



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

September 2<sup>nd</sup>, 2015

1:00 p.m. - 3:00 p.m.

Beaumont Civic Center - Room 2

550 E. 6th Street, Beaumont, CA 92223

Minutes Recorded and Transcribed by Veronica Ramirez, Office Assistant III, DPSS – Homeless Programs Unit

TOPIC	PRESENTER	ACTION / OUTCOME
Call to Order	Lynne Brockmeier, Chair	<ul style="list-style-type: none"> <li>The meeting was called to order at 1:03 p.m.</li> </ul>
Public Comment		<ul style="list-style-type: none"> <li>No public comments</li> </ul>
Roll Call & Introductions		<ul style="list-style-type: none"> <li>A roll call was conducted of all members present. All guests introduced themselves. No quorum was reached for the HMIS Administrators</li> </ul>
Approval of the Minutes for July 1 <sup>st</sup> , 2015		<b><i>Motion was made by Susan Larkin and seconded by Angelina Coe to approve the minutes. Motion carried with no abstentions.</i></b>
OLD BUSINESS	PRESENTER	ACTION/ OUTCOME
<b>Coordinated Entry</b>		<u>Conference Call with Sara Fladmo, ClientTrack</u> <ul style="list-style-type: none"> <li>Described the work flow for Coordinated Assessment Functionality in ClientTrack</li> <li>Workflow can be completed as many times as needed for families or individuals for data collection</li> <li>Reporting - create customer report for referrals to take to their housing options</li> <li>Recommended to build different dashboards such as Home, Provider, and Housing dashboards</li> <li>ClientTrack will show what housing resources are available</li> <li>Can make an additional step for external referrals to other resources such as WIC, food pantries, etc.</li> <li>Data collection about clients such as referrals and eligibility</li> <li>Ends with client release exceptions and document check</li> <li>Recommended to use the baseline and building it towards the CoC needs</li> <li>Vi SPDAT is now updated to the X SPDAT should becoming available soon</li> </ul>

		<p><u>HMIS CES Workgroup Report</u></p> <ul style="list-style-type: none"> <li>Skipped down to next item on agenda</li> </ul>
<b>Review and Update</b>		<p><u>MOU Between the CoC and HMIS Lead Agency</u></p> <ul style="list-style-type: none"> <li>Updated responsibilities and Verbiage</li> <li>It is the CoC responsibility to terminate or ratify.</li> <li>Updated pending changes - the CoC is the first entity to generate a change to the HMIS lead</li> </ul> <p><u>HMIS Participating Agency Agreement</u></p> <ul style="list-style-type: none"> <li>Page 1) Add additional language - agency is to agree and abide by all laws</li> <li>Page 4A) Add additional language – Mandatory collection of information</li> <li>Provide a copy of the Mandatory collection of information for next meeting</li> <li>Page 6A) Add any specific rules to agencies</li> <li>Page 8) Add page 8</li> <li>Page 14) add additional language</li> </ul> <p><u>HMIS Charter</u></p> <ul style="list-style-type: none"> <li>Recommendation of changing the Charter to one document and change name to - HMIS Charter/Policies and Procedures.</li> </ul>
<b>Motion</b>		<p><b><i>Motion to approve: To approve the MOU changes: 1<sup>st</sup> Michelle Davis, 2nd Tanya Torno – 0 opposed 0 abstentions.</i></b></p> <p><b><i>Motion to approve: Page 8 in the HMIS Participating agency agreements: 1<sup>st</sup> David Leahy, 2nd Leonard Jarman – 0 opposed 0 abstentions.</i></b></p> <p><b><i>Motion to approve: Change the name to change the name to HMIS Charter/policy and procedures: 1<sup>st</sup> David Leahy, 2<sup>nd</sup> Angelina Coe – 0 opposed 0 abstentions.</i></b></p>
<b>NEW BUSINESS</b>	<b>PRESENTER</b>	<b>ACTION/ OUTCOME</b>
<b>HMIS – Client Track System Upgrade</b>		<ul style="list-style-type: none"> <li>Scheduled with ClientTrack to update, but issues came up with RHY project once the issues are resolved the upgrade will happen by the end of September</li> <li>ClientTrack is not updating RHY, SSVF, ESG until October</li> </ul>

		<ul style="list-style-type: none"> <li>• HMIS will send out an email when the upgrade will happen</li> <li>• September is the change to the system, October is change to Data Collection piece</li> </ul>
<b>HMIS Data Standards Changes October 1<sup>st</sup>, 2015</b>		<p>2015 System Administrators PowerPoint presentation on data standards and consent of information</p> <ul style="list-style-type: none"> <li>• Critical changes on the Universal Data Elements – changed responses</li> <li>• Changed the question length on the on the streets</li> <li>• Shelters collect by bed night</li> <li>• SSVF and HOPWA has data standard changes</li> <li>• Data sharing with agencies - can share basic demographic, but not specific information</li> </ul> <p>HMIS Updates - Annual Performance Reports</p> <ul style="list-style-type: none"> <li>• Changes in the HMIS APR, and currently waiting for changes in EsnapS</li> <li>• CoC APR has been updated but should be going into effect in November – to early 2016</li> <li>• Population Demographic will be asked in the APR</li> <li>• Detailed questions on Homeless Veterans and Youth</li> </ul>
<b>CONSENT ITEMS</b>	<b>PRESENTER</b>	<b>ACTION/ OUTCOME</b>
<b>APR Review:</b>		<ul style="list-style-type: none"> <li>• City of Riverside PSH Chronic – 1/1/15 to 12/31/15</li> <li>• JFS Desert Horizon – 1/1/15 to 12/31/15</li> <li>• Whiteside Manor – 1/1/2015 to 12/31/15</li> </ul>
<b>Available Reports in HMIS:</b>		<ul style="list-style-type: none"> <li>• Duplicate Client Report - Report was reviewed</li> <li>• Data Timeliness Report – Report was reviewed</li> <li>• Data Timeliness – Report was reviewed</li> <li>• Training Report –Report was reviewed</li> </ul>
		Consent Items were reviewed by Council
<b>NEXT MEETING</b>	<b>PRESENTER</b>	<b>ACTION/ OUTCOME</b>
<b>NEXT MEETING</b>		November 4 <sup>th</sup> , 1:00 – 3:00 PM @ 550 E. 6 <sup>th</sup> Street, Beaumont, CA 92223

<b>ADJOURNED</b>		The meeting adjourned at 2:39 p.m.
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<b>Attendees</b>	<b>Organization / Agency</b>	<b>x/Attended</b>
David Leahy	ABC Recovery Center	X
Michelle Davis	City of Riverside	X
Katrina Macay	Coachella Valley Rescue Mission	X
Lynne Brockmeier, Chair	Department of Mental Health	X
Sterlon Sims	EDA	X
Tanya Torno	Housing Authority	X
Becky Ruiz	Jewish Family Services	X
Stephanie Ramos	Jewish Family Services	X
Carlos Bonilla	Lighthouse Social Service Centers	X
Deniece Marshall	Lutheran Social Services	X
Sandra Dunn	Operation Safehouse	X
Leonard Jarman, Vice Chair	Path of Life	X
Angelina Coe	Shelter from the Storm	X
Theo Crawford	US Vets	X
Susan Larkin	Valley Restart Shelter	X
Susana Harris	Valley Restart	X
Linda McCullah	Whiteside Manor	X
HPU	Anabel Ramos	X
HPU	Jennifer Rosales	X
HPU	Ryoko Yamasaki	X
HPU	Rowena Concepcion	X