



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

October 5, 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
<u>Call to Order:</u>	Lynne Brockmeier, 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 established.
<u>Election of Chair and Vice-Chair</u>		<ul style="list-style-type: none"> Election ballots were distributed to elect a new Chair and Vice-Chair for the HMIS Administrators Council. <i>Leonard Jarman was elected Chair and Tanya Torno was elected Vice-Chair.</i> Lynne Brockmeier abstained from voting. Leonard Jarman took over as Chair for the remainder of the meeting.
<u>Approval of the Minutes for March 2 and May 4, 2016:</u>	Leonard Jarman, Chair	<ul style="list-style-type: none"> <i>Motion</i> was made by David Leahy and seconded by Lynne Brockmeier to approve the minutes for March 2, 2016. <i>Motion carried</i> with no abstentions. <i>Motion</i> was made by David Leahy and seconded by Lynne Brockmeier to approve the minutes for May 4, 2016. <i>Motion carried</i> with four abstentions.
OLD BUSINESS	PRESENTER	ACTION / OUTCOME
Coordinated Entry	Lynne Brockmeier	<ul style="list-style-type: none"> The Coordinated Entry System (CES) is currently being built in ClientTrack. The new goal for the Veteran's Initiative is that our CoC will reach functional zero by October 31, 2016.

HMIS Dashboard/Data Sharing	Rowena Concepcion	<ul style="list-style-type: none"> The council requested that the HMIS Client Dashboard display the history of clients, listed by project type, without identifying which agency provided the assistance. This information would help agencies in determining whether a client is chronically homeless. This type of Client Dashboard setup has already been discussed with the vendor, and it is possible to set up as requested. The process has not yet begun due to the recent HMIS Data Standards update.
HMIS Conference		<ul style="list-style-type: none"> Council members decided to form an HMIS Conference Planning Work Group. David Leahy, Lynne Brockmeier, Angelina Coe, and Rowena Concepcion all agreed to be on the work group.
NEW BUSINESS	PRESENTER	ACTION / OUTCOME
2016 HUD-CoC Program Competition	Rowena Concepcion	<ul style="list-style-type: none"> Our CoC Application was submitted a day early, and HMIS data quality has improved significantly since last year's NOFA.
2014 HMIS Data Standards Version 5.1		<ul style="list-style-type: none"> The updated HMIS Data Standards became effective October 1st, 2016. The most significant change was the replacement of 3.9 (Residence Prior to Project Entry) and 3.17 (Length of time on the streets, in an ES or SH) with the new data element 3.917 (Living Situation). This new data element will allow CoC's to better report chronically homeless clients. With the new update, Annual Assessments can only be completed within a 60-day window of the client's enrollment anniversary date. Annual Assessments need to be completed based on the client's enrollment date and not the grant date.
System Performance Measures		<ul style="list-style-type: none"> There were questions on System Performance Measure #7 (Change in exits to PSH destinations). DPSS was asked to provide a breakdown by project type, so that everyone can gain a better understanding of why the successful destination rate is low. Rowena suggested that DPSS conduct a training of the measurement criteria so the CoC can work to improve this data for future measurements.
Annual Homeless Assessment Report (AHAR)		<ul style="list-style-type: none"> Instructions were emailed to agencies on how to verify and fix HMIS data for the AHAR, with a deadline of October 17th. Agencies were notified that no changes should be made to HMIS data after October 17, as HMIS staff will be finalizing the data for the AHAR.

Attendance Report HMIS Administrators Council Members		<ul style="list-style-type: none"> Attendance Report showing council voting members attendance was provided. The report listed attendance for the meetings held on 1/6/16, 3/2/16, and 5/4/16.
HMIS Training Calendar and Training Manuals		<ul style="list-style-type: none"> HMIS Training Calendar was provided for the remainder of 2016. HMIS User Training Manuals are being created for the different project types and will be posted on the DPSS website as they are completed.
CONSENT ITEMS	PRESENTER	ACTION / OUTCOME
APR Review	Lynne Brockmeier	<ul style="list-style-type: none"> The APRs listed below were emailed to Council members prior to meeting. <ul style="list-style-type: none"> ABC Recovery TH – 12/1/15 – 11/30/16 RCDMH Women’s PSH – 12/1/15 to 11/30/16 MVK TH – 12/1/15 to 11/30/16 JFS Desert Horizon PSH – 1/1/16 – 12/31/16 City of Riverside Chronic PSH – 1/1/16 – 12/31/16 Whiteside Manor TH – 1/1/16 – 12/31/16 City of Riverside Disabled PSH – 2/1/16 – 1/31/17 RCDMH Coachella PSH – 2/1/16 – 1/31/17 RCDMH Men’s PSH – 2/1/16 – 1/31/17 <p>Motion was made by Stephanie Ramos to accept the consent items and seconded by David Leahy. Motion carried with no abstentions.</p> <ul style="list-style-type: none"> Lynne Brockmeier inquired about the APR Performance Measures for income for the RCDMH Women’s PSH project. The percentage of persons who accomplished the income measurement was low, even though their client’s maintained income. <ul style="list-style-type: none"> Update – The income performance measure percentage listed on the APR is correct. According to the <i>CoC APR Guidebook for CoC Grant Funded Programs – Version 8, pages 49-50</i>, “if someone entered with zero (0) income and maintained a zero (0) income these persons should not be included in the “actual number of persons who accomplished this measure.”

INFORMATIONAL ITEMS	PRESENTER	ACTION / OUTCOME
2015 CoC Dashboard	Rowena Concepcion	<ul style="list-style-type: none"> The 2015 CoC Dashboard was presented as a handout. The report is provided from HUD and is compiled data from the 2015 NOFA. This report can be found on the HUD Exchange website.
NHSDC Conference		<ul style="list-style-type: none"> The National Human Services Data Consortium (NHSDC) Conference will be held in New Orleans, Louisiana, on October 13th and 14th.
HMIS Technical Assistance Training		<ul style="list-style-type: none"> DPSS is looking into conducting separate HMIS technical assistance trainings, once or twice a year, based on the most common issues that HMIS users are experiencing.
ADJOURNMENT	PRESENTER	ACTION / OUTCOME
NEXT MEETING		<ul style="list-style-type: none"> January 4, 2017, 1:00 – 3:00 PM @ 550 E. 6th Street, Beaumont, CA 92223
ADJOURNED		<ul style="list-style-type: none"> The meeting adjourned at 2:25 p.m.

*Voting Members

Attendees	Organization / Agency
David Leahy*	ABC Recovery Center
Jessica Meza*	Catholic Charities
Mark Lash*	Coachella Valley Rescue Mission
Lynne Brockmeier*	Dept. of Mental Health
Tanya Torno, Vice Chair*	Housing Authority
Stephanie Ramos*	Jewish Family Service of SD
Lena Pollerana	Jewish Family Service of SD
Karyn Young-Lowe*	Lighthouse Social Service Centers
Deniece Marshall*	Lutheran Social Services
Alina De Anda	Martha's Village and Kitchen
Rosa Verduzco*	Martha's Village and Kitchen

Rochelle Lewis*	P.W. Enhancement Center
Leonard Jarman, Chair*	Path of Life
Angelina Coe*	Shelter From the Storm
Paula Corvalan*	US Vets
Susana Harris*	Valley Restart Shelter
Rowena Concepcion	HPU
Jennifer Rosales	HPU
George Solis	HPU