



HMIS Oversight Committee

Wednesday April 8, 2020

[EveryOne Home's Zoom](#)

Meeting ID: 550 149 634

Password: 029277

Present: Andrew Wicker (CoC Board and CoB) Ja'Nai Aubry (CoC Board and FVLC), Patrick Crosby (HMIS Lead), Jessica Shimmin (EOH), Mike Keller (EOCP), Suzanne Warner (HCD), Juliana Juarez (Abs), Nic Ming (CoO), Alexis Lozano (EOH)

- **Welcome** **9:00-9:05AM**
 - Next Meeting on Wednesday May 13th from 9-11
- **HMIS Oversight Public Comment** **9:05-9:15 AM**
- **Agency Onboarding** **9:15-9:45 AM**
 - New agency onboarding requests
 - i. Oakland Dream Center realignment transitional housing: approved for onboarding
 - Criteria for onboarding:
 - i. To join the HMIS as a CES assessment agency, organizations must provide an MOU with a CES Lead Operator, currently Abode Services, City of Berkeley, City of Oakland.
 - ii. Organizations that are required by contract to participate in HMIS will be onboarded.
 - iii. Organizations that provide street outreach, emergency shelter, transitional housing for homeless persons, support services for homeless persons, rapid re-housing, and permanent supportive housing will be onboarded to improve coordination of services and HMIS coverage rate.
 - iv. To participate in HMIS, organization must input information. No reference only access.
 - Integrate above criteria into Proposed Onboarding Form so that agencies can understand the onboarding criteria.
 - Create a cover letter that goes out with the onboarding request form that describes the onboarding process and timeline, what's required of them, contact information for who the agency can call/email with questions. E.g. your application will be reviewed and a decision made within 30 days, if approved, you will receive MOU, etc
 - Create standard communications at each stage of the process.
 - Updated onboarding queue with dates of onboarding request
 - i. Update onboarding tracking sheet with criteria for onboarding for easy reference and tracking
 - ii. Frequency: in 2020 the onboarding tracking sheet will be reviewed (briefly) at every HMIS Oversight meeting.
 - For May meeting: outline of onboarding process and updated tracking sheet.
- **Client Consent to Participate in HMIS** **9:45-10:15AM**
 - Vote on COVID policy expansion to include verbal and electronic consent: Item discussed, no action taken. To be discussed further in conjunction with review of HMIS client consent form.
 - Consider revising the HMIS Consent to Participate/ROI form. Develop summary and recommendation to bring to the CoC Committee in June and subsequently to County Counsel.
 - i. 2004 HMIS Data and Technical Standards Final Notice, Section 4.2.1 (page 45929)
 - ii. 2018 Coordinated Entry Management and Data Guide Chapter 2, Data Privacy and Security

- HMIS Privacy Notice and Security Plan are in the CoC's workplan for June, 2020, however, after some discussion this timeframe seems unrealistic due to current demands on HMIS Lead staff. Discussed interim steps to at least maintain forward momentum to update privacy and security policies.
 - i. Draft summary and recommendation to bring to the CoC Board in June.
 - ii. Highlight key policy issues to be revisited: Onboarding MOU, DV survivor protocols, etc.

- **HMIS Restructure of Coordinated Entry**

10:15-10:45 AM

- Extension of 2020 data element implementation 10/1/2020
- Housing Problem Solving Policy with a definition of Navigation goes to SCC today:
- Disability scoring: BitFocus has figured it out?
- Age scoring: recommendation to give 9 points to HH with members aged 0-2 yes, 6 points to HH with members aged 3-5 yes, 3 points to HH with a TAY head of household, 3 points to HH with members aged 62+
- Making referrals to ES and TH through Clarity
- Planning for roll out
 - i. Take into consideration plans develop phased assessment—may be clearer after System Coordination Committee meeting today. Return to this on Friday (4/10 or 4/17).

- **Closing**

10:45-11:00 AM

- **Future Topics:**

- Data sharing: updating draft policy with language from November meeting
- Review the current MOU and plan/strategize to revise that document
- Agencies (e.g. BACS, APC, BFWC, LLM, CitiServe Tri-Valley) are requesting ways to synchronize HMIS data across systems to reduce double data entry. This also promises to improve timeliness and consistency.
- HMIS Lead Monitoring
- HMIS Lead workplan
- Agency onboarding materials
- Policy issues related to bringing on more PSH providers

Alameda County HMIS - Agency Onboarding Questionnaire

1. Agency Name Kingdom Builders Transitional Housing Program DBA Oakland Dream Center

2. Agency Address 2321 International Blvd Oakland, CA 94601

3. Agency Mission Statement: The Oakland Dream Center offers services to formerly incarcerated Bay Area men, supporting them in their reentry efforts, thereby building a safer community.

4. Program Name(s) Oakland Dream Center

5. Is homelessness an eligibility criteria for the program?
 - a) If not, how do you anticipate using the HMIS?
We will be providing service to the formerly incarcerated population by referrals from the probation department.

6. Project Type (offer a picklist of options that includes other/please describe)

 Emergency Shelter Transitional Housing Permanent Housing
 Permanent Supportive Housing Street Outreach Rapid Re-Housing

7. What is the geographic service area for this program? (list cities/resource zones)

Alameda County

8. If services are not dedicated to homeless people, how do you anticipate using the HMIS?
To report out disposition of individuals transitioning out of our program.

9. What are the funding sources for the program(s)?
Alameda County Re-alignment Dollars

10. Will the program fill vacancies through coordinated entry?
No from referrals made by the Alameda County Probation department

11. How many active HMIS users will the agency/program need? 3-4 staff members

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b) If not, how do you anticipate using the HMIS?
We will be providing service to the formerly incarcerated population by referrals from the probation department.
17. Project Type (offer a picklist of options that includes other/please describe)
- Emergency Shelter Transitional Housing Permanent Housing
 Permanent Supportive Housing Street Outreach Rapid Re-Housing
18. What is the geographic service area for this program? (list cities/resource zones)
- Alameda County
19. If services are not dedicated to homeless people, how do you anticipate using the HMIS?
To report out disposition of individuals transitioning out of our program.
20. What are the funding sources for the program(s)?
Alameda County Re-alignment Dollars
21. Will the program fill vacancies through coordinated entry?
No from referrals made by the Alameda County Probation department
22. How many active HMIS users will the agency/program need? 3-4 staff members

Safe Collection of Release of Information Consent During Shelter In Place

March 2020

In response to the COVID-19 crisis and in alignment with HUD guidelines, Alameda County Homeless Management Information System (ACHMIS), has expanded available methods for obtaining client consent to participate in HMIS. Those methods are a Signed Paper Document; Verbal Consent; and Electronic Signature.

In all cases, client records should be checked for the existence of an ROI. Verbal or electronic signatures should not be used to replace existing valid ROIs.

Signed Paper Document: Signed paper documents are the preferred format for ROIs.

Verbal Consent: Staff may read or explain the HMIS privacy notice and obtain verbal consent that the client received and understands the privacy notice. This type of consent can be obtained by telephone or in face-to-face interactions in which collecting a signature is prohibitive. Written signatures will be obtained from the client, and the ROI updated, upon first face to face contact or when in person circumstances allow.

Electronic Signature: Electronic signatures can be gathered during a face-to-face contact with a client in order to streamline the administrative burden of paperwork during the crisis and limit contact and the exchange of objects between persons.

For questions contact hmissupport@acgov.org.