



HMIS Oversight Committee Agenda

Friday, November 13, 2020

10:00 a.m.-12:00 p.m.

[Join Zoom Meeting](#)

Phone: 669 900 6833

Meeting ID: 853 5810 1592

Passcode: 487389

Meetings are public. Homeless and formerly homeless Alameda County residents are encouraged to attend. Public Comment will be taken at the beginning of each meeting and is limited to 2 minutes per person. [Click here to learn more about the public participation policy.](#)

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|--|-----------------------|
| 1. Welcome | 10:00-10:05AM |
| 2. HMIS Oversight Public Comment | 10:05-10:15 AM |
| 3. Coordinated Entry 2.0 Updates <ul style="list-style-type: none">• HMIS Changes and Rollout• BitFocus Contract | 10:15-10:30 AM |
| 4. HMIS Privacy and Security Update | 10:30-10:35 AM |
| 5. HMIS Lead Monitoring Tool <ul style="list-style-type: none">• Complete tool as a group (current documents to be reviewed here)• Approve tool and determine next steps | 10:35-12:00 PM |



HMIS Oversight Committee Meeting Notes Wednesday, October 14, 2020

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The regular meeting of the HMIS Oversight Committee was called to order at 10:03 a.m. on October 14, 2020 on Zoom by Mike Keller.

Present:

Andrew Wicker (CoC Board and City of Berkeley), Patrick Crosby (HMIS Lead), Jessica Shimmin (EveryOne Home), Mike Keller (East Oakland Community Project), Juliana Juarez (Abode Services), Alexis Lozano (EveryOne Home). Robert Ratner (Health Care Services Agency), Jonathan Russell (Bay Area Community Services), Tunisia Owens (CoC Board and Family Violence Law Center) Nic Ming (City of Oakland), John Noe (HMIS Lead), and Riley Wilkerson (Housing and Community Development Dept.)

Absent:

Laurie Flores (City of Fremont)

Guests:

Jessica Hanserd

The committee reached a quorum so it can vote on items at this meeting.

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|---|---------------------|
| 1. Welcome | 9:00-9:05AM |
| 2. HMIS Oversight Public Comment | 9:05-9:15 AM |
| <ul style="list-style-type: none">• No public comment | |
| 3. Coordinated Entry Updates | |
| <ul style="list-style-type: none">• Coordinated Entry HMIS Refresh: Three train the trainer sessions are in progress. The trainings go through problem solving, assessments, tracking housing navigation, matching and making referrals, and accepting and processing referrals sent to agencies. Video links and slides will be distributed to committee so they can provide feedback. There are still areas to be resolved before changes are rolled out in HMIS. HCSA is finalizing the list of key staff that need to be trained for assessments and housing problem solving. And project eligibility criteria still needs to be determined. The Coordinated Entry Grant funding HMIS is from November 1-October 31 so we will need to submit an APR tracking progress during that time period. HCSA, HCD, | |



and EveryOne Home are working on transition plan for continuing to move the coordinated entry work forward. Riley W. requested the HMIS team be involved as well.

- **Bitfocus Contract:** HCD has been talking with BitFocus about ongoing implementation of CE (Phase 3). HCD has a current proposal that they will be discussing with BitFocus tomorrow. The new contract will also need to cover some activities that weren't completed in Phase 2. Since the most recent contract expired, the new contract will be retroactive to October 1. The committee requested the scope be shared.

4. HMIS Oversight Committee Membership 9:25-10:10 AM

- Andrew W., Juliana J., and Robert R. will be transitioning off the committee and this will be their last meeting. The committee thanks them for their participation. Juliana J.'s seat will be filled by Margaret Alfaro from Abode Services. Margaret is the Director of Evaluation and does more work in Alameda County. Josh Jacobs with City of Berkeley will fill seat held by Andrew W. Someone from Health Care Services Agency will fill Robert's seat.
- The committee still needs a co-chair and a HUD CoC Committee member to fill a seat. The plan is for the co-chair term to be expanded to two years and the terms for each co-chair to be staggered to allow for turnover and continuity. Mike is prepared to serve another year to help with transition. Please email Jessie, Mike or Alexis if you are interested in co-chair role. It is not essential for the co-chair to also be on the HUD CoC Committee.

5. HMIS Privacy and Security Update 10:10-10:40 AM

- Jessica H. and the committee have made progress on the policy offline and at two workgroup meetings. Workgroups will continue to meet each Friday until the end of the year to complete the scope of the project. Jessica H. will re-send link to folder and privacy policy to see how it's coming together.
- It would be helpful for Jessica H. to partner with work group participants to go through a workflow together. BACS is getting ISA's signed using a forms manager function. Jessica H. work with Jonathan R. this is being implemented at BACS.
- Next steps include transition planning, continuing to work through deliverables, consulting other CoCs. There also the consideration of getting an information sharing authorization for the SHIE and CHR. Moving forward Jennifer Martinez will be playing the role of being Jessica's main contact for HCSA.

6. HMIS Lead Monitoring Tool 10:40-11:00 AM

- Staff made edits to the the Tucson/Pima County tool in keeping with guidance from ICF and direction from the working group. There was consensus at the working group



to have the tool focus on governance and on HUD required activities. The tool is meant to set a baseline for our community to track our progress and work collaboratively to fill the need. Jessica H. can be sure her work is aligned with the activities in the tool.

