



Butte Countywide Homeless Continuum of Care

Homeless Management Information System / Coordinated Entry Committee
Monday, December 7, 2020 1:00 p.m. – 3:00 p.m.

Butte County Employment and Social Services – Zoom Virtual Meeting

Zoom Link: <https://us02web.zoom.us/j/83818432795?pwd=K21icUtNdUhvaVNoUS92Y3N4U0daUT09>

Phone: (669) 900-9128 Meeting ID: 838 1843 2795 Passcode: 174243

HMIS/CE COMMITTEE MEMBERS (CHO Administrator, or designee):

Angie Little, HACB	Keesha Hills, OSCIA	Staci Parisi, DESS
Joy Amaro, True North Housing Alliance	Shelly Watson, Jesus Center	Christy Taylan, Caminar
Nancy Jorth, Youth for Change	Tracey Stogsdill, Butte 211	Annie Terry, Oroville Rescue Mission
Lauren Kohler, Safe Space	Trishalana Ott, BCDBH	Sara Sweaney, Nation’s finest
Stephan Spirk, CAA	Carolina Cruz. Catalyst	Dawn Napier, Veteran’s Administration
Amanda Gaylord, CHAT	Debbie Villasenor, Consultant	

First Chairperson: Staci Parisi, DESS HH

Second Chairperson: Sarah Frohock, BCDBH

AGENDA

- | | |
|---|--------------|
| 1. Call to Order | S. Parisi |
| 2. Roll Call | S. Parisi |
| 3. Approval of Minutes - ACTION | All |
| a. HMIS/CES Committee Meeting November 9, 2020 | |
| 4. Updated HMIS/CES Policy and Procedure Approved by CoC | S. Parisi |
| 5. 2019 and 2020 LSA Data Cleanup in HMIS & HDIS Upload | S. Parisi |
| 6. HMIS Training Environment | E. Rawlinson |
| 7. Approval of 2021 HMIS/CES Meeting Schedule – ACTION | S. Parisi |
| 8. Agency Updates/Announcements | All |
| 9. HMIS/CES Training/Office Hours | E. Rawlinson |
| a. Updating Contact Information | |
| b. Linking Assessments | |
| 10. Next Meeting: Monday, January 4, 2020; 1:00 – 3:00 p.m. | |
| a. Virtual meeting hosted by Butte County Department of
Employment and Social Services | |
| 11. Adjourn | |

MEETING MINUTES
HMIS/COORDINATED ENTRY SYSTEM COMBINED COMMITTEE
Of
BUTTE COUNTYWIDE HOMELESS CONTINUUM OF CARE
November 9, 2020, at 1pm-3pm
Zoom Meeting

<https://us02web.zoom.us/j/81507923967?pwd=MzM3d1R6Q2VvRnU1QWUrREFLeIpFQT09>

COMMITTEE MEMBERS PRESENT:

Janine Gomez, True North
Amanda Gaylord, CHAT
Joy Amaro, True North
Stephan Spirk, Community Action Agency
Staci Parisi, DESS Housing & Homeless
Angie Little, Housing Authority
Christy Talan, Caminar
Shelly Watson, Jesus Center

OTHER ATTENDEES:

Jay Coughlin, DESS Housing & Homeless
Elisa Rawlinson, DESS Housing & Homeless
Julie Anchooguy, DESS
Pahua Thao, DESS Housing & Homeless
Jennifer Zellers, Nations Finest
Nick Fashing, DESS
Rachel DeLeon, DESS
Sara Frohock, Butte County Behavioral Health
Carolina Cruz, Catalyst
Caitlin Davis-Rivers, CHAT
Penny Mittag, DESS
Mark Alvidrez, CHAT

COMMITTEE MEMBERS NOT PRESENT:

Lorilyn Manwarran, Ampla	Debbie Villasenor, Housing Consultant
Trisha Ott, Butte County Behavioral Health	Tracy Stogsdill, 2-1-1 Help Central
Annie Terry, Oroville Rescue Mission	Lauren Kohler, Safe Space
Sara Sweeney, Nation's Finest	Nancy Jorth, Youth for Change
Nancy Jorth, Youth for Change	Keesha Hills, OSCIA

RECORDING SECRETARY:

Elisa Rawlinson DESS Housing & Homeless

Welcome/Agency Updates: S. Parisi opened the meeting at 1:04 p.m. Roll call taken. S. Parisi.

Approval of Minutes: No corrections were noted to the minutes of the October 12, 2020, HMIS/CES Committee meeting.

Motion to approve with no corrections: Stefan Spirk

Seconded by: Amanda Gaylord

Minutes for the HMIS Committee Meeting on October 12, 2020, were approved by consensus.

HMIS Policy/Procedures Manual Update: The County received technical assistance regarding HUD guidelines on client privacy. Staci Parisi shared a recap of prior discussion, which occurred at the June 8, 2020 meeting:

- Baseline HUD requirements state there is no need for a signed consent form from the client to enter their information into HMIS. Agencies have implied consent from the client based on the client reaching out for help from an HMIS participating agency.
- HUD requires:
 - o Public Notice which must be posted and visible to all clients when and where HMIS is being entered.
 - o Privacy Notice explaining what information is being collected, who can see the information and when/why the information will be shared. All agencies need to personalize the public notice to include their agency name, address and contact information.
 - If an agency has additional privacy requirements the agency will need to enter that information into #6 of the HMIS Policy and Procedure Manual.

