

HMIS Oversight Committee
Wednesday October 17, 2018

Present: Mike Keller, Trevor Mells, Julie Leadbetter, Andrew Wicker, Nic Ming, Teddie Pierce, Camille Mariategue, Melissa Sutton Dement, Juliana Juarez, Patrick Crosby

1. Welcome and Introductions

- Ice Breaker: What is the most adventurous thing you've ever done?

2. Committee Business

- Next Meeting: Wednesday November 28, 9-11AM at EveryOne Home (101 Callan, Suite 230)

3. Clarity Conversion Update

- Update: Patrick
 - Contact information customization and migration is in progress
 - Move In date migration is 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 and determine responsibility for eligibility data management
 - Develop matching rules in Clarity—matcher workgroup and system coordination committee

4. Update on licensing and training

Licensing

HMIS Oversight Committee recommendation to expand licenses was approved by the CoC Committee. CoC will write a letter directing the HMIS Lead to use new or existing funds to purchase licenses in order to keep pace with the expansion of HMIS.

Presentation on Current License Levels in Alameda County (Trevor)

- Enterprise License: 238 of 330 assigned as of 10/12 (72%)
- Agency Manager with Looker: 31 of 50 assigned as of 10/12 (62%)
- System Admin: 6 of 6 assigned as of 10/12

Training

- Thursday November 8th HMIS Privacy and Security Training (HCD)
- Thursday November 8th Clarity New User Training (HCD)
- Thursday October 25 HMIS User Group Meeting (HCD)
- November 1st: Agency Manager/Looker Training (HCD)
- November 5th: Coordinated Entry Training (EveryOne Home)
- TBD Webinar: Contact Information (EveryOne Home and HCD)

5. New Agency Onboarding

- Update on Agencies being onboarded and status

6. HMIS Team workplan:

- *Oct-December 2018: finish migration, APR cleanup, HIC, LSA, Agency onboarding*
- *Organize the lists of tasks thematically? Or in some way to show relationships*
- *Consider using a quarterly timeline vs monthly- bigger more generalized buckets vs smaller more specific*
- *Add plans to expand training, supervision, agency manager role development*

- Suggestion to use current task list and divide up in order to understand the proportion of time taken up by each set of activities.
- Suggestion to add deadlines and who set them (i.e. HUD)
- For Oversight Committee to consider: how should the HMIS Team handle the day to day requests made of them?

7. Next Steps

- HMIS Team will continue to work on the work plan
- EveryOne Home will, at the direction of the committee, bring a draft form for vetting agencies that wish to join the HMIS as well as a more detailed description of the organizations on the list.
- EveryOne Home will, at the direction of the committee, bring a proposal for an expanded training plan informed by the HMIS Oversight Workgroup that met and the CESH pricing.

HMIS Oversight Committee Roster		
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
System Coordination and BNL	Julie Leadbetter	EveryOne Home
RBA or SC Committee		
HCSA/AC3	Robert Ratner	HCSA
HCSA/AC3	Teddie Pierce	HCSA

HMIS Team Members and Roles

- Patrick Crosby: Team Lead, participates in planning meetings, conducts training and user meetings, data migration, system design
- Trevor Mells: participates in planning meetings, report development, user training, data migration
- John Noe: privacy and security training, working on updating forms and revamping the website
- Andy Duong: privacy and security training, work requests, ticketing system, user liaison

Staff Time	Work Days	Holidays	Use or Lose	Vacation	Sick	Actual Available
Patrick	261	10	11	15	5	220
Trevor	261	10	11	15	5	220
Andy	261	10	11	15	5	220
John	261	10	11	15	5	220
Total Staff Days	1044	40	44	60	20	880
Assumptions	261	10	11	15	5	

