



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

May 4, 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 not established at this time.
<u>Approval of the Minutes for March 2, 2016:</u>		<ul style="list-style-type: none"> Due to lack of quorum, approval of the minutes will take place at the next HMIS meeting.
OLD BUSINESS	PRESENTER	ACTION / OUTCOME
Coordinated Entry	Lynne Brockmeier / Jill Kowalski	<ul style="list-style-type: none"> HMIS CES Workgroup Report –. Riverside University Health System- Behavioral Health is the lead agency for CES, The CES workgroup is meeting weekly and working on a by-name list and have assigned navigators to veterans and individuals that received a score of 9, to link them to available housing. ClientTrack is ready to move forward with setting up CES in HMIS once the scope of work and agreement are approved. Once completed, HMIS users will be able to complete the VI-SPDATs in HMIS.
Point in-Time Count/Housing Inventory Chart	Rowena Concepcion	<ul style="list-style-type: none"> The PIT was completed in HDX and the HIC has been submitted. Overall, sheltered and unsheltered numbers decreased by 12 percent from last year. HUD requires that the unsheltered PIT be completed every two years, but our CoC is going to conduct the unsheltered PIT every year.

Data Quality		<ul style="list-style-type: none"> • Corona Norco Rescue Mission – After discussing the data quality issues with CNRM, they decided to no longer participate in HMIS since they are not HUD funded. • Coachella Valley Rescue Mission – have been working on correcting their data quality issues. • VASH – this data is still in the process of being updated.
Data Sharing	Lynne Brockmeier	<ul style="list-style-type: none"> • Agencies are currently only sharing client identifying information in HMIS, so that we don't duplicate client records. We would like to also share client enrollments without identifying which projects the client has been enrolled in. Sharing this information will help with the system-wide performance, as well as determining if the client is chronically homeless. • There should be a report that shows the project types and entry/exit dates, without naming the project, as there are agencies that cannot share certain information due to HIPAA guidelines. DPSS will consult with ClientTrack to see what our options are. HMIS staff will check with the vendor regarding creating a report or dashboard in HMIS to show project type and enrollment dates for clients.
HMIS Conference / Workshop	David Leahy	<ul style="list-style-type: none"> • David is out of town – this topic will be discussed at next HMIS meeting.
New Business	PRESENTER	ACTION / OUTCOME
HMIS Service Ticket		<ul style="list-style-type: none"> • Support tickets for issues experienced in the HMIS system should now be submitted through HMIS "Report an issue" option. • Requests for training and password reset's should continue to be sent to HMIS support email.
Next Steps	Lynne Brockmeier	<ul style="list-style-type: none"> • The following items should be listed on the next HMIS meeting agenda <ul style="list-style-type: none"> ○ Tracking attendance – HMIS staff will provide a quarterly report listing the attendance of the HMIS Administrators Council voting members. ○ Quarterly meetings - A motion was made by Stephanie Ramos to hold the HMIS Administrators Council meetings quarterly, rather than every other month. The motion was seconded by Deniece Marshall. Motion carried, with one abstention, pending response from members not in attendance. An email will be sent to the council members regarding the motion to meet quarterly. ○ Vote for new Chair - Lynne announced that she will step down at the next HMIS meeting.

		An agenda item for voting for a new chair will be added to the next HMIS meeting agenda.
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"> HA with OSH – 8/16/11 to 8/31/16 HA Shelter Plus Care All County 1 – 9/1/15 to 8/31/16 LSSC Disabled Women w/ Children – 7/1/15 to 6/30/16 Due to lack of a quorum, the approval of the APRs will take place at the next HMIS meeting.
INFORMATIONAL ITEMS	PRESENTER	ACTION / OUTCOME
CoC Capacity Building Workshop Part 2		<ul style="list-style-type: none"> Workshop will be held on May 10 from 10 a.m. to 4 p.m.
NAEH Conference		<ul style="list-style-type: none"> The National Alliance to End Homelessness Conference will be held on July 26-28
ADJOURNMENT	PRESENTER	ACTION / OUTCOME
NEXT MEETING		<ul style="list-style-type: none"> October 5, 2016, 1:00 – 3:00 PM @ 550 E. 6th Street, Beaumont, CA 92223
ADJOURNED		<ul style="list-style-type: none"> The meeting adjourned at 2:28 p.m.

Attendees	Organization / Agency
Jeremy Shepard	ABC Recovery Center
Mark Lash	Coachella Valley Rescue Mission
Lynne Brockmeier	Dept. of Mental Health
Sterlon Sims	Economic Development Agency
Elizabeth Dearen	Economic Development Agency
Terri Bowen	Economic Development Agency
Stephanie Ramos	Jewish Family Service of SD
Deniece Marshall	Lutheran Social Services

Sandra Dunn	Operation SafeHouse
Alina De Anda	Martha's Village and Kitchen
Leonard Jarman, Vice Chair	Path of Life
Susana Harris	Valley Restart Shelter
Jill Kowalski	HPU
Rowena Concepcion	HPU
Jennifer Rosales	HPU