

**VC HMIS/PTH CES Steering Committee - Quarterly Meeting**

**November 15, 2023/9:30am - 11:00am**

**MS Teams**

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| **Items** | **Notes** |
| 1. Welcome Introductions
 | Chris Russell, Stefanie Robbins, Heidi Marine, Rosie Craig, Samantha Hsu, Ramiro Guzman, Felipe Flores, Jeffrey Carranza, Dolores Suafoa, Susan White Wood, Juliana Cervantes Carranza, Ninna Castellano, Amanda Cruz, Javier Villa Solis, Martha Cervantes, Aisha Astacio, Espy Gonzalez, Andrew Huizar, Annika Sumby, Lohanna Almanza, Dichele Harris, Christina Reeves (Notes) |
| 1. CES Updates (Heidi)
 | * As of 11/13/23 there are 254 households prioritized for PSH. Ventura Housing Authority obtained an additional 30 mainstream voucher. The team met and identified potential matches, packets went out, 6 were presented.
* Matches are now being presented at the case conference meetings, where Case Worker can announce updates on the client being matched.
* 5 matches have been made to PSH Silver Linings Program for adults 62 and over that are chronically homeless with a disability.
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| 1. Training Updates (Rosie)
 | * Reminder that new user training is offered on monthly basis, new hires will be schedule for the following months training unless indicated otherwise.
* Currently working on scheduling sessions for 2024 training calendar, once it’s schedule, it will be sent out.
* When users leave your organization or no longer need access to HMIS, please remember to submit a “Disable User” form and submit to the document submission portal.
* Continuing to develop the online training curriculum. By having the trainings online, it allows staff to be able to reference specific modules when needed. In between modules it stops, and an exercise can be completed.
* For questions regarding training, please reach out to the HMIS Team by emailing the HMIS-Support@ventura.org
* Heidi reported Chronic Homeless Documentation training 11/15/23 @1:00PM, the CES specialized trainings that include VAT Tool training, Road to Case Conferencing, and Chronic Homeless Documentation will be rotated in 2024.
* In previous years training were paused in December, this year, the team decided it to continues in December due to the needs with new staff turnover.
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| 1. Strategic Plans Update
 | * Stefanie shared that we updated our HMIS/CES fiscal year 2023-2024 Mission Statement, Vision, and Strategic Goals, and do this to ensure our goals and practices are all in line with our Mission, Vision, and Values with HSA and HMIS. Please see attachment.
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| 1. Hud Updates

-Mandatory Training-Report Issues | * Rosie reported that bi-annually HUD implements changes to the HUD Data Standards which means that there will be changes in the HMIS system as well. These changes take effect 10/1/2023. When this happens, we offer mandatory training for everyone for to learn about all the changes. Multiple sessions are available to ensure that everyone has the opportunity to participate. In prior years there has been a challenge getting users to take participate in these trainings, so please remind staff that it is mandatory to participate.
* Stefanie reiterated the importance of these mandatory trainings and asked if there is need to reschedule another session, reach out and they can try to make that happen.
* Stefanie explained that since HUD implemented these changes, they didn’t foresee the impact this will have on reporting. HUD will be extending the deadline on the APR, The Caper, CE Caper, and any ESGCB along with YHDP reports to December, and our WellSky vendor will make those changes by December 15, 2023. HUD is very aware that vendors across the nation are running into these report issues, they will be flexible, no one will be penalized and will note on their end that it was out of the control of those who are going to submit the reporting related to the data changes.
* Rosie clarified that the training requirement is for HMIS users only. If you are a manager and don’t have a user account but would like to be notified of the trainings, please reach out and send an email to be added to the user list for notifications.
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| 1. VAT Threshold Increase
 | * Heidi reported that there will be a VAT Threshold Increase based on the statistics of the last year and HUD’s guidance. In HUD’s guidance, they say the Prioritization list for PSH is not a waiting list that a client is on the list for more than 6 months. As we all know the housing opportunities are low and challenges are quite large housing deficiency. With the help of the VAT workgroup made up all our peers, we are proposing that VAT gets increased from 12 to 19. We have noticed that some clients are on the waiting list for up to 2 years, with this change, it helps us prioritize the most vulnerable.
* Susan White Wood added that for the units that VCBH has coming on, that are PSH, there’s no requirement for Chronic Homelessness and VAT score, she hopes to work with the HMIS team to establish a channel for those units that don’t require a VAT of 20.
* Heidi said that there is a different designation for units that don’t require a Chronic Homelessness and refer to them as Permanent Housing versus Permanent Supportive Housing (PSH). When we talk about PSH, it’s specifically for the ones that HUD requires a Chronic Homelessness that must be met.
	+ Note for Clarification, not discussed in meeting:

