Butte Countywide Homeless Continuum of Care

BUTTE COUNTYWIDE HOMELESS CONTINUUM OF CARE
HMIS/CES COMBINED COMMITTEE MEETING MINUTES
MONDAY, April 12, 2021 at 1pm-3pm
Zoom Meeting

COMMITTEE MEMBERS PRESENT:
Elisa Rawlinson, DESS Housing & Homeless
Sarah Frohock, BC DBH
Stefan Spirk, CAA
Tracey Stogsdill Gillihan, 2-1-1 Help Central
Masaki Hirayama, Veteran's Administration
Amanda Gaylord, CHAT
Debbie Villasenor, Housing Consultant
Shelly Watson, Jesus Center

OTHER ATTENDEES:
Briana Harvey-Butterfield, DESS H&H
Jay Coughlin, DESS H&H
Jennifer Zellers, Nation's Finest
Nick Fashing, DESS Adult Services
Rachel DeLeon, DESS Guest
Renee Devol, DEES APS
Sophia Salas, Jesus Center
Susan Wilson, Safe Space

COMMITTEE MEMBERS ABSENT:
Angie Little, Housing Authority, Butte County
Annie Terry, Oroville Rescue Mission
Carolina Cruz, Catalyst
Christy Taylan, Caminar
Joaquin Jordan, True North Housing Alliance
Keesha Hills, OSCIA
Lauren Kohler, Safe Space
Nancy Jorth, Youth For Change
Rick Jackson, BC DBH
Sara Sweaney, Nation's Finest

RECORDING SECRETARY:
Stefan Spirk

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 March 8, 2021, were approved with no corrections.

> **Motion to approve:** Elisa Rawlinson
> **Seconded:** Amanda Gaylord

3. **AGENCY UPDATES:**
   a. Jesus Center hopes to have admin office moved into new Fair St. location at end of April and populating shelter around May 10. 25 sober shelter beds for men and 35 sober shelter beds for women. Breaking ground on June for the Renewal Center. Phone #s and contact info will not change. 15 private rooms (micro units) for families.

4. **HMIS/CES TRAINING/OFFICE HOURS:**
   a. Reports on individual clients:
   Potential use cases: Agency uses paper files, and wishes to print out client notes. Client leaves a program and wishes to present all his/her HMIS data to next shelter/program. Reports can be run on demand or scheduled to run automatically. The printed notes will be limited to the programs and notes you have permission to view.

   Location: Go to client profile, find printer, calendar, and shield icons in upper-right. Click Client reports (Printer icon).

   Useful reports cited: CLNT-101 – Case Notes, CLNT-106 – Service Notes, and CLNT-128 – Client Summary.

5. **HMIS/CES INFORMED CONSENT FORM– ACTION:**
   a. Elisa described the currently closed HMIS configuration, which relies on client to provide case workers with information of other services they're receiving. Clients may not understand, remember, or be aware of all the agencies and programs they're utilizing or have utilized in the past.

   Since clients might rely on case workers to find this for them, a more open HMIS will allow a case worker to more efficiently coordinate and serve the client. The informed consent form will grant us the permission from the clients to better understand the clients' past services and their outcomes. This further provides users with information to make better informed service recommendations.

   b. Some agencies will not be opened: Behavioral Health, Youth for Change, and AMPLA, due to HIPAA regulations. Their staff will be able to see the client's program history, though, which allows their staff to target their efforts and referrals.

   c. Elisa provided an overview of each section of the 2-page form. By default, the consent is valid for 7 years or when they choose to revoke consent. Names of dependent children must be included to allow their information to be shared.

   If a client wishes to privatized profile (e.g. not shared with partner agencies), go to client's profile page, click on the shield icon in the upper-right, select "Private", then confirm that you're sure. This client will, then not be displayed if another agency

searches for the client's name. An Informed Consent form must be completed at initial intake, but also if/when client requests or authorizes a change in status. A scanned PDF may be attached to the Release of Information in the client privacy screen.

d. Further discussion on details regarding consent, using the form, client rights to their information, and methods for clients to opt-out of inter-agency information agency. Demonstrated steps to switch a client profile from Public to Private. An "open" or "public" profile means searchable and accessible by any user using HMIS. ClairtyHS has mechanisms to help prevent duplicate client records being created, when a user is entering a client who has a previously existing private profile. Debbie suggested making a note in the client profile, stating why the client wanted their information private or shared.

e. For a Coordinated Entry enrollment, and for CE to work, information sharing is required. If a client refuses to give consent, they cannot be enrolled in CE.

f. Discussion of details of approval by CoC and implementation. Prior concerns have been addressed, and will be presented to the CoC Council as a recommendation to approve. Assurance to CoC Council and members that the HMIS committee can provide explanation and support. This consent mechanism sets the foundation for a more robust referral system and multiple need-based queues.

> **Motion to approve:** Shelly Storkan (JC in place of Shelly Watson)
> > **Seconded**: Stefan Spirk
> > **Opposed:** None heard

> May 1st ETA for opened system, hopefully sooner, pending CoC approval. County IT will need to make some configuration changes in ClarityHS.

6. **ANNOUNCEMENTS/NEXT MEETING:**
    a. Javi announced the Section 8 housing waiting list will be opening soon, hopefully by May. Recommended agencies inform clients to start checking regularly. Will be online only.
    b. VASH funding was received by Housing Authority for 30 VASH vouchers, but contract has not yet been received or executed.
    c. Referrals for CoC Preference Vouchers are still open and seeking candidates
    d. The next HMIS Committee Meeting will be on May 10, 2021 @ 1pm

7. **ADJOURNMENT:** The meeting was adjourned at 2:11 P.M.