



Yolo County Homeless and Poverty Action Coalition (HPAC)

Davis/Woodland/Yolo County Continuum of Care (CA-521)

HPAC Data Subcommittee Meeting Minutes

Wednesday, January 16, 2019, 8:30-9:30 a.m.

Yolo County HHSA – Bauer Building – Livingstone Room

1. Introductions

- **Attendees in Room:** James McCloud, ME Gladis, Veronica Williams, Martha Teeter, Lindsay Moss, Ian Evans, Kim Heuvelhorst, Emily Meza
- **Attendees on Phone:** Kristen Cline, Dan Sokolow, Amara Pickens
- **Update from last meeting:** Recommendation to HPAC regarding the Bringing Families Home data sharing agreement was approved.

2. **Release of Information & Client Consent** – Lindsay Moss from SSF explained that Yolo and Sacramento share the Clarity platform for HMIS. One of the settings that cannot be set differently between the two counties are related to the validity period of the ROI. Sacramento recently decided to extend the ROI period of validity from 5 to 7 years, matching the limit used by 15 other major CoCs. The ROI can be revoked by the client at any time. HMIS has been updated to prompt the user to ensure that the ROI is completed and updated as needed. The system now requires a valid ROI to be on file before the user can save the profile. For clients who are already enrolled but without a valid ROI, there is a banner alert for the user. It can also be easily monitored now to determine the extent to which agencies are in compliance with this. If Yolo does not want to change from 5 years to 7 years, the work around is to manually backdate the ROI date by 2 years. At some point, this group will need to set a deadline for having all ROIs completed in HMIS and then decide how to handle the ones that are incomplete. There was also a request for this group to conduct some additional research regarding HIPPA compliance. There was unanimous support for changing the ROI period of validity from 5 to 7 years.

3. HMIS Forms Update

- **Partner Agency List** – Four new agencies have been added. They include the City of West Sacramento, City of Woodland, Downtown Streets Team and Interfaith Rotating Winter Shelter (IRWS) – Davis. The ROI will be updated to add these agencies and to extend the duration from 5 to 7 years.
- **Need for Translations** – HPAC has a value to provide translations for HMIS related forms such as the ROI. Traditionally, Yolo has provided Spanish and Russian translations of forms. Providers report that there is no urgent need for translations. There is an occasional need. Based on this feedback, HHSA will plan to work on translations as time allows.

4. **Community Queue Update** – The Community Queue (CQ) went live in Yolo in November. The CQ is an active list of individuals currently homeless who have had a VI-SPDAT. It is designed to provide a list of most vulnerable homeless individuals to use for case conferencing when a housing vacancy occurred. To aid with implementation, SSF moved any active client in the system into the CQ. To stay active, they need to have checked in at least once every 120 days. Case managers should do this if the client is still active and the provider is still working with them. If not, the client should be removed from the queue or allowed to expire. Since implementing the CQ, there have been 23 new assessments. 15 of those were added to the



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CQ and 8 were not. Providers should be reminded that after assessment they need to press the button to add them to the community queue. Of the clients who had been moved into the CQ by SSF, only one user has been checking in, but we are still within the first 120 days so perhaps that is why. The 120-day period ends in February so communications should go to providers with a list of clients who will expire if they don't check them in before the deadline.

5. **AHAR/LSA Submission** – Emily Meza from HHS shared that this was submitted timely in December. We have an assigned HUD representative who will work with us if there are any issues with the data. We have not yet received any contact from them.
6. **HMIS Capacity Building NOFA** – Emily Meza from HHS shared that we are moving forward with applying for this grant and plan to submit it by the due date at the end of this month.
7. **New Housing Opportunity** – Veronica Williams of VOA share that there is a new 40 bed, service intensive program for single men and women opening at Mather. Sherman Haggerty director of Mather Community Campus has full details. VOA Veteran's program will bring some material about this to HPAC General.

8. Meeting Evaluation: Plus/Delta/Future Topics

Plus –

- Covered all the agenda items on time
- Having Lindsay explain HMIS items, context and other CoC practices
- Concise agenda
- Printed material was helpful

Delta –

- Too difficult to hear on the phone; Sometimes even in the room it is difficult to hear/understand so participants are requested to speak loudly and slowly.
- Suggestion to move the Data Subcommittee from 8:30 am to 9:00 am start time. Consensus to revise this in the P&P during the upcoming revisions being done in Technical Meeting

Future Topics –

- Discussion to change meeting time to 9:00 am
- PIT Count data review.

9. Next Meeting & Adjournment—April 17th, 2019