



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

March 2, 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	Leonard Jarman, Vice-Chair	<ul style="list-style-type: none"> <li>The meeting was called to order at 1:07 p.m.</li> </ul>
Public Comment		<ul style="list-style-type: none"> <li>No public comment</li> </ul>
Roll Call & Introductions		<ul style="list-style-type: none"> <li>A roll call was conducted of all members present. Quorum was not established at this time.</li> <li>Council member introductions made. Robin Shepherd, new HMIS Administrative Services Assistant was introduced.</li> </ul>
Approval of the Minutes for January 6, 2016		<ul style="list-style-type: none"> <li>Quorum established at 1:29 p.m. <b>Approval motioned</b> by: David Leahy. Seconded by: Karyn Young-Lowe. <b>Motion carried</b> – no abstentions.</li> </ul>
OLD BUSINESS	PRESENTER	ACTION/ OUTCOME
<b>Coordinated Entry</b>	David Leahy	<ul style="list-style-type: none"> <li>HomeLink is being modified, enabling function more closely related to HMIS. Dual entry and overlap is currently taking place.</li> <li>Jill Kowalski is awaiting further information from ClientTrack. The scope of work is ready to be implemented. Cost approximately \$8,000. Potential start date of 3/27 with completion by 4/17.</li> </ul>
<b>Review and Approve HMIS Charter</b>		<ul style="list-style-type: none"> <li>HMIS Charter (Policies and Procedures) – HMIS staff have received no feedback on document sent to council members.</li> <li>Input: New Chronic Homeless definition should be added to the document. No significant edits have been made. There was a comment that some formatting edits may be needed.</li> <li>Current Data Sharing Agreement was created to be between two organizations only.</li> <li>Question regarding who the agreement to share data will be with once an updated agreement is</li> </ul>

		<p>created and how the process will be implemented. Suggestion was made that agreement should be with the authorized lead agency DPSS or the Continuum of Care. Jill said she will inquire with Eric.</p> <ul style="list-style-type: none"> <li>• <b>A motion was made by Angelina Coe to approve the HMIS Charter (Policies and Procedures) with the following updates included: New chronically homeless definition and MOU caveat</b> Seconded: David Leahy. <b>Motion carried</b> – no abstentions.</li> </ul>
<b>Point in-Time Count/Housing Inventory Chart</b>		<ul style="list-style-type: none"> <li>• The 2016 Housing Inventory Chart (HIC) is to be reviewed before submission to HUD. Email sent to Bob DiGruccio and William Snow regarding discrepancy on 2015 HIC. Ryoko Yamasaki sent email to Council members regarding 2016 PIT overview and changes. She will send the new survey by 3/4/16.</li> <li>• How are beds located in differing counties to be counted by organizations in the CoC? Jill advised that HUD would most likely instruct that beds simply be split between locations.</li> </ul>
<b>AHAR</b>		<ul style="list-style-type: none"> <li>• Jill advised that all data in AHAR was 100% useable and thanked the CoC members and HMIS staff for making this happen. She said it will likely help increase our CoC's HUD application score.</li> </ul>
<b>HMIS – Client Track System Upgrade</b>		<ul style="list-style-type: none"> <li>• Some issues have been reported by HMIS users since the ClientTrack upgrade. Issues that cannot be resolved by HMIS staff are then forwarded to ClientTrack for further assistance. Users should continue to submit support tickets to HMIS staff for any issues they encounter.</li> </ul>
<b>Data Quality</b>		<ul style="list-style-type: none"> <li>• Corona Norco Rescue Mission – Jennifer, Ryoko, and Rowena have met with CNRM staff, and are in contact regarding data quality concerns.</li> <li>• Coachella Valley Rescue Mission – As of January 1, 2016 the missing data for CVRM has continued to be a concern. HMIS staff is in communication with CVRM regarding their data quality.</li> <li>• VASH – VA is inputting information into 5 or 6 databases so this matter is a challenge for them. Per Jill, HPU can hire a WEX that will be dedicated solely to inputting VASH data.</li> <li>• There was a comment that if there was a way within ClientTrack to simply flag HUD VASH vouchers received, that would be useful. DPSS HMIS will check with Client Track regarding this possibility.</li> </ul>

