



Present: Mike Keller, Juliana Juarez, Camille Mariategue, Trevor Mells, Julie Leadbetter, Patrick Crosby, Robert Ratner, Andrew Wicker, Teddie Pierce, Jessica Shimmin

Welcome and Introductions

1. Committee Administrative Business

- Next Meeting: Wednesday January 16, 9-11AM at EveryOne Home (101 Callan, Suite 230)
- Point In Time Shelter Count and HIC are coming up, email Trevor with any changes in the past year related to shelter/transitional housing capacity.

2. HMIS Team workplan: See pages 2-4 of this packet

- HMIS Team's request for help prioritizing:
 - Services Migration (6 votes)
 - Training tools/Job Aids (4 votes)
 - AC3 user workflow in Clarity + user manual (3 votes)
 - Attendance Module/Vacancy and Matching to open slots (3 votes)
 - BNL Matching tracking tools and user guide (3 votes)
 - Document upload and reporting (2 votes)
 - Vets BNL (2 votes)
 - Communication strategy (1 vote)
 - Data integration/export (1 vote)
 - New Fields/Custom data collection (1 vote)
- The above prioritizing exercise lead to a discussion of custom data collection. We've been relying on assessments as a way to collect custom information outside of the HUD data workflow. Examples of this custom data collection includes the CE Assessment, Contact Assessment, the planned Housing Status Assessment. These are separate from the HUD project enrollment, update, and exit workflow. But, reporting from assessments is not proving to be simple or reliable. These challenges may require a change in strategy related to the structure of custom data collection, including coordinated entry. This is a big project.
- What work can we move ahead with in the first quarter?
 - Services Migration: finish in Q1, working group will provide a draft framework in January
 - Collecting Inventory and Eligibility information at the provider level: UC Berkeley student team will begin this work
 - Attendance Module Pilot: EOCP/Mike Keller will explore the possibility of hosting a pilot
 - Finalize document upload structure/labeling and provide training
 - Training tools/Job Aids/Communication: Jessie will draft a memo recommending a training plan and increased capacity for review in January, Robert will follow up with Linda

3. Updates

- Migration updates can be found on page 5
- Licenses & training updates can be found on page 5
- Agency onboarding updates can be found on pages 6-7

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	Start with document upload and training					
Housing Plan/Goal Plan						
Housing Preferences Assessment						
Housing 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 additional eligibility criteria						
Resource inventory and live capacity display (how many shelter beds, etc)	Mike Keller to explore piloting attendance module at EOCP					
Referrals to available resources driven by eligibility	Berkeley group will begin by documenting inventory and eligibility criteria at the provider level					
AC Care Connect special assessment and report to eliminate companion spreadsheets						
Training						
Expanding learning opportunities for new users (2-4x per month)	Pursue resources for training support: Jessie to bring training plan memo to HMIS oversight in January, Robert to follow up with Linda.					
Expand learning 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	Memo sent to Linda and Riley (12/19) with CoC Committee's recommendation.					
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	Complete during Q1					
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						
Funder Reporting: Care Connect						
Build standard services framework	Complete during Q1					
Custom/non-HUD required data collection						

HMIS Administration and CoC HMIS Backbone						
NOFA Application Support						
Annual Performance Support						
Longitudinal Systems Analysis						
Housing Inventory Chart	Q1 work!					
Point in Time Count	Q1 work!					
System Performance Measures						
Consolidated Annual Performance Report						
Data Quality and Improvement						
QI Plan						

Clarity Conversion Update from Patrick

- Contact migration was completed in November
- Move in date migration was completed in October
- Services Working Group tackling the simplification of service categories
- Case note migration will take place in tandem with services migration
- Attendance module configuration?

Update on licensing and training

Licensing

- Enterprise License: 259 of 330 assigned as of 12/11 (78%)
- Agency Manager with Looker: 33 of 50 assigned as of 12/11 (66%)
- System Admin: 6 of 6 assigned as of 12/11

Training Schedule

- Tuesday January XX HMIS Privacy and Security Training (HCD)
- Tuesday January XX 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)

Update from December Trainings

- December 11 Privacy and Security Training: 13 attended out of 23 registrants; ROOTS 4 no-show, BOSS 1 no-show, SVDP 2 no-show, Abode 2 no-show, Shelter Inc 1 no-show
- December 11th Clarity New User Training: 31 attended out of 49 registrants

New Agency Onboarding (see p 3-4)

HMIS Ticket #	Name of Agency	HMIS Point Person	Contact Person	Agency information/address	Meets baseline criteria	MOU Sent	MOU Returned	Site Visit	Status
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
HCRS-49	Men Of Valor Academy	Patrick	Jerald K. Simpkins jksimpkins1@gmail	6118 International Blvd, Oakland, CA 94621(510) 567-1308	Yes				EOH sent form on 11/2. Realignment TH?
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				Existing MOU requested from HCD
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						Form sent 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		site visit complete, MOUs signed

HCRS-85	Family Bridges		Carrie Lau	168 11th St, Oakland, CA 94607	No				Homelessness is not an eligibility criterion
HMIS-245, HCRS-79	Anthem Blue Cross - CA Medicaid Health Plan	John	Ané Watts ane.watts@anthem.com	n/a	No				Referred to HCSA
	STAIR Center				No				Not an agency. Already configured as a project.
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
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	Complete