



Butte Countywide Homeless Continuum of Care

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

**MONDAY November 7, 2022 at 1pm-3pm
Zoom Meeting**

COMMITTEE MEMBERS PRESENT:

Debbie Villasenor, Housing Consultant
Elisa Rawlinson, DESS Housing & Homeless
Angie Little, Housing Authority – Butte County
Meagan Smith, Northern Circle IHA
Karen Ramirez, True North Housing
Codie McCormack, Caminar
Yesenia Gallegos, CHAT
Keesha Hills, OSCIA
Tracey Gilliam, Butte 211
Carolina Cruz, Catalyst
Sarah Frohock, BCDBH

OTHER ATTENDEES:

Javi Pineda, HACB
Josiah Vasey, Butte/Glenn 211
Ian Clement DESS HHOME
Isabel Alaniz, DESS HHOME
Shelly Storkan, BCDBH
Lorena Reed, BCDBH
Hilary Crosby, Safe Space
Liz Vega, Jesus Center
Susan??, Safe Space

COMMITTEE MEMBERS NOT PRESENT:

Susan Wilson, Safe Space
Stephan Spirk, CAA
Cynthia Pesheck, Ampla
Shelly Watson, Jesus Center
Nick Fashing, DESS APS
Rick Jackson, BCDBH
Nancy Jorth, Youth for Change
Annie Terry, Oroville Rescue Mission
Sara Sweaney, Nation's Finest

Recording Secretary: Lisa Angle

1. CALL TO ORDER:

Meeting called to order by Elisa Rawlinson, Chairperson at 1:03pm. The agenda for 11/7/22 is dated 10/11/22.

2. INTRODUCTIONS/AGENCY UPDATES:

Introductions made by everyone in attendance.

The following updates were provided:

- Tracey Gilliam, Butte/Glenn 211 announced they are getting ready to launch at the beginning of the year into California versus Hate with more information to come. The California versus Hate is a program to support Hate crimes.
- Angie Little. HACB announced currently changing software programs and are dealing with a lot of issues. If any duplicate payments have been sent to an agency or haven't received payment let her know. Currently processing project based for Creekside 62 plus is set to go online in January and working closely with CHAT on this project. Question came up to Angie regarding will Creekside project be opening up again for applicants. Angie responded due to issues with software change and other issues the Creekside has not been opened up again, however, will open up again real soon with an update of when it opens to be provided.
- Yesenia Gallegos, CHAT announces an update on how CHAT is not using paper referrals. Referrals are being picked up from the Coordinated Entry and clients will need to call 211 to get entered into Coordinated Entry
- Josiah Vasey Butte/Glenn 211 working on learning and training on the California versus Hate program but nothing to share yet.
- Hilary Crosby, Safe Space announced gearing up for Winter Shelter and it looks like it will open up on December 18, 2022 and run hopefully through February 26, 2023. Still putting together schedule to where the shelter will be during those weeks and get those schedules over to 211 and everyone as soon as there is a schedule. The biggest thing is the intake location fell through and if anyone knows of a anyone/location whom would be able to accommodate in the downtown Chico area from about 5pm to 7pm let Hilary know. Winter Shelter entails putting volunteer schedules together and stuff and should be put together by the middle of the month.
- Carolina Cruz, CATALYST announced currently hiring for 2 positions for Housing Coordinator based out of Chico Drop In Center and a Weekend Advocate based out of Shelter. One vacancy in the Transitional Housing Program at the Cottages 2 BR 1 BA in a private location. The vacancy is being advertised on the website and through social media.

3. UPDATES COMING TO HMIS

a. Coordinated Entry Events

Elisa Rawlinson, Chairperson stated there are some updates coming to HMIS and these are Coordinated Entry Events. Included in the packet is some information provided by BIT Focus and they have built the Coordinated Entry Events into HMIS. There are 2 ways the Coordinated Entry Events can be captured and this is something that has come along with the 2022 HMIS updates. There has only been 1 Coordinated Entry Event in HMIS being used sparingly by the community. The community will start using the 2 ways the Coordinated Entry Events built into HMIS to capture information starting January 1, 2023. This means massive trainings are going to

be needed. Anyone who uses Coordinated Entry or/and enrolls individuals into Coordinated Entry is going to have to attend a training on Coordinated Entry Events.

