



# Butte Countywide Homeless Continuum of Care

Homeless Management Information System / Coordinated Entry Committee

Monday, May 10, 2021 1:00 p.m. – 3:00 p.m.

Butte County Employment and Social Services – Zoom Virtual Meeting

Zoom Link: <https://us02web.zoom.us/j/84642709450?pwd=ekdWUllNKzJVSnFmV1JGdlo2VGtPUT09>

Phone: (669) 900-9128 Meeting ID: 846 4270 9450 Passcode: 402140

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

Angie Little, HACB	Keesha Hills, OSCIA	Elisa Rawlinson, DESS
Christy Taylan, Caminar	Shelly Watson, Jesus Center	Joaquin Jordan, True North Housing Alliance
Nancy Jorth, Youth for Change	Tracey Stogsdill, Butte 211	Annie Terry, Oroville Rescue Mission
Lauren Kohler, Safe Space	Rick Jackson, BCDBH	Sara Sweaney, Nation’s finest
Stephan Spirk, CAA	Carolina Cruz. Catalyst	Masaki Hirayama, Veteran’s Administration
Amanda Gaylord, CHAT	Debbie Villasenor, Consultant	

First Chairperson: Elisa Rawlinson, DESS HH

Second Chairperson: Sarah Frohock, BCDBH

## AGENDA

- |   |                 |
|---|-----------------|
| 1. Call to Order  | Elisa Rawlinson |
| 2. Approval of Minutes - <b><i>ACTION</i></b>             | All             |
| a. HMIS/CES Committee Meeting, April 12, 2021             |                 |
| 3. Introductions/Agency Updates                           | All             |
| 4. Informed Consent Update                                | Elisa Rawlinson |
| 5. Mission Statement – <b><i>ACTION</i></b>               | All             |
| 6. HDIS update  | Elisa Rawlinson |
| 7. HMIS/CES Training/Office Hours                         | Elisa Rawlinson |
| a. Informed Consent                                       |                 |
| 8. HUD Data Standards                                     | Elisa Rawlinson |
| 9. Data Quality   | Elisa Rawlinson |
| 10. Card Printers/Scanners                                | Elisa Rawlinson |
| 11. User Licenses   | Elisa Rawlinson |
| 12. Next Meeting: Monday, June 14, 2021; 1:00 – 3:00 p.m. |                 |
| 13. Adjourn   |                 |



## Butte Countywide Homeless Continuum of Care

### **BUTTE COUNTYWIDE HOMELESS CONTINUUM OF CARE HMIS/CES COMBINED COMMITTEE MEETING MINUTES**

**MONDAY, April 12, 2021 at 1pm-3pm  
Zoom Meeting**

**COMMITTEE MEMBERS PRESENT:**

Elisa Rawlinson, DESS Housing & Homeless  
Sarah Frohock, BC DBH  
Stefan Spirk, CAA  
Tracey Stogsdill Gillihan, 2-1-1 Help Central  
Masaki Hirayama, Veteran's Administration  
Amanda Gaylord, CHAT  
Debbie Villasenor, Housing Consultant  
Shelly Watson, Jesus Center

**OTHER ATTENDEES:**

Briana Harvey-Butterfield, DESS H&H  
Jay Coughlin, DESS H&H  
Jennifer Zellers, Nation's Finest  
Nick Fashing, DESS Adult Services  
Rachel DeLeon, DESS Guest  
Renee Devol, DEES APS  
Sophia Salas, Jesus Center  
Susan Wilson, Safe Space

**COMMITTEE MEMBERS ABSENT:**

Angie Little, Housing Authority, Butte County  
Annie Terry, Oroville Rescue Mission  
Carolina Cruz, Catalyst  
Christy Taylan, Caminar  
Joaquin Jordan, True North Housing Alliance  
Keesha Hills, OSCIA  
Lauren Kohler, Safe Space  
Nancy Jorth, Youth For Change  
Rick Jackson, BC DBH  
Sara Sweaney, Nation's Finest

**RECORDING SECRETARY:**

Stefan Spirk

**ORDER OF BUSINESS:**

- 1. CALL TO ORDER:** The meeting was called to order by Chair Elisa Rawlinson at 1:05 P.M.  
Roll call taken
- 2. APPROVAL OF MINUTES - ACTION:** The minutes for the HMIS/CES Committee Meetings for March 8, 2021, were approved with no corrections.

