



Butte Countywide Homeless Continuum of Care

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

**MONDAY October 10, 2022 at 1pm-3pm
Zoom Meeting**

COMMITTEE MEMBERS PRESENT:

Debbie Villasenor, Housing Consultant
Elisa Rawlinson, DESS Housing & Homeless
Angie Little, Housing Authority – Butte County
Sarah Frohock, BCDBH
Karen Ramirez, True North Housing
Codie McCormack, Caminar
Nick Fashing, DESS APS
Nancy Jorth, Youth for Change
Susan Wilson, Safe Space
Stephan Spirk, CAA
Josiah Vasey, Butte/Glenn 211

OTHER ATTENDEES:

Pahua Thao, DESS HHOME
Wendy Lo, DESS HHOME
Ian Clement DESS HHOME
Isabel Alaniz, DESS HHOME
Shelly Storkan, BCDBH
Lorena Reed, BCDBH
Liz Vega, JC Pallet Shelter
Kaitlin Sherrill, DESS HHOME
Lynann Pilley, Oroville Rescue Mission

COMMITTEE MEMBERS NOT PRESENT:

Carolina Cruz, Catalyst
Tracey Gilliam, Butte 211
Cynthia Pesheck, Ampla
Shelly Watson, Jesus Center
Keesha Hills, OSCIA
Rick Jackson, BCDBH
Annie Terry, Oroville Rescue Mission
Yesenia Gallegos, CHAT
Sara Sweaney, Nation's Finest
Meagan Smith, Northern Circle IHA
Meagan Smith, NCIHA
Amanda Gaylord, CHAT
Laurie Maloney, Point of Contact
Deborah Taylor, VA
Melissa Jamison, United Way

Recording Secretary: Lisa Angle

1. CALL TO ORDER:

Meeting called to order by Elisa Rawlinson, Chairperson at 1:04pm. The agenda for 10/10/22 is dated 10/11/22.

Elisa Rawlinson, Chairperson added "New Question to CE" under Item 4 Updates to HMIS as Item d.

2. APPROVAL OF MINUTES- ACTION

a. HMIS/CES Committee Meeting July 11, 2022

Motion to approve HMIS/CES Committee Meeting Minutes as written.

Motion: Debbie Villasenor

Second: Sarah Frohock

Opposed: None

Abstained: None

3. INTRODUCTIONS/AGENCY UPDATES:

Introductions were made by everyone in attendance.

The following updates were provided:

~Elisa Rawlinson, Chairperson announced she attended the BIT Focus conference in Las Vegas with Briana Harvey - Butterfield, Pahua Thao and Erickson Montes. The conference was filled with a lot of different classes and workshops. Managed to have at least one team member in every workshops or classes. Came back with a whole booklet full of ideas and things needing to be done. There was a lot of information provided at the conference regarding many different aspects to the HMIS system.

~Angie Little, HACB announced the HA is going through a software conversion and stressing everyone out. Due to the software change everything has slowed down but trying to overcome. Right now the waiting lists are temporarily closed until the software is up and running. Once it is up and running the project based voucher waiting list will be opened and that includes the referrals for No Place Like Home Creekside Property.

~Sarah Frohock BCDBH announced trying to figure out data collection for No Place Like Home and how to collect the date information within HMIS.

~Susan Wilson, Safe Space announced the cooling center should be closed now.

~Stephan Spirk, CAA announced received a grant to fund case management at the CAA and Esplanade house.

~Lynann Pilley, ORM announced Oroville Rescue Mission will have their annual banquet on October 20, 2022. - flyer's to be sent today.

~Nancy Jorth, YFC announced National Homeless Youth Month next month in November. There will be a lot of activities planned for next month. List of activities to be sent to Elisa Rawlinson.

~Nick Fashing DESS APS announced just received notice of the new allocation for Home Safe which runs through fiscal year 2024 - 2025 in the \$629, 264 more information to follow.

~Wendy Lo, DESS HH announces an email will be sent out to the entire CoC on a very important event coming up.

