



## Butte Countywide Homeless Continuum of Care

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

**MONDAY, May 10, 2021 at 1pm-3pm  
Zoom Meeting**

**COMMITTEE MEMBERS PRESENT:**

Debbie Villasenor, Housing Consultant  
Susan Wilson, Safe Space Winter Shelter  
Javi Pinedo, They/Them/Theirs, HACB  
Angie Little, HACB  
Curtis Butler, Nation's Finest  
Joaquin Jordan, True North Housing Alliance  
Shelly Storkan, BCDBH  
Rachel DeLeon, DESS Eligibility  
Kristen Yahn, Homeless Program, VA  
Nick Fashing, DESS APS  
Ronnie Mullins, BC HDAP  
Christy Taylan, Caminar  
Jay Coughlin, DESS H&H  
Sarah Frohock, BCDBH  
Amanda Gaylord, CHAT  
Nancy Jorth, Youth for Change  
Stephan Spirk, CAA  
Jennifer Zellers, Nation's Finest  
Elisa Rawlinson, DESS Housing & Homeless

**OTHER ATTENDEES:**

**COMMITTEE MEMBERS NOT PRESENT:**

Keesha Hills, OSCIA  
Annie Terry, Oroville Rescue Mission  
Sara Sweaney, Nation's Finest  
Masaki Hirayama, Veteran's Administration  
Tracy Stogsdill Gillihan, 2-1-1 Help Central  
Shelly Watson, Jesus Center  
Lauren Kohler, Safe Space  
Carolina Cruz, Catalyst  
Rick Jackson, BCDBH

**RECORDING SECRETARY:**

Debbie Villasenor

## **ORDER OF BUSINESS:**

- 1. CALL TO ORDER:** The meeting was called to order by Chair Elisa Rawlinson at 1:05 P.M.  
Roll call taken
- 2. APPROVAL OF MINUTES - ACTION:** The minutes for the HMIS/CES Committee Meetings for April 12, were approved with no corrections.

**Motion to approve:** Angie Little  
**Seconded:** Jennifer Zellers

- 3. Introductions/Agency Updates:** Elisa Rawlinson informed group she emailed all the CHOs about a new feature in Clarity called “Reset Password.” Users just click the button and add their email, and it will allow them to update their password themselves. Users no longer have to contact Navigators to reset passwords. Elisa will be sending out semi regular basis with updates or something new about HMIS, she will let CHOs know. She will also start a CHO workgroup using a distribution list of all CHOs. If a CHO has a question, use this distribution list, so that response can be shared with all the CHOs. She wants to keep an open flow of information between all agencies. Elisa updated group that HIC/PIT data is 95% uploaded and is due on Friday, 5/14/2021. Sarah Frohock, BCDBH, made a general announcement about 30-day comment period is open for MHSA Annual Update. Sarah will include BCDBH Link in Chat box. Comments due by May 18, 2021. Angie Little, Housing Authority is accepting applications of their Section 8 Program through midnight, Saturday, May 15, 2021. Applications are on line and can be found on the Housing Authority’s website. They will be accepting 2,500 applications and use a lottery system to sort. The Housing Authority hopes to open the Section 8 waitlist on a yearly basis. If anyone has questions please contact Angie Little or Javi Pinedo. Angie also announced that the Housing Authority just learned that they will be eligible for 116 Emergency Housing Vouchers. There are strict rules about use of EHV’s, so she will be setting up a meeting with small work group of CoC agencies to discuss in greater detail. Eligible applicants must be referred directly by CoC, units leased up within 4 months from official award notice from HUD. Nick Fashing, DESS Adult Services, the Home Safe Pilot program will finish at end of June. He hopes new State budget will continue to finance this program. Nick will keep group updated on progress of program. Susan Wilson, Safe Space Winter Shelter, announced entered into an agreement to takeover True North’s former Transition Housing site that serves 7 people. Still looking for a site for Winter Shelter.
- 4. Informed Consent Update:** The CoC Council approved Informed Consent form with one change. The period of approval of form once signed was changed from 7 years to 3 years. Elisa has made change on form and is getting everything ready for use. She will prepare a fillable form, video and document on how to use form, instructions on how to upload into

HMIS, and how to explain form to participants. Elisa will email all the material to CHOs and users. Only two HMIS agencies that will not share information is Behavioral Health and Youth for Change due to HIPPA issues. Their staff will be able to see the other agencies information, they just will not be able to share their information with the other agencies. Behavioral Health and Youth for Change will need to have their agency's approved Release of Information signed by their clients before contacting other agencies on client's behalf. Stephan asked why the CoC Council wanted change in time for form. Elisa noted that they were not comfortable having the Consent Form in the system for 7 years. They wanted 1 year, but after some discussion agreed on 3 years. Debbie noted that she hopes our committee can increase education about the HMIS system to overall CoC Council to help them better understand how important it is to its users. Sarah noted that we need to come up with a way for users to track expiration dates on Consent Forms. Do we all get forms signed in same month? What's the process going to be? Joaquin asked if users could get a similar alert that is available to users for assessments. Elisa noted she will look into that and more discussion about the Consent Form and its proposed process will be provided during HMIS/CES Office Hours. She will show how end users will see in client's profile the status of the Consent Form. Elisa noted that the Navigators will assist end users with tracking Consent Form end dates and other activities. She hopes to move to an open system as early as possible, however, right now other pressing issues prevent this from moving forward as fast as she would like.