**Motion to approve:** Elisa Rawlinson

**Seconded:** Amanda Gaylord

### 3. AGENCY UPDATES:

- a. Jesus Center hopes to have admin office moved into new Fair St. location at end of April and populating shelter around May 10. 25 sober shelter beds for men and 35 sober shelter beds for women. Breaking ground on June for the Renewal Center. Phone #s and contact info will not change. 15 private rooms (micro units) for families.

### 4. HMIS/CES TRAINING/OFFICE HOURS:

- a. Reports on individual clients:  
Potential use cases: Agency uses paper files, and wishes to print out client notes. Client leaves a program and wishes to present all his/her HMIS data to next shelter/program. Reports can be run on demand or scheduled to run automatically. The printed notes will be limited to the programs and notes you have permission to view.

Location: Go to client profile, find printer, calendar, and shield icons in upper-right. Click Client reports (Printer icon).

Useful reports cited: CLNT-101 – Case Notes, CLNT-106 – Service Notes, and CLNT-128 – Client Summary.

### 5. HMIS/CES INFORMED CONSENT FORM– ACTION:

- a. Elisa described the currently closed HMIS configuration, which relies on client to provide case workers with information of other services they're receiving. Clients may not understand, remember, or be aware of all the agencies and programs they're utilizing or have utilized in the past.

Since clients might rely on case workers to find this for them, a more open HMIS will allow a case worker to more efficiently coordinate and serve the client. The informed consent form will grant us the permission from the clients to better understand the clients' past services and their outcomes. This further provides users with information to make better informed service recommendations.

- b. Some agencies will not be opened: Behavioral Health, Youth for Change, and AMPLA, due to HIPAA regulations. Their staff will be able to see the client's program history, though, which allows their staff to target their efforts and referrals.
- c. Elisa provided an overview of each section of the 2-page form. By default, the consent is valid for 7 years or when they choose to revoke consent. Names of dependent children must be included to allow their information to be shared.

If a client wishes to privatized profile (e.g. not shared with partner agencies), go to client's profile page, click on the shield icon in the upper-right, select "Private", then confirm that you're sure. This client will, then not be displayed if another agency

searches for the client's name. An Informed Consent form must be completed at initial intake, but also if/when client requests or authorizes a change in status. A scanned PDF may be attached to the Release of Information in the client privacy screen.

- d. Further discussion on details regarding consent, using the form, client rights to their information, and methods for clients to opt-out of inter-agency information agency. Demonstrated steps to switch a client profile from Public to Private. An "open" or "public" profile means searchable and accessible by any user using HMIS. ClarityHS has mechanisms to help prevent duplicate client records being created, when a user is entering a client who has a previously existing private profile. Debbie suggested making a note in the client profile, stating why the client wanted their information private or shared.
- e. For a Coordinated Entry enrollment, and for CE to work, information sharing is required. If a client refuses to give consent, they cannot be enrolled in CE.
- f. Discussion of details of approval by CoC and implementation. Prior concerns have been addressed, and will be presented to the CoC Council as a recommendation to approve. Assurance to CoC Council and members that the HMIS committee can provide explanation and support. This consent mechanism sets the foundation for a more robust referral system and multiple need-based queues.

**Motion to approve:** Shelly Storkan (JC in place of Shelly Watson)

**Seconded:** Stefan Spirk

**Opposed:** None heard

May 1<sup>st</sup> ETA for opened system, hopefully sooner, pending CoC approval.  
County IT will need to make some configuration changes in ClarityHS.

## **6. ANNOUNCEMENTS/NEXT MEETING:**

- a. Javi announced the Section 8 housing waiting list will be opening soon, hopefully by May. Recommended agencies inform clients to start checking regularly. Will be online only.
- b. VASH funding was received by Housing Authority for 30 VASH vouchers, but contract has not yet been received or executed.
- c. Referrals for CoC Preference Vouchers are still open and seeking candidates
- d. The next HMIS Committee Meeting will be on May 10, 2021 @ 1pm

## **7. ADJOURNMENT:** The meeting was adjourned at 2:11 P.M.