Name of Agency	HMIS Point Person	Contact Personnel	Agency information/address	Meets baseline criteria?	MOU Sent	MOU Returned	Site Visit	Status
ROOTS	Trevor	Noha Aboelata, MD - drnoha@rootsclicin.org	9925 International Blvd, Oakland, CA 94603	Yes	8/29/2018	9/11/2018	9/25/2018	Working on checklist, Oct training
Anthem Blue Cross - CA Medicaid Health Plan	John	Ané Watts - ane.watts@anthem.com	n/a	No, needs further review				
Dorothy Day House	Andy	Jennifer Vasquez - JVasquez@cityofberkeley.info	2180 Milvia Street, 2nd Floor Berkeley, CA 94704 510.981-5431	Yes	9/20/2018			
APEB Oakland	Patrick	Shirley M. Gainey - sgainey@apeb.org	1322 Webster Street Oakland, CA 94612	Waiting on agency				
Shelter, Inc.	Trevor	Trudie Giordano - trudie.giordano@shelterinc.org	1333 Willow Pass Rd., Suite 206 Concord, CA 94520 925.957.7573	Yes	9/17/2018	9/26/2018	10/11/2018	waiting on Priv Notice
Men Of Valor Academy	Patrick	Pastor Jerald K. Simpkins - jksimpkins1@gmail.com	6118 International Blvd, Oakland, CA 94621 (510) 567-1308	Yes				
Center Point Inc.	Andy	Wendy Fox - Rankin - wfox@cpinc.org	Alameda Day Reporting Center 3333 Telegraph Avenue Oakland CA 94609 (510) 496-5140	Waiting on agency				
Downtown Streets Team	John	Julia Lang - Julia@streetsteam.org Jade Milburn - jade@streetsteam.org	22537 Main Street Hayward, CA 94541	Yes				
VA	Patrick	Caitlin Pugh/ Anna Berg / Masaki Hirayama		Yes				Already on the HMIS MOU...
Tri-City Health	John	Andrew Navarro		No, needs further review				
Bananas (OD)	Patrick			Haven't seen the request				
SSA	John	Andrea Ford		Haven't seen the request				
Housing Consortium of the East Bay	Andy	Jacee Santos - jsantos@hceb.org	Housing Consortium of the East Bay, Main Office 410 7th street #203 Oakland CA 94607	Yes	9/19/2018	9/25/2018		

HMIS Work Plan 2019

Project	Support Ticket	Subject	Estimated Days	Percent of Staff Time	Priority
Finish BNL		CES	3	1.1%	
Modify BNL		CES	10	2.3%	
Create Matcher Tools		CES	20	0.3%	
Modify Contact Information		CES	3	0.6%	
Build Contact Information Report		CES	5	2.3%	
Create Document Collection Model		CES	20	3.4%	
Define Eligibility Criteria		CES	30	1.6%	
Define Attendance Module Criteria		CES	14	3.4%	
Collect Eligibility Data		CES	30	1.6%	
Build Screens for Eligibility Information		CES	14	0.8%	
Build Screens for Attendance Module Information		CES, HMIS	7	0.9%	
Onboard - ROOTS	HMIS-410, HMIS-741, HCRS-57	CES, HMIS	8	0.9%	
Onboard - Anthem	HMIS-245, HCRS-79	CES, HMIS	8	0.9%	
Onboard - Dorothy Day	HMIS-589	CES, HMIS	8	0.9%	
Onboard - APEB	HMIS-667, HCRS-55	CES, HMIS	8	0.9%	
Onboard - Shelter Inc.	HMIS-747, HCRS-69	CES, HMIS	8	0.9%	
Onboard - Men Of Valor	HCRS-49	CES, HMIS	8	0.9%	
Onboard - Center Point	HCRS-38	CES, HMIS	8	0.9%	
Onboard - Downtown Streets Team	HCRS-30	CES, HMIS	8	0.9%	
Onboard - VA		CES, HMIS	8	0.9%	
Onboard - Tri-City Health	HCRS-76	CES, HMIS	8	0.9%	
Onboard - Bananas (OD)		CES, HMIS	8	0.9%	
Onboard - SSA		CES, HMIS	8	0.9%	
Onboard - Housing Consortium of the East Bay	HMIS-709, HCRS-29	CES, HMIS	8	0.9%	