4. UPDATES TO HMIS:

a. User Agreement -

Elisa Rawlinson, Chairperson stated there have been a few updates to HMIS and emails are coming out to everyone of when those updates have been added. As of January 2020 Butte County DESS has taken over as HMIS lead agency and at that time there had already been some HMIS users. Since the implementation of HMIS starting in 2015 User Policy Agreements were completed for all HMIS users and not all HMIS User Policy Agreements were available when HMIS was switched over to Butte County DESS as the HMIS lead agency. All new users starting in 2020 have been signing the User Policy Agreement. A few weeks ago when browsing the Clarity Training Site it was discovered there is a way in Clarity/HMIS for all users of HMIS to complete the User Policy Agreement and have it saved in the user profile. Elisa states all HMIS users now have a User Policy Agreement and it is set up in Clarity to update once a year. The process is still to have new users sign the User Policy Agreement before they start training and when the new user signs into the training site the new user will have to sign the User Policy Agreement again. When the new user logs into the live site the User Policy Agreement will need to be signed again and then will not need to be updated for 1 year. All HMIS users will be required to complete/sign a User Policy Agreement once a year.

b. Uploading Informed Consent New Client -

Elisa Rawlinson, Chairperson stated the Informed Consent is a form developed and approved by the Committee, as well as, being approved by the CoC. The process approved was to have the completed Informed Consent uploaded and attached to a client's profile. The process has changed for Informed Consents and now a signed Informed Consent is required to be uploaded and attached to a client's profile. This so all agencies are able to view the Informed Consent in HMIS with a way to track expiration dates for the Informed Consent. The HMIS system has been updated to not allow a new client to be added without an Informed Consent being uploaded and attached to the profile. There is no longer an option for HMIS users to use "verbal consent" for clients, a signed Informed Consent will be needed to be uploaded and attached to the profile. If a client calls in and speaks to staff member, the Informed Consent form has an option on page 2 which allows for the staff member to obtain a verbal consent by phone. However, the staff member will need to complete the Informed Consent as indicated on the form and upload/attach form to profile. Elisa demonstrated this in the HMIS training site.

c. Informed Consent Banner -

If any user navigates to a client profile and an informed consent is going to be expiring a notification will pop up. This is known as a banner. This notification will notify you when the informed consent will expire. Elisa showed what the banner looks like in the HMIS training site.

d. New Questions to CE -

Elisa Rawlinson, Chairperson stated there are new questions added to the CE system to assist in helping those individuals who are case managers connect with public housing who are pulling off of the CE list. The question added is "Do you have an active Section 8, Emergency Housing Voucher or VASH Voucher?" Elisa walked the committee through the steps in HMIS training site as it relates to new question and the CE list. Brief discussion held on CE list.

5. HMIS/CES TRAINING/OFFICE HOURS:

a. Uploading Files to Client Profile/Program Level -

Elisa Rawlinson, Chairperson reminded the committee if there is information needing to be uploaded into HMIS client profile there are 2 different ways to do this. Elisa reviewed the steps with the committee in HMIS training site.

6. AT RISK CHRONIC HOMELESSNESS - ACTION

Elisa Rawlinson, Chairperson stated in the past the committee has discussed the need for the At Risk of Chronic Homelessness Option for priority points. This is a State of California thing and not a HUD thing. We have agreed within our meetings and voted that we would have 4 options for priority points. We have At Risk for Chronic Homelessness, Chronically Homeless, Households with Children and Unaccompanied Homeless Youth. A client cannot be both At Risk for Chronic Homelessness and Chronically Homeless it would need to be one or the other. At Risk for Chronic Homelessness will have 2 priority points and Chronically Homeless will have 2 priority points. The Households with Children and Unaccompanied Homeless Youth will be 1 point each. The most an individual would be able to get is 4 points. The HCD definition of Chronic Homelessness is a lot and so a flow chart has been created to assist in identifying if a client meets the criteria of Chronic Homelessness. The flow chart was included in the agenda packet. Elisa walked through each step of the flow chart and explained each step with the committee. The flow chart will need to be approved by the committee and move on for review and approval by the CoC. There will need to be training on this process due to it being a piece of the priority point system.

a. Motion to approve the Flow Chart for At Risk of Chronic Homelessness (No Place Like Home HCD Definition)

Motion: Sarah Frohock

Second: Josiah Vasey

Opposed: None

Abstained: None

7. NEXT MEETING:

Monday November 7, 2022 AT 1:00PM – 3:00PM.

8. ADJOURNMENT:

Meeting adjourned at 2:32pm.