



CONTRA COSTA HMIS POLICY COMMITTEE

Tuesday, March 16, 2021 from 3:00-4:00pm

Meeting Recording: <https://web.microsoftstream.com/video/211f1057-4062-48bf-bacb-1fc6874d3773>

MEETING MINUTES

Welcome & Introductions

Cassie Hourlland (CoC Lead), Kim Thai (HMIS Lead), Jamie Klinger (HMIS Lead), Kristina Jackson (HMIS Lead), Tammy Stoicich (HMIS Lead), Shelby Ferguson (CES Manager), Gabriel Lemus (COH), Tony Ucciferri (COH), Iman Novin (COH), Linae Altman (COH), Jo Bruno (COH), Mallory Boykin (Berkeley Food and Housing Project), Dora Segura (Catholic Charities of the East Bay), Lesley Garcia (211), Laura Sharples (H3), Justin Pennell (H3), Jenny Robbins (H3), Fadi Elhayek (H3), Hillary Bowers (H3), Lisa Thomas (H3), Michael Fischer (H3), Tracy Humphrey (H3), Contesa Tate (GRIP), Tanya Ford-Gains (Hope Solutions), Sara Marsh (Hope Solutions), Patrick Oso Okah (Hope Solutions), Gayla Shelton (Humanity Way), Bertha Lopez (Hume Center), Sharon Osterweil (Lifelong Medical), Janel Fletcher (SHELTER Inc.), Sadiq Nemanti (SHELTER Inc), Gina Hernandez (SHELTER Inc), Jenny Quijada (Trinity Center), Scott Garvey (Trinity Center), Teri Lundvall (Winter Nights Shelter), Rebecca Sanders (BACS), William Goodwin (Hope Solutions), Faith Chege (H3), Jose Villa (H3)

Agency Updates

- Kristina asked for updates from providers.
- Kristina announced the new HMIS data clerk, Loren Brown is starting with H3 tomorrow. Members will hear from her at the April HMIS Committee meeting. The RED team is hiring for another data analyst.

HMIS MOU Update

- Kim announced the RED Team made changes to the MOU. The document was sent to members for review prior to the meeting.
- Changes to the document include additional language in the background section, clarification of acronyms and terminology and clarification of the role of H3 as the CoC and HMIS Lead.
- No comments were received from HMIS Policy Committee members regarding the HMIS MOU.

HMIS Policies and Procedures

- RED Team has taken the lead on updating the HMIS Policies and Procedures. The last update was in 2014.
- RED Team is currently making suggested edits and will be sending the document to the HMIS Policy Committee for review and approval at the next meeting.

- **Q:** Will the redline version be circulated?
 - **A:** We will include a summary of changes with the document because the red lined version may be difficult to read.

2022 HUD Data Standards

- Kristina gave the group an update on the 2022 HUD Data Standards.
- Data standards have not been officially released. The RED Team is still waiting to hear from the vendor. The data standard changes will be related to client demographic responses in addition to health condition responses. The responses will be minor in terms of what will be updated in Clarity and on intake forms.
- HUD has approved changes on March 5th, next Bitfocus the vendor will review changes, and then those changes will be communicated to the RED Team for implementation.
- More information will be shared when it becomes available.

Proposed Intake Form Modifications

- Kim shared a few proposed intake form changes with the group. Changes include prior living situation field for children, last permanent zip code, 2022 HUD Data Standards, Triage Tool contact information and Utilization/Accessibility.
- **Prior Living Situation Field for children:** These changes may add another page to the intake form and might add a little more time to the intake process.
 - **Q:** We have entered information about prior living situation of children in PSH and have been told to change this, so they were in compliance with the chronic homelessness requirement. When we run APR at the end of the year the whole family is considered. We will not have 100% chronic homelessness when we run our APR.
 - **A:** Is there a custom screen you are using when completing this information?
 - Might occur more frequently when child is born. Entry date of the family.
 - You should put in the most accurate start date. If the child is born months after, you put in the date of birth.
 - Similarly, children who join households, told to put them in as chronically homeless.
 - This will create new ways of working for our programs.
- **Last Permanent Zip Code:** This change came up a month ago. The RED Team completed an equity analysis and found other communities collected a last permanent zip code. We currently collect last permanent city. This is a HUD field but is only required for VA programs. Considering expanding to all programs.
 - It will be hard to get this accurate for a lot of people. Most people will not know this information and so we will be trying to figure this out on google maps. The data quality may suffer significantly.
 - **Q:** Don't we already have city where you lost housing and city where you spent last night, and can we extrapolate whatever we need from this?
 - **A:** Tried this but some cities have multiple zip codes, so the data was a little skewed.
 - Support the goal of trying to analyze equity but agrees with comment on data may not be full.

- **Q:** Is there a point in the process that this might be asked?
 - **A:** If you are doing the intake in front of a computer, you could look into each of those program enrollments to see if there is a response to the question to find this information.
- **2022 HUD Data Standards:** The RED team doesn't have the specifics on this yet. There may be additions to demographics, MHSA related questions. As the RED Team learns more, the HMIS Policy Committee will be informed. These changes don't have to be rolled out until October 1st.
- **Triage Tool Contact Information:** The RED Team received information around Calli House and the phone number. We will be updating the phone number for Calli House.
 - We only have one number operating so please update as soon as possible.
 - Are there other phone numbers that need to be updated? No other numbers need to be updated.
- **Utilization/Accessibility:** Noticed that the font size is small. What size should the font be, and do we need a Spanish translation of the form?
 - Multiple members agreed it would be good to have a Spanish Translation.
 - 8-point font is small and should at least be an 11.
 - More accessibility the better.
 - Jamie Klinger asked individuals to share if their frontline staff are using the paper form or putting the information directly into HMIS.
 - Suggestion to add a large print form as well for people who are vision impaired. Housing Authority uses 18 point or larger.
- The RED Team will update the Calli House number on the form and will follow up with the group on the zip code change. In addition, prior living situation for children will be added, and the font size and Spanish translation may take a few months to develop. Committee members should expect something in the next few weeks for the Calli Housephone number update, and a more comprehensive update of the intake form to be distributed later this year, potentially September.

VISPDAT Data Entry

- Kristina touched on VISPDAT Data Entry. Shelby Ferguson informed the RED Team this is a question she has received several times, so she wanted to cover this again to reach a broad group.
- Kristina reviewed the steps of CES Data Entry. These include: CES Enrollment, Current Living situation, Contra Costa CES Triage Assessment and Referral; Coordinated Entry Events (services) and the VISPDAT.
- If you are unable to enter the VISPDAT please check to make sure you are in the CES Program enrollment and your agency access is switched to Contra Costa CES.

Annual Assessment Reminders

- Annual Assessments are required for clients in all RRH and PSH projects for one year or longer.
- Household members are required to have an annual assessment. The assessment date should be the same as the Head of Households even if they have different project start dates.
- Clients should only have one annual assessment per year.

- If a client experiences a life update within the year do not add another annual assessment. These changes should be captured in a status update.
- If annual assessments are missing this could affect the CoC's outcomes in the SPM, LSA, or APR.
- To know if the clients' annual assessment is past due please go to report library- HUD Reports- HUD-225 Data Quality Report.

Questions- No additional questions.

Next Meeting: Tuesday, April 20th from 3:00-4:00pm