VC HMIS/PTH CES Steering Committee- Quarterly Meeting
June 19th, 2019/ 9:30am-11:00am
Human Services Agency-855 Partridge Drive, Ventura
Redwood Meeting Room (3rd Floor)

Items	Notes	Action Items
1. Welcome/Introductions	Open Meeting/Introductions.	
2. Expanded VC HMIS/CES Steering Committee	This committee agreed, the VC HMIS Steering Committee needed to expand to include oversite and support of the Coordinated Entry process. As such, this committee also needed to expand its membership. This committee is made up of agency representatives who provide different types of homeless services. Service "types" are represented but not every agency that uses HMIS. This approach allows this committee to remain at a size that is manageable in terms of discussions, making decisions and recommendations. This expanded VC HMIS/CES Steering Committee meeting is pleased to add the Cities of Oxnard and Ventura. We look forward to adding more partners. The VC HMIS/CES Steering Committee meets on a quarterly basis (this is the last meeting for this Fiscal Year). Senior Program Manager Marcy Snider will be leading this meeting in the next few quarters. With new members present, a review of how the overarching VC CoC and the VC HMIS/PTH CES was provided.	
3. Overview/Review of VC CoC/HMIS/CES	Discussion regarding the overarching structure and governance of the VC HMIS/PTH CES. This structure and governance is made up of the following entities :	

	• Ventura County CoC (mandated by HUD and administered by the CEO's office.) • Ventura County CoC Alliance • Ventura County CoC Board • Ventura County HMIS (vendor is WellSky). • Pathways to Home- Coordinated Entry System (CES) There are three different subcommittees and case conferencing that meets every other week (prioritizing based on severity of the case, housing first approach, etc.). Committee are as follows: • HMIS/CES Steering Committee • Public Information Committee • Data and Performance Committee Any organization that receives federal funds to address homelessness must use the Homeless Management Information System (HMIS). Marissa discussed HMIS and the functions of HMIS (technology, reporting out to HUD, etc.) Also discussed confidentiality (HUD, Social Security, HIPPA, etc.) For example, with case conferencing, it requires gathering the appropriate consent to discuss care. There is also information that cannot be entered into the HMIS system, such as information regarding Domestic Violence (Violence Against Women Act). A copy of the Ventura County Homeless Management Information Systems Release of Information form was distributed. The Release of Information form is updated frequently. Clients do have the option to revoke consent if they are still receiving services. All this information is based on guidance from HUD. If a client does not want a specific organization to have access to their information, then in the system visibility can be "closed" to that organization. There is not a way to	

	completely remove a client's information from the system. Also discussed the challenges associated with sharing of information between partners/agencies. In addition, discussed creating a section in policies and procedures that references other policies and procedures within HMIS. Training available to the VC HMIS/PTH CES users was reviewed; Trauma Informed training, Motivational Interviewing training, and Bridges Out of Poverty Training. In addition, the Human Services Agency is also considering online training courses.	
4. 2019/2020 VC HMIS/CES Strategic Plan Review	Reviewed the 2019/2020 VC HMIS/PTH CES Strategic Plan which starts 07/01/19 including the Mission Statement, Vision, and the Strategic Goals. Under Vision, all homeless service providers (Level 1) are providers that specifically address homelessness (for example, Homeless Services is a Level 1 provider). Marissa discussed that Coordinated Entry is all about the clients and what we can do to make it easier for the clients. While we would like to provide data, we also must adhere to confidentiality. This Strategic Plan will be presented to the CoC Board.	
5. HUD System Performance Updates and HUD Data Standards Changes	Reviewed and discussed new tools being provided to System Administrators by HUD (HMIS lead checklist tool, data quality monitoring tool, contract management tool, HMIS lead monitoring tool, and HMIS lead standards). The annual reporting requirement to HUD (the Longitudinal Systems Analysis) is typically due in April. This year, there have been vendor challenges (wide range of data points, multiple updates, etc.) so the current due date is June 24th, however it is anticipated that this due date may get extended. In addition, there has been a lot of data cleanup for service providers (updating bed lists, unit inventories, etc.)	

	Another new tool provided by HUD is the Stella tool. The Stella tool is a data visualization tool run by HUD and its focus is on performance and the Longitudinal Systems Analysis data (for example, the length of time homeless from the time someone enters a project and leaves a project). It is anticipated that HUD will create an internal dashboard specific to Stella. Lastly, Coordinated Entry is now a requirement, there are universal data elements around Coordinated Entry. Data standards for Coordinated Entry are still new, with an anticipated "go live" for those in April 2020.	
6. Annual Invoicing Update	Invoices are going to be sent out to all the agencies for the new contract year by the end of June. Invoice payments will be due by September 30th and all organizations should review the licenses listed on their invoice to ensure that the information is correct. The board was also asked to increase the licensing fee to $300.00/per user. MOU's will be sent out with the invoices so that any organizations that have experienced a leadership change can re-sign the MOU.	
7. HMIS/CES User Evaluation Project	There are several big projects planned for the upcoming fiscal year such as evaluations of HMIS and Coordinated Entry. There are plans to create online surveys and focus groups.	
8. VC CoC Dashboard Preview	Tisha discussed working with the CoC to create a Dashboard. A preview of the VC CoC Dashboard (phase 1) was provided and the Dashboard will be displayed to the public on the CoC's website by 7/1/19. The Dashboard displays and filters information from the 25 organizations entering data and will be posted monthly. In the last year and a half, HMIS users have doubled from 60 users to approximately 128 users. In addition, they will be working on a dashboard specific to Coordinated Entry and for project types (transitional housing, rapid re-housing, etc.) Any requests, ideas, or recommendations regarding the Dashboard can be	** 8/1/2019 update Due to reporting and systems changes within VC HMIS per the vendor WellSky, which impacted the data feed to the dashboards, the dashboards did not go live on 7/1. The VC HMIS and VC CoC team will continue to work on this effort to release as soon as possible.

	submitted to Tara Carruth and Tisha Maeda.	
9. Roundtable Discussion	This committee agreed that Mercy House should be invited to be members of this VC HMIS/PTH CES Steering Committee as they are the new operator for the year-round Emergency Shelters in the City of Ventura and Oxnard. Currently, Mercy House staff are being trained for the Emergency Shelters. Discussion regarding Mercy House plans for bed counts/waitlists. A meeting with service providers recently took place and they are still trying to determine the best course of action regarding referrals to the emergency shelters (the emergency shelter in Ventura will not be a "walk-up" shelter). Based on Mercy House shelter operations in Orange County, the emergency shelters may be a "first come, first serve" operation. It was determined that additional discussions with Mercy House will be needed to determine shelter inventory/management of waitlists, etc. Currently, the temporary emergency shelter in Oxnard is at capacity. Approximately half of the clients at the shelter have been assessed.	