New Business	PRESENTER	
<b>HMIS Conference / Workshop</b>		<ul style="list-style-type: none"> <li>Suggestion to hold an HMIS Conference for CoC-wide update. Another workshop is pending regarding the new Chronically Homeless definition. It was suggested that system performance also be discussed. The Council agreed that the conference was a positive activity to pursue. David Leahy volunteered to be on a planning committee and volunteered the ABC Recovery Center as the conference location. The complete CoC will be invited to participate.</li> <li><b>Motion was made</b> by Karyn Young-Lowe to appoint a HMIS Conference Planning Committee. Seconded by Susan Larkin. <b>Motion carried</b> – no abstentions.</li> </ul>
<b>Data Sharing</b>		<ul style="list-style-type: none"> <li>This item was discussed under Review and Approve HMIS Charter.</li> </ul>
CONSENT ITEMS	PRESENTER	ACTION/ OUTCOME
<b>APR Review</b>		<p>The APRs listed below were emailed to Council members prior to meeting.</p> <ul style="list-style-type: none"> <li>DMH Riverside PSH – 7/1/15 to 6/30/16</li> <li>HA Street to Home – 6/10/15 to 6/9/16</li> <li>HA S+C Consolidated – 6/17/15 to 6/16/16</li> <li>Lighthouse SSC RRH – 7/1/15 to 6/30/16</li> <li>Path of Life PSH – 7/1/15 to 6/30/16</li> <li>Path of Life RRH – 7/1/15 to 6/30/16</li> <li>US Vets CHAMPS PSH – 7/1/15 to 6/30/16</li> <li>Valley Restart RRH – 7/1/15 to 6/30/16</li> </ul> <ul style="list-style-type: none"> <li>All needed “corrections” will be researched by HMIS. Jennifer R. will email council with her findings regarding Medicaid.</li> <li><b>Motion to approve APRs</b> by David Leahy. Seconded by Angelina Coe. <b>Motion carried</b> – no abstentions.</li> </ul>
INFORMATIONAL ITEMS	PRESENTER	ACTION/ OUTCOME
<b>Permanent Supportive Housing Training – March 3</b>		<ul style="list-style-type: none"> <li>DMH attending 3/3/16.</li> </ul>
<b>Housing First Partners Conference – March 22-25, LA</b>		<ul style="list-style-type: none"> <li>Per David Leahy, this was a spectacular conference to attend. He noted that housing projects allow for city funds to be redirected to various other city matters that require funding.</li> </ul>

<b>Fair Housing Conference</b>		<ul style="list-style-type: none"> <li>April 28, 2016</li> </ul>
<b>Added topic: National Human Services Data Consortium</b>		<ul style="list-style-type: none"> <li>April 13 &amp; 14, 2016. Jennifer R. and Ryoko Y. will attend.</li> </ul>
<b>NEXT MEETING</b>	<b>PRESENTER</b>	<b>ACTION/ OUTCOME</b>
<b>NEXT MEETING</b>		<ul style="list-style-type: none"> <li>May 4, 2016 1:00 – 3:00 PM @ 550 E. 6<sup>th</sup> Street, Beaumont, CA 92223</li> </ul>
<b>ADJOURNED</b>		<ul style="list-style-type: none"> <li>The meeting adjourned at 2:20 p.m.</li> </ul>

<b>Attendees</b>	<b>Organization / Agency</b>
David Leahy	ABC Recovery Center
Jessica Meza	Catholic Charities
Imelda Santana	Catholic Charities
Mark Lash	Coachella Valley Rescue Mission
Karyn Young-Lowe	Lighthouse Social Service Centers
Deniece Marshall	Lutheran Social Services
Rosa Verduzco	Martha's Village and Kitchen
Sandra Dunn	Operation SafeHouse
Alina De Anda	Martha's Village and Kitchen
Leonard Jarman, Vice Chair	Path of Life
Angelina Coe	Shelter from the Storm
Susan Larkin	Valley Restart Shelter
Susana Harris	Valley Restart Shelter
Linda McCullah	Whiteside Manor
Jill Kowalski	HPU
Donyielle Holley	HPU
Jennifer Rosales	HPU
Robin Shepherd	HPU