



HMIS Policy Committee Meeting Agenda Tuesday, September 15, 2020

Welcome and Introductions

Kristina Jackson (H3), Jamie Klinger (H3), Tammy Stoicich (H3), Kayla Edwards (H3), Shelby Ferguson (H3), Erica McWhorter (H3), Cassie Hourlland (H3), Tony UciFerri (COH), Bertha Lopez (Hume Center), Sara Marsh (Hope Solutions), Sharon Osterweil (Lifelong Medical), Dora Segura (Catholic Charities of the East Bay), Justin Jarratt (211), Sadiq Nemati (Shelter, Inc.)

Announcements

- Jamie Klinger informed attendees that the RED Team is adjusting the set up for HMIS Policy Committee Meetings stating that Cassie Hourlland, the CoC Manager, will be providing support in facilitation of the meetings moving forward.
- In addition, Jamie announced that any HMIS applications that are received will be reviewed at the CoC, HMIS lead, CES level and then brought to the HMIS Policy Committee for questions or further vetting.
- Shelter, Inc announced they have a new staff who needs to be trained. They will be submitting a ticket for training to the RED Team email.
- Hope Solutions has an individual in the process of being trained. They have reached out to Tammy who will follow up with them to provide the invite to the next HMIS training.

Review Previous Meeting Minutes

Attendees had a few moments to review the last meeting's minutes. No questions nor concerns were raised by the committee.

Website Reminders

- Attendees were directed to the cchealth.org/H3 website to review updates made to the website. Under the Tools for Partners section, there are a variety of HMIS resources for partners, agencies and clients. The information has been restructured on the website for clarity. The Data Management Policies section was renamed and additional documents were added to the section for providers.

Privacy Notice:Spanish Translation

- Attendees were informed that the updated privacy notice was placed on the website along with a Spanish Translation of the privacy notice. The privacy notice describes how the data is used what kind of data is collected and who it is shared with. It is a requirement for all agencies to have, at a minimum, the front summary page of the privacy notice on display for clients to read at their facilities.

Client Revocation Form

- Jamie Klinger directed attendees to the Client Revocation Form. If an agency comes across an individual who no longer wants information shared in HMIS, the agency must review and complete the one-page form with the client and ask very clearly what information the client would like removed.
- The form can be found under Tools for Partners in the HMIS section on cchealth.org/H3.
- Even if and when we remove the identifying information about the client, there is information that may stay in HMIS. This is detailed on the form as well.
- One page form that each agency will go through. Client will need to sign the form, printed date and applicable relationship to the client will need to be recorded.
- At the bottom of the form, there is a special section for agencies to complete. Once the form is complete and the client signature is received the agency must provide the HMIS unique ID so the RED Team can go in review the information and erase the information the client wishes to be removed from the system.
- Once completed, agencies will email the form to the RED Team in an encrypted email.

HMIS Program Set Up Form

- Attendees were directed to the HMIS Program Set Up form found in the Data Management Policies Section on the HMIS tab in Tools for partners at cchealth.org/H3. This is a tool for agencies who are already connected to the CoC to request new programs to be set up in HMIS or for an existing program that needs to update their informatino in HMIS.
- The form was created by the RED Team to help streamline the response and manage requests.
- Jamie Klinger reviewed the form with attendees so attendees could see what kind of questions were asked on the form.
- Jamie also directed attendees to the HMIS Policy Committee Meeting Minutes that can be found at cchealth.org/H3.

Migration of DV data

- Erica McWhorter explained that we are working to ensure the HMIS system and set up is in compliancne with HUD requirements, national standards and best practices. Currently, we are looking into how we collect and maintain DV data specific to data around referrals into programs, program participation, and referrals out of programs that are specifically serving DV survivors.
- HUD requires that all Personally Identifying Information data related to domestic violence survivors should be housed outside of HMIS.
- The RED Team is reaching out to DV service providers and working with them to ensure they have a system that is compliant with HUD requirements to capture data that would otherwise be captured in HMIS. The RED Team will also be reaching out to service proivders who partner with DV service providers to ensure those providers are up to date on these requirements and this process as well.
- Moving towards a goal of being in full compliance by the end of the year. Additional updates on this topic will be provided at future HMIS Policy Committee meetings as well

as other forums such as the Council on Homelessness and Oversight Committee meetings.

- Migration of data means making sure the data no longer goes into the system and the data is removed from HMIS and housed in a separate database outside of HMIS.

Official CES Roll Out Updates

- Tammy provided updates on the Coordinated Entry System (CES) roll out explaining we must be in full compliance by October 1, 2020.
- All service only projects, street outreach projects and emergency shelter projects will be required to enroll clients into the Contra Costa Coordinated Entry System program.
- There are additional requirements providers will have to complete to enroll clients into this program including a current living situation assessment, crisis needs assessment (Triage Tool), and a housing needs assessment (VI-SPDAT).
- In addition, there are certain Coordinated Entry events (services) that are required to be recorded under the CES program when provided.
- Tammy shared her screen and walked attendees through how to enroll clients into the Contra Costa Coordinated Entry System program and how to record events once an enrollment was completed. Tammy reminded attendees they must record events under their home agency name
- **Q:** This is not related to PSH after people are housed, correct?
- **A:** It is the responsibility of the permanent housing project staff to exit the client out of CES and provide a housing move-in date.
- **Q:** Additional documents or resources?
- **A:** The Contra Costa Coordinated Entry HMIS workflow manual for collecting HMIS required data elements will be shared with attendees. CES training videos are also available on our website under “Video Tutorials” in the HMIS section within Tools for Partners. Additional information will be forthcoming as upcoming trainings are developed.

Questions & Comments

- **Q:** Is there a way to check on how many users in our agency have licenses to Clarity?
- **A:** Agencies can submit a request to the RED Team email and the RED Team can look into this for them.

Next meeting: Tuesday, October 20th, 2-3pm