



Butte Countywide Homeless Continuum of Care

Homeless Management Information System / Coordinated Entry Committee

Monday, February 1, 2021 1:00 p.m. – 3:00 p.m.

Butte County Employment and Social Services – Zoom Virtual Meeting

Zoom Link: <https://us02web.zoom.us/j/89282225540?pwd=dmYwME42WFYwdXVKTTThKS2NUWVdTQT09>

Phone: (669) 900-9128 Meeting ID: 892 8222 5540 Passcode: 595919

HMIS/CE COMMITTEE MEMBERS (CHO Administrator, or designee):

Angie Little, HACB	Keesha Hills, OSCIA	Staci Parisi, DESS
Joy Amaro, True North Housing Alliance	Shelly Watson, Jesus Center	Christy Taylan, Caminar
Nancy Jorth, Youth for Change	Tracey Stogsdill, Butte 211	Annie Terry, Oroville Rescue Mission
Lauren Kohler, Safe Space	Trishalana Ott, BCDBH	Sara Sweaney, Nation’s finest
Stephan Spirk, CAA	Carolina Cruz. Catalyst	Dawn Napier, Veteran’s Administration
Amanda Gaylord, CHAT	Debbie Villasenor, Consultant	

First Chairperson: Staci Parisi, DESS HH

Second Chairperson: Sarah Frohock, BCDBH

AGENDA

- | | |
|---|-------------------------|
| 1. Call to Order | S. Parisi |
| 2. Roll Call | S. Parisi |
| 3. Approval of Minutes - <i>INFORMATION</i> | S. Parisi |
| a. Minutes from December 7, 2020 | |
| b. Minutes from January 4, 2021 | |
| 4. LSA Data Cleanup | S. Parisi |
| 5. Agency Updates/Announcements | All |
| 6. HMIS/CES Training/Office Hours | L. Peitz / E. Rawlinson |
| a. HIC/PIT Instructions | |
| 7. Next Meeting: Monday, March 8, 2021; 1:00 – 3:00 p.m. | |
| a. Virtual meeting hosted by Butte County Department of
Employment and Social Services | |
| 8. Adjourn | |

MEETING MINUTES
HMIS/COORDINATED ENTRY SYSTEM COMBINED COMMITTEE
Of
BUTTE COUNTYWIDE HOMELESS CONTINUUM OF CARE
December 7, 2020, at 1pm-3pm
Zoom Meeting

<https://us02web.zoom.us/j/83818432795?pwd=K21icUtNdUhmaVNoUS92Y3N4U0daUT09>

COMMITTEE MEMBERS PRESENT:

Debbie Villasenor, Housing Consultant
Amanda Gaylord, CHAT
Stephan Spirk, Community Action Agency
Staci Parisi, DESS Housing & Homeless
Tracy Stogsdill, 2-1-1 Help Central
Christy Talan, Caminar
Shelly Watson, Jesus Center
Nancy Jorth, Youth for Change
Laruen Kohler, Safe Space
Carolina Cruz, Catalyst
Joy Amaro, True North
Angie Little, Housing Authority of Butte County

OTHER ATTENDEES:

Jay Coughlin, DESS Housing & Homeless
Elisa Rawlinson, DESS Housing & Homeless
Pahua Thao, DESS Housing & Homeless
Jennifer Zellers, Nations Finest
Nick Fashing, DESS
Rachel DeLeon, DESS
Jill Anchordoguy, DESS
Sarah Frohock, Butte County Behavioral Health
Trisha Ott, Butte County Behavioral Health

COMMITTEE MEMBERS NOT PRESENT:

Annie Terry, Oroville Rescue Mission
Lorilyn Manwarran, Ampla
Sarah Sweaney, Nation's Finest

Dawn Napier, Veterans Administration
Janine Gomez, True North
Keesha Hills, OSCIA

RECORDING SECRETARY:

Elisa Rawlinson DESS Housing & Homeless

Welcome/Agency Updates: S. Parisi opened the meeting at 1:05 p.m. Roll call taken. S. Parisi asked for Agency updates.

Approval of Minutes: Corrections were noted for the minutes of the November 9, 2020, HMIS/CES Committee meeting, Carolina Cruz should be listed as a committee member. In the minutes she was noted as "other attendee".

Motion to approve with corrections: Stefan Spirk

Seconded by: Nancy Jorth

Minutes for the HMIS Committee Meeting on November 9, 2020, with corrections, were approved by consensus.

