

HMIS Oversight Committee
Wednesday November 28, 2018

Present: Juliana Juarez, Camille Mariategue, Mike Keller, Melissa Sutton Dement, Robert Ratner, Teddie Pierce, Andrew Wicker, Lara Tannenbaum, Julie Leadbetter, Patrick Crosby, Trevor Mells, Jessie Shimmin

Welcome and Introductions

- Ice Breaker: Best thing you ate over Thanksgiving wknd!

2. Committee Administrative Business

- Next Meeting: Wednesday December 19, 9-11AM at EveryOne Home (101 Callan, Suite 230)
- Working Group Friday November 30th 9-12 to address services issues
- Workplan: to CoC in January
- HUD issued HMIS Capacity Building NOFA- doesn't sound like our CoC will be competitive

3. HMIS Team workplan: see page 2-3

4. Updates

- Migration updates can be found on page 4
- Licenses & training updates can be found on page 4
- Agency onboarding updates can be found on pages 5-6

5. Next Steps

- Please let Jessie know if items/topics were missed when consolidating the group brainstorm into the digital workplan on pages 2-3
- Jessie to follow up with SF and SC counties to find out more about their HMIS staffing structure
- HMIS team will prepare the following for the December meeting:
 - i. What additional resources (staff and otherwise) would be required to achieve the work outlined on pages 2-3?
 - ii. What amount of the workplan on pages 2-3 could be completed with the existing staff?
 - iii. Add start and end dates for the workplan projects

HMIS Team Workplan

<i>What</i>	<i>Q1 Status/Notes</i>	<i>Q2 Status/Notes</i>	<i>Q3 Status/Notes</i>	<i>Q4 Status/Notes</i>	<i>Start Date</i>	<i>Deadline</i>
Coordinated Entry						
Document upload and document readiness reporting						
Housing Plan/Goal Plan						
Housing Preferences Assessment						
Housign Status update						
DV provider integration						
Tool to track matching (i.e. dates, resource, accepted/declined)						
Contact attempts to support active/inactive status						
Housing Crisis Assessment						
Expand BNL matching report to include eligibility						
Resource inventory and live capacity display (how many shelter beds, etc)						
Referrals to available resources driven by eligibility						
Care connect special assessment						
Training						
Expanding learning opportunities for new users (2-4x per month)						
Expand larning opportunities for existing users to include special topics, data quality, custom reporting, etc						
Develop Clarity user guide						
More accessible P&S training (online or train the trainer)						
Written training materials						
Communications						
HMIS website update and upkeep						
news updates (new tools, procedures, policies)						
ticketing system						
HMIS Lead to CoC						
Onboarding and licenses						
Onboarding new agencies- esp Emergency Shelters and PSH (4 per quarter or more)						
Buy and configure licenses to keep pace with user demand						
Looker licenses (is this HMIS Oversight role to develop policy?)						
Develop agency manager role						
Onboard new users						

Data Migration						
Complete data migration from service point						
Data Integration, Analysis, and Reporting						
Data integration with outside sources (i.e. SHIE, SSA, etc)						
Outreach location reporting						
Statewide HMIS						
Data sharing guides/policies (maybe this is HMIS oversight?)						
Demographic reports						
Reporting dashboards (RBA? Or something distinct from RBA?)						
Project and Services Setup						
Path and HRC Project Setup						
Project naming cleanup						
Build standard services framework						
Custom/non-HUD required data collection						
HMIS Administration and CoC HMIS Backbone						
Data Quality and Improvement						
QI Plan						

Clarity Conversion Update from 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
- 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

Update on licensing and training

Licensing

- Enterprise License: 272 of 330 assigned as of 11/26 (82%)
- Agency Manager with Looker: 33 of 50 assigned as of 11/26 (66%)
- System Admin: 6 of 6 assigned as of 11/26

Training Schedule

- Tuesday December 11th HMIS Privacy and Security Training (HCD)
- Tuesday December 11th Clarity New User Training (HCD)
- TBD: HMIS User Group Meeting (HCD)
- TBD Webinar: Contact Information (EveryOne Home and HCD)
- February 2019: Coordinated Entry Assessor Training (EveryOne Home)

New Agency Onboarding (see below)

HMIS Ticket #	Name of Agency	HMIS Point Person	Contact Person	Agency information/address	Meets baseline criteria	MOU Sent	MOU Returned	Site Visit	Status
HMIS-245, HCRS-79	Anthem Blue Cross - CA Medicaid Health Plan	John	Ané Watts ane.watts@anthem.com	n/a	No				Referred to HCSA
HMIS-589	Dorothy Day House	Andy	Jennifer Vasquez JVasquez@cityofberkeley.info	2180 Milvia Street, 2nd Floor Berkeley, CA 94704 510.981-5431	Yes	9/20/2018	10/11/2018		Pending phone call with Jennifer
HMIS-667, HCRS-55	APEB Oakland	Patrick	Shirley Gainey sgainey@apeb.org	1322 Webster Street Oakland, CA 94612					EOH sent form on 11/2
HMIS-747, HCRS-69	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
HCRS-49	Men Of Valor Academy	Patrick	Pastor Jerald K. Simpkins - jksimpkins1@gmail.com	6118 International Blvd, Oakland, CA 94621 (510) 567-1308	Yes				EOH sent form on 11/2
HCRS-38	Center Point Inc. Alameda Day Reporting Center	Andy	Wendy Fox – Rankin wfox@cpinc.org	3333 Telegraph Avenue Oakland CA 94609 (510) 496-5140					Jessie requested form, waiting for reply
HCRS-30	Downtown Streets Team	John	Julia Lang Julia@streetsteam.org Jade Milburn jade@streetsteam.org	22537 Main Street Hayward, CA 94541	Yes	10/5/2018	10/26/2018		MOU signed by EOH and HCD
	VA	Patrick	Caitlin Pugh/ Anna Berg / Masaki Hirayama		Yes				
HCRS-76	Tri-City Health	John	Andrew Navarro						On hold pending System Coordination Committee

	Bananas (OD)	Patrick							EOH hasn't seen this request
HCRS-78	SSA	John	Andrea Ford						EOH sent form on 11/2
HMIS-709; HCRS-29	Housing Consortium of the East Bay	Andy	Jacee Santos - jsantos@hceb.org	410 7th street #203 Oakland CA 94607	Yes	9/19/2018	9/25/2018		On site visit completed
HCRS-85	Family Bridges		Carrie Lau	168 11th St, Oakland, CA 94607					
	STAIR Center	Trevor							EveryOne Home: Is this an agency or program?
HMIS-410, HMIS-741, HCRS-57	ROOTS	Trevor	Noha Aboelata, MD - drnoha@rootsclinic.org	9925 International Blvd, Oakland, CA 94603	Yes	8/29/2018	9/11/2018	9/25/2018	Complete