

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

December 9th, 2019
Housing Authority of the County of Butte Training Room
Chico, CA

COMMITTEE MEMBERS PRESENT:

Tom Tenorio-CAA/CoC
Sarah Frohock-BCDBH
Angie Little, HACB
Staci Parisi, Butte County
Christy Taylan, Caminar
Eliza Dyer, Catalyst
Joy Amaro, Torres Shelter
Tara Sullivan-Hames, 211
Leslie Johnson, CHAT

OTHER ATTENDEES:

Robyn Gerfen, Torres Shelter
Scott Rich, HMIS Support
Lorilyn Manwarren, Ampla Health
Stefan Spirk, CAA
Breanna Harvey Butterfield, DESS
Don Taylor, DESS

RECORDING SECRETARY:

Krystal Tyranowski, CAA

COMMITTEE MEMBERS ABSENT:

Debbie Villasenor-Consultant
Deanna Schwab-Safe Space
Gisela Nieto, Ampla Health
Don Taylor, Butte County
Lisa Currier, CCAT
Jennifer Alpern, Oroville Hope Center

Nancy Jorth, YFC
Shelly Watson, Jesus Center
Shaloma Wolske, VRC
Carolina Cruz

Welcome/Introductions: S. Frohock opened the meeting at 1:01 p.m. All committee members present introduced themselves.

Approval of Minutes of Meeting of November 4th, 2019 - The Committee took no action.

Approval of Minutes of the Meeting of October 14th, 2019 - The Committee took no action.

Review of Status of New System User Onboarding-DISCUSSION- S. Rich: S. Rich reviewed with the committee that every agency must have a System Administrator and that Administrator would help manage the New User Onboarding process for their agency. S. Rich asked that an e-mail then go out to the HMIS Help Desk and the Lead Agency. Once the email is received then an invitation with link to the training site will be issued. The new user will then have the ability to access the training site. Prior to this the HMIS Lead Agency should have the necessary documents to complete

the user file. These include a signed CHO Participation Agreement from the Agency and a signed New User Agreement from the proposed new user. The Agency must also sign the New User agreement and include a certification that a background check was completed on the new user. The original documents must be sent to the Lead Agency and from that point it would be the responsibility of the CHO System Administrator (also known as that Agency's "Power User"). S. Rich explained further that anytime a New User is brought on to the system that a data quality check will be conducted periodically to that agency's data to ensure data is being properly entered.

S. Rich further reported that with some of the HEAP programs there has been delay for Agencies who have not been fully brought on board. S. Rich is proposing that training be held at minimum once per month to address any data issues and questions. These trainings were previously administered in Arizona and proved to be effective in helping the system run more efficiently. The focus would be on Users that require a little extra help and would have to sign up for these trainings through their HMIS Administrator. The proposed training times would be slated for the same days as the HMIS and Coordinated Entry Committee Meetings.

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

DISCUSSION – S Rich: S. Rich reported that there were a few reports ran between December, and April regarding the Housing Inventory Chart (HIC) which consists of a list of programs that have beds dedicated to homeless persons as a measure of the "universe" of available beds. There is the Point in Time (PIT) count that determines which beds are occupied or "used" according to specific type of activity (e.g. emergency, transitional, RRH etc). HUD uses a formula that compares the universe of available beds to the number of beds used to come up with a "coverage" measurement. The Longitudinal Strategy Assessment (LSA) report replaced the Annual Housing Assessment Report (AHAR) and is derived from HMIS data. So it requires quality data in the HMIS. HUD is still currently making changes and fixes and the reports are then uploaded to the HDX site. S. Rich requested that agencies run a CAPER (for ESG projects) and APR's (for CoC-funded projects) to aid in data clean-up. If all the data is entered in correctly then the reports will be accepted and useful.

Update on Coordinated Entry Data Clean up - DISCUSSION – S Rich: S. Rich reviewed with the committee what is to be done with the information acquired from the data clean-up. S. Rich expressed the need for a formal process for users to follow. The process for removing clients is to switch agencies and enter the exit date of that client. In regards to second attempts at contact with clients S. Rich asked that committee members please refer to the policies already in place for this process. The process for exiting a client should consist of attempting emailing the client, calling the client, and if that fails a letter must be sent and if no reply is received then the client can be exited.

Committee Members Review of Annual Community Queue Update Special Reports –

DISCUSSION – All: S. Spirk reported that it is important that all agencies are responsible for their own data entry. S. Rich added that agencies should be pulling from the top of the Community Queue. All agencies should be contacting the persons on the Queue in the portion of the list that is assigned to them. When all agencies complete their follow-up contacts and exit the persons from the Queue who cannot be contacted or who no longer need services then the annual update to the Queue will have been completed.

UPDATES: A. Little with the Housing Authority of the County of Butte reported that The Housing Authority will be opening up their waiting list for the homeless preference only. The ultimate goal of this is so that they can pull those applicants directly from the Coordinated Entry List. The waiting list will be held open until those 75 spots are filled. A. Little is hoping to create a possible Sub-Committee to help work out logistics of use of the Coordinated Entry System for this purpose.

D. Taylor reported that the position for a Navigator for the County closes Friday December 13th, 2019. S. Rich expressed his desire to begin implementation of trainings in January of 2020. CHAT reported that they received a grant to co-sign for fire survivors and the vouchers pull from Camp Fire victims for Rentals. Interested individuals should contact CHAT directly.

Next Meeting - Both Committees to meet together on January 6th, 2019 @1 p.m. for the combined meeting of HMIS/CE committees.

ADJOURNED: 2:15 P.M.