Homeless Management Information System (HMIS) Updated Policy & Procedure:

This updated Policy and Procedure is for HMIS only, it does not included CES.

The updated Policy and Procedure has been uploaded to the Continuum of Care (CoC) website.

Next month's meeting will include training regarding the changes to the policy. Additionally, Staci Parisi will be reaching out to CHOs about the updated procedures, the Privacy Notice and the Public Notice.

Question: Will the changes include signage? Will it need to be on agency's websites?

Answer: Yes the changes will include signage. Staci will be working with agencies and a full training will be provided at the next meeting.

Question: Does it have to be done right now?

Answer: This is a work in progress. And email was recently sent out to agency CHOs with the Public Notice, Privacy Notice and the Data Privacy information.

LSA Clean up in HMIS: The County is working on the LSA. The initial LSA report has been uploaded to HUD. HUD has identified errors which will need to be "cleaned up". DESS Housing and Homeless Branch will be reaching out to agencies regarding the "clean up". This is going to be a learning process as this is the first years DESS is uploading the LSA. DESS Housing and Homeless Branch staff are working with both HUD and Bitfocus on the LSA.

Question: Butte County just completed APRs, if no data error were found is that a good cross check or are APRs and LSAs completely different?

Answer: The APR is limited to a particular program under and agency, while the LSA covers everything within HMIS, including historical data the APR might miss. There are always errors that show up in the LSA that do not show up in the APR.

HDIS: BCBH has been requested to upload to HDIS. The information uploaded has been de-identified, and must be uploaded by the end of the year. This will occur after the LSA is complete. This is augmented data from our CoC.

The second phase is to upload Social Services data into the system.

Question: What will the state do with the data?

Answer: The thought is they might use it to request federal funding.

Debbie Villasenor is worried the state will eventually use it to divide money up between the CoCs in the state, based on amount of homeless individuals in a region or CoC area.

Calendar for next year's (2021) meetings: The proposed calendar was included in the packet sent out prior to the meeting.

Motion to approve with no corrections: Debbie Villasenor
Seconded by: Lauren Kohler

HMIS Training Environment: The new Clarity training environment was introduced. It was explained all CHOs will have log ons to the training environment. This will ensure "test" or "training" individuals will not be entered into the live site, which skew our numbers and program information. The training environment has all of the same agencies, programs and permissions as the live site.

All new users will be trained using the Clarity training environment. This will allow for new users to have practice entering clients into HMIS, agency programs and CES without skewing numbers for HMIS and agency programs.

CHOs were encouraged to log into the training site as soon as they receive their log in information, and "poke around".

HMIS Training: The training portion of the committee meeting went over contact info tab (person level) and how to link assessments from person level to program level.

Agency Updates/Announcements/Comments: HUD sent out an email with aggregate data for CoCs across the USA. A link to the information was shared in the zoom chat box.

Question: Was any information on direct allocations shared?

Answer: It doesn't appear Congress has approved anything as of yet. It is anticipated there will be more information at the next meeting, in January 2021.

Clients are starting to be contacted regarding the Section 8 Homeless Preference Vouchers by the Butte County Housing Navigators.

Next Meeting - Monday, January 4, 2020 at 1:00-3:00 P.M.

ADJOURN - 2:22 PM

MEETING MINUTES
HMIS/COORDINATED ENTRY SYSTEM COMBINED COMMITTEE
Of
BUTTE COUNTYWIDE HOMELESS CONTINUUM OF CARE
January 4, 2021, at 1pm-3pm
Zoom Meeting

<https://us02web.zoom.us/j/89713388807?pwd=ZjFCRFpYQVlFejFqNEVQK0NCVTJJOdz09>

COMMITTEE MEMBERS PRESENT:

Debbie Villasenor, Housing Consultant
Dawn Napier, Veterans Administration
Stephan Spirk, Community Action Agency
Staci Parisi, DESS Housing & Homeless
Tracy Stogsdill, 2-1-1 Help Central
Christy Taylan, Caminar
Trisha Ott, Butte County Behavioral Health
Joy Amaro, True North
Nancy Jorth, Youth for Change
Lauren Kohler, Safe Space
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OTHER ATTENDEES:

