



Butte Countywide Homeless Continuum of Care

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

**MONDAY May 8, 2023 at 1pm-3pm
Zoom Meeting**

COMMITTEE MEMBERS PRESENT:

Tracey Gilliam, Butte/Glenn 211
Shelly Watson, Jesus Center
Cathryn Carkhuff, Home and Heart
Meagan Smith, Northern Circle IHA
Yesenia Gallegos, CHAT
Nancy Jorth, Youth For Change
Elisa Rawlinson, DESS Housing & Homeless
Debbie Villasenor, Housing Consultant
Nick Fashing, DESS APS
Sarah Frohock, BCDBH
Rachel DeLeon, DESS
Carolina Cruz, Catalyst

OTHER ATTENDEES:

Javi Pineda, HACB
Kaitlin Sherrill, DESS HHOME
Isabel Alaniz, DESS HHOME
Troy McClanahan, DESS HHOME
Erickson Montes, DESS HHOME
Lorena Reed, BCDBH
Wendy Lo, DESS HHOME
Olivia Jolley, Safe Space
Samantha Raschka, Ampla
Erin Murray, DESS HHOME

COMMITTEE MEMBERS NOT PRESENT:

Susan Wilson, Safe Space
Sara Sweaney, Nation's Finest
Rick Jackson, BCDBH
Lynann Pilley, Oroville Rescue Mission
Keesha Hills, OSCIA
Cynthia Pesheck, Ampla
Stephan Spirk, CAA
Karen Ramirez, True North Housing
Kristopher Kuntz, Anthem
Codie McCormack, Caminar
Keesha Hills, OSCIA
Angie Little, Housing Authority – Butte County
Trish Pittman, Health Net
Jaymee McLaughlin, CUSD
Cecily Kishbaugh, VECTORS

Recording Secretary: Lisa Angle

1. CALL TO ORDER:

Meeting called to order by Elisa Rawlinson, Chairperson at 1:02pm.

2. APPROVAL OF MINUTES - ACTION:

- a. HMIS/CES Committee Meeting, October 2022
- b. HMIS/CES Committee Meeting, November 2022
- c. HMIS/CES Committee Meeting, February 2023
- d. HMIS/CES Committee Meeting, April 2023

- a. **Motion** - to hold all meeting minutes until the June 2023 HMIS/CES meeting.

Motion: Sarah Frohock

Second: Nancy Jorth

Opposed: None

Abstained: None

3. INTRODUCTIONS/AGENCY UPDATES:

Introductions made by everyone in attendance.

The following updates were provided:

- Tracey Gillihan, Butte/Glenn 211 stated the only update is the launching of the California versus Hate which is the program for reporting hate incidents and hate crimes which just rolled out last week. Information to be provided.
- Sarah Frohock, BCDBH stated the team is working on developing a process to fill vacancies at Creekside place and for the upcoming project Prospect View. Coordinated Entry will be used to fill vacancies.
- Yesenia Gallegos, CHAT stated continuously working on intra workings and filling vacancies. There are only 2 vacancies.
- Erickson Montes, DESS HH announced so many changes are coming with the new 2024 HMIS requirements.
- Samantha Raschka, Ampla announced the MMU is up and running again.

4. AB977 UPDATE:

Elisa Rawlinson, Chairperson stated the AB977 discussed about 6 months ago is a State Bill that states California State funded Homeless Service Programs have to start entering information into the HMIS system. The Programs in Butte County are going to start entering information into HMIS starting June 1, 2023. These programs are No Place Like Home, Bringing Families Home, Housing Disability Advocacy Program and the Housing Support Program (HSP). The HSP Program have the Homeless Prevention Program, Rapid Rehousing Program and the Transitional Housing Program, so more programs will be seen in HMIS starting June 1, 2023. There will also be more case managers and care team members being seen in HMIS. Any questions regarding any of these programs send an email to HMIShelp.

Debbie Villasenor, Consultant mentions it's important to make sure HMIS data entered is correct and updated so quarterly reports can be ran and submitted to the State. The State will review and analyze the information on the quarterly report and make decisions on the HMIS data. This includes reviewing who is benefiting from the programs and the outcomes of these programs which will impact funding.

Brief discussion held on State data elements not matching HUD data elements in HMIS.

*Item #6 on the agenda was moved to Item #5 and Item #5 was moved to Item # 6.

5. MOU AMENDMENT WITH BITFOCUS:

Elisa Rawlinson, Chairperson stated at this time last year there were 90 User Licenses throughout our community and starting July 1, 2022 went from 90 user licenses to 120 user licenses. As of May 1, 2023 there were 55 more user licenses added. The software provider donated 25 user licenses. The 90 user licenses includes the 25 donated user licenses. As of May 1, 2023 there are 185 user licenses for Butte County. There are 2 administrator user licenses and 1 manager user license. Some new agency user licenses have been added and are now at 24 agency user licenses.

The number of user licenses have doubled since this time last year due to the increases of Federal and State Funding sources that are starting to require HMIS entries. The need for HMIS users has increased and so some additional licenses have been added and Elisa Rawlinson, Chairperson is working on finishing up the MOU with BitFocus.

Question was asked: Are new agencies coming aboard being charged for HMIS user licenses?

Answer: There are some agencies paying for their user licenses with a mix of revenue and non-revenue. Majority of the agencies are not paying for the HMIS user licenses. Some agencies have asked to purchase some user licenses and are able to cover the cost of those user licenses based upon the funding they have available to purchase the user license. There are some agencies who have purchased their own user licenses.

DESS is providing all the HMIS End User trainings.

6. TRAINING:

- a. **Informed Consent (Household with Children)**
 - i. **Uploading New Informed Consent**
- b. **Adding Alerts**

Elisa Rawlinson, Chairperson stated she will be reviewing informed consents specific to Households with Children, how to upload new informed consents into HMIS and to review how to add an alert to HMIS.

Elisa Rawlinson, Chairperson reminded everyone when entering information into HMIS that HMIS is a HUD/Federal System. Information and data points entered into HMIS are HUD defined and could be difficult especially if you work in a program funded by the State and the agency policy doesn't line up with HUD definitions. When entering information into HMIS the information has to be based on HUD definitions.

HUD defines "household" as individuals who are going to be living together in permanent housing, which does not mean individuals need to be physically together today. Elisa Rawlinson, Chairperson provided an example of what this would look like. Individuals in HMIS with children under the age of 18 will need to add their children to the informed consent to connect them to the household. Elisa Rawlinson, Chairperson demonstrated where to enter the children on the informed consent. The informed consent is uploaded into the parent and children's individual profiles. Elisa Rawlinson, Chairperson clarified the children would be added to the informed consent if the children would be moving permanently back with the parent once the parent obtains permanent housing. If the children would just be visiting the parent then the children would not need to be added to the informed consent. Elisa Rawlinson, Chairperson stated to search for all children and parents in HMIS to see if they are already in the HMIS System before adding anyone to the HMIS system. Elisa Rawlinson, Chairperson demonstrated searching for individual profile and how to upload an updated informed consent into HMIS. If the profile page shows a banner stating "Release of Information is Missing or Permission Not Provided" the staff member who sees this notice is responsible to obtain the release of information from the client. Informed consents are valid for 3 years from the date the informed consent is signed.

Elisa Rawlinson, Chairperson demonstrated in the HMIS training site on how to add an alert to the client profile in HMIS. Alerts are used to notify agencies of any important information regarding the client. Alerts in HMIS can be set to expire on a date in the future. As a reminder when speaking to a client on the phone confirm the contact information in HMIS.

7. FULL SHARE VERSUS BASIC SHARE – DISCUSSION/ACTION:

Elisa Rawlinson, Chairperson stated the discussion about full share versus basic share in HMIS has been started and this discussion entailed the differences in full share and basic share in HMIS. Currently the HMIS system is a basic share which means active programs can be seen in HMIS but the enrollment pages cannot be seen which means if the client is enrolled into another program all the information will need to be entered manually again.

Elisa Rawlinson, Chairperson further stated in a full share system the enrollment page for programs are visible to all agencies but cannot be changed. The information on the enrollment page in a full share system will roll over into the new program enrollment page and staff would just need to confirm the information with the client. Elisa Rawlinson, Chairperson demonstrated how the full share system would work in the HMIS training site. DESS employees upload informed consents into HMIS and can only be viewed by DESS employees. With a full share system everyone would be able to see the informed consent in the HMIS system and confirm that everyone in the household is listed on it.

Elisa Rawlinson, Chairperson would like to move to a full share system which would streamline client information in HMIS to all agencies to assist clients faster. The full share system would make it easier on staff and the clients. This is a discussion item for today and hopefully fairly soon to become an action item but there may need to be more discussion. Brief discussion held on the full share system.

- a. **Motion** - to change agenda item from Full Share versus Basic Share Discussion item to Full Share versus Basic Share Action item and to move from Basic Share to Full Share in HMIS effective 7/1/23.

Motion: Sarah Frohock
Second: Meagan Smith
Opposed: None
Abstained: Carolina Cruz, Catalyst

Approval of moving from a Basic Share to a Full Share system is contingent on approval from the CoC in the June 2023 CoC meeting.

8. NEXT MEETING:

Monday June 5, 2023 1:00pm – 3:00pm.

9. ADJOURN:

Meeting adjourned at 2:47pm.