Although a VAT may not be a requirement of a specific housing opportunity it is a main criterion used by our continuum in determining housing placement. As listed in our VC CoC CES-PTH Prioritization Procedures, available at [www.VenturaCoC.org](http://www.VenturaCoC.org) , “The following criteria will be used to prioritize placement, with the first three serving as the primary methods of ranking individuals and the remaining two prioritizations serving as tie breakers if the first three prioritization methods result in tied rankings. 1. Homeless Status (chronic, literal, at risk, fleeing domestic violence)
2. Vulnerability Assessment Tool Score (PSH & TH)
3. Length of Time Homeless
4. Severity of Service Needs
5. Date of Vulnerability Assessment Tool
6. COVID Assessment Score
* Jeffery Carranza asked when will this be an official increase and when will it be rolled out? Stefanie said that if we get the approval from the Steering Committee members today, we will announce this to the CoC for their approval and most like be rolling it out December 1st.
* Dolores Suafoa asked that if there are clients that have a VAT of 12-19, can they still submit them to be prioritized because that in most of their shelters, for those who have not stabilized any type of medical treatment, it takes some time for them to get into the Dr and acclimate to the system so they can appropriately be assessed. She said their numbers can fluctuate, so should they still be presenting them at 12-19? Or should they presented when those numbers change? Heidi said they would not be accepting packets for clients for PSH that did not score a VAT of 20 or more but reminded that they can run a new VAT score every 6 months to see if it has changed.
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| 1. More Involvement
 | * Stefanie said that with so much turnover, sometimes the contacts that we usually reach out to for this meeting are no longer with you, so we hope that you give encouragement to your Teams about joining our meetings, so we get more input and involvement from everyone. We are asking for representation from every agency to participate at our Steering Committee meetings, so please pass along the message.
* Rosie added that this is one of our key forums for people to give any comments concerns or updates from your agency.
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| 1. 90 Day Updates
 | * Heidi said it’s very critical that we get 90-day updates on the case because the client’s circumstances can change and can impact their eligibility for making matches. It also let’s us know who the current case worker is for any questions. Case workers can make the updates on the community PSH list that is posted bi-weekly on our Pathway’s To Home Teams channel, and can also go into HMIS, CES and write a client note. Notes get transferred to the master PSH list. We are sending out reminder emails, and 2nd reminder email will include a CC to the Supervisor.
* Sam added that if you are making an update and upload to the client’s record, make a note and why, and send updates to the portal so that she knows an update is made.
* Heidi also expressed that they have come across some clients that have already been housed but have not been notified. It’s critical that we are updated on their housing status.
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| 1. PRK clients to PSH
 | * Stef reported that they are having a lot of Permanent Supportive Housing units coming online in the next year. There’s still a lot of clients in PRK that don’t have to be put on the streets due to funding that the local government has issued. A reminder that if you still have a client on your case load or staff who have a client who is under PRK, we encourage that you submit the documentation to get them prioritized because of the multitude of units coming up. We want a robust list to get them placed as soon as they’re available.
* Rosie added that the fact that they are in PRK doesn’t mean that they automatically qualify for these upcoming units, they still need to go through the process and need to be prioritized. She also added to encourage staff to take advantage of the Chronic Homeless Documentation training, and said it is a very helpful tool.
* Javier Villa Solis asked what if they have a client that is in PRK that is at a VAT of 19, they don’t qualify for PSH, but they can be prioritized for upcoming PRK? Will this be a different list? The team said yes that they won’t qualify for PSH but they will remain on the list so when those units come up, we can notify the case worker to get all the documentation ready for them to be matched.
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| 1. Roundtable Discussion
 | * Stefanie asked for at least 1 representative from each organization at the PTH meeting for each session. We don’t expect each HMIS user to be at every meeting, but we would appreciate that at least 1 staff member shows up, so that we can have a true working meeting to get everybody’s input and approval for these prioritizations to take list.
* Stefanie announced that we brought back the Annual Provider Survey this year, the results came in and a link was sent to for everyone to view. From those results, we asked providers what trainings would be most beneficial to everyone, the majority providers said they would like a “Housing First Training”, the team will work with he CoC to develop that training soon to come.
* Heidi added that they added more information about Veterans in the PTH agenda, is now a standing agenda item to discuss the updated resources for Veteran clients.
* Rosie added that it’s very critical that the case manager who is scheduled to present a client at the PTH meeting be there on that date, if for some reason they are unable to make it, please contact our team immediately.
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