



**HMIS Oversight Committee
Wednesday February 20, 2019**



Present:

Welcome and Introductions

1. Committee Administrative Business

- Next Meeting: Wednesday March 20, 9-11AM at EveryOne Home (101 Callan, Suite 230)
- Point In Time Shelter Count and HIC are coming up

2. Document Upload Structure (20 min)

Vote to Approve

- Working Group is proposing a structure for the document uploads into Clarity (**page 2**)
- Working Group participation included 12 people: Rachael Cole (Abode), Lora Ashworth (HCSA/Home Stretch), Colleen Budenholzer (HCSA intern), Sharon Osterweil (LifeLong Medical), Juliana Juarez (Abode), Leo Martinez (Abode), Melissa Sutton Dement (BACS), Camille Mariategue (BFHP/APC), Trevor Mells (HCD/HMIS), Patrick Crosby (HCD/HMIS), Andy Duong (HCD/HMIS), Jessica Shimmin (EveryOne Home)
- Discussion
- Vote to use the framework
- Next steps and timeline (HMIS Team)

**3. Services Framework (30 min)
Collaborative**

Vote to bring to Funder's

- Working Group is proposing a structure for the document uploads into Clarity
- Working Group Participation included: Juliana Juarez (AbS), Sharon Osterweil (LLM), Melissa Sutton Dement (BACS), Colleen Budenholzer (HCSA intern), Camille Mariategue (BFHP/APC), Jessica Shimmin (EveryOne Home),
- Discussion
 - Working Committee intentions for Services in Clarity: implementation will require intensive training, desire to have canned report to simplify reporting for agencies/funders, no retroactive data entry
- Committee agrees to send the framework to Funder's Collaborative for fine tuning
- Timeline: build out will take time (# of services x 80 agencies)

4. HUD TA (60-90 minutes)

5. Next Month/Next Steps

- Deep dive into Assessment vs Enrollment Structure
- Training

6. Updates

- HMIS workplan to CoC Committee in March (**found on page 3-5**)
- Licenses & training updates can be found on **page 6**
- Agency onboarding updates can be found on **pages 7-8**

Document Upload Structure

1. Core Housing and Public Benefits	2. Health and Medical	3. Finances and Income	4. Family, Social and Legal	5. Other Personal Identification
ID Photo Card	Letter from Physician	Bank Record	Alimony Agreement	Hospital Record of Birth
Birth Certificate (minor children and/or self)	Health Insurance Documentation	Eligibility Determination	Court Order or Record	Naturalization Certificate
Consent to Exchange Information	Letter from Therapist or Psychiatrist	Eviction/Foreclosure Notice	Divorce Decree	Passport or Visa
Disability Verification	Letter or Records from VA	Food Stamp Card or Award Letter	Letter from Parole Board	School Identification Card
Proof of Income (30-90 days)	Medicaid or MediCare Card	Lease	Letter from Social Service Agency	Voter Registration Card
Social Security Card	Medical Bill	Letter from Landlord	Marriage License or Certificate	Other
Verification of Homelessness, Self Certification	Medical Record	Rent Reasonableness	Police Citation	
Verification of Homelessness, Third Party	TB Screening/PPD	Rent Receipt	Restraining Order	
Veteran DD-214	Other	Renter Insurance Policy	Other	
Other		Utility Bill		
		W9 for Landlord		
		Work Permit		
		Other		

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	Finalize document upload structure in Q1 and train	Full implementation and use!				
Housing Plan/Goal Plan	Items in Orange are paused pending exploratory work and decision making related to the reporting capabilities enabled through assessments vs the HUD project entry structure.					
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.)	explore piloting attendance module at EOCP	Pilot	Discuss/evaluate pilot	Expand pilot?		
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)	HMIS Oversight to pursue resources for training support.					
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	X	X	X	x		
news updates (new tools, procedures, policies)	X	X	X	x		
ticketing system	X	x	X	X		
HMIS Lead to CoC						
Onboarding and licenses						
Onboarding new agencies- esp Emergency Shelters and PSH (4 per quarter or more)	X	X	X	x		
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 and implement agency manager role		X	X	X		
Onboard new users	X	X	X	x		
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			Q3 work	Q4 work		
Housing Inventory Chart	Q1 work!	Will submit to HUD in Q2				
Point in Time Count	Q1 work!	Will submit to HUD in Q2				
System Performance Measures	Q1 work!	Will submit to Hud in Q2				
Consolidated Annual Performance Report						
Data Quality and Improvement						
QI Plan						

Update on licensing and training***Licensing***

- Enterprise License: 287 of 330 assigned as of 2/12 (87%)
- Agency Manager with Looker: 35 of 50 assigned as of 2/12 (70%)
- System Admin: 6 of 6 assigned as of 2/12

Training Schedule

- Tuesday March 12 HMIS Privacy and Security Training (HCD)
- Tuesday March 12 Clarity New User Training (HCD)
- February 28: HMIS User Group Meeting (HCD)
- February 26 2019: Coordinated Entry Assessor Training (EveryOne Home)
- February 8 and February 22: Assessor virtual check in hours 11am-12pm via zoom

New Agency Onboarding (see p 6-7)

HMIS Ticket #	Name of Agency	HMIS Point Person	Contact Person	Agency information/address	Meets baseline criteria	MOU Sent	MOU Returned	Site Visit	Status
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		Yes, see notes				CES subcontractor to Abode.
	Bananas	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,	Anthem Blue Cross - CA	John	Ané Watts ane.watts@anthem.com	n/a	No				Referred to HCSA/SHIE

HCRS-79	Medicaid Health Plan								
	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
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		Complete