



## Yolo County Homeless and Poverty Action Coalition (HPAC)

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### April 18<sup>th</sup>, 2018 Meeting Minutes

**LOCATION:** Woodland – Yolo County Health and Human Services, Bauer Building, Livingstone Room

#### MEETING ATTENDEES

1. Amara Pickens, Fourth and Hope\*
2. Aurora William, Yolo County Health and Human Services Agency
3. Dan Maguire, City of Winters\*
4. Dan Sokolow, City of Woodland
5. Emily Meza, Yolo County Health and Human Services Agency
6. James McLeod, Yolo Community Care Continuum
7. Joan Planell, City of Davis
8. Koy Saechao, Turning Point Community Programs
9. Lindsay Moss, Sacramento Steps Forward\*
10. Niomi Michel, Empower Yolo
11. Robin Frank, Yolo County Children's Alliance\*
12. Veronica William, Volunteers of America – Veterans

\*By conference call: (563) 999-2248; Access code: 906812

#### 1. REPORT APPROVAL PROCESS

Emily Meza discussed the Data Subcommittee's role in HUD report approval prior to submission. It was decided that the HHS Homeless Services Analyst will prepare the reports and email to the Data Subcommittee 1 week prior to the report's due date and passive approval would be used. If no response is received, approval will be assumed and the report will be submitted as is to HUD before or on the due date.

#### 2. DATA QUALITY MONITORING

Emily Meza discussed the importance of regular Data Quality monitoring and asked the committee what that will look like going forward.

The following process was decided:

- The HMIS Daily Operator will pull Data Quality reports quarterly on the first of the month following the end of a quarter; i.e., April 1<sup>st</sup> for Quarter 1 (Jan-March).
- The HMIS Daily Operator will then review the reports and disseminate them to the respective agencies to address any data quality issues. Agencies will have 1 week to address data quality issues.
- The HMIS Daily Operator will then bring the data quality reports for HUD funded programs to the Data Subcommittee meeting later that month for review by the whole committee.
- Non-HUD funded programs will not be reviewed in the committee, with Data Quality reviews being performed internally between the HMIS Daily Operator and the agency themselves.



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### 3. HPAC HMIS POLICIES AND PROCEDURES – POLICY DECISIONS

Emily Meza led the group in formulating a Release of Information Policy, VI-SPDAT Paper Version Policy, and VI-SPDAT Update Policy. The following was decided:

#### HMIS Release of Information Policy

- A signed HMIS Informed Consent and Release of Information Authorization/VI-SDPAT Consent and Release of Information must be saved in HMIS within 3-5 business days of an individual's information being collected.

#### VI-SPDAT Paper Version Policy

- Any VI-SPDAT completed on paper in relation to an HMIS participating program must be entered into HMIS within 3-5 business days of the individual's information being collected.

The precise timeframe for each of these policies is dependent on HUD's timeliness requirements, as it was expressed that HUD may require data entry within 3 days. However, in the absence of official data entry timeframe requirements from HUD, it was agreed that 5 business days will be the policy.

#### VI-SPDAT Update Policy

- A client should be reassessed by the VI-SPDAT at least once every 12 months and whenever they experience a life-changing event, including but not limited to a change in:
  - Household composition
  - Income
  - Disability status

These policies will be added into the HMIS Policies and Procedures, to be presented to the Data Subcommittee at a later date.

### 4. HMIS FORMS

Emily provided the group with updated HMIS forms including the HMIS List of Participating Agencies and the Yolo County HPAC VI-SPDAT Consent Form. New Yolo County HMIS agencies were added to each form.

#### NEXT MEETING:

July 18<sup>th</sup>, 2018 – 8:30am-9:30am –Yolo County HHS, Bauer Building, Livingstone Room