

HMIS Oversight Committee
Wednesday September 26, 2018

Present:

1. Welcome and Introductions
 - a. Next Meeting: Wednesday October 17, 9-11AM at EveryOne Home (101 Callan, Suite 230)
2. Committee Business
 - a. Review Roster and Representation

HMIS Oversight Committee		
Seat	Name	Organization
Staff	Jessica Shimmin	EveryOne Home
Staff	Patrick Crosby	HCD- HMIS Lead
Staff	Trevor Mells	HCD- HMIS Lead
HUD COC Committee	Andrew Wicker	City of Berkeley
HUD COC Committee	Lara Tannenbaum	City of Oakland
Consumer		
Technical/DQ Staff	Mike Keller	EOCP
Technical/DQ Staff	Juliana Juarez	Abode
End User/Data Entry	Camille Mariategue	BFHP/APC
End User/Data Entry	Melissa Sutton-Dement	BACS
Coordinated Entry		
Coordinated Entry		
HCSA/AC3	Robert Ratner	HCSA
HCSA/AC3	Teddie Pierce	HCSA

- b. Selecting Co-Chairs
- c. Agenda Setting: Right now, the agenda centers on a short list of topics most frequently and urgently addressed to us by users. Staff asks for committee confirmation that the below short list occupy the committee's initial focus:
 - User licenses
 - Training
 - New agency onboarding
 - New project creation
 - Special reports (e.g. standard reports for funders, etc.)
 - Communication plan

Topics for future attention include:

- Ticketing system
- HMIS Agency Manager meeting
- Data quality review and quality improvement plan
- Review Privacy and Security policies and procedures: updating policies, revising procedures, supporting rights of consumers, including digital signatures
- Ensure compliance with federal requirements: what are they and how do we know we're compliant?
- Data Requests

3. Clarity Conversion

a. Update: Patrick

- Contact information customization and migration is in progress
- Move In date migration was done incorrectly, has been corrected and migration in progress
- Services: currently have 1 million services records, service types need to be simplified
- Case note migration will take place in tandem with services migration
- Attendance module configuration (October or November)
- Document upload/document readiness build out- SCC reviewed a template, comment period
- Define eligibility criteria (funding requirements) and determine responsibility for eligibility data management
- Develop matching rules in Clarity—matcher workgroup and system coordination committee

4. System Training

a. Upcoming Training Dates

- i. Tuesday October 9 HMIS Privacy and Security Training (HCD)
 1. Sept 11 session: 10 of 20 attended
- ii. Tuesday October 16 Clarity New User Training (HCD)
 1. September 18 am and pm sessions:
- iii. Thursday September 27th & October 25 HMIS User Group Meeting (HCD)
- iv. TBD Webinar: Contact Information (EveryOne Home and HCSA)

5. Discussion of system training needs and licensing approach

a. Update and Presentation on Current License Levels in Alameda County (Trevor)

- Direct Service/Enterprise License: 230 of 330 assigned as of 9/14
- Agency Manager: 31 of 50 assigned
- System Admin: 6 of 6 assigned

b. Licensing and training support in neighboring counties

- i. Santa Clara County: 2017 PIT Count=7,394 homeless persons
 - 500 direct service/enterprise licenses @ \$20 monthly/license
 - 60 agency manager licenses @ \$50 monthly/license
 - 2 system admin @ \$150 monthly/license
 Contracts with Bitfocus for System Admin and Training:
 - Weekly general user training, online
 - Pre-recorded webinar, Client Consent Training/Privacy and Security
 - Webinar data analysis training for agency managers
 - 3-4x monthly 60-minute data analysis office hour support
 - Online registration for all training
- ii. San Francisco County: 2017 PIT Count = 7,499 homeless persons
 - 1,000 direct service/enterprise licenses @\$17 monthly/license
 - 200 agency manager licenses @ \$45 monthly/license
 - 5 system admin@\$150 monthly/license
 Contracts with Bitfocus for System Admin and Training:
 - Weekly general user trainings, online
 - Webinar data analysis training for agency managers
 - 3-4x monthly 60-minute data analysis office hour support
 - Online registration for all training

6. New Agency Onboarding

- What is the process for requesting to join the HMIS? (see document attachments)
- What are the criteria currently in use to evaluate those requests? (see page 3 of this packet)
 - Agency provides services/resources that are reserved/dedicated for homeless people in Alameda County
 - Agency is a coordinated entry access point
- Review current list of agencies requesting onboarding (see page 4 of this packet)

Evaluating Agency Requests to Join Alameda County's HMIS.

Many agencies have requested permission to join Alameda County's HMIS during the past year. Some of these agencies clearly fit within the purview and goals of the housing crisis response system, while others aren't as straightforward. Given the range of agencies interested in joining the HMIS, it may be useful to ask a set of questions before the onboarding process begins to better understand the agency making the request and their needs.

The below questions could inform decisions about how to expand the HMIS.

Proposed questions:

1. Agency Name
2. Agency Address
3. Agency Mission Statement
4. Program Name
5. Does the program provide services dedicated to homeless people?
 - a) If not, how do you anticipate using the HMIS?
6. Project Type (offer a picklist of options that includes other/please describe)
7. What is the geographic service area for this program? (list cities/resource zones)
8. Funder(s)
 - a) Eligible populations (Finding sources may require that services are delivered to specific populations: adults, chronically homeless, DV victims, families with minor children, HIV, seniors, TAY veterans, etc)
9. Will the program fill slots through the coordinated entry by-name-list?
10. How many active user licenses do you anticipate?

These questions could be formatted as a form given to agencies that express interest in joining the HMIS and could then be reviewed and decided at HMIS Oversight Committee meetings. The COC may want to direct the HMIS Oversight Committee (and the COC and HMIS Leads in the meantime) that:

- *Agencies can be approved to begin the HMIS onboarding process so long as they provide services dedicated to homeless people in Alameda County (questions 5 and 7). The HMIS Lead can make these determinations, summarize quarterly all new onboarded agencies to the HMIS Oversight Committee.*
- *Agencies can be approved to begin the HMIS onboarding process if they are acting as a coordinated entry access point. The HMIS Lead can make these determinations, summarize quarterly all new onboarded agencies to the HMIS Oversight Committee.*
- *Agencies that do not provide dedicated homeless services would need to explain how they will use the HMIS in question 5a. The request and explanation then will be considered by the HMIS Oversight Committee, which will make a recommendation to the COC Committee for final approval.*

Agency Onboarding Tracking Sheet					
HMIS Ticket #	Name of Agency	Contact Personnel	Agency information/address	MOU & P/P Sent	Signed MOU & P/P
HMIS-410, HMIS-741, HCRS-57	ROOTS	Noha Aboelata, MD - drnoha@rootsclinic.org	9925 International Blvd, Oakland, CA 94603	8/29/2018	
HMIS-245	Anthem Blue Cross - CA Medicaid Health Plan	Ané Watts - ane.watts@anthem.com	n/a		
HMIS-589	Dorothy Day House	Jennifer Vasquez - JVasquez@cityofberkeley.info	2180 Milvia Street, 2nd Floor Berkeley, CA 94704 510.981-5431		
HMIS-667, HCRS-55	AIDS Project of the East Bay (APEB) Oakland	Shirley M. Gainey sgainey@apeb.org	1322 Webster Street Oakland, CA 94612		
HMIS-747, HCRS-69	Shelter, Inc.	Trudie Giordano - trudie.giordano@shelterinc.org	1333 Willow Pass Rd., Suite 206 Concord, CA 94520 925.957.7573		
HCRS-49	Men Of Valor Academy	Pastor Jerald K. Simpkins - jksimpkins1@gmail.com; request made by Jeannette Rodriguez	6118 International Blvd, Oakland, CA 94621 (510) 567-1308		
HCRS-38	Center Point Inc.	Wendy Fox - Rankin - wfox@cpinc.org	Alameda Day Reporting Center 3333 Telegraph Avenue Oakland CA 94609 (510) 496-5140		
HCRS-30	Downtown Streets Team	Julia Lang - Julia@streetsteam.org Jade Milburn - jade@streetsteam.org	22537 Main Street Hayward, CA 94541		
	VA	Caitlin Pugh/ Anna Berg / Masaki Hirayama			
	Tri-City Health	Andrew Navarro			
	Bananas (OD)				
	SSA	Andrea Ford			