

MEETING MINUTES
HMIS/COORDINATED ENTRY SYSTEM COMBINED COMMITTEE
Of
BUTTE COUNTYWIDE HOMELESS CONTINUUM OF CARE

November 4th, 2019
Housing Authority of the County of Butte Training Room
Chico, CA

COMMITTEE MEMBERS PRESENT:

Tom Tenorio-CAA/CoC
Sarah Frohock-BCDBH
Debbie Villasenor-Consultant
Angie Little, HACB
Nancy Jorth, YFC
Staci Parisi, Butte County
Shelly Watson, Jesus Center
Eliza Dyer, Catalyst

OTHER ATTENDEES:

Robyn Gerfen, Torres Shelter
Scott Rich, HMIS Support
Tim Hawkins, CAA
Lorilyn Manwarren, Ampla Health

RECORDING SECRETARY:

Krystal Tyranowski, CAA

COMMITTEE MEMBERS ABSENT:

Christy Taylan, Caminar
Deanna Schwab-Safe Space
Gisela Nieto, Ampla Health
Don Taylor, Butte County
Lisa Currier, CCAT
Jennifer Alpern, Oroville Hope Center

Joy Amaro, Torres Shelter
Tara Sullivan-Hames, 211
Shaloma Wolske, VRC
Leslie Johnson, CHAT
Carolina Cruz

Welcome/Introductions: Tom opened the meeting at 1:38 p.m. All committee members present introduced themselves.

Approval of Minutes of Meeting of October 14th-

The minutes from the meeting of October 14th were not approved due to a lack of a quorum. The minutes from the meeting of October 23rd were not available for approval. They will be presented at a future meeting.

Review of Status of New System User Onboarding-DISCUSSION-T Tenorio

S Rich indicated that there would be a large number of new system users coming on board. This was due to the new projects created by the new and recent HEAP and CESH and ESG funding awards. In addition there was a natural transition of system users occurring within existing Contributing HMIS Organizations (CHOs). Therefore additional training opportunities will be available on a more regular and frequent basis. This will include system usage of the basic HMIS software, the Coordinated Entry module as well as the VI-SPDAT common assessment tool that was adopted by the CoC.

On this last item T. Tenorio responded to questions by explaining the plans to provide training to system users to administer the Vulnerability Index -Service Prioritization Decision Assistance Tool (VI-SPDAT). It was explained that the CoC would design and conduct its own training. This was due to the low-quality of the training provided previously by the assessment vendor. Tom shared that the True North Housing Alliance would conduct the training. TNHA has an experienced super user who they would use to conduct the trainings. CAA is working with TNHA to complete the design and conduct of the training.

Review of New Help Desk Support Process – DISCUSSION – S Rich

S. Rich reported that with many of the new Home Energy Assistance Program (HEAP) the U.S. Department of Urban Housing and Development (HUD) is designating changes that are making it increasingly difficult to support within the programs current processes. S. Rich further explained the need for new trainings regarding the expansion, and that he would be conducting the trainings for all new Coordinated Entry (CE) implementations, Homeless Housing and Assistance Program (HHAP), and Agency Administrative training.

These trainings would occur the morning of the HMIS and CE meetings and an agenda would be provided beforehand so that only those in need of that particular training can attend the proper training. The agenda would be decided by the committee in order to keep trainings consistent and efficient. S. Rich proposed that more training videos be implemented to be used as reference for those that have already attended the training.

Review of Data Quality Plans to Prepare for Federal Reports – 2020 HIC, PIT, SPM – DISCUSSION – S Rich

S. Rich reported that preparations were underway for the annual upload of the Point-in-Time (sheltered-only), Housing Inventory Count (HIC), the Longitudinal Strategy Assessment (LSA), formerly the Annual Housing Assessment Report (AHAR). These reports pull from data already in our HMIS so no new data entry is required. The uploads or submissions will occur in the first quarter of 2020. Scott is working with CHOs to ensure that data quality checks are conducted on a regular basis. As long as the data hit all the data points then the standards required by the Federal Government would be met. Anytime data is modified an update would be made.

Review of Implementation of New 2019 HUD HMIS Data Standards-DISCUSSION-S Rich

The only changes that will have to be implemented will be to the Coordinated Entry (CE) in regards to how data is being captured and how it can be implemented appropriately. Data has to be entered as accurately as possible and each organization entering data only has one main location that is the Administration Offices.

The goals for this to be accomplished will be to enter all clients within the next few weeks, clean-up all the data by December 1st, 2019. It will be the responsibility of all CHOS to verify that all the information that is entered is correct.

Committee Members Review of Annual Community Queue Update Special Reports – DISCUSSION – All

T. Tenorio asked that S. Rich explain the special reports that were created to the committee. These special reports were a result of HMIS Lead Agency monitoring of the Community Queue. A number

of persons entered into the Queue who had unusual scores for their VI-SPDAT assessment. S. Rich explained that the 0 & 1 Report means these individuals scored so low on the assessment they do not show up on the community queue. There may be multiple reasons for these low scores. It is necessary to identify the reasons for these low scores in order to ensure that persons eligible for services are not inadvertently by-passed due to incorrect ranking. Because the low scores indicate that an assessment may not have been administered the list can be remedied by finding out if an assessment was ever administered after they were enrolled.

Some of the low scores could be a result of lack of follow up by agencies. Each organization will be assigned a portion of the list and it will be required that each navigator log in to each client and find out if there was follow up. If a client does not have any contact information then the navigator will have to follow the proper protocol to remove the client. A protocol is necessary to determine at the end of the year what updates are necessary so that fair policies and procedures are followed.

Update on County Progress in Expanding Support Capacity for CoC, HMIS and CE – INFORMATION-TBD

T. Tenorio reported on behalf of D. Taylor regarding the update on county progress. It was reported that the County is in the process of filling positions approved for the County's new Housing and Homeless Branch of the Department of Employment and Social Services. This includes a Navigator position for support of the efforts of the Coordinated Entry Committee.

Recommendation to CoC Relating to Designation of County of Butte as HMIS Lead Agency- DISCUSSION – T Tenorio

T. Tenorio reported on the need for the committee to focus on the willingness of the County of Butte to assume support of the Continuum of Care. Beyond the need for more capacity for the CoC to be able to participate in new and anticipated funding opportunities there is a need for greater capacity to improve support of the Coordinated Entry System (CES) and Homeless Management Information System (HMIS). T. Tenorio expressed that it would be important for the Continuum of Care (CoC) to know that the Committee of system users fully supports the transition of the HMIS Lead Agency designation from Community Action Agency of Butte County to the County of Butte. It was the consensus of all HMIS and CE committee members in attendance that the full CoC be informed that the Committee supports the designation of the County as the HMIS Lead Agency.

Next Meeting – Both Committees to meet together on December 9, 2019 @1 p.m. for the combined meeting of HMIS/CE committees.

ADJOURN – 3:27PM