the sheltered count will be from HMIS. Email will be sent to HMIS participating agencies on the process and timelines. • The Council was informed about the error on 2015 Housing Inventory Count Report released by HUD showing 539 Child Only Beds (should be 0) under VASH; therefore, making the total number of Year Round Beds to 1,078 (should be 539). Staff has been working with Abt Associates regarding this error and they said that there may be a glitch in the system and since HDX is locked, there is nothing that can be done and just wait for HDX to open in February and make the correction. • Council instructed staff to draft a letter signed by Lynne to Bob DiGruccio, HUD representative, regarding this issue; and request to elevate to William Snow, HUD SNAPS Office.
Annual Homeless Assessment Report (AHAR)		• Data for the 2015 AHAR was submitted on December 22. There were some issues on data quality, low bed utilization and exit destination. • Council instructed staff to provide updates on these issues and to add data quality monitoring for these agencies as standing item in the agenda.
2015 NOFA HMIS Section		• The council was informed that in the 2015 NOFA CoC Consolidated Application under HMIS Section on Data Quality, there were high percentage of missing and doesn't know or refused. The bed coverage rate for PSH is low (57.7%) due to VASH participants not being entered in HMIS. • The Council wants clarification on who is responsible for entering the VASH data in HMIS – Housing Authority or the VA. • Staff was asked to prepare a letter to the VA on the concerns that VASH data is not in HMIS and is

		affecting the performance of the CoC.
ESG E-cart		• HUD released new requirements for ESG projects. ESG recipients are now required to use a new tool called eCart to upload CSV files (only section: CR-65) collected from each sub-recipient. ESG training session is pending because ClientTrack has not deployed the new ESG CAPER report yet in our production.
RHY CSV Export		• RHY CSV Export is now available for RHY projects in ClientTrack. RHY projects (only Operation Safehouse in our CoC) were able to provide and upload the CSV files to RHY repository. Unlike SSVF projects, RHY projects are not required to run the export monthly basis.
System Performance Measures		• A copy of the System Performance Measures in Context was briefly discussed. The Council agreed that HUD is moving forward with systems performance and our CoC needs to be prepared. • Client Track is working on the programming specifications provided by HUD for reporting purposes.
CONSENT ITEMS	PRESENTER	ACTION/ OUTCOME
APR Review:		• JFS Desert Vista – 4/1/15 to 3/31/16 • Operation Safehouse – 4/1/2015 to 3/31/16 • Path of Life Rapid Rehousing - 4/1/2015 to 3/31/16 Motion was made by David Leahy to accept the consent items and seconded by Karyn Young-Lowe. • The Council raised concerns on Operation Safehouse low bed utilization and data quality issues. • Council instructed staff to send an email to OSH regarding these concerns and emphasize that bed utilization and data quality are some of the criteria in evaluating and recommending projects for funding by the CoC.
INFORMATIONAL ITEMS	PRESENTER	ACTION/ OUTCOME
		• Chronically Homeless Final Definition – a copy of the HUD PowerPoint slide presentation was provided. • HMIS Summer 2015 Training Series – staff will email a copy of the slides presented during the

		webinars. • NHSDC 2016 Spring Conference – April 13-14, Los Angeles – the email invitation to the conference will be forwarded to the Council.
NEXT MEETING	**PRESENTER**	**ACTION/ OUTCOME**
NEXT MEETING		March 2, 2016 1:00 – 3:00 PM @ 550 E. 6th Street, Beaumont, CA 92223
ADJOURNED		The meeting adjourned at 3:00 p.m.

Attendees	**Organization / Agency**
David Leahy	ABC Recovery Center
Jessica Meza	Catholic Charities
Monica Sapien	City of Riverside
Mark Lash	Coachella Valley Rescue Mission
Lynne Brockmeier, Chair	Department of Mental Health
Tanya Torno	Housing Authority
Karyn Young-Lowe	Lighthouse Social Service Centers
Deniece Marshall	Lutheran Social Services
Linda Barrack	Martha's Village and Kitchen
Rosa Verduzco	Martha's Village and Kitchen
Alina De Anda	Martha's Village and Kitchen
Leonard Jarman, Vice Chair	Path of Life
Debra Walker	US Vets
Susan Larkin	Valley Restart Shelter
Ryoko Yamasaki	HPU
Rowena Concepcion	HPU