Question: Should agencies add their logo to the Public Notice?

Answer: If the agency would like to, they can.

Question: Regarding the Privacy Notice, if the client declines a copy of this notice does the agency need to document it?

Answer: No. Additionally, if the client would like the Privacy Notice information at a later date they can get it from the CoC website.

The aforementioned information needs to be brought to the CoC council for approval, it hasn't been approved yet by the CoC because the HMIS Policy/Procedure Manual, the Data Privacy Plan and the Lead Agency Information had to be updated. It is all updated and will be presented to the CoC council for approval.

Question: Has the updated information been posted to the CoC website?

Answer: No, it has to be approved by the CoC council and approved. Once that occurs it will be added to the website.

Question: Can an agency add their information to the Privacy Notice?

Answer: Yes

It should be noted, some agencies will not share information, including Youth for Change clients under the age of 18, Behavioral Health, and Catalyst (who uses their own system independent of HMIS).

Motion to approve sending the HMIS Policy/Procedure updates to the CoC council for approval: Shelly Watson

Seconded by: Stefan Spirk

None were opposed to submitting to the CoC council for approval.

Agency Updates: The Jesus Center will be doing a Thanksgiving dinner. They will be using the Salvation Army facility. Clients will need to sign up for time slots due to COVID restrictions on social/physical distancing. Clients can sign up at the Jesus Center, and information on the Thanksgiving dinner will be provided to 2-1-1 Help Central staff this date (November 9, 2020).

DESS Housing and Homeless branch has successfully uploaded the initial LSA report to the HUD website.

DESS Housing and Homeless branch has also received information from the Housing Authority of Butte County regarding a request for 30 names/packets for the Homeless Set Aside Vouchers. Names will be pulled from the Coordinated Entry list. Anyone who Housing Navigators are unable to get ahold of, the Housing Navigators will connect with Butte County Behavioral Health and Catalyst and ask staff to search their client lists to see if the client is one of theirs. If it is determined they are a client of the aforementioned agencies, agency staff will not inform the Housing Navigators, but will connect with the client and work with them to contact the Housing Navigators.

Approval of Chair & Second Chair Position for the Committee: The CoC council need to approval all Chair and Second Chair positions for all subcommittees. Currently the Chair of this subcommittee is Staci Parisi, of the DESS Housing and Homeless branch and the Second Chair is Sarah Frohock, of Butte County Behavioral Health. The floor was opened for discussion and to determine if anyone else was interested in holding either the Chair or Second Chair positions.

There was no discussion and no others were interested in holding either position. There was a motion to approve both positions:

Motion to approve Staci Parisi as Chair of the HMIS/CES Committee: Janine Gomez

Seconded by: Shelly Watson

Motion to approve Sara Frohock as Second Chair of the HMIS/CES Committee: Janine Gomez

Seconded by: Shelly Watson

HMIS/CES Training: Elisa Rawlinson, shared with the committee the addition of the new Training Environment. This new environment will allow for those who are being newly trained or updating their training to get live experience as opposed to 'just' watching the program and listening to explanations of how HMIS/CES works.

The program level notes versus person level notes were discussed.

It was announced that starting this date (November 9, 2020) all agencies were able to view if a client had an active Coordinated Entry or FEMA Non-Congregate Shelter program, even if a user is logged into their own agency. This will allow for users to determine quickly if a client has or needs a Coordinated Entry case. Additionally, it will allow for users to determine if a client is a part of Project Roomkey, and if they should be prioritized for housing based on the recent CoC Coordinated Entry amendment.

Agency Administrators were reminded that that CES exits should be completed by the Housing Navigators, Elisa Rawlinson and Pahua Thao. When an agency has assisted a client with Permanent Housing they need to email the Housing Navigators with the information so the client can be exited.

Announcements/Comments: The Butte County CoC HMIS system is now at 100 users. CHOs were reminded they must inform Staci Parisi immediately upon a user leaving their agency.

Next Meeting - Monday, December 7, 2020 at 1:00-3:00 P.M.

ADJOURN - 1:59 PM

BUTTE HMIS/CES COMMITTEE 2021 MEETING SCHEDULE

<u>Proposed DATE</u>	<u>LOCATION</u>	<u>TIME</u>
January 4	Virtual	1:00pm to 3:00pm
February 1	Virtual	1:00pm to 3:00pm
March 8	Virtual	1:00pm to 3:00pm
April 12	Virtual	1:00pm to 3:00pm
May 10	TBD	1:00pm to 3:00pm
June 14	TBD	1:00pm to 3:00pm
July 12	TBD	1:00pm to 3:00pm
August 9	TBD	1:00pm to 3:00pm
September 13	TBD	1:00pm to 3:00pm
October 11	TBD	1:00pm to 3:00pm
November 8	TBD	1:00pm to 3:00pm
December 6	TBD	1:00pm to 3:00pm

Location(s):

- 1) Virtual

Hosted by Butte County Department of Employment and Social Services (DESS). Invite sent monthly.

If In-Person Meetings Resume in 2021, locations will alternate between:

- 2) Oroville DESS Andes Room
78 Table Mountain Blvd., Oroville
- 3) Chico DESS Condor Room (Condor room located on the first floor near main entrance)
765 East Avenue, Chico (North Valley Plaza)