There are 2 ways Coordinated Entry Events can be tracked in the system, currently we are going to be tracking everything manually. A handout was provided in the agenda packet which states “Manual events will now be configured and recorded within a program-level Events tab instead of through the services. ”There is also inferred events “Inferred events can now be enabled or disabled at the program setup level” Once the referral system is in place in Coordinated Entry some of the manual events will be switched to inferred events. Elisa went over the difference of a manual event and inferred event. Elisa demonstrated and explained the process in Coordinated Entry training site. Elisa reviewed and explained the 18 Coordinated Entry Event Category Names listed on the handout with the committee. Elisa will be reaching out to HMIS users and the CHOs by email to schedule trainings. Brief discussion held on the Coordinated Entry Event Category Names and the process.

4. HMIS/CES TRAINING/OFFICE HOUR:

a. Client Calendar

Elisa Rawlinson, Chairperson stated we like to add new functionality and poke around the HMIS/CES to see what the system has available to benefit clients. Also to see what can be done in the HMIS/CES system to coordinate and communicate with other agencies to better serve clients. Elisa demonstrates in HMIS training site a calendar functionality that would benefit the clients when scheduling appointments and also how to print the list of scheduled appointments for client. Staff calendar in HMIS can be linked to staff outlook calendar. The plan is to have all Housing Navigators to start using the client calendar in HMIS to schedule appointments. All agencies are asked to use the calendar to schedule appointments for clients. This would help if the client calls 211 the client can be reminded of upcoming appointments. The list would be available to print out by any agency to be given to the client and assist in helping the client in showing up for appointments. Brief discussion held on the HMIS calendar and the potential benefits to clients. Elisa will be sending out information to HMIS users on how to use the calendar in HMIS and a quicken video will be uploaded into the HMIS training site.

5. LSA:

Elisa Rawlinson, Chairperson stated the first LSA has been uploaded. The amount of errors and warnings received this year is significantly less than last year. The data entry into HMIS as a community which includes training, emails being sent and constant harping is working. There are still things in the LSA needing to be worked out and cleaned up but as a community the data entry in HMIS is getting better. Elisa explained what LSA stands for and what the LSA is used for. Link information for additional information on LSA is included in the LSA handout provided in the agenda packet. Reach out Elisa with any questions or need assistance.

6. CHO MOUs:

Elisa Rawlinson, Chairperson stated the current CHO MOU's expire on 12/31/22. The process has been started in writing the MOU's and being reviewed by a few people. Once the reviews are completed the hope is to have the MOUs out to everyone within the next couple of weeks for signature. There are a few changes to the MOU's so make sure to review the MOUs thoroughly. There have been emails sent out to all HMIS agencies asking for the name and title of the head of the agency, along with the agency address and CHO information. If any agency has not responded to the email make sure to respond as

soon as possible. There will be a few new agencies onboarding into the HMIS system at the beginning of the year and there will be new programs being added in the HMIS system. One of the new agencies is Chico Unified School District.

7. OPEN SYSTEM AND INFORMED CONSENT – DISCUSSION:

Elisa Rawlinson, Chairperson stated over the last couple of months in reviewing the HMIS system it was noticed there were some agencies and some programs locking services in HMIS. What this does is hides the program in HMIS to other agencies to view and this goes against the purpose of an open HMIS system being assisted by the local Continuum. The more data and the better data entered in HMIS the better outcomes for clients, this includes getting clients into housing and off the streets. The better the client outcomes as a continuum the more likely to maintain the current funding and bring in more funding for more programs.

Elisa Rawlinson, Chairperson gave a history and background on the ROI process as it comes to our clients and providing services to clients. The ROI process has the potential to take a long time and could prolong the time it would take to provide services to clients. Working with an open system and having informed consent from the client allows for agencies to access information quicker and provide services to the client sooner.

Elisa Rawlinson, Chairperson stated per HUD clients can be entered into HMIS without the clients permission but to share client information with other agencies the client needs to provide permission. This is why the informed consent has been created and is being used. The CoC as a whole wants an open system in HMIS to be able to share information with other agencies for effective case management for the client.

Informed consents are thoroughly reviewed with the client and the client is aware their information will be shared with other agencies. The client makes an informed decision on sharing their information with other agencies.

Elisa Rawlinson, Chairperson stated HMIS services and programs need to stay unlocked. The information is only seen by HMIS participating agencies

*Elisa Rawlinson, Chairperson announced the Navigation Center is now open in South County and available. On Grand opening day there were people coming in and requesting services. The center is using HMIS and are using a very specialized system in HMIS for the Navigation Center. Any questions send an email to HMIS help.

8. NEXT MEETING:

Monday December 5, 2022 AT 1:00PM – 3:00PM.

9. ADJOURNMENT:

Meeting adjourned at 2:41pm.

Butte Countywide Homeless HMIS/CES Subcommittee
Meeting Minutes
November 7, 2022
Butte County Employment and Social Services