



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

July 1, 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 1:05 p.m.</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.</li> </ul>
Approval of the Minutes for March 4 <sup>th</sup> , 2015	Lynne Brockmeier	<p><b><i>Motion was made by David Leahy and seconded by Stephanie Ramos to approve the minutes.</i></b>  <b><i>Motion carried with no abstentions.</i></b></p>
OLD BUSINESS	PRESENTER	ACTION/ OUTCOME
<b>Coordinated Entry</b>		<p><u>Conference Call with Michelle Smith, Utah HMIS</u></p> <ul style="list-style-type: none"> <li>Michelle works with the Utah HMIS team and the HMIS Lead Agency for 3 CoC's within the state</li> <li>Use VI SPDAT and SPDAT for assessment – the assessment tools are used to help with prioritization</li> <li>Created Housing Priority List separate from the regular enrollment that includes record to track client's progress and status option</li> <li>Status Option – prescreened, full SPDAT assessment, placement in process, housed/in place, disappear/inactive</li> <li>Homeless Coordinating Committee was created based on geographic area – the committee meets once a month and review available housing and the housing list; housing availability is done before identifying the eligible client</li> <li>Agencies do data sharing to see clients history</li> <li>Not doing referrals yet</li> <li>CES set-up and reports were customized by Michelle and not ClientTrack – this allows agencies to pull housing lists and reports</li> </ul>

		<p><u>HMIS CES Workgroup Report</u></p> <ul style="list-style-type: none"> <li>• The workgroup met in June and identified the CoC HMIS Workflow Needs for Coordinated Assessment. The list was submitted to ClientTrack.</li> <li>• Housing Tab – the 2015 HIC was provided to CT and the contract to complete the Housing Tab cost \$2,500.</li> </ul>
<b>Action Items</b>	<i>HMIS Staff</i>	<ul style="list-style-type: none"> <li>• <i>Add to the Agenda between 2 and 3: Public Comment (Brown Act requirement)</i></li> <li>• <i>Michelle will send screen shots of Utah CES set-up in two weeks. Rowena will follow-up/send a reminder.</i></li> <li>• <i>Ryoko to follow-up on the status of the Housing Tab.</i></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>• Highlighted areas reflect what was added to the MOU.</li> <li>• Some of the responsibilities have been updated with correct verbiage.</li> <li>• Consult with County Counsel if the CoC or BOG is the first entity to generate a change to the HMIS lead.</li> </ul> <p><u>HMIS Participating Agency Agreement</u> Consult with County Counsel about Page 2 Definitions; add wording to exclude substance abuse, mental health and DV clients. Page 3 B3) move highlighted area to page 4 B)</p> <ul style="list-style-type: none"> <li>• Page 3 4A) reword to make sure we include appropriate knowledge or consent of the Client.</li> <li>• Page 4C) add wording to exclude substance abuse, mental health and ADV clients.</li> <li>• Page 12 G) Take upon county counsel to remove this section</li> </ul> <p><u>HMIS Charter</u></p> <ul style="list-style-type: none"> <li>• Recommendation of changing the Charter into 2 manuals - HMIS Charter and Policies and Procedures.</li> </ul>
<b>Motion</b>		<ul style="list-style-type: none"> <li>• Motion to approve: Tentative approval of MOU pending changes: 1st Angelina Coe, 2nd Tanya Torno – 0 opposed 0 abstentions.</li> </ul>

<b>Action Items</b>	<i>DPSS/HMIS Staff</i>	<ul style="list-style-type: none"> <li>• Update the agreement to include, data sharing will include services, and release information.</li> <li>• Coordinate with HMIS consultant on the change from Policies and Procedures to Charter.</li> <li>• Council members will review the Charter and submit feedback/comments/suggestions.</li> </ul>
<b>2015 HIC and PIT Report</b>		<ul style="list-style-type: none"> <li>• Permanent Supportive Housing beds had a high utilization rate reported on the HIC.</li> <li>• Lutheran Social Services has McKinney Vento funding.</li> </ul>
<b>HMIS – Client Track System Upgrade</b>		<ul style="list-style-type: none"> <li>• Version- 5 system upgrade is going into effect when the CoC is ready to transition to the upgrade. CT is still working on some set-up issues.</li> </ul>
<b>CONSENT ITEMS</b>	<b>PRESENTER</b>	<b>ACTION/ OUTCOME</b>
<b>APR Review:</b>		<ul style="list-style-type: none"> <li>• ABC Recovery PSH – 10/1/14 to 9/30/15</li> <li>• DMH HHOPE PSH – 10/1/14 to 9/30/15</li> <li>• US Vets TH - 10/1/14 to 9/30/15</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 - Rapid Rehousing is reported by how long it takes to input the client into HMIS from the actual clients move in date, Permanent Supportive Housing does not have that option</li> <li>• Training Report – was reviewed</li> </ul>
<b>Motion</b>		Motion to approve the Consent Item. Motion approved 1 <sup>st</sup> Susan Larkin; David Leahy 2 <sup>nd</sup> , 0 opposed 0 abstentions.
<b>NEXT MEETING</b>	<b>PRESENTER</b>	<b>ACTION/ OUTCOME</b>
<b>NEXT MEETING</b>		September 2 <sup>nd</sup> , 2015, 1:00 – 3:00 PM @ 550 E. 6 <sup>th</sup> Street, Beaumont, CA 92223
<b>ADJOURNED</b>		The meeting adjourned at 2:25 p.m.

<b>Attendees</b>	<b>Organization / Agency</b>	<b>x/Attended</b>
David Leahy	ABC Recovery Center	X
Leah Polk	ABC Recovery Center	X
Jessica Meza	Catholic Charities	X
Monica Sapien	City of Riverside	X
Tom Cox	Coachella Valley Rescue Mission	X
Lynne Brockmeier, Chair	Department of Mental Health	X
Maria Valles	Foothill Aids Project	X
Tanya Torno	Housing Authority	X
Le McClellan	Jewish Family Services	X
Stephanie Ramos	Jewish Family Services	X
Carlos Bonilla	Lighthouse Social Service Centers	X
Deniece Marshall	Lutheran Social Services	X
Alina De Anda	Martha's Village and Kitchen	X
Rosa Verduzco	Martha's Village and Kitchen	X
Sandra Dunn	Operation Safehouse	X
Leonard Jarman, Vice Chair	Path of Life	X
Angelina Coe	Shelter from the Storm	X
Debra Walker	US Vets	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