- 5. Mission Statement:** Elisa noted this is just a proposed mission statement (included in agenda packet). She knows it will need some minor changes. Three reasons for mission statement: 1) We want the CoC to know what we do and that our work impacts the CoC as a whole, 2) the CoC Council wants every committee to have a mission statement or focus statement, and 3) the CoC website is being updated and the mission statement will help the community understand the work of the CoC and its committees. Debbie requested the addition of "state" in last sentence of first paragraph. Stephan and Joaquin provided comments about use of data and how to use data. Elisa will work with Joaquin on his question about how to mine data. Debbie, Stephan, and Elisa discussed adding privacy to first paragraph right after data security (revise to data security/privacy). Jay noted in chat box need to correct spelling of insure to ensure in top paragraph. Elisa made changes to the statement.

**Motion to approve:** Stephan Spirk  
**Seconded:** Sarah Frohock

- 6. HDIS Update:** Homeless Data Integration System. Elisa noted that the state is taking information from CoCs HMIS systems throughout the state. CoCs upload HMIS data every quarter and provide to the state. They check data for things like duplication, they really data mine. They pull data out to show what our homelessness population looks like in California.

Something to keep in mind is this data is about homeless population that engages with HMIS participating agencies. While this provides a good picture of homelessness it does not provide a complete picture of the area's homeless population. The HDIS website went live approximately three weeks ago. The state will update website data every quarter (<https://www.bcsb.ca.gov/hcfc/hdis>). Elisa shared her screen and reviewed information about a broad overview of individuals served in Butte County. Debbie asked Elisa at future meetings with the state about HDIS, to add a statement that HDIS data reflects homeless population engaged in services and does not capture all the homeless population in a county. Hopefully this will help avoid confusion from community members not familiar with HMIS data. Elisa reminded group that it is important to collect HMIS data on total household not just adults requesting services. This has been an issue with collecting household information correctly for the Coordinated Entry System. Parents and children in a household need to be captured in data for CES. Jay asked if HDIS data is only available to Elisa. No, this data is available to everyone in the state it is a public website. Curtis agrees that data does not reflect disenfranchised population. He wanted to know if PIT data reflects unserved? Elisa noted in normal years yes, but this year due to COVID-19, we did not survey the unsheltered in our area. Javi, Curtis and Sarah provided comments about the HDIS website and data reviewed by the public. Elisa concluded that it is important that we enter all the proper data about households in HMIS and continue to advocate with the state about how they present the data to the public. Elisa encourages everyone to go to the HDIS website and review information. Stephan clarified and Elisa confirmed that HDIS website has data from 2017 through 2020. Sarah and Elisa reviewed data in Butte County for disabled homeless population and noted that it is high. Elisa noted that she is focused on training end users on how to better capture disability, based on HUD's definition, so this data might be even higher. Elisa and Curtis also discussed issues with Veterans reporting their status. Again, Elisa is training end users to better capture this data.

7. **HMIS/CES Training/Office Hours:** Informed Consent. Elisa shared her screen and briefly reviewed how to access information about the Informed Consent. She will provide CHOs and end users with a video and written instructions on how to access Informed Consent.
8. **HUD Data Standards:** Elisa noted that at the end of last week, May 7, 2021, HUD released an update to HMIS data standards for next year, effective October 1, 2021. Elisa will go through every program, agency by agency, to review compliance with new data standards. She will review programs and funding sources because they all have to capture different data elements. Stephan and Elisa discuss if Bitfocus, HMIS vendor, has integrated new data into Clarity yet (HMIS Software System). Elisa noted that Bitfocus received new data standards from HUD a while ago, so she believes they have made the changes. Her team will be working closely with Bitfocus to make the necessary changes. It will be up to some of the

agencies to make corrections to program specific questions. She will work with CHOs on the necessary data changes.

**9. Data Quality:** Elisa noted past experience working with CHOs on correction of data for LSAs. She proposes a better way of collecting data for LSA rather than waiting till the end of the year. Elisa will be running reports weekly and sending to CHOS. The four reports she will email out are: 1) Program Data Review, 2) Monthly Staff Report (may not apply to all CHOs), 3) Duplicated Client list, and 4) Project Start Date/Program End Date. The CHOs will need to work with their agency's HMIS staff to review and if necessary correct data, and return to Elis within a week. The plan is to send reports on a rotating basis according to the schedule in agenda packet. Stephan had question about format of reports will they be sent out via Clarity messaging or through email. Elisa noted the reports will be emailed out similar to how she emails out the CES list. Elisa went over examples of reports via shared screen.

**10. Card Printers/Scanners:** Sent out an email since they have ESG 2 funds available to assist partner agencies purchase cards and printers/scanners so we can streamline efforts. Agencies and scan cards to provide information about services used by client. This will again assist with data quality. If anyone on this Zoom meeting is interested in cards, printer/scanners, contact Elisa by the end of this week (5/14/21).

**11. User Licenses:** Elisa reported that our HMIS User Licenses are very expensive. This year the CoC has funds to pay for licenses, and they will continue to look for other funds to finance future years. This year, June 1, 2021 through May 31, 2022, the cost for just HMIS System is \$71,850.80. See agenda packet for a detailed listing of the annual cost. Starting June 1, 2021, our CoC will have 120 licenses, 30 of these licenses are donated by Bitfocus, due to disasters in our area over the last couple of years. Those licenses will expire at the end of this contract year. Elisa estimates by August 2021 our CoC will be at the 120 licensed users. This might change based on agency staff turnover or program changes. It's important that everyone understand that in the future there is no guarantee that funds might be available to cover HMIS System costs. User Licenses are not an unlimited resource. Elisa and HMIS/CES Committee will need to set up a policy about deactivating User License holders if they are not actively using HMIS. We need those User Licenses for other agencies. We will discuss this topic in greater detail at a future meeting.

**12. NEXT MEETING:** The next HMIS/CES Committee Meeting will be on Monday, June 14, 2021; 1:00 pm-3:00 pm.

**13. ADJOURNMENT:** The meeting was adjourned at 2:53 P.M.