Jay Coughlin, DESS Housing & Homeless
Elisa Rawlinson, DESS Housing & Homeless
Pahua Thao, DESS Housing & Homeless
Jennifer Zellers, Nations Finest
Nick Fashing, DESS
Rachel DeLeon, DESS
Tara Sullivan-Hames, Butte 2-1-1
Jill Anchordoguy, DESS
Sarah Frohock, Butte County Behavioral Health
Emily Bateman, Youth 4 Change
Janine Gomez, True North

COMMITTEE MEMBERS NOT PRESENT:

Annie Terry, Oroville Rescue Mission
Lorilyn Manwarran, Ampla
Sarah Sweaney, Nation's Finest
Angie Little, Housing Authority of Butte County

Shelly Watson, Jesus Center
Amanda Gaylord, CHAT
Keesha Hills, OSCIA

RECORDING SECRETARY:

Elisa Rawlinson DESS Housing & Homeless

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

Approval of Minutes: No minutes available for approval. The minutes for the December 7, 2020, meeting will be available at the next meeting scheduled for February 1, 2021.

Public and Privacy Notice: The Agenda/Packet that was sent out lists all of the changes each agency needs to make on the Privacy Notice.

Effective immediately all HMIS participating agencies should be using the HMIS CoC Public Notice. All agencies should post the Public Notice at any desk or place HMIS intakes are completed. If conducting outreach it can be laminated and taped to/attached to a clipboard and read to clients. This eliminates the need for a ROI. However, Butte County Behavioral Health will have their own separate ROI form that clients will sign.

Butte Countywide Homeless Information Systems (HMIS) Public Notice

We collect personal information directly from you to:

1. Best connect you with the service you need.
2. Better understand the needs of homeless persons.
3. Improve planning to eliminate homelessness; and
4. Improve service for homeless persons.

The only people who will be allowed to see your information are HMIS trained staff for homeless service provider who have agreed to keep your information confidential. Additional details regarding data collection and sharing are discussed in our Privacy Notice. If you would like a copy of our Privacy notice, please ask.

Question: If an agency doesn't do the VI-SPDAT do they still have to post the Public Notice?

Answer: Yes. This is what allows an agency to enter information into HIMS. This Public Notice takes place of the signed ROI.

Question: Is it enough to verbally share/read the Public Notice or should it be posted on the agency's website?

Answer: Reading it to a client is fine, but it can be posted on an agency's website if they want to.

Question: If information is being entered into HMIS but no clients are ever present, does the Public Notice need to be posted?

Answer: It needs to be posted at the desk/work station or anywhere else a HMIS user is enrolling clients into the HMIS system.

Agencies must remember anything not listed as "information used" will need a ROI signed by the client.

Privacy Notice: The Privacy Notice is universal to the Butte County CoC HMIS participating agencies. When enrolling clients into the HMIS system agencies can ask if a client wants a copy of the Privacy Notice.

The Privacy Notice can be posted on agency websites. There are areas within the provided Privacy Notice for agencies to enter their information. The Privacy Notice will be translated into Spanish and Hmong.

Behavioral Health staff pointed out all of their forms are required to be translated into Spanish.

LSA Update: Agencies have begun updating their information in HMIS. We are hoping to get a secondary update uploaded this week. Additionally, HUD has issued an extension for final updates to January 15, 2021.

Agency Updates: Butte 2-1-1 announced they have hired a Recovery Navigator who can work with North Complex survivors. Additionally, they are working to collect agency tag lines and/or slogans for the Chronic Homelessness subcommittee. If agencies could email that information it would be helpful.

Housing Navigator announced the CES list would be emailed out by Wednesday this week, starting next Monday it returns to its regular schedule of being emailed out Monday mornings.

Debbie Villasenor wanted to know when she should start working to get HMIS ready to add the No Place Like Home Program. It was explained it doesn't take long for programs to get added to HMIS, generally a month prior to the program starting provides enough time for IS to get the program built and entered into the system.

Question for Committee: What ideas do people have for this committee, what would people like to see the committee working on in the upcoming year?

Would the committee be interested in revisiting splitting up the HMIS and CES subcommittees like they used to be?

- People appear to like having the committees combined as they are so closely tied to one another.

Butte 2-1-1 would like an analysis for the landscape for CE in the next year. Additionally, they would like an explanation of the funding for CE. Currently 2-1-1 is still unfunded for the VI-SPDAT & CE entry.

Next Meeting – Monday, February 1, 2020 at 1:00-3:00 P.M.

ADJOURN – 1:46 PM