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### **HMIS Committee Meeting Minutes**

Tuesday, 6/16/2020 | 2:00pm – 4:00pm  
WebEx Meeting

#### **Attendees**

Michael Fischer (H3), Tammy Stoicich (H3), Kristina Jackson (H3), Jamie Klinger (H3), Erica McWhorter (H3), Shelby Ferguson (H3), Evelyn Quinteros (STAND!), Sharon Osterweil (Lifelong Medical), Sara Marsh (Hope Solutions), Bertha Lopez (Hume Center), Natalie Kent (Shelter Inc), Sadiq Nemati (Shelter Inc), Gina Hernandez (Shelter Inc), Jenny Quijada (Trinity Center), Marjolein Daas (Trinity Center), Tanya Goins (Hope Solutions), DeVonn Powers (Humanity Way), Contesa Tate (GRIP)

#### **Welcome and Introductions**

#### **Review of Committee Purpose and Expectations**

The HMIS policy committee is a committee under the purview of the Council on Homelessness. This meeting is intended to:

- Review, discuss, and implement data collection mechanisms in HMIS in support of the CoC and HUD Universal Data Element requirements, including but not limited to annual HUD data standard changes
- Discuss HMIS logistics: licenses, invoices, program customizations, reporting needs, etc.
- Discuss data concerns, training needs, and troubleshoot HMIS issues
- Recommend HIMS policy changes to the COH for approval
- Review HMIS applications and interview agencies who wish to become an HMIS Participating agency. Then make recommendations to the Council on Homelessness for final approval

Participants:

- HMIS Lead Agency – H3: facilitates the meetings, creates agendas, and distributes meeting minutes
- Agency administrators
- HMIS participating staff
- COH representation \*Identifying a rep to join monthly meetings to bring system level perspective to committee and to inform

Next steps: Sharing meeting minutes on the H3 website, and will begin doing bi-monthly report outs with the COH to provide updates on activities taking place within this committee

#### **Review Previous Meeting Minutes**

Past meeting minutes were approved by committee attendees.

#### **HMIS Licenses and Invoicing:**

Kristina will be in touch with each provider to confirm the number of licenses needed for the new fiscal year and to answer any licensing questions. After that, an invoice will be generated and sent.



## HMIS Virtual Training Schedule

Tammy will be hosting new user trainings on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of each month. The next training will be on July 8<sup>th</sup> from 9am to 11am. There is also an afternoon training scheduled for July 22<sup>nd</sup> from 1pm to 3pm. If you or your staff needs HMIS training, please email [H3redteam@cchealth.org](mailto:H3redteam@cchealth.org) to check availability and reserve your spot.

## HUD 2020 Data Standards: Coordinated Entry System (CES) Program Rollout

- Overview – enrollment, triage, and services
  - Change Agency access to Contra Costa CES
  - Search for client
  - Go to Programs tab, enroll participant, click on Assessments tab, record current living situation and verify all household members.
  - Go to the Triage Tool and complete options/questions and save.
  - Referral Module - CORE refers to shelters. Rapid Resolution is HUME Center. The phone numbers for shelters are on the screen, please call. Put your name and contact information in comments box within the referral screen to ensure a warm hand off.
  - Any time you are communicating with a client, you should be documenting this in Clarity under the CES enrollment.
  - Exit client once they are in permanent supportive housing.
- Pilot phase of implementation feedback
- Q&A with Shelby Ferguson, Coordinated Entry Manager

## Data Q&A Reminders

1. On the Tenth of every month, your enrollment reports are due to Tammy Stoichich.
  - a. To run the report, go to your Report Library, select the Contra Costa Enrollment Report, click the proper options and dates for the previous month.
  - b. Run as a Web Page, make corrections as needed, and run report again.
  - c. Check your clients' VI status, residence, discharge, move-in dates, active clients, Last Agency Service, Last Systemwide Service (if not served in last 6 months). These are all important QA items to keep in mind.
  - d. Another helpful report to keep up with your QA work is the HMIS Data Quality Report – select options and dates. This will help keep your data clean and up to date.
  - e. If you have any questions on how to run these reports, contact the RED team at [H3redteam@cchealth.org](mailto:H3redteam@cchealth.org).

## Pending HMIS Application

We will be putting the request out for 3 volunteers to sit on an interview panel with agencies requesting access to HMIS. After we receive the application, we ask panelists to come up with 2-3 of their own individual questions, with the support of the HMIS leads. Before volunteering as a panelist, please confirm that there are no conflicts of interest with the applying provider. The HMIS leads will schedule a time for the remote interview of the pending applicant. The time commitment is about an hour for each application. We anticipate receipt of two applications over the next month and will be reaching out to the group soon for panelists.

## Provider Updates

1. Hope Solutions - no
2. GRIP - no
3. Humanity Way – no
4. HUME – no
5. Life Long Medical – Sharon, services request has been approved? Tammy noted that this should be complete by this week.



6. Shelter Inc – no
7. Trinity Center – we moved to our new location - 1888 Trinity Ave. Started a partnership with Loaves and Fishes and are happy with them.
8. Stand – we are not fully open. Referrals are happening through the crisis line.

**Next Meeting: Tuesday, July 21, 2:00 – 3:00 pm**

- Reminder: CES training videos are available online on the H3 website. You can find them here under “Video Tutorials”: <https://cchealth.org/h3/coc/partners.php#HMIS>

**Adjourn**

