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HMIS Committee Meeting Minutes

Tuesday, 9/17/2019 | 2:00pm – 4:00pm

2400 Bisso Ln, 2nd Floor, Suite D2, Venti Conference Room, Concord, CA

Attendees

Kimberly Thai (H3), Tammy Stoicich (H3), Kristina Jackson (H3), Jamie Klinger (H3), Erica McWhorter (H3), Allison Fitzgerald (STAND!), Tanya Goins (CCIH), Camille Boone (CCIH), Sara Marsh (CCIH), On phone: Avery Richards (Lifelong Medical)

Review Previous Meeting Minutes

Past meeting minutes were approved by committee attendees.

HUD 2020 Data Standards Updates:

1. Move-in Dates (PSH/RRH Programs): Beginning October 1, move-in dates for PSH and RRH programs will be entered on the enrollment screen ONLY (except for Housing Works). Please be advised that Bitfocus will migrate the move-in date listed on the latest screen (update/exit) to the enrollment screen's move-in date on October 1. Whatever move-in date was previously listed on the enrollment screen will be overridden. Kristina sent PSH/RRH programs a list of clients with multiple move-in dates to determine which date should migrate over.

Tammy discussed the difference between the multiple move-in date clean-up project, and how to properly enter move-in dates for PSH/RRH program transfers/merges. For clients that transferred programs and obtained a new housing unit, their new move-in date becomes the enrollment date for the new project they are landing in (they should also be exited from the previous program). For clients who remain within the same program, but for some reason obtain a new housing unit, no new move-in date is necessary.

2. Disabling Condition removed from Status and Exit: HUD will only require the Disabling Condition question (yes/no) to be entered on the enrollment screen, and recommends it be removed from all status and exit screens beginning October 1. The committee was asked for any questions and concerns and received no objections. Note: the actual disabling conditions (physical, mental health, etc.) will still be listed on each screen, but the change is that the specific question that asks whether client has a disabling condition will only be asked on the enrollment screen.
3. Added 4 SSVF services: 4 new SSVF service items will be added (click here for more information: <https://get.clarityhs.help/hc/en-us/articles/360033254114>). The HMIS team will ensure that SSVF providers are prepared and informed.



4. DV questions removed from Exit: The three domestic violence questions are being removed from the exit screen. There was a question regarding a potential situation of a client having to be exited due to domestic violence issues. Answer: that occurrence of DV would be captured on the status update screen before the client was exited.
5. Coordinated Entry Events: The HUD Coordinated Entry data standard changes will go into effect in April. Below is a brief overview of some of the upcoming changes:
 - When enrolling a client into a program, you will also need to enroll them into a new CES (Coordinated Entry System) program as well, which will go live by April. Regardless of whether a client moves from program to program, they will remain active in their CES enrollment until they gain permanent housing (unless they are inactive for 180 days, in which they are automatically exited).
 - Another Coordinated Entry change is that VISPDAT assessments will be completed within the CES program enrollment. Assessments will be relocated from the global tab to the program level assessment tab. If an individual is already enrolled in CES with an assessment, they do not need a new enrollment/assessment.
 - Coordinated Entry Events: certain qualifying events such as referrals to shelter, outreach, rapid resolution, and more will be recorded as “Events” under the CES enrollment. Bitfocus will be implementing some sort of automation around this. For example, if a client is referred to the community queue and if they land in an RRH/PSH program, a CE Referral Event will automatically be created in their CES enrollment. Other types of events would have to be entered in manually. We will discuss these event types and what data entry will look like in future meetings.
 - Changes in living situation will now be tracked in an assessment in Clarity whenever a client is contacted or engaged. The “Current Living Situation” assessment must be conducted in the CES enrollment. This will be helpful for us to keep track of where people are located or living if they come up on the housing list.

There are many remaining questions and factors that will be addressed over the coming months. Stay tuned for these important updates in future policy meetings.
6. Looker reports will be updated to align with all changes.
7. **Note:** Tammy is in the process of creating customized training videos to address the new changes/HUD protocols for data entry as of October 1. Coming soon!

Data Cascading Across Agencies - Check-in

With consensus across agencies in the committee, we enabled data cascading mid-July to ease the burden of data entry on intakes (STAND! excluded). No noticeable changes in data integrity nor negative impacts have been reported by agencies. CARE and warming centers are the most likely to benefit from this feature. Avery Richards stated that it has been a helpful asset for their work in Alameda County.

*Reminder: Please double check all fields to prevent data quality errors during data cascading on a new enrollment before saving.



HMIS FY 19-20 Invoices

Bitfocus now permits all users to run and save reports in looker. This affects HMIS invoices because all issued licences are now the same price. Please disregard any received invoices for FY 19-20 as they do not yet reflect these updated license price changes. New invoices will be sent out to agencies within the week.

Masaki Hirayama, VA – HMIS Access Interview Update

Allison Fitzgerald (STAND!) and Michael Fischer (CORE Program Manager) conducted Masaki's HMIS access interview on behalf of the VA directly before the HMIS policy meeting. Based upon the outcome of the interview, the panelists offered their recommendation to the committee to permit the VA to obtain access to HMIS. No foreseeable concerns nor dangers were perceived in issuing an HMIS license to the VA. Further, the VA is already listed on the ROI agency list. A question was asked regarding how they plan on utilizing HMIS. Answer: their current system is cumbersome, and HMIS will be a better and more efficient way to track their information. They will be able to more easily determine whether veterans are eligible for certain programs. Masaki will be attending the HMIS policy committee meetings moving forward.

Agency Updates

Avery Richards (Lifelong Medical) reported that they have been utilizing the new HMIS intake form, and have been focusing on form completion/data integrity with staff. Overall, the roll out of the new HMIS intake has been successful. Avery asked if there is potential to make the intake form shorter or more concise to be mindful of the stress it may impose upon the client. HMIS team noted that this can be an agenda item in a future meeting to have a more detailed discussion on what a modified intake may look like.

Next meeting: Tuesday, 11/19/2019, 2 – 4 pm

