

**MEETING MINUTES**  
**HMIS/COORDINATED ENTRY SYSTEM COMBINED COMMITTEE**  
**Of**  
**BUTTE COUNTYWIDE HOMELESS CONTINUUM OF CARE**  
**May 11, 2020**  
**Zoom Meeting**

<https://us02web.zoom.us/j/85147332538?pwd=WSt6M0tLbnNOQUUyRVJ4T0tNMDF2QT09>

**COMMITTEE MEMBERS PRESENT:**

Deanna Schwab, Safe Space  
Sarah Frohock, BCDBH  
John Mitchell, Oroville Rescue Mission  
Tara Sullivan-Hames, 2-1-1  
Nancy Jorth, Youth for Change  
Penny Mittag, DESS  
Debbie Villasenor, Housing Consultant  
Staci Parisi, DESS  
Lorilyn Manwarren, Ampla Health

**OTHER ATTENDEES:**

Scott Rich, HMIS Support  
Reyes Barbosa, Safe Space  
Mark Alvidrez, CHAT  
Don Taylor, DESS H & H  
Brianna Harvey Butterfield, DESS H & H  
Elisa Rawlinson, DESS Housing & Homeless  
Rachel DeLeon, DESS  
Amanda Gaylord, CHAT  
Dawn Napier, Veterans Administration  
Carolina Cruz, Catalyst  
Keesha Hills, OSCIA  
Stefan Spirk, CAA  
Stacie Smith, DESS IT  
Alley Ashkaren, Behavioral Health  
Angie Little, Housing Authority

**RECORDING SECRETARY:**

Elisa Rawlinson DESS Housing & Homeless

**COMMITTEE MEMBERS ABSENT:**

Lisa Currier, CCAT  
Leslie Johnson, CHAT  
Gisela Nieto, Ampla Health

Jennifer Alpern, Oroville Hope Center  
Melissa Frohrip, Veterans Resource Center

**Approval of Minutes:** No corrections to the minutes of the April 6 2020, HMIS/CES Committee meeting were noted.

**Motion to approve:** Marc Alvidrez  
**Seconded by:** Debbie Villasenor

Minutes for the HMIS Committee Meeting on April 6, 2020, were approved by consensus.

**Welcome/Agency Updates:** S. Parisi opened the meeting at 1:03 p.m. Roll call taken. S. Parisi asked for Agency updates.

Caminar stated all 11 unites at Base Camp have been filled.

Ampla informed the group that the Mobile Medical Unit (MMU) is out at all for shelters in Butte County and is providing medical assistance free of charge.

Safe Space said they have over 100 clients currently in hotels through Project Room Key. Eleven have moved out into permanent housing. Safe Space commended 2-1-1 staff adding they have been critical to getting people into the Coordinated Entry System (CES).

2-1-1 Help Central said they had referred 120 North County clients to Project Room Key and more than 20 in South County.

Oroville Rescue Mission said they have 27 persons in hotels through Project Room Key and 2 who have left for permanent housing.

Housing Authority announced they would be opening their homeless preference vouchers and they would coordinate with the Housing Navigator to get names from the CES list.

2-1-1 Help Central inquired as to if there were any hotels on The Ridge. The subcommittee was informed that no hotels in Paradise have agreed to working with Project Room Key and anyone qualifying for the program on The Ridge would need to be housed in a hotel in either Chico or Oroville.

**Project Room Key Update:** A memo outlining the program was presented. The roll of the Housing and Homeless division of DESS was discussed, and the HMIS “FEMA COVID-19 Non-Congregate Shelter” program was introduced. The subcommittee was informed the Housing Navigator would be adding all Project Room Key participants into the new HMIS program and no other agencies would need to do anything new regarding HMIS data entry.

The subcommittee was informed Project Room Key had an anticipated end date of May 30, 2020.

**Privacy and Confidentiality in HMIS:** The Policy and Procedures need to be updated.

HUD’s minimum standards on informed consent do not require agencies to get a signature from a client to enter them into HMIS or CES. HUD places the onus on agencies to keep data private. Additionally, agencies need to abide by their own most restrictive confidentiality standards. Regarding HIPPA, it was determined any agency who is bound by HIPPA would have to have the client sign one allowing their information to be shared with HMIS/CES. Behavioral Health (BH) would have to get a new one signed every year. The Housing and Homelessness division of the Department of Employment and Social Services (DESS) will meet with the BH Compliance Officer to determine how this can be put into effect.

HUD allows for sharing of information between agencies if it is for housing purposes.

Agencies are required to post a Public Notice and have a Privacy Notice and Security Plan in place and able to be viewed by clients at their request. The Public Notice is a simple statement indicating clients' information will be entered into a system and shared with other agencies.

The question was posed "Should we get Technical Assistance to help with developing the forms?" It was determined that was not necessary as they can be developed by using the 2004 HMIS Data and Technical Standards Guide and the Coordinated Entry Management & Data Guide.

The Housing and Homelessness division of DESS will create the Public Notice and the Privacy Notice and bring it back to the subcommittee. Anyone else in the subcommittee who wanted to assist was directed to contact Staci Parisi in order to meet to assist in their creation.

**Office Hours/Training:** Elisa Rawlinson informed the subcommittee what would be discussed during the Office Hours to be held directly after the meeting.

- HMIS' internal email feature
- HMIS' note section within the CES program
- How and where to enter a clients' verbal or written approval to enter them into HMIS/CES
- How and when to complete a new VI-SPDAT for a client.

**Announcements/Comments** –Stefan Spirk of CAA informed the subcommittee that an email would be going out to all agencies regarding the Housing Inventory Chart for the HIC/PIT.

Additionally, it might be necessary for agencies to provide more information or clarification on information in HMIS for the HIC/PIT reports.

***Next Meeting – Monday, June 8, 2020 at 1:00-3:00 P.M. with virtual Office Hours held directly after the adjournment of the meeting.***

**ADJOURN – 1:56 PM**