

## Alameda CES Redesign

	Decisions Made	Completion	Next Steps
<b>CONFIGURATION</b>			
<b>Model</b>	One agency, one CE project	100%	<ul style="list-style-type: none"> <li>● Configure as part of system mock up</li> </ul>
<b>Enrollments/Exits</b>	Standard Alameda template (HUD standard forms)	100%	<ul style="list-style-type: none"> <li>● Configure as part of system mock up</li> </ul>
<b>Current Living Situation</b>	Use HUD standard form	100%	<ul style="list-style-type: none"> <li>● Configure template as part of system mock up</li> </ul>
<b>Assessments</b>	<ul style="list-style-type: none"> <li>● Slight revisions to question language, streamlining form</li> <li>● Align questions with HUD standards</li> <li>● Agency in Assessment Location</li> <li>● Remove fields for staff Agency and Project</li> </ul>	60%	<ul style="list-style-type: none"> <li>● Decide on what gets captured in Location                             <ul style="list-style-type: none"> <li>○ Jessie will provide list</li> </ul> </li> <li>● Decide on scoring changes around disability                             <ul style="list-style-type: none"> <li>○ Waiting on updates from 3/11 meeting</li> </ul> </li> <li>● Mock up assessment for review                             <ul style="list-style-type: none"> <li>○ Review income logic</li> </ul> </li> <li>● Mock up scoring processor for review</li> </ul>
<b>Events - Services</b>	<ul style="list-style-type: none"> <li>● Relevant events have been identified</li> <li>● Mock up financial service where applicable for review</li> </ul>	70%	<ul style="list-style-type: none"> <li>● Finalize service list                             <ul style="list-style-type: none"> <li>○ Jessie will review the list to see if any additional services can be categorized as CE Events. Send to BF by Monday 3/16</li> </ul> </li> </ul>
<b>Events - Inferred</b>	Two queues - SH/TH, RRH/PH. No individual unit posting, current matchmakers will send referrals. All assessed clients get referred to the queue ("prioritized")	20%	<ul style="list-style-type: none"> <li>● Get clarity around who will <b>process</b> referrals</li> <li>● Confirm timeline for project type participation in referrals through HMIS</li> <li>● Connect with King County to learn about limiting the queue?</li> </ul>
<b>Reporting/Data Analysis</b>		0%	<ul style="list-style-type: none"> <li>● Any canned custom reports currently in use?</li> <li>● Determine current usage by stakeholder group</li> <li>● Determine needs in order match functionality of legacy format</li> <li>● What can be configured within embedded DA?</li> </ul>

WORKFLOW			
<b>Who does what?</b>	<ul style="list-style-type: none"> <li>• Enrollments, CLS, Assessments - Assessors</li> <li>• Event Services - Assessors (and others?)</li> <li>• Making Referrals (Inferred Events) - Matchmakers (who are they?)</li> <li>• Processing Referrals - ?</li> </ul>	10%	<ul style="list-style-type: none"> <li>• Determine who is responsible for entering each element above</li> <li>• Update process flow to reflect each role</li> </ul>
<b>Identify knowledge gaps by role (what's new per role)</b>		0%	
COMMUNICATION/TRAINING			
<b>Training and Communication Plan</b>	<ul style="list-style-type: none"> <li>• Two week intensive training period in May</li> </ul>	10%	<ul style="list-style-type: none"> <li>• Bitfocus will draft training and communication plan for review</li> </ul>

PHASE TWO AND BEYOND:


- Auto exits (program and queue)
- Program eligibility

# Alameda CES Work Group

March 13, 10am - 12pm

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## Logistics

	<p><i>Zoom Meeting Info:</i> <b>Meeting Link:</b> <a href="https://bitfocus.zoom.us/j/613456939">https://bitfocus.zoom.us/j/613456939</a> <b>Meeting ID:</b> 613 456 939 <b>Call-In Number:</b> 408-638-0986 or 646-558-8665</p>
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## Agenda

10:00am	Welcome - Reminder: Meeting is Recorded	Joel
10:10am	Progress Thus Far	Sarah D
10:20am	Check-in: Disability Scoring Progress	Sarah D
11:00am	Assessment Demo	Sara H
11:30am	<p>Inferred Events</p> <ul style="list-style-type: none"><li>• Review inventory in HMIS</li><li>• Multiple queues?</li><li>• No individual unit posting</li><li>• Matchmakers will send referrals</li></ul>	Sara H
11:55am	<p>Next Steps</p> <ul style="list-style-type: none"><li>• Services mock up</li><li>• Training plan outline</li></ul>	Sarah D



HMIS Oversight Working Group on CE Restructure  
Friday March 13, 2020  
Bitfocus' Zoom Conference Room

Present: Nic Ming (City of Oakland), Melissa Sutton Dement (BACS), Juliana Juarez (AbS), Robert Ratner (HCSA), Jessica Shimmin (EOH), Alexis Lozano (EOH), Anna Hung (Bitfocus), Sarah Dougherty (Bitfocus), Sara Hoffman (Bitfocus), Joel Remigio (Bitfocus)

Progress

- See attached

Disability Scoring

- System Coordination Committee agreed to scoring on disabling health conditions that are expected to be long term and substantially impair one or more major life activities, not just the presence of an impairment.

Demonstration of CE Assessment

- Reviewed the CE Assessment and made small adjustments
- Jessie provided the committee with the CE Service events. Robert will review and offer his suggestions. Monday committee members that are interested/available can join a meeting to finalize.