- There was a motion to accept the tool and work through it collectively at the November meeting. The motion was seconded and approved. There can be an addendum to the tool where the HMIS Lead can provide notes on gaps that need to be filled.

Adjournment

Meeting was adjourned at 11:01 a.m. by Mike Keller. The next meeting will be on Wednesday November 13th from 10 a.m.-12:00 p.m.

Notes submitted by: Alexis Lozano

Reviewed by: Jessica Shimmin

Section I- HMIS Governance Standards

Question	Score	Scoring Detail
Has the HMIS Lead developed a Data Quality Plan with set benchmarks, that clearly identifies the entity responsible for monitoring data quality for the CoC? (MOU section B.6)		0= No. HMIS Lead has not developed written Data Quality Plan. 1= Partial. HMIS Lead has created a Data Quality Plan with some of the described elements. 2= Yes. HMIS Lead has developed written Data Quality Plan with all of the described elements. <i>If "yes", attach.</i>
Does the HMIS Lead ensure the Data Quality Plan is reviewed at least annually to ensure it meets community needs and is compliant with HUD requirements? (MOU section B.6)		0= No. Data Quality Plan is not reviewed annually and not compliant. 1= Partial. Data Quality Plan is reviewed annually but is not compliant. 2= Yes. Data Quality Plan is not reviewed annually and is compliant.
Has the Data Quality Plan been approved by the CoC Board (known locally as the HUD CoC Committee)? (MOU section B.6)		0= No. Data Quality Plan has not been approved by the CoC Board. 2= Yes. Data Quality Plan has been approved by the CoC Board. <i>If "yes", provide documentation of approval including date.</i>
Has the HMIS Lead developed a Data Security Plan ? (MOU section B.6)		0= No. HMIS Lead has not developed written Data Security Plan. 1= Partial. HMIS Lead has created parts of a Data Security Plan. 2= Yes. HMIS Lead has developed written Data Security Plan. <i>If "yes", attach.</i>
Does the HMIS Lead ensure the Data Security Plan is reviewed at least annually to ensure it meets community needs and is compliant with HUD requirements? (MOU section B.6)		0= No. Data Security Plan is not reviewed annually and not compliant. 1= Partial. Data Security Plan is reviewed annually but is not compliant. 2= Yes. Data Security Plan is reviewed annually and is compliant.
Has the Data Security Plan been approved by the CoC Board (known locally as the HUD CoC Committee)? (MOU section B.6)		0= No. Data Security Plan has not been approved by the CoC Board. 2= Yes. Data Security Plan has been approved by the CoC Board. <i>If "yes", provide documentation of approval including date.</i>
Has the HMIS Lead developed a Data Privacy Policy that has 1)Data collection limitations, 2)Data collection purpose , 3)Limitations of the use of data collected in HMIS, 4) Description of database openness, 5)Data access and correction standards, 6) Accountability standards and 7) Protections for victims of domestic violence, dating violence, sexual assault? (MOU section B.6)		0= No. HMIS Lead has not developed written Data Privacy Policy. 1= Partial. HMIS Lead has created parts of a Data Privacy Policy. 2= Yes. HMIS Lead has developed written Data Privacy Policy. <i>If "yes", attach.</i>
Does the HMIS Lead ensure the Data Privacy Policy is reviewed at least annually to ensure it meets community needs and is compliant with federal, state, and local laws that require additional privacy or confidentiality protections including HIPAA and VAWA? (MOU section B.6)		0= No. Data Privacy Policy is not reviewed annually and not compliant. 1= Partial. Data Policy Privacy is reviewed annually but is not compliant. 2= Yes. Data Privacy Policy is reviewed annually and is compliant.
Has the Data Privacy Policy been approved by the CoC Board (known locally as the HUD CoC Committee)? (MOU section B.6)		0= No. Data Privacy Policy has not been approved by the CoC Board. 2= Yes. Data Privacy Policy has been approved by the CoC Board. <i>If "yes", provide documentation of approval including date.</i>
Does the HMIS Lead have a written and accessible Policies and Procedures Manual for all Contributing HMIS Organizations in the Continuum of Care that incorporates Roles and Responsibilities, a Data Quality Plan, Privacy Policy and Security Plan?		0= No. The HMIS Lead does not have written and accessible policies and procedures. 1= Partial. The HMIS Lead has written policies and procedures but they are not accessible in a manual. 2= Yes. The HMIS Lead has written policies and procedures that are accessible in the form of manual. <i>If "yes" attach</i>
Does the HMIS Lead ensure HMIS Policies and Procedures Manual are reviewed at least annually and are in compliance with HUD requirements?		0= No. HMIS policies and procedures are not reviewed at least annually and are not in compliance with HUD requirements. 1= Partial. Some HMIS policies and procedures are reviewed at least annually and are in compliance with HUD requirements. 2= Yes. HMIS policies and procedures are reviewed at least annually and are in compliance with HUD requirements.
Section Scoring		
Total Score for Section (#)	0	
Total Score for Section (%)	0%	