



Butte Countywide Homeless Continuum of Care

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

**MONDAY October 9, 2023 at 1pm-3pm
Zoom Meeting**

COMMITTEE MEMBERS PRESENT:

Angie Little, Housing Authority – Butte County
Jaymee McLaughlin, CUSD
Elisa Rawlinson, DESS HHome
Rayna Bryson, DESS
Nancy Jorth YFC
Shelly Watson, Jesus Center
Sarah Frohock, BCDBH

OTHER ATTENDEES:

Lorena Reed, BCDBH
Laura Smith, DESS HHome
Dee Price, DESS HHome
Shelly Storkan, BCDBH
Troy McClanahan, DESS HHome
Erin Spasbo, DESS HHome

COMMITTEE MEMBERS NOT PRESENT:

Maisue Thao, Butte College
Stephan Spirk, CAA
Keesha Hills, OSCIA
Nick Fashing, DESS APS
Tracey Gilliam, Butte/Glenn 211
Meagan Smith, Northern Circle IHA
Sara Sweaney, Nation's Finest
Rocio Nakae, BCDBH
Lynann Pilley, Oroville Rescue Mission
Tony Shafer, VECTORS
Cynthia Pesheck, Ampla
Cathryn Carkhuff, Home and Heart
Karen Ramirez, True North Housing
Kristopher Kuntz, Anthem
Codie McCormack, Caminar
Susan Wilson, Safe Space
Ann Winters, Catalyst
Trish Pittman, Health Net
Debbie Villasenor, Housing Consultant
Yesenia Gallegos, CHAT

Recording Secretary: Lisa Angle

1. CALL TO ORDER:

Meeting called to order by Elisa Rawlinson, Chairperson at 1:07pm.

2. APPROVAL OF MINUTES - ACTION

a. HMIS/CES Committee Meeting September 11, 2023

Motion to approve the minutes for HMIS/CES Committee Meeting September 11, 2023

Motion: Angie Little

Second: Sarah Frohock

Opposed: None

Abstained: None

3. INTRODUCTIONS/AGENCY UPDATES:

*Elisa Rawlinson announced the HMIS live site is being updated to the 2024 HUD Data Standards and the 2024 new data standards is effective as of October 1, 2023.

*Jaymee McLaughlin announced they are currently working on onboarding to HMIS. They have identified 528 students who meet the McKinney-Vento Act definition of homelessness.

*Angie Little announced still working on project based vouchers with Project View coming on in December.

*Nancy Jorth announced new staff for Youth for Change.

*Shelly Watson announced 13 out of 14 families rooms full at the renewal center with the 14th family filling the room today. Senior side to the renewal center should be open in a few weeks. Senior age is 55 years of age and older.

4. TRAINING:

a. 2024 HMIS Data Standards

Elisa Rawlinson, Chairperson reviewed and explained the new 2024 HMIS Data Standards for Gender, Race and Ethnicity, Space Force Branch of Military.

Additional Program enrollment 2024 HMIS Data Standards were reviewed and explained which included Translation Assistance Needed, Preferred Language, Type of Residence, Approximate date of homelessness, Survivor of Domestic Violence and Veteran's Health Administration name change. Also, Sexual Orientation will be at the bottom of every enrollment page.

5. NEW POLICY AND PROCEDURE - ACTION

Elisa Rawlinson, Chairperson asked the committee if anyone was able to review the draft HMIS Policies and Procedures. There were a few committee members who had reviewed but not everyone had the time to review them. Elisa Rawlinson, Chairperson reviewed a few changes that were made to the draft HMIS Policy and Procedures.

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Background

In accordance with Congressional requirements, the U.S. Department of Housing and Urban Development (HUD) requires the development and maintenance of a local Homeless Management and Information System (HMIS) for all communities receiving Homeless Assistance Grants and organized as a Continuum of Care (CoC).

HMIS is an electronic data collection system designed to store longitudinal consumer-level data about the people accessing homeless services in a CoC. With the ability to integrate and de-duplicate data from all homeless assistance and homelessness prevention programs in a community, it can provide the means to understand the size, characteristics, and needs of a community's homeless population **who are engaged in services.**

HUD uses HMIS data **is used by HUD** to inform homeless policy at the federal, state, and local levels. The HEARTH Act, enacted in 2009, requires that all recipients and sub-recipients of the CoC Program and Emergency Solutions Grant ("ESG") funds participate in their CoC's HMIS. **The State of California Assembly Bill 977, additionally states all state funded homeless service grants must participate in HMIS.** The CoC Interim Rule (24 CFR 578) defines CoC HMIS responsibilities, including:

- 1) Selecting an HMIS software solution
- 2) Designating an eligible applicant to manage HMIS (the HMIS Lead Agency)
- 3) Providing oversight for key HMIS policies
- 4) Working with the HMIS Lead Agency to ensure consistent **provider participation**
- 5) Ensuring the quality of HMIS data

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HMIS Lead Agency who uses or enters data into HMIS or another administrative database from which data are periodically uploaded to HMIS.

Homeless Data Integration System (HDIS): HDIS compiles and processes data from all 44 California CoCs, regional homelessness services coordination and planning bodies, into a statewide data warehouse. Each CoC collects data about the people it serves through its programs, such as homelessness prevention services, street outreach services, permanent housing interventions and a range of other strategies aligned with California's Housing First objectives.

Homeless Management Information System (HMIS): The information system designated by a CoC to process Protected Personal Information (PPI) and other data in order to create an unduplicated accounting of homelessness within the CoC. An HMIS may provide other functions beyond unduplicated accounting.

HMIS/CES Committee: Committee established by the Butte CoC Council to provide support and recommendations to the Butte CoC Council regarding HMIS policies and procedures, processes and system; composed of staff representing the Butte CoC, the HMIS Lead Agency, and all CHO HMIS Administrators.

HMIS Software System: A HMIS data management software program developed and serviced by a HMIS

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Longitudinal System Analysis (LSA): The LSA report, produced from a **CoC's HMIS** and submitted annually to HUD, and provides HUD and Continuums of Care (CoCs) with critical information about how people experiencing homelessness use the system of care.

Notice of Funding Opportunity (NOFO): Each year the U.S. Department of Housing and Urban Development (HUD) releases a NOFA signifying the beginning of a funding competition among approximately 450 Continuums of Care (CoCs). HUD also releases a NOFA for the CDBG and HOME programs.

Permanent Supportive Housing (PSH): Permanent Supportive Housing program provides permanent housing and supportive services to chronically homeless individuals and families. The target population for permanent supportive housing program are chronically homeless individuals with a disability. The program focuses on the population that has high acuity and high costs. The program provides rental subsidy, intensive case management and health care (including behavioral health) to the program participants. There is usually no time limit for the program. PSH has been seen to have a high impact on housing stability.

Personal Identifying Information (PII): Protected Identifying Information.

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HMIS Lead Agency

The HMIS Lead Agency manages HMIS data in compliance with HUD HMIS Standards, collects and organizes HMIS data, and provides HMIS administrative functions at the direction of the Butte CoC Council, and as further described in the HMIS Lead Agency MOU. Other responsibilities include:

Governance, Policy Development and Reporting

- 1) Draft policies, procedures and standards in accordance with the CoC Interim Rule, Proposed HMIS Rule, and current HUD HMIS Data Standards;
- 2) Create and submit a security plan, data quality plan, and a privacy policy to the CoC for approval, to be updated as needed;
- 3) Developing HMIS plans, forms, standards and governance documents in compliance with all applicable regulations;
- 4) Ensure implementation and compliance of policies, procedures and standards;
- 5) Schedule and facilitate HMIS/CES Committee meetings;
- 6) Prepare data reports and analyses to the Butte CoC Council and for submission to HUD and the State of California. Reports include but are not limited to:
 - a. PIT Count;
 - b. HIC;
 - c. LSA;
 - d. Unduplicated counts of clients served annually;

Page 17 and will need to have a conversation among the committee.

Termination of CHO Access to HMIS

Voluntary Termination of Participation

- 1) The CHO shall inform the HMIS Lead Agency in writing of their intention to terminate their participation in HMIS.
- 2) The HMIS Lead Agency will remove the departing agency from the list of CHOs on the Butte CoC website.
- 3) The HMIS Lead Agency will revoke access of all CHO staff to HMIS. Note: All CHO information contained in the HMIS system will remain in the HMIS system.
- 4) The HMIS Lead Agency will keep all termination records on file with the associated MOU.

Termination of Participation for Lack of Compliance

- 1) When the HMIS Lead Agency determines that a CHO is in violation of the MOU by not fully complying with HMIS plans, forms, standards and/or governance documents, the HMIS Lead Agency will work directly with the CHO's Executive Director to resolve the issue(s) in question.
- 2) If the HMIS Lead Agency and CHO are unable to resolve issue(s), the HMIS/CES committee will be called upon to resolve the issue(s). If that results in a ruling of termination:
 - a. The CHO will be notified in writing by the HMIS Lead Agency of the intention to terminate the CHO's participation in HMIS.
 - b. The HMIS Lead Agency will revoke access of all CHO staff to HMIS. Note: All CHO information contained in the HMIS system will remain in the HMIS system.
 - c. The HMIS Lead Agency will keep all termination records on file with the associated MOU.
 - d. Following the involuntary termination, the CHO may appeal to the HMIS/CES committee for reinstatement to HMIS provided the CHO has corrected the issue(s) resulting in the initial termination ruling. If the HMIS/CES committee approves the appeal and reinstatement, the committee will then take the appeal to the CoC Council for approval and reinstatement.
 - e. The Butte CoC is empowered to permanently revoke a CHO's access to HMIS for a serious and/or willful breach of security or confidentiality.

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consistent with the procedures outlined in this policy.

Reporting Security Incidents

These Security Standards and the associated Butte CoC HMIS Policies and Procedures are intended to prevent, to the greatest degree possible, any security incidents. However, should a security incident occur, the following procedures should be followed in reporting.

- 1) Any HMIS End User who becomes aware of or suspects a breach of HMIS system security and/or client privacy by another end user, they must immediately report that breach to the CHO Administrator. Notification must occur within one (1) hour and in writing.
- 2) Any HMIS End User who becomes aware of or suspects a breach of HMIS system security and/or client privacy by the CHO Administrator, must immediately notify the HMIS Lead Agency. Notification must occur within one (1) hour and be in writing.
- 3) In the event of a breach resulting from suspected or demonstrated noncompliance by an End User with the HMIS End User Agreement, the CHO Administrator should immediately contact the HMIS Lead, in writing, and request End User's User ID be deactivated until an internal agency investigation has been completed.
- 4) Following an internal investigation, the CHO Administrator shall notify the CHO Administrator of any substantiated incidents that may have resulted in a breach of HMIS system security and/or client privacy (whether or not a breach is definitively known to have occurred). If the breach resulted from suspected or demonstrated noncompliance by an End User with the HMIS End User Agreement, the HMIS Lead reserves the right to deactivate the User ID for the End User in question pending further investigation.
- 5) Within 1 business day after the HMIS Lead receives notice of the breach, the HMIS Lead and CHO Administrator will jointly establish a corrective action plan to analyze the source of the breach and

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Data Collection Requirements

CHOs will collect and verify the minimum set of data elements for all clients served by their programs. Universal Data Elements and Program Specific Data Elements are subject to change based on HUD Data Standards, HUD requirements, and HUD updates.

Universal Data Elements (UDE)

The universal data elements include:

3.1 Name	3.10 Project Entry Date
3.2 Social Security Number	3.11 Project Exit Date
3.3 Date of Birth	3.12 Destination
3.4 Race & Ethnicity	3.15 Relationship to Head of Household
3.6 Gender	3.16 Client Location
3.7 Veteran Status	3.20 Housing Move-in Date
3.8 Disabling Condition	3.917 Prior Living Situation

Program Specific Data Elements (PSDE)

The program specific data elements include:

A Special meeting was scheduled for October 23, 2023 from 9am-11am so the committee will have the ability to review the draft HMIS Policies and Procedures and come back with comments.

6. NEXT MEETING:

SPECIAL MEETING MONDAY OCTOBER 23, 2023 9:00AM - 11:00AM

MONDAY, NOVEMBER 6, 2023 1:00PM - 3:00PM

7. ADJOURN

Meeting adjourned at 1:45pm.