Project	Support Ticket	Subject	Estimated Days	Percent of Staff Time	Priority
Onboard - STAIR Center		CES, HMIS	8	0.9%	
Onboard - Tri Valley		CES, HMIS	8	2.3%	
Collect Attendance Data		HMIS	20	1.7%	
Create schema for services		HMIS	15	1.7%	
Update Policies and Procedures		HMIS	15	0.3%	
Update Agency On-board files		HMIS	3	0.3%	
Complete Contact Information forms		HMIS	3	2.4%	
Build How-to Training Modules		HMIS	21	0.1%	
Add New Projects - BOSS	HCRS-77	HMIS	0.5	0.1%	
Add New Project - LMC		HMIS	0.5	0.1%	
Add New Project - BFHP		HMIS	0.5	0.1%	
Add New Project - Abode		HMIS	0.5	0.1%	
Configure Services - BOSS		HMIS	0.5	0.1%	
Configure Services - Abode		HMIS	0.5	0.1%	
Configure Services - BFHP		HMIS	0.5	0.1%	
Configure Services - BACS		HMIS	0.5	0.3%	
Reload Move-in Date Records		Migration	3	0.3%	4
Fix File Upload locations		Migration	3	6.8%	3
Migrate Services		Migration	60	3.4%	1
Migrate Casenotes		Migration	30	0.6%	2
Migrate Contacts		Migration	5	1.7%	5
Build Eligibility Test Scenarios in Training DB		CES	15	0.0%	
Total			470	52.3%	

Recurring Tasks					
Task	Interval	Staff	days per month	Percent of Staff Time	Time Frame
Privacy and Security Training	Monthly	John, Andy	1.5	0.2%	
Software Training	Monthly	Patrick, Trevor	1.5	0.2%	
State ESG Reporting	Annual	Patrick, Trevor	2.0	0.2%	
HMIS APR	Annual	Patrick	3.0	0.3%	
HMIS NOFA Application	Annual	Patrick	3.0	0.3%	
CoC NOFA Application	Annual	Patrick	10.0	1.1%	
Longitudinal Systems Analysis	Annual	Patrick, Trevor	10.0	1.1%	
Point-In-Time Count	Annual	Trevor	15.0	1.7%	
Housing Inventory Chart	Annual	Trevor	15.0	1.7%	
Unsheltered Homeless Count	Annual	All	5.0	0.6%	
Housing Element	Annual	Patrick, Trevor	7.0	0.8%	
Whole Person Care Data Exchange	Monthly	Patrick	1.0	0.1%	
Realignment Housing Program Annual Report	Annual	Patrick, Trevor	7.0	0.8%	
Realignment Housing Program Monthly Report	Monthly	Patrick, Trevor	1.0	0.1%	
RBA Reporting	Monthly	Trevor	2.0	0.2%	
System Performance Measures Annual Report	Annual	Patrick, Trevor	5.0	0.6%	
Data Quality Monitoring	Ongoing	John	2.0	0.2%	
Data Quality Improvement Training	Ongoing	John, Andy	5.0	0.6%	
Performance Monitoring	Ongoing	John, Andy	5.0	0.6%	
User Technical Support	As needed	All	5.0	0.6%	
Vendor Technical Support	As needed	All	2.0	0.2%	
Project Configuration	As needed	All	1.0	0.1%	
Service Configuration	As needed	All	1.0	0.1%	
Training Scheduling	Ongoing	Andy	5.0	0.6%	
SSA Youth Study Extract	Annual	Patrick	7.0	0.8%	
HUD Standards Change Update	Annual	All	10.0	1.1%	
Totals